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

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Josias Caveto, Nithya Chereddy
	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 Chereddy

Table of Contents

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 19-76

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

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-222042 | DDID 1967

Update Correspondence Headers and
Cosmetic Updates due to Barcode Placement

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jasmine Chen
	Reviewed By	Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/30/2020	1.0	Initial Document	Jasmine Chen
12/4/2020	1.1	Updated section 2.1	Howard Suksanti
12/28/2020	1.2	Updates based on QA feedback	Rainier Dela Cruz

Table of Contents

1 OVERVIEW

1.1 Current Design

DDID 2302 CA-207108 - Updates to Standardized Barcodes introduced a county code parameter and added a standardized barcode. Los Angeles County is currently hard-coded in the standard form header for forms generated through the Your Benefits Now (YBN) portal. Additionally, the new standardized barcode overlaps with existing text on several correspondence templates.

1.2 Requests

The request for this SCR is to use the county code parameter for the form headers generated from the YBN Portal, to avoid using hard-coded County names. Also, to update certain NOA templates so the new barcode will not overlap with existing text.

1.3 Overview of Recommendations

1. Update the YBN webservice to utilize the county code parameter introduced with DDID 2302 to generate a dynamic form header based on County.
2. Make cosmetic updates to NOA templates to address overlap with the new standardized barcode introduced with DDID 2302.

1.4 Assumptions

1. There are no changes to the standardized barcode design and its fixed-placement on Forms/NOAs, implemented with CA-207108.

2 RECOMMENDATIONS

2.1 Interface: Update YBN – Generate Form and Submit Form webservices to use County Code for form headers

2.1.1 Overview

YBN currently generates a hard-coded 'Los Angeles County' value on its form headers. The form header logic will be updated to instead dynamically populate the County name of the form header based on county code.

2.1.2 Description of Change

1. Update YBN – Generate Form and Submit Form webservices to utilize the county code parameter when generating a dynamic form header based on County code.

2.1.3 Execution Frequency

N/A

2.1.4 Key Scheduling Dependencies

N/A

2.1.5 Counties Impacted

Los Angeles County.

2.1.6 Data Volume/Performance

N/A

2.1.7 Interface Partner

YBN

2.1.8 Failure Procedure/Operational Instructions

N/A

2.2 Correspondence: Update NOAs to accommodate standardized barcode

2.2.1 Overview

Certain correspondence NOA templates are currently generated with the standardized barcode overlapping the template content. Cosmetic updates to the templates are needed to accommodate the barcode and not have any overlap.

2.2.2 Description of Change

1. Update the following to accommodate the standardized barcode so there is no overlap with the existing NOA content.

Snippet/Template Name	NOA Type	Language	Count
NA_BACK9_DCFS_FRAGMENT	Foster Care and Kin-GAP NOAs	English, Spanish	2
NA_BACK_9_MAGI_FRAGMENT	MAGI NOAs	English, Spanish, Armenian, Arabic, Cambodian, Cantonese (Chinese), Farsi, Hmong, Korean, Lao, Mandarin (Chinese), Other Chinese, Russian, Tagalog/Filipino, Vietnamese	13*
NA_BACK9_FRAGMENT	Non-Foster Care/Kin-GAP and Non-MAGI NOAs	English, Spanish, Armenian, Cambodian, Cantonese (Chinese), Farsi, Hmong, Korean, Lao, Mandarin (Chinese), Other Chinese, Russian, Tagalog/Filipino, Vietnamese ***Note:*** *The Arabic NA Back 9 has no overlapping issues with the barcode.*	12*

Snippet/Template Name	NOA Type	Language	Count
GR_DENIAL_TEMPLATE	GR Denial NOAs	English, Spanish, Armenian, Cambodian, Cantonese (Chinese), Farsi, Korean, Mandarin (Chinese), Other Chinese, Russian, Tagalog/Filipino, Vietnamese	10*
GR_APPROVAL_TEMPLATE	GR Approval NOAs	English, Spanish, Armenian, Cambodian, Cantonese (Chinese), Farsi, Korean, Mandarin (Chinese), Other Chinese, Russian, Tagalog/Filipino, Vietnamese	10*
GR_CHANGE_TEMPLATE	GR Change NOAs	English, Spanish, Armenian, Cambodian, Cantonese (Chinese), Farsi, Korean, Mandarin (Chinese), Other Chinese, Russian, Tagalog/Filipino, Vietnamese	10*
GR_TERMINATION_TEMPLATE	GR Discontinuance NOAs	English, Spanish, Armenian, Cambodian, Cantonese (Chinese), Farsi, Korean, Mandarin (Chinese), Other Chinese, Russian, Tagalog/Filipino, Vietnamese	10*
		Total	**67**

Note: One fragment is used for all Chinese languages.

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1967	As Side-by-Side sessions were focused on comparing the front end (online pages) functionality of the application, the CONTRACTOR shall budget an allowance of twenty-nine thousand, one hundred fifty-five hours (29,155) to accommodate for any Unforeseen differences in the code base that result in additional requirements. The requirements for the allowance of hours must be finalized and approved by the CONSORTIUM for the CONTRACTOR to meet design, build and System Test milestones, subject to the requirements meeting requirements in the LRS Agreement. As the requirements for the designated SCRs are identified, the SCRs will be calculated by the CONTRACTOR and reviewed and prioritized by the CONSORTIUM for approval through the County Change Control Board process.	Estimates will include the necessary Tasks in the software development lifecycle required to implement the CalSAWS DD&I SCR including deployment and change management. - For the new requirements to be included with CalSAWS DD&I UAT preparation activities (targeted to begin April 2021 for C-IV), the requirements for the unforeseen Differences allowance hours must be finalized, approved by the CONSORTIUM and added to the CalSAWS DD&I SOR by July 1, 2020 for the CONTRACTOR to meet design, build and System Test milestones.	Updated the form header population to populate based on the county code and updated existing fragments to accommodate the updated standardized barcode.

CalSAWS

Design Document

CA-207376 | DDID 1093

Create Supervisor Authorization Reports

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Linda Zeng
	Reviewed By	Ravneet Bhatia, Thao Ta

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/14/2020	1.0	Initial Document	Linda Zeng
11/19/2020	1.1	Updated document per QA comments log	Linda Zeng
11/25/2020	1.2	Updated document per QA comments log	Remi Lassiter
12/7/2020	1.3	Updated per comments from committee	Remi Lassiter

Table of Contents

1   OVERVIEW

This design outlines the steps necessary for the creation of the Supervisor Authorization Report and the Authorization Approval Progress Report in CalSAWS.

The Supervisor Authorization Report will be an export report based on the Pending Authorization page that provides detailed information on all pending authorization tasks within the selected parameters. This report will include metrics on the time a task spends pending for each individual level of approval.

The Authorization Approval Progress Report will be a monthly scheduled report that provides summary information on the progress of authorization tasks that are either pending or have been completed in the report month. This report will include metrics on the total time a task spends pending for all required authorizations to be completed rather than the time for each individual level of approval.

The two reports will be used by Level 1, Level 2, and Level 3 authorizers (authorizer titles will depend on individual county) to capture metrics of the supervisor approval process for any work items that require higher-level approval.

Note: Level 1, Level 2, Level 3 authorizers may be referred to as Supervisor, Deputy, Director, but these titles are not used by all counties.

1.1   Current Design

Currently, there are no Supervisor Authorization Reports to track the progress of authorizations in CalSAWS.

1.2   Requests

Create up to 5 BI Reports (Scheduled or On-Request) around the different authorization types and the actions taken as well as performance metrics.

1.3   Overview of Recommendations

Create two new reports, the first report will be an exported report from the Pending Authorizations page containing detailed supervisor authorization information and the second report will be a monthly scheduled report containing summary information.

1. Create the Supervisor Authorization Report which is the exported report that would utilize the "Export" button.

2. Create an "Export" button on the Pending Authorizations page. The button functionality will mimic the "Export" button functionality on the Workload Inventory pages.

3. Create the Authorization Approval Progress Report which is the monthly scheduled report.

1.4 Assumptions

- The scheduled report will be created in the new reporting tool in the analytics re-platforming solution, and the on-request report will be developed in the current tool.
- Only reports for the Welfare to Work (WTW) Program and the Refugee Employment Program (REP) will have Region and Region Group columns populated with value. For all other programs the Region and Region Group columns will be blank.

2 RECOMMENDATIONS

2.1 Reports – Supervisor Authorization Report

2.1.1 Overview

The Supervisor Authorization Report will be created and include the different authorization types, actions taken, and performance metric of total days pending in queue, as well as detailed metrics of how many days in queue at each required authorization level. Not all authorization requests will require all three levels of approval.

2.1.2 Supervisor Authorization Report Mockup

Figure 2.1.2.1 – Supervisor Authorization Report Mockup

2.1.3 Description of Change

1. Create Supervisor Authorization Report.

2. The Supervisor Authorization Report will have the following columns defined in the table on the next pages.

6

Supervisor Authorization Report Column Definitions

Column Name	Column Description
Region Group	Region group associated to the worker at the time of export. Region Group is assigned to worker primarily on WTW/ REP program caseloads. Note: Value can be blank if the program is not a WTW/REP program.
Region	Region associated to the worker at the time of export. Note: Value can be blank if the program is not a WTW/REP program.
Office Name	Name of the office associated to the worker at the time of export.
Unit	The unit number associated to the worker at the time of export.
Case Number	The case number associated to the case.
Case Name	The case name associated to the case.
Type	Type of authorization associated with the category of the transaction that needs approval. Technical note: Possible Type values are: • Computation Request • EDBC • External Recovery Account • Interest Allocation • Issuance Method • Invoice • Issuance Replacement/Reissue • Payment Request • Transaction Refund • Valuable
Date	The date the task was assigned on. Format: MM/DD/YYYY
Program	Program associated to the task.

Column Name	Column Description
Program Status	Status of the program associated to the task.
ES	Indicator for whether the program requires Expedited Services.
Month(s)	Month(s) associated to the task.
Worker ID	ID of the worker associated to the task at the time of export.
Highest Level of Authorization Needed	The highest level of authorization required for the task. Possible values are: • First • Second • Third
Total Days in Authorization Process	Displays the summation of days pending for a task across all approval levels.
Status (First Level Authorization)	Status of the transaction that is pending approval for requests that needs first-level authorization depending on the Task Type. Technical note: Possible values are: • Approved • Pending • Rejected
Status Date (First Level Authorization)	Date of the status of the transaction for the first level of authorization.
Days in Pending Status (First Level Authorization)	If First Level Authorization status is "Pending", display number of days from the date the worker created the approval task to the date of the export of the report. If First Level Authorization status is "Approved" or "Rejected", display number of days from the date the worker created the approval task to the date of first level approval or rejection.
Status (Second Level Authorization)	Status of the transaction that is pending approval for pending requests that needs second-level authorization (e.g., values can be Approved, Pending, Reject), depending on the Task Type.
Status Date (Second Level Authorization)	Date of the status of the transaction for the second level of authorization.

Column Name	Column Description
Days in Pending Status (Second Level Authorization)	If Second Level Authorization status is "Pending" display number of days from the date of first level approval to the date of the export of the report. If Second Level Authorization status is "Approved" or "Rejected", display number of days from the date of first level approval to the date of second level approval or rejection. If Second Level Authorization is not applicable to the task, leave blank.
Status (Third Level Authorization)	Status of the transaction that is pending approval for pending requests that needs third-level authorization (e.g., values can be Approved, Pending, Reject), depending on the Task Type.
Status Date (Third Level Authorization)	Date of the status of the transaction for the third level of authorization.
Days in Pending Status (Third Level Authorization)	If Third Level Authorization status is "Pending", display number of days from the date of second level approval to the date of the export of the report. If Third Level Authorization status is "Approved" or "Rejected", display number of days from the date of second level approval to the date of third level approval or rejection. If Third Level Authorization is not applicable to the task, leave blank.

Note: For columns that appear on the Pending Authorization screen, their data will match what is exported from the screen while the additional columns will be a detailed extension of that query.

Please refer to the attached mockup.

2.1.4 Report Location
Global: Case Info
Local: Tasks
Task: Approvals > Pending Authorizations

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

2.1.6 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
SupervisorAuthorizationReport	This right gives access to view the Supervisor Authorization Report	Pending Authorization

Security Groups

No security group updates.

2.1.7 Page Mapping

No updates to page mapping.

2.1.8 Report Usage/Data Volume Impacts

The report is expected to be generated fewer times than the page is visited.

2.2 Reports – Authorization Approval Progress Report Description

2.2.1 Overview

The Authorization Approval Progress Report will be created and will include summary metrics of the end-to-end processing time for all tasks that were either pending or completed in the report month. This report will display how many days a task is pending in queue for completion of all required authorization approvals. Not all authorization requests will require all three levels of approval. This report will be a monthly scheduled report.

2.2.2 Authorization Approval Progress Report Mockup

								Days in Pending Queue				
Office Name	Unit	Highest Authorization Level Required	Type	Program	ES	Task Progress	0-3 Days	4-10 Days	11-30 Days	31-45 Days	Over 45 Days
LRS Main Office	10	1st Level	EDBC	CalFRESH	N	In Progress	3	1	0	0	0
LRS Main Office	10	1st Level	EDBC	CalFRESH	N	Completed	2	1	1	0	0
LRS Main Office	12	2nd Level	Payment Request	CalFRESH	N	In Progress	1	4	2	1	0
LRS Main Office	12	2nd Level	Payment Request	CalFRESH	N	Completed	0	3	1	1	0
LRS Main Office	V0	3rd Level	Payment Request	CalFRESH	Y	In Progress	0	1	2	1	0
LRS Main Office	V0	3rd Level	Payment Request	CalFRESH	Y	Completed	0	1	2	1	1

Figure 2.2.2.1 – Authorization Approval Progress Report Mockup

2.2.3 Description of Change

1. Create a monthly scheduled Authorization Approval Progress Report.

2. The Authorization Approval Progress Report will have the following columns defined in the table below.

Authorization Approval Progress Report Column Definitions

Column Name	Column Description
Office Name	Name of the office associated to the worker at the end of the report month.
Unit	The unit number associated to the worker at the end of the report month.
Highest Authorization Level Required	Highest level of authorization required by the task. Possible values are: • First • Second • Third
Type	Type of authorization associated with the category of the transaction that needs approval (such as Payment Request, EDBC, Invoice, etc.) at the end of the report month.
Program	Program associated to the task.
ES	Indicator for whether the program requires Expedited Services.

Column Name	Column Description
Task Progress	Progress of all approvals for the task at the end of the report month.
	Possible values are:
	- "In-progress" if the highest authorization level required has not been completed
	- "Completed" if the highest authorization level required has been completed
	Note: an authorization is completed if it is either approved or rejected
0-3 Days (Days in Pending Queue)	Displays the number of tasks that are pending for 0-3 days from date of task submission.
4-10 Days (Days in Pending Queue)	Displays the number of tasks that are pending for 4-10 days from date of task submission.
11-30 Days (Days in Pending Queue)	Displays the number of tasks that are pending for 11-30 days from date of task submission.
31-45 Days (Days in Pending Queue)	Displays the number of tasks that are pending for 31-45 days from date of task submission.
Over 45 Days (Days in Pending Queue)	Displays the number of tasks that are pending for over 45 days from date of task submission.

Note: Days in Pending is defined as the total number of days a task spent in Pending status to achieve all levels of authorization required – e.g., if a task requires three levels of approval, this is the number of days to complete all three levels. This includes tasks that are currently in Pending status and tasks that were closed out (approved or rejected) during the reported month. Please see Appendix for examples for tasks in Pending and Closed statuses.

Please refer to the attached report template mockups.

2.2.4 Report Location

Global: Reports
Local: Scheduled
Task: Administrative
Report Search: Authorization Approval Progress Report

Report Description: Report shows monthly progress of authorization tasks that are pending and those that have been approved within the month.

2.2.5 Counties Impacted

All counties in CalSAWS will be impacted by the changes outlined in this section.

2.2.1 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
AuthorizationApprovalProgressReport	This right gives access to view the Authorization Approval Progress Report	Authorization Approval Progress Report

Security Groups

Security Group	Group Description	Group to Role Mapping
Authorization Approval Progress Report	This group gives access to view the Authorization Approval Progress Report	N/A

2.2.2 Page Mapping

No updates to page mapping.

2.2.3 Report Usage/Data Volume Impacts

The report is expected to be generated fewer times than the page is visited.

2.3 Online - Pending Authorizations Page Export Function

2.3.1 Overview

An "Export" button and functionality will be created on the Pending Authorizations page in order to export the Supervisor Authorization Report.

This functionality will mimic that of the "Export" button functionality on the Workload Inventory pages.

2.3.2 Pending Authorizations Page Export Button Mockup

Figure 2.3.2.1 – Pending Authorizations Page Export Button Mockup

2.3.3 Description of Change

1. Create an "Export" button on the Pending Authorizations page in order to export the Supervisor Authorization Report.

   a) The export button functionality will mimic the "Export" button functionality on the Workload Inventory pages.
   b) If the user selects one value of "Worker", then it will dynamically show report for that Worker when exported.

   Note: For multiple pagination results please see mockup in Supporting Documents #4.

14

2.3.4 Page Location

Global: Case Info

Local: Tasks

Task: Approvals > Pending Authorizations

2.3.5 Counties Impacted

All counties in CalSAWS will be impacted by the changes outlined in this section.

2.3.6 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
SupervisorAuthorizationReport	This right gives access to view the Supervisor Authorization Report	Pending Authorizations

Security Groups

No security group updates.

2.3.7 Page Mapping

No updates to page mapping.

2.3.8 Page Usage/Data Volume Impacts

The report is expected to be generated fewer times than the page is visited.

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Report	Supervisor Authorization Report Mockup	Supervisor Authorization Report
2	Reports	Authorization Approval Progress Report Mockup	Authorization Approval Progress Re
3	Online	Pending Authorizations Page Export Button	Pending Authorizations Page E
4	Online	Pending Authorizations Page Export Button (Multiple Results/Pagination)	Pending Authorization Page Ex
5	Security	Security Matrix	Security Matrix

4   REQUIREMENTS

4.1   Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1093	The CONTRACTOR shall create Reports around the different Supervisor Authorization types, actions taken and performance metrics.	- It is assumed no more than 5 reports will be created with a complexity level of 3 medium and 2 difficult reports.	Supervisor Authorization Report and Authorizer Approval Progress Report will be created and will include authorization types, actions taken, and performance metrics.

5 APPENDIX

5.1 Code Logic Technical Note

Technical Note: Please see table below for clarifications on code logic.

Code Logic For:	Description
• EDBC Task Types • Non-EDBC Task Types	All logic for completed approvals are given status of Complete (STAT_CODE = 'CO') in TASK table and will not be displayed on the Pending Authorizations page to be exported. Note: This is important because we will be using completed status for the tasks that were completed within the report month for the Authorization Approval Progress Report.

5.2 Examples for Days in Pending Calculation

Example scenarios for calculating values for the number of Days in Pending Queue columns (e.g. "0-3 Days (Days in Pending Queue)") in the Authorization Approval Progress Report are described below.

Comparison date is the first day of the month following the report month and is used to calculate the number of days pending for open tasks (items still pending). The example report month is October 2020 (10/2020) thus, the comparison date is 11/1/2020 and the calculations for open tasks are days pending as of this date.

Date of pending status is when the task is first created and date of closure status is when the task is approved/rejected for the highest level of authorization required for the task – e.g., if a task requires three levels of approval, date of pending status is when the first level of authorization is submitted for approval and the date of closure status is when the third and final level of approval is completed. Completed status is assumed to be approved/rejected.

Example	Report Month	Comparison Date	Current Status	Date of Pending Status	Date of Closure Status	Days Pending	Days in Pending Queue Column
1	Oct-20	11/1/2020	Pending	10/29/2020		3	0-3 Days
2	Oct-20	11/1/2020	Completed	10/14/2020	10/15/2020	1	0-3 Days
3	Oct-20	11/1/2020	Pending	10/26/2020		6	4-10 Days
4	Oct-20	11/1/2020	Completed	10/19/2020	10/23/2020	4	4-10 Days
5	Oct-20	11/1/2020	Pending	10/2/2020		30	11-30 Days
6	Oct-20	11/1/2020	Completed	10/2/2020	10/20/2020	18	11-30 Days
7	Oct-20	11/1/2020	Pending	9/17/2020		45	31-45 Days
8	Oct-20	11/1/2020	Completed	9/1/2020	10/10/2020	39	31-45 Days
9	Oct-20	11/1/2020	Pending	9/15/2020		47	Over 45 Days

- Example #1: Status currently is Pending and was Pending starting 10/29/2020. This would be 3 days in Pending as of October report month. Days in Pending Queue column populated would be "0-3 Days".

- Example #2: Status is currently Completed on 10/15/2020. However, status was Pending on 10/14/2020. It spent 1 day in Pending status as of the October report month. Days in Pending Queue column populated would be "0-3 Days".

- Example #3: Status is currently Pending and was Pending starting on 10/26/2020. This would be 6 days in Pending as of October report month. Days in Pending Queue column populated would be "4-10 Days".

- Example #4: Status is currently Completed on 10/23/2020. However, status was Pending on 10/19/2020. This would be 4 days in Pending as of October report month. Days in Pending Queue column populated would be "4-10 Days".

- Example #5: Status currently is Pending and was Pending starting 10/2/2020. This would be 30 days in Pending as of October report month. Days in Pending Queue column populated would be "11-30 Days".

- Example #6: Status is currently Completed on 10/20/2020. However, status was Pending on 10/2/2020. It spent 18 days in Pending status as of the October report month. Days in Pending Queue column populated would be "11-30 Days".

- Example #7: Status is currently Pending and was Pending starting 9/17/2020. This would be 45 days in Pending as of October report month. Days in Pending Queue column populated would be "31-45 Days".

- Example #8: Status is currently Completed on 10/10/2020. However it was set to Pending on 9/1/2020. It spent 39 days in Pending as of October report month. Days in Pending Queue column populated would be "31-45 Days".

- Example #9: Status is currently Pending was Pending starting 9/15/2020. It spent 47 days in Pending as of October report month. Days in Pending Queue column populated would be "Over 45 Days".

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-212869

ACIN I-78-20 2021 CAPI COLA

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Paul Galloway
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/11/2020	.1	Initial Draft	Paul Galloway
12/09/2020	.2	Added additional assumption on NOA's	Paul Galloway

Table of Contents

1 OVERVIEW

All County Information Notice (ACIN) I-78-20 dated November 17, 2020, transmitted new payment standards for the Cash Assistance Program for Immigrants (CAPI) for 2021. This document identifies necessary changes to CAPI in CalSAWS beginning January 1, 2021.

1.1 Current Design

CAPI provides cash assistance to eligible aged, blind, and/or disabled legal immigrants who are non-citizens and successfully completed an application process.

As required by Welfare and Institution Code (W&IC) section 18941, the CAPI payment standards are equivalent to the SSI/SSP payment standards, and have been so since the reversal of the CalFresh cash-out took effect on June 1, 2019 (ACL 18-90). Currently CalSAWS uses the January 1, 2020, payment standards to compute CAPI benefit amounts.

1.2 Requests

The 1.3 % cost of living adjustment (COLA) for recipients of Supplemental Security Income (SSI) recently declared by the federal Social Security Administration (SSA) will cause both SSI/SSP payment standards and CAPI payment standards to increase for 2021. Effective January 1, 2021, benefits for all active CAPI programs must be calculated and issued based on the new amounts.

1.3 Overview of Recommendations

Update CalSAWS code tables with the new CAPI COLA values for 2021 and end date code table records from the previous year as of December 31, 2020.

1.4 Assumptions

1. CAPI COLA Change NOA is generated for Active CAPI programs when Batch EDBC is run with a run reason of CAPI COLA and there is a change in the monthly benefit amount issued.
2. The existing CalFresh Change NOA will generate when the CAPI COLA changes impact the CalFresh benefit.
3. If the CalFresh and/or CAPI benefit amount change(s) based on the CAPI COLA and another change (e.g., income increase/decrease), send only the change NOA related to the non-COLA change, per existing logic.
4. For cases with both CAPI and CalFresh programs, both the CalFresh change NOA and the CAPI Notice of Change will be sent if the new CAPI payment standards cause the benefits to change for both programs.

5. CA-202055 was implemented since last year's CAPI COLA to separate cases and issuances for CAPI couples who were previously together in a CAPI program on the same case.
6. CA-221137 will run batch EDBC to apply the new CAPI payment amounts.
7. No Client Correspondence changes are included in this SCR. CA-221803 will add additional threshold languages for the CAPI COLA NOA in a future release.

2   RECOMMENDATIONS

2.1   Eligibility – Update CAPI Payment Amounts

2.1.1   Overview

Update the code tables with the new CAPI payment standards for 2021 for Independent Living, Reduced Needs, and Non-Medical Out-of-Home Care for individuals and couples.

2.1.2   Description of Changes

1. Insert new code table records for CAPI payment amounts with an effective date of 1/1/2021 to high date.
2. End-date the existing high-dated values effective 12/31/2020.
3. The following table contains the new rates for individuals and couples who live independently or in households with in-kind room and board (Reduced Needs):

	INDEPENDENT LIVING			REDUCED NEEDS		
	RESIDING IN OWN HOUSEHOLD			HOUSEHOLD OF ANOTHER WITH IN-KIND ROOM & BOARD		
INDIVIDUAL:	**TOTAL CAPI**		TOTAL SSI/SSP	**TOTAL CAPI**		TOTAL SSI/SSP
AGED OR DISABLED	**$954.72**		$954.72	**$693.58**		$693.58
AGED OR DISABLED – without cooking facilities (with restaurant meal allowance)	**$1,041.04**		$1,041.04			
BLIND	**$1011.23**		$1011.23	**$750.10**		$750.10
DISABLED MINOR - Living with parent(s) - Living with non-parent relative or non-relative guardian	**$859.15**		$859.15	**$598.01**		$598.01
COUPLE:	**TOTAL CAPI**	ONE CAPI, ONE SSI	TOTAL SSI/SSP	**TOTAL CAPI**	ONE CAPI, ONE SSI	TOTAL SSI/SSP
AGED or DISABLED - per couple	**$1,598.14**	$1,598.14	$1,598.14	**$1,206.41**	$1,206.41	$1,206.41
AGED or DISABLED - without cooking facilities (with restaurant meal allowance)	**$1,770.77**	$1,770.77	$1,770.77			
BLIND - per couple	**$1,749.19**	$1,749.19	$1,749.19	**$1,357.46**	$1,357.46	$1,357.46
BLIND/AGED OR DISABLED - per couple	**$1,691.65**	$1,691.65	$1,691.65	**$1,299.92**	$1,299.92	$1,299.92

Title XIX Medical Facility	Total CAPI	Total SSI/SSP
Per Individual *(no change from previous year)*	**$51.00**	$51.00
Per Couple *(no change from prior year)*	**$102.00**	$102.00

4. The following table contains the new rates for individuals and couples who receive Non-Medical Out-of-Home care.

	NON-MEDICAL OUT-OF-HOME CARE					
	HOUSEHOLD OF RELATIVE WITH IN-KIND ROOM & BOARD			IN LICENSED FACILITY OR HOUSEHOLD OF RELATIVE WITHOUT IN-KIND ROOM & BOARD		
INDIVIDUAL:	**TOTAL CAPI**		TOTAL SSI/SSP	**TOTAL CAPI**		TOTAL SSI/SSP
AGED OR DISABLED	**$947.57**		$947.57	**$1,217.37**		$1,217.37
AGED OR DISABLED – without cooking facilities (with restaurant meal allowance)						
BLIND	**$947.57**		$947.57	**$1,217.37**		$1,217.37
DISABLED MINOR - Living with parent(s) - Living with non-parent relative or non-relative guardian	**$947.57**		$947.57	**$1,217.37**		$1,217.37
COUPLE:	**TOTAL CAPI**	ONE CAPI, ONE SSI	TOTAL SSI/SSP	**TOTAL CAPI**	ONE CAPI, ONE SSI	TOTAL SSI/SSP
AGED or DISABLED - per couple	**$1,868.52**	$1,868.52	$1,868.52	**$2,434.74**	$2,434.74	$2,434.74
AGED or DISABLED - without cooking facilities (with restaurant meal allowance)						
BLIND - per couple	**$1,868.52**	$1,868.52	$1,868.52	**$2,434.74**	$2,434.74	$2,434.74
BLIND/AGED OR DISABLED - per couple	**$1,868.52**	$1,868.52	$1,868.52	**$2,434.74**	$2,434.74	$2,434.74

2.1.3 Programs Impacted
CAPI

2.1.4 Performance Impacts
NONE

3 REQUIREMENTS

3.1 Project Requirements

REQ #	Requirement Text	How Requirement Met
2.8.1.21	The LRS shall automate eligibility determination and benefit calculation for certain individual and case changes.	New CAPI payment standards are added in LRS system and old payment standards are end dated.

4 MIGRATION IMPACTS

No migration impacts. CAPI is a manual program in the C-IV system.

5 OUTREACH

None

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215031 | DDID 2598

Update MC Reminder Notice Form in CalSAWS System

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/30/2020	1.0	Original	Pramukh Karla
11/27/2020	2.0	Updated design document to address QA Comments	Pramukh Karla

Table of Contents

1 OVERVIEW

The purpose of this change is to Update the MC Reminder Notice form in existing languages and add the MC Reminder Notice form in threshold languages which are currently not in CalSAWS Template Repository.

1.1 Current Design

The MC Reminder Notice form can only be generated from Template Repository for Los Angeles county in English and Spanish languages.

1.2 Requests

Update MC Reminder Notice form in existing languages and add the form in all threshold languages and update MC Reminder Notice batch trigger to make it configurable for all 58 counties.

1.3 Overview of Recommendations

1. Update MC Reminder Notice form number to use CalSAWS Standard Form Numbering.
2. Update MC Reminder Notice form to make it available from Template Repository for all 57 migration counties
3. Update MC Reminder Notice form in existing languages.
4. Add the MC Reminder Notice form in threshold languages.
5. Update MC Reminder Notice batch trigger to make it configurable for all 58 counties.

1.4 Assumptions

1. MC Reminder Notice batch job will be updated to include all 58 counties and will not follow the migration opt in/out process. The downstream process checks if a MC Reminder Notice has been sent out before EDBC can discontinue the MC program.

2 RECOMMENDATIONS

2.1 Update and Add MC Reminder Notice Form

2.1.1 Overview

This section will cover the updates needed to update and MC Reminder Notice form to CalSAWS system.

Non-State Form: CSF 164

Programs: Medi-Cal

Attached Forms: N/A

Forms Category: NOA

Template Repository Visibility: All Counties

Existing Languages: English and Spanish

New Languages: Armenian, Arabic, Cambodian, Chinese*, Farsi, Tagalog/Filipino, Hmong, Korean, Lao, Russian, Vietnamese

One translation is provided to support the three Chinese threshold languages: Cantonese, Chinese, and Mandarin.

2.1.2 Description of Change

1. Update MC Reminder Notice form number to CSF 164 on Template Repository Search page.

2. Update existing MC Reminder Notice form XDPs to make the following updates. – see supporting document #1
   a. Update the three arrows under the "Remember" to bullet points
   b. Add text "You can give us information by phone, mail, online, or in person" below "We have not received your form."
   c. Update "If you have any questions or need more information about this form, call your eligibility worker whose name and telephone number are listed on top of this form." to "If you have any questions or need more information about this form, contact the county at the number listed above.

3. Create MC Reminder Notice form XDPs in threshold languages.

   Form Header: Existing MC Reminder Notice Form Header

   Form Title: MC Reminder Notice

   Form Number: CSF 164

   Include NA Back 9: No

   Imaging Form Name: N/A

   Imaging Document Type: N/A

   Form Mockup/Example: See Supporting Document #2

4. Add the new CSF 164 in threshold languages to Template Repository. The following parameters will be required:

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

5. Add the following barcode options to the CSF 164 form for the new threshold languages like existing versions:

Tracking Barcode	BRM Barcode	Imaging Barcode
Y	N	N

Note: This is already implemented in the existing versions in XDP and the code. This should be implemented only in the new XDP's being created for the new languages.

6. Add the following print options to the CSF 164 Form:

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

Mailing Requirements:
Mail-To (Recipient): Applicant selected on the Document Parameters page.
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard Mail
Return Envelope Type: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Clock Indicator: N/A
Post to Self Service Portal: Yes

2.2 Batch – Update Forms Trigger (PB19R1932) Conditions

2.2.1 Overview

The Form Trigger batch job (PB19R1932) sends out the MC Reminder Notice form by inserting case details into a transaction table.

2.2.2 Description of Change

1) Modify PB19R1932 Batch trigger to PB00R1932 Batch job and add all 58 counties to the batch properties countyCodeList.
2) Update batch job to generate MC Reminder Notice form in all threshold languages.

2.2.3 Execution Frequency

Same as PB19R1932 batch job.

2.2.4 Key Scheduling Dependencies

1) Schedule PB00R1932 batch job same as PB19R1932.
2) Remove PB19R1932 batch job from the scheduler.

2.2.5 Counties Impacted

All 58 counties.

2.2.6 Data Volume/Performance

N/A

2.2.7 Failure Procedure/Operational Instructions

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

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 164 Existing languages	CSF164_EN.pdf CSF164_SP.pdf
2	Correspondence	CSF 164 Threshold Languages	CSF164_AE.pdf CSF164_AR.pdf CSF164_CA.pdf CSF164_CH.pdf CSF164_FA.pdf CSF164_HM.pdf

			CSF164_KO.pdf
			CSF164_LA.pdf
			CSF164_RU.pdf
			CSF164_TG.pdf
			CSF164_VI.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2630	**Original**: The CONTRACTOR shall update the MC Reminder Notice in the CalSAWS software as follows: 1) Update the form number from "MC Reminder Notice" to CalSAWS standard naming/numbering format 2) Update the three arrows under the "Remember" to bullet points 3) Add text "You can give us information by phone, mail, online, or in person" below "We have not received your form." 4)Update "If you have any questions or need more information about this form, call your eligibility worker whose name and telephone number are listed on top of this form." to "If you	1. Estimate is for updating the form in English and Spanish along with updating the batch trigger. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	With SCR CA-215031, MC Reminder Notice form will be updated and added to CalSAWS Template Repository in all threshold languages and will update PB19R1932 job to PB00R1932 and make it run for all 58 counties.

have any questions or need more information about this form, contact the county at the number listed above. "The CONTRACTOR shall migrate the batch trigger that sends the MC Reminder Notice 6 business days before the end of the month prior to the RE month in the CalSAWS Software and make configurable for all 58 Counties. The 58 Counties will have the option to opt in or out of the batch job at the time of migration. NOTE: See template titled "MC Reminder Notice" for formatting and content. **Revised**: The CONTRACTOR shall update the MC Reminder Notice in the CalSAWS software as follows: 1) Update the form number from "MC Reminder Notice" to CalSAWS standard naming/numbering format 2) Update the three arrows under the "Remember" to bullet points 3) Add text "You can give us information by phone , mail, online , or in person" below "We		

have not received your form." 4)Update "If you have any questions or need more information about this form, call your eligibility worker whose name and telephone number are listed on top of this form." to "If you have any questions or need more information about this form, contact the county at the number listed above. "The CONTRACTOR shall update the batch trigger that sends the MC Reminder Notice 6 business days before the end of the month prior to the RE month in the CalSAWS Software to run for all 58 counties.		

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215037

DDID 2601: Update NOA (MC) NA Back 9

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Maria Jensen
	Reviewed By	Pramukh Karla

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/16/2020	0.1	Initial Draft	Maria Jensen
10/27/2020	0.3	Review corrections	Maria Jensen
11/09/2020	0.4	BA Review corrections	Maria Jensen
11/13/2020	0.5	QA Comments corrections	Maria Jensen

Table of Contents

1 OVERVIEW

The NOA (MC) - Free Format NOA (MC) is a non-state form that is used in the CalSAWS system as a blank Notice of Action for the Medi-Cal program. This SCR will renumber the form as per CalSAWS naming/numbering format standard and will update the existing form functionality to match the C-IV version.

1.1 Current Design

Currently the NOA (MC) form is available in the CalSAWS system via the Template Repository in English and Spanish, and only for LA county. It can be generated either as a Blank Template, or in the context of a case. Its 4 pages consist of 2 notices, and only the first notice features the CalSAWS Standard Header. Each notice has 2 input columns on the front and the NA Back 9 fragment on the back. The NA Back 9 hearing rights fragment is available in all threshold languages and can be generated as attached to forms or via the Template Repository as a standalone form. (Please note: This SCR will only bring updates to the NA Back 9 attached to the NOA (MC) form.)

The C-IV implementation of the MAGI 100 CIV is a 1-page form which consists of 2 impressions: a single input block on the front and the NA Back 9 MAGI fragment on the back. Both of these forms can also be generated as separate forms from the Template Repository in all threshold languages.

1.2 Requests

1. Update form number from NOA (MC) to CalSAWS standard naming/numbering format.
2. Update the NOA (MC) NA Back 9 in CalSAWS to match the C-IV's MAGI 100 NA Back 9 hearing information section, and remove the column separator from the front of the notice.
3. Make the form available in the Template Repository in all threshold languages.

1.3 Overview of Recommendations

1. Update NOA (MC) form number to CSF 165.
2. Update the NOA (MC) NA Back 9 in CalSAWS to match the C-IV's MAGI 100 NA Back 9 hearing information section, and remove the column separator from the front of the notice.
3. Make the form available in the Template Repository in all threshold languages.

1.4 Assumptions

1. The CSF 165 form will use the CalSAWS Standard Header with the standard variable population. If generated for LA County, the header fields will remain read-only if populated in the context of a case, as per CalSAWS standards.

2   RECOMMENDATIONS

2.1   Updates to the CSF 165 form

2.1.1   Overview

This SCR will renumber NOA (MC) form to CSF 165 (revision 11/20).
The SCR will also update the NOA (MC) NA Back 9 in the CalSAWS system to match the C-IV's MAGI 100 NA Back 9 hearing information section, and remove the column separator from the front of the notice. Please see the attached Supporting Documents #1-2 for details.

Current Non-State Form: NOA (MC)
Current Programs: Medi-Cal
Current Attached Form(s): NA Back 9 fragment
Current Forms Category: NOA
Current Template Repository Visibility: LA County
Existing Languages:
English, Spanish

2.1.2   Update NOA (MC) form number to CSF 165

Update NOA (MC) form number to CSF 165, as per CalSAWS naming/numbering format standard.

2.1.3   Update the CSF 165 form XDP

Remove the column separator from the front of each notice, so that page 1 and page 3 have only one block of input.

Updated Languages:

English, Spanish, Armenian, Arabic, Cambodian, Chinese*, Farsi, Tagalog/Filipino, Hmong, Korean, Lao, Russian, Vietnamese

One translation is provided to support the three Chinese threshold languages: Cantonese, Chinese and Mandarin.

Form Header: CalSAWS Standard Header #1
Form Title: Free Format NOA (MC)
Form Number: CSF 165
Forms Category: NOA
Template Repository Visibility: All 58 counties

Include NA Back 9: Yes

Imaging Form Name: N/A

Imaging Document Type: N/A

Form Mockups/Examples: See Supporting Documents #1-2 for PDF Mockups

2.1.4 Update the CSF 165's NA Back 9 fragment XDP

On the back of the 1st and 3rd page, also known as the 2nd and 4th page, the NA Back 9 fragment will generate. This will be updated to match the MAGI 100 NA Back 9 hearing information section (see Supporting Documents #1-2 for PDF Mockups).

The following updates will be made:

1. Replace the existing <HEARING_ADDR> variable, located on the right hand side of the fragment, with the following static text:

    California Department of Social Services
    State Hearings Division, ACAB
    744 P Street, MS 9-17-97
    Sacramento, CA 95814

2. After the static Hearing Address, replace

    OR

    with the following static text in Bold formatting:

    OR fax to 1-916-651-2789

    Please refer to the mockups for the verbiage in each threshold language.

3. Update the toll free phone number from '**1-800-952-5253**' to '**1-855-795-0634**' without quotes, while keeping the Bold formatting.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 165 with NA Back 9 Existing Languages	CSF165_EN.pdf CSF165_SP.pdf
2	Correspondence	CSF 165 with NA Back 9 Threshold Languages	CSF165_AE.pdf CSF165_AR.pdf CSF165_CA.pdf CSF165_CH.pdf CSF165_FA.pdf CSF165_HM.pdf CSF165_KO.pdf CSF165_LA.pdf CSF165_RU.pdf CSF165_TG.pdf CSF165_VI.pdf

4   REQUIREMENTS

4.1   Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2601	The CONTRACTOR shall update the NOA (MC) NA Back 9 to match the MAGI 100 Back 9 hearing information section and remove the column separator from the front of the notice.	**Original** 1. Estimate is for updating the 2 page version of form in English and Spanish along with creating a 4 page version and adding ability for the user to select 2 page or 4 page version of this form from the document parameter page. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2665 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs. **Revised:** 1. Estimate is for updating the current 4 impression version of the form in English and Spanish. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2665 assumption for listing of the threshold languages included in the estimate.	With SCR CA-215037, form NOA (MC) - Free Format NOA (MC) will be renumbered to CSF 165 and will have the NA Back 9 updated to match the MAGI 100 Back 9 hearing information section, and the front of the notice will have the column separator removed.

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
		4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215043 | DDID 2604 FDS: Non State Forms - Update PA 5004

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Sureshnaidu Mullaguri
	Reviewed By	Harish Katragadda

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/03/2020	1.0	Initial Revision	Sureshnaidu Mullaguri

Table of Contents

1 OVERVIEW

The purpose of this change is to add the CSF 158 - Medicare Referral form version 10/2020 to the LRS/CalSAWS in English, Spanish and all threshold languages and make this form available for all 58 counties.

1.1 Current Design

The Non state form PA 5004- Medicare Referral form version 02/1987 is available in LRS/CalSAWS Template Repository in English and Spanish languages.

1.2 Requests

The system change request will update form number from PA 5004 to CSF 158 and add the CSF 158 - Medicare Referral form version 10/2020 to the LRS/CalSAWS Template Repository in English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Russian, Tagalog, Vietnamese, and Lao languages and make this form available for all 58 counties.

1.3 Overview of Recommendations

1. Update Form number from PA 5004 to CSF 158.
2. Update English and Spanish language form from PA 5004 version 02/1987 to CSF 158 version 10/2020.
3. Add CSF 158 - Medicare Referral form version 10/2020 to LRS/CalSAWS Template Repository in Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Russian, Tagalog, Vietnamese, and Lao languages.

1.4 Assumptions

1. CSF 158 notice will include the LRS/CalSAWS Standard Header and Footer in respective language and uses standard header population logic to populate worker details section, mailing from and mailing to addresses.
2. Mailing requirements for CSF 158 form remains same as existing PA 5004 form mailing requirements.
3. Form input, print options and mailing requirements for CSF 158 (10/2020) form in threshold language version remains same as English language version.

2   RECOMMENDATIONS

2.1   Updates to PA 5004 Form

2.1.1   Overview

The Non state form PA 5004 - Medicare Referral form version 02/1987 is available in LRS/CalSAWS Template Repository in English and Spanish language. Update PA 5004 form to version 10/2020 and rename it to CSF 158. Add CSF 158 - Medicare Referral form version 10/2020 to the LRS/CalSAWS Template Repository in Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Russian, Tagalog, Vietnamese, and Lao languages. Also make this form available for all 58 counties.

CalSAWS Form: CSF 158
Programs: Medi-Cal, CalWORKs
Attached Forms: NA
Forms Category: Forms
Languages: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog and Vietnamese
Template Repository Visibility: All 58 counties

2.1.2   Description of Change

1. Update Form Number from PA 5004 to CSF 158.

2. Update English and Spanish languages form from PA 5004 version 02/1987 to CSF 158 version 10/2020 and add CSF 158 version 10/2020 form in Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Russian, Tagalog, Vietnamese, and Lao languages to the Template Repository for all 58 counties.

   Form Header: Standard Header
   Form Title/Name: Medicare Referral
   Form Description: This form is generated for each aided person potentially eligible for Medicare in the household who is not receiving or does not have a pending application for Social Security/SSI/SSP Medicare.
   Form Number: CSF 158
   Include NA Back 9: No

   Imaging Form Name: Medicare Referral
   Imaging Document Type: Referrals

   Form Mockups: Please refer to Supporting Document #1 and #2

3. Make the CSF 158 (10/20) form available to all 58 counties.

4. Variable Population for CSF 158 Form:

   Variable population for CSF 158 (10/2020) form remains same as existing form populations for all fields except newly introduced field. Populate newly introduced field on CSF 158 (10/2020) form as mentioned below.

Notify the county as soon as you receive a response from the Social Security Administration but no later than 60 days from the date of this notice. You can tell us by any of the following ways:

- Sending us your Medicare approval or denial letter.
- Sending proof that shows you have applied for Medicare.
- Calling the county at _____ <1> _____.

2.2.1 CSF 158 New Field Mockup

Form Population				
S.NO	**Field Name**	**Editable**	**Type**	**Value**
1	Calling the county at	Yes	Text Field	Populate same as Worker Phone Number displayed on form header.

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP (Self Service Portal): Y
Clock Indicator: N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 158 in English and Spanish	CSF158_EN.pdf CSF158_SP.pdf
2	Correspondence	CSF 158 in all LRS/CalSAWS Threshold Languages	CSF158_AE.pdf CSF158_AR.pdf CSF158_CA.pdf CSF158_CH.pdf CSF158_FA.pdf CSF158_KO.pdf CSF158_HM.pdf CSF158_LA.pdf CSF158_RU.pdf CSF158_TG.pdf CSF158_VI.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2604	**Original:** The CONTRACTOR shall update the PA 5004 – Medicare Referral in the CalSAWS Software with the following updates: 1) Update form number from "PA 5004" to CalSAWS standard naming/numbering format 2) Relabel "Alienage" to "Immigration Status" 3) Update text from "To continue your eligibility to Medi-Cal, you must apply for Medicare benefits at your local Social Security office. Present this form to the Social Security Representative for completion when you apply for Medicare. After completion by the Representative, return this form to me by:" to "To continue your eligibility to Medi-Cal, you must apply for Medicare benefits through the Social Security Administration in any of the following ways. <bullet> Online by going to www.medicare.gov. <bullet> By phone at 1-800-MEDICARE (1-800-633-4227), TTY: 1-877-486-2048	1. Estimate is for updating the form in English and Spanish along with updating the batch trigger. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	With SCR CA-215043, Updated English and Spanish languages form from PA 5004 version 02/1987 to CSF 158 version 10/2020 and added CSF 158 version 10/2020 form in Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Russian, Tagalog, Vietnamese, and Lao languages to the Template Repository for all 58 counties.

<bullet> In person at your local Social Security Office. We recommend you make an appointment." 4) Add the following text language: "Notify the county as soon as you receive a response from the Social Security Administration but no later than 60 days from the date of this notice. You can tell us by any of the following ways: <bullet> Sending us your Medicare approval or denial letter <bullet> Sending proof that shows you have applied for Medicare, <bullet> Calling the county at <Worker's Number>" 5) Update "Social Security will send you a notice of your eligibility to Medicare. Please send a copy of the Medicare eligibility notice to me within (10) days after you receive it" to "<bold text> If you do not receive your Medicare approval or denial within 60 days, you are required to provide to the county the proof of approval or denial of Medicare within 10 days of receiving it from Social Security Administration " 6) Remove the word "IMPORTANT "typed in bold towards bottom of form 7) Update "If you have any questions, please contact me" to "If you have any questions, please contact		

the county at the number listed above." The CONTRACTOR shall update the batch trigger for the Medicare Referral and make configurable for the 58 Counties. The counties will have the option to opt in or out of the batch trigger at the time of migration. **Revised:** The CONTRACTOR shall update the PA 5004 – Medicare Referral in the CalSAWS Software with the following updates: 1) Update form number from "PA 5004" to CalSAWS standard naming/numbering format 2) Relabel "Alienage" to "Immigration Status" 3) Update text from "To continue your eligibility to Medi-Cal, you must apply for Medicare benefits at your local Social Security office. Present this form to the Social Security Representative for completion when you apply for Medicare. After completion by the Representative, return this form to me by:" to "To continue your eligibility to Medi-Cal, you must apply for Medicare benefits through the Social Security Administration in any of the following ways. <bullet> Online by going to www.medicare.gov.		

<bullet> By phone at 1-800-MEDICARE (1-800-633-4227), TTY: 1-877-486-2048 <bullet> In person at your local Social Security Office. We recommend you make an appointment." 4) Add the following text language: "Notify the county as soon as you receive a response from the Social Security Administration but no later than 60 days from the date of this notice. You can tell us by any of the following ways: <bullet> Sending us your Medicare approval or denial letter <bullet> Sending proof that shows you have applied for Medicare <bullet> Calling the county at <Worker's Number>" 5) Update "Social Security will send you a notice of your eligibility to Medicare. Please send a copy of the Medicare eligibility notice to me within (10) days after you receive it" to "<bold text> If you do not receive your Medicare approval or denial within 60 days, you are required to provide to the county the proof of approval or denial of Medicare within 10 days of receiving it from Social Security Administration " 6) Remove the word "IMPORTANT "typed in bold towards bottom of form		

7) Update "If you have any questions, please contact me" to "If you have any questions, please contact the county at the number listed above."		

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215063

DDID 2614: Update NOA (CF) Free Format

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Maria Jensen
	Reviewed By	Pramukh Karla

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/02/2020	0.1	Initial Draft	Maria Jensen
11/05/2020	0.2	Review fixes	Maria Jensen
11/09/2020	0.3	BA review corrections	Maria Jensen
11/13/2020	0.4	Added form number change	Maria Jensen
11/20/2020	0.5	QA comments fixes	Maria Jensen
11/25/2020	0.6	Added County variable	Maria Jensen

Table of Contents

1 OVERVIEW

The Free Format NOA (CF) is a non-state form that is used in the CalSAWS system as a blank Notice of Action for the CalFresh program. This SCR will renumber the form as per CalSAWS naming/numbering format standard, and will update the existing verbiage to make it a generic Blank Notice of Action Form.

1.1 Current Design

Currently the NOA (CF) form is available in the CalSAWS system via the Template Repository in English and Spanish, for LA county. It can be generated either as a Blank Template, or in the context of a case. Its 4 pages consist of 2 notices, and only the first notice features the CalSAWS Standard Header. Each notice has 2 input columns on the front and the NA Back 9 fragment on the back. The NA Back 9 is available in all threshold languages and will not be updated with this SCR.

1.2 Requests

1. Update form number from NOA (CF) to CalSAWS standard naming/numbering format.
2. Update the verbiage of the form title and content.
3. Make the form available in the Template Repository in all threshold languages.

1.3 Overview of Recommendations

1. Update NOA (CF) form number to CSF 166.
2. Update the verbiage of the form title and content.
3. Make the form available in the Template Repository for all 58 counties in all threshold languages.

1.4 Assumptions

1. The CSF 166 form will use the CalSAWS Standard Header with the standard variable population. If generated for LA County, the header fields will remain read-only if populated in the context of a case, as per CalSAWS standards.

2 RECOMMENDATIONS

2.1 Updates to the CSF 166 form

2.1.1 Overview

This SCR will renumber NOA (CF) form to CSF 166 (revision 11/20).

The SCR will also update the Free Format NOA (CF) in the CalSAWS system. The updates will bring title and content verbiage changes to make it a generic Blank Notice of Action Form. Please see the attached Supporting Documents #1-2 for details.

Non-State Form: NOA (CF)

Current Programs: CalFresh

Current Attached Form(s): NA Back 9 fragment

Current Forms Category: NOA

Current Template Repository Visibility: LA County

Existing Languages:

English, Spanish

2.1.2 Update NOA (CF) form number to CSF 166

Update NOA (CF) form number to CSF 166, as per CalSAWS naming/numbering format standard.

2.1.3 Update the CSF 166 form XDP

1. The following title and content verbiage updates will be made:
   a. Update the form title from "Notice of Action CalFresh" to "Notice of Action".
   b. Add the following text in the left column of the blank NOA:

   "As of <text line>, the County has <text line> your <text line>.
   Here's why: <editable text box>"

   c. Update the verbiage of the Questions and State Hearing sections to:

   Questions? Ask your worker.

   State Hearing: If you think this action is wrong, you can ask for a hearing. The back page tells you how. Your benefits may not be changed if you ask for a hearing before this action takes place.

2. **Updated Languages:**

English, Spanish, Armenian, Arabic, Cambodian, Chinese*, Farsi, Tagalog/Filipino, Hmong, Korean, Lao, Russian, Vietnamese

One translation is provided to support the three Chinese threshold languages: Cantonese, Chinese and Mandarin.

Form Header: CalSAWS Standard Header #1

Form Title: Free Format NOA (CF)

Form Number: CSF 166

Forms Category: NOA

Template Repository Visibility: All 58 Counties

Include NA Back 9: Yes

Imaging Form Name: N/A

Imaging Document Type: N/A

Form Mockups/Examples: See Supporting Documents #1-2 for PDF Mockups

3. **Updates to Form Variable Population**

In the title of the 3rd page of the form, replace the static text 'Los Angeles' with a <COUNTY> variable. Please see Figure 2.1.3.3 for details.

Form Body Variable:

Variable Name	Population	Formatting	Editable*	Template Repository Population
COUNTY	Populated using case information	Arial Font Size 12	Y	Y

* Note: The Editable column of the table above refers to if the variable will be editable when populated. When generating a Blank Form from Template Repository the field will be editable unless otherwise indicated.
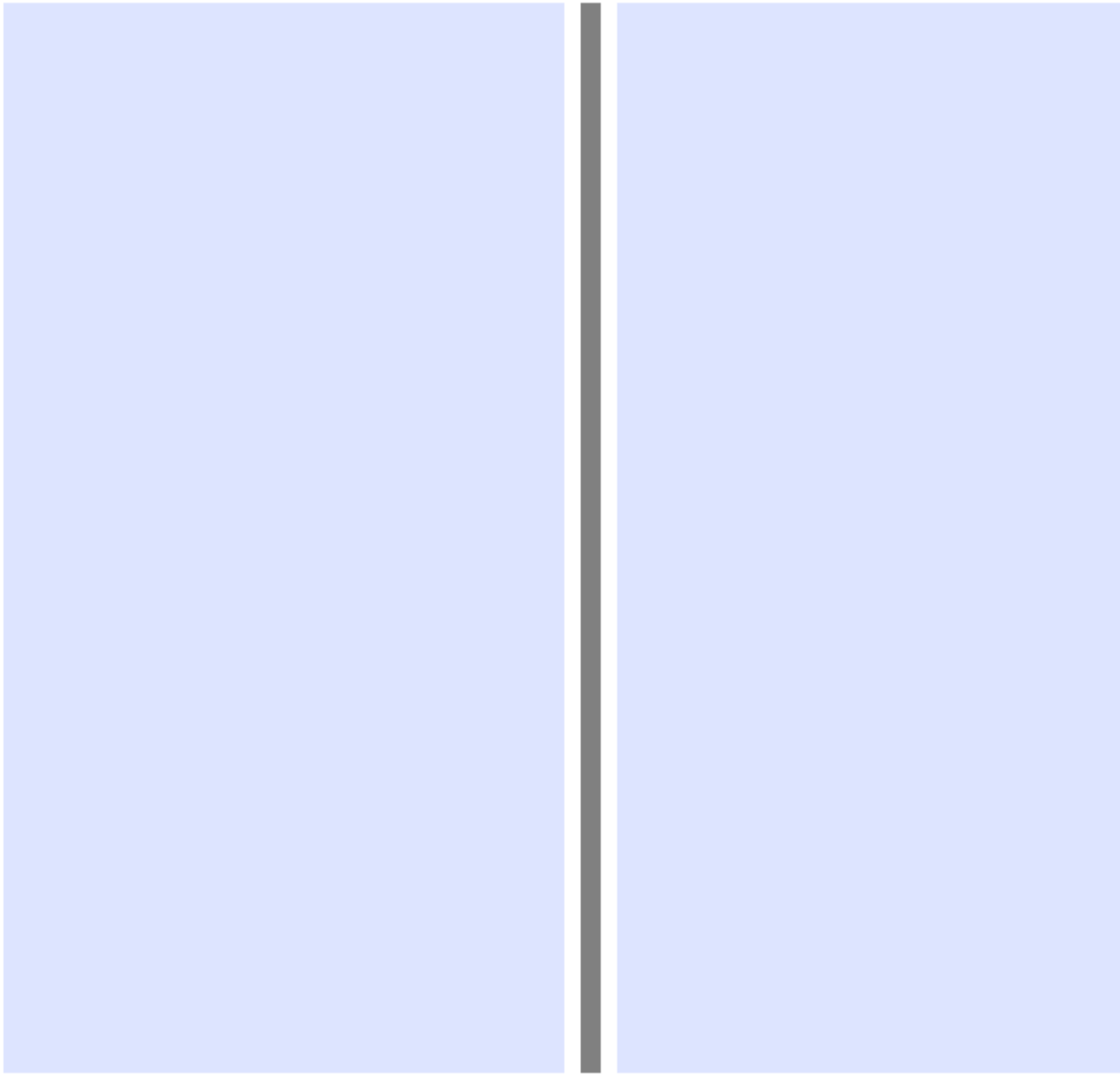
NOTICE OF ACTION   COUNTY OF <COUNTY>

Figure 2.1.3.3 – Form CSF 166 body

7

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 166 with NA Back 9 Existing Languages	CSF166_EN.pdf CSF166_SP.pdf
2	Correspondence	CSF 166 with NA Back 9 Threshold Languages	CSF166_AE.pdf CSF166_AR.pdf CSF166_CA.pdf CSF166_CH.pdf CSF166_FA.pdf CSF166_HM.pdf CSF166_KO.pdf CSF166_LA.pdf CSF166_RU.pdf CSF166_TG.pdf CSF166_VI.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2614	The CONTRACTOR shall update the NOA (CF) Free Format NOA as follows: 1) Update the form title from "Notice of Action CalFresh" to "Notice of Action" 2) Add the following text in the left column of the blank NOA: "As of <text line>, the County has <text line> your <text line>. Here's why: <editable text box>"	**Original:** 1. Estimate is for updating the 2 page version of form in English and Spanish along with creating a 4 page version and adding ability for the user to select 2 page or 4 page version of this form from the documeter parameter page. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs. **Revised:** 1. Estimate is for updating the current 4 impression version of the form in English and Spanish. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate.	With SCR CA-215063, form NOA (CF) Free Format will be renumbered to CSF 166 and will have title and content verbiage updates to make it a generic Blank Notice of Action Form.

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
		4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	

DRAFT

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215069 | DDID 2617

FDS: Non-State Forms - Update RMFSBUS1

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Harish Katragadda
	Reviewed By	Suresh Naidu Mullaguri

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/21/2020	1.0	Original	Harish Katragadda

Table of Contents

1   OVERVIEW

The purpose of this change is to update RMFSBUS1 form in LRS/CalSAWS system and make this form available for all 58 counties.

1.1   Current Design

RMFSBUS1 currently exist in LRS/CalSAWS Template Repository with Los Angeles county specific verbiage on the form.

1.2   Requests

Update RMFSBUS1 form and make it available to all 58 counties.

1.3   Overview of Recommendations

1.   Update RMFSBUS1 form number to CSF 148 and update the form name.
2.   Make the form available to all 58 counties.
3.   Update RMFSBUS1 in English and Spanish.
4.   Add the RMFSBUS1 in all the Correspondence Threshold languages.

1.4   Assumptions

1.   All Fields are editable unless specified.
2.   CSF 148 (10/20) will use LRS/CalSAWS standard footer.
3.   CSF 148 (10/20) form population logic remains the same and applicable for forms in new threshold languages.

2   RECOMMENDATIONS

2.1   CSF 148(10/20) – Restaurant Meals CalFresh Notification

2.1.1   Overview

This section will cover the updates needed for CSF 148 (10/20) form

State Form: CSF 148

Programs: CalFresh

Attached Forms: N/A

Forms Category: Forms

Languages: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Hmong, Lao, Tagalog, Russian, Vietnamese.

2.1.2 Description of Change

1. Update and add CSF 148 (10/20) in all the CalSAWS Correspondence languages

   a. Update CSF 148 (10/20) Form XDP in English and Spanish.

   b. Add CSF 148 (10/20) Form XDP with 1 impression in Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Hmong, Lao, Russian, Tagalog and Vietnamese.

   Form Header: LRS/CalSAWS Standard Header
   Form Title: Restaurant Meals CalFresh Notification
   Template Description: This letter is sent to CalFresh participants who qualify for the Restaurant Meal Program. It explains how to use the program, the exact qualifications and provides contact information.
   Form Number: CSF 148
   Include NA Back 9: No
   Form Mockup/Example: See Supporting Documents #1

   c. Add CSF 148 (10/20) forms in Threshold languages to LRS/CalSAWS Template Repository.

2. Header Should have only COUNTY OF <CountyName> and no agency names.

3. Make the CSF 148 (10/20) form available to all 58 counties.

4. Add the following barcode options to the CSF 148 (10/20) Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

5. Add the following print options to the CSF 148 (10/20) Form:

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

Mailing Requirements:
Mail-To (Recipient): Case Person selected on the Document parameter page
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard
Return Envelope Type: N/A
Mailing Priority: Same Day Priority

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to YBN/C4Y: Y
Clock Indicator: N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 148 in all LRS/CalSAWS Correspondence Languages	CSF148_EN.pdf CSF148_SP.pdf CSF148_AE.pdf CSF148_AR.pdf CSF148_CA.pdf CSF148_CH.pdf CSF148_FA.pdf CSF148_KO.pdf CSF148_HM.pdf CSF148_LA.pdf CSF148_RU.pdf CSF148_TG.pdf

			CSF148_VI.pdf

4   REQUIREMENTS

4.1   Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2617	**Original:** The CONTRACTOR shall update the RMFSBUS1 – Restaurant Meals CalFresh Notification of Change Benefit Usage 1 form in the CalSAWS Software as follows: 1) Update the form name from "Restaurant Meals CalFresh Notification of Change Benefit Usage 1" to "Restaurant Meals CalFresh Notification" 2) Update the form text as follows: "Dear Restaurant Meals Participant: This notice is to inform you that you now have access to the Restaurant Meals Program (RMP). You can use your EBT CalFresh benefits to purchase prepared meals from participating restaurants in certain counties, and you can still purchase groceries from your local market. You will have access to this program as long as the household meets one of the following conditions: <bullet> Homeless; <bullet> Elderly (age 60 or older) and spouse; <bullet> Disabled and spouse (receiving Social Security Disability, SSI/SSP, Railroad Retirement, or Cash Assistance Payments for Immigrants - CAPI).	1. Estimate is for updating the form in English and Spanish along with updating the batch and online triggers. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	With CA-215069, RMFSBUS1 will be updated in English and Spanish and form will be added to LRS/CalSAWS Template Repository in all the Correspondence threshold languages. RMFSBUS1 form number will be updated to CSF 148. The Batch and Online triggers are no longer valid and are removed from the requirement.

If you have any questions or want more information about the RMP, please contact the county at the number listed above or visit www.cdss.ca.gov/inforesources/calfresh/ Restaurant-Meals-Program."

3) Update form number from "RMFSBUS1" to CalSAWS standard naming/numbering format

The CONTRACTOR shall update the batch trigger for the Restaurant Meals CalFresh Notification of Change Benefit Usage 1 and make configurable for the 58 Counties. The 58 Counties will have the option to opt in or out of the batch trigger at the time of migration.

The CONTRACTOR shall update the online trigger which triggers the Restaurant Meals CalFresh Notification of Change and Benefit Usage 1 when the "Restaurant Meals Indicator" is set or changed from "None" to: Aged, Disabled, or Homeless" on the "EBT Cardholder Information" screen and action authorized to trigger for the 58 Counties. This notification will be issued to the case payee attached to the CalFresh Intake or Ongoing case.

Revised:

The CONTRACTOR shall update the RMFSBUS1 – Restaurant Meals CalFresh Notification of Change Benefit Usage 1 form in the CalSAWS Software as follows:

1) Update the form name from "Restaurant Meals CalFresh Notification of Change Benefit Usage 1" to "Restaurant Meals CalFresh Notification"

2) Update the form text as follows:

"Dear Restaurant Meals Participant:

	This notice is to inform you that you now have access to the Restaurant Meals Program (RMP). You can use your EBT CalFresh benefits to purchase prepared meals from participating restaurants in certain counties, and you can still purchase groceries from your local market. You will have access to this program as long as the household meets one of the following conditions: <bullet> Homeless; <bullet> Elderly (age 60 or older) and spouse; <bullet> Disabled and spouse (receiving Social Security Disability, SSI/SSP, Railroad Retirement, or Cash Assistance Payments for Immigrants - CAPI). If you have any questions or want more information about the RMP, please contact the county at the number listed above or visit www.cdss.ca.gov/inforesources/calfresh/Restaurant-Meals-Program." 3) Update form number from "RMFSBUS1" to CalSAWS standard naming/numbering format		

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215071 | DDID 2618

FDS: Non-State Forms - Update RMFSBUS2

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Harish Katragadda
	Reviewed By	Suresh Naidu Mullaguri

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/27/2020	1.0	Original	Harish Katragadda
11/23/2020	2.0	QA Review Updates	Harish Katragadda

Table of Contents

1 OVERVIEW

The purpose of this change is to update RMFSBUS2 form in LRS/CalSAWS system and make this form available for all the 58 counties.

1.1 Current Design

RMFSBUS2 currently exist in LRS/CalSAWS Template Repository with Los Angeles county Specific verbiage on the form.

1.2 Requests

Update RMFSBUS2 form and make it available to all 58 counties.

1.3 Overview of Recommendations

1. Update RMFSBUS2 form number to CSF 149 and update the form name.
2. Make the form available to all 58 counties.
3. Update RMFSBUS2 in English and Spanish.
4. Add the RMFSBUS2 in all the Correspondence Threshold languages.
5. Add Header for RMFSBUS2 in all the Correspondence Threshold languages.

1.4 Assumptions

1. All Fields are editable unless specified.
2. CSF 149 (10/20) form population logic remains the same and applicable for forms in new threshold languages.
3. LRS/CalSAWS standard footer will be used.

2 RECOMMENDATIONS

2.1 CSF 149(10/20) – CalFresh Notification of Change in Benefit

2.1.1 Overview

This section will cover the updates needed for CSF 149 (10/20) form

State Form: CSF 149

Programs: CalFresh

Attached Forms: N/A

Forms Category: Forms

Template Repository Visibility: All Counties

Languages: English, Spanish, Armenian, Arabic, Cambodian, Chinese,

Farsi, Korean, Hmong, Lao, Tagalog, Russian, Vietnamese.

2.1.2 Description of Change

1. Update and Add CSF 149 (10/20) in all the CalSAWS Correspondence languages

    a. Update CSF 149 (10/20) Form XDP in English and Spanish.

    b. Add CSF 149 (10/20) Form XDP with 1 impression in Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Hmong, Lao, Russian, Tagalog and Vietnamese.

    Form Header: Restaurant Meals Header (Section 2.1.2.3)
    Form Title: CalFresh Notification of Change in Benefit
    Template Description: This letter is sent to CalFresh participants whose access to the Restaurant Meal Program has ended. It explains the disqualifications and provides contact information.
    Form Number: CSF 149
    Include NA Back 9: No
    Imaging Form Name: N/A
    Imaging Document Type: N/A
    Form Mockup/Example: See Supporting Documents #1(Existing)
    See Supporting Documents #2 (New)

    c. Add CSF 149 (10/20) forms in Threshold language to LRS/CalSAWS Template Repository.

2. Make the CSF 149 (10/20) form available to all 58 counties.

3. Add **Restaurant Meals Header** in Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Hmong, Lao, Russian, Tagalog and Vietnamese languages.
    a. New Headers will follow the functionality of the existing Restaurant Meals Header in English and Spanish.

    Form Mockup/Example: See Supporting Documents #2(Header)

4. Add the following barcode options to the CSF 149 (10/20) Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

5. Add the following print options to the CSF 149 (10/20) Form:

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

Mailing Requirements:
Mail-To (Recipient): Case Person selected on the Document parameter page
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard
Return Envelope Type: N/A
Mailing Priority: Same Day Priority

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP (Self Service Portal): Y
Clock Indicator: N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 149 in English and Spanish	CSF149_EN.pdf CSF149_SP.pdf
2	Correspondence	CSF 149 in all LRS/CalSAWS Correspondence Languages	CSF149_AE.pdf CSF149_AR.pdf CSF149_CA.pdf

		CSF149_CH.pdf
		CSF149_FA.pdf
		CSF149_KO.pdf
		CSF149_HM.pdf
		CSF149_LA.pdf
		CSF149_RU.pdf
		CSF149_TG.pdf
		CSF149_VI.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2618	**Original:** The CONTRACTOR shall update the RMFSBUS2 - CalFresh Notification of Change in Benefit Usage 2 form in the CalSAWS Software as follows: 1) Update the form name from "CalFresh Notification of Change in Benefit Usage" to "CalFresh Notification of Change in Benefit " 2) Add "SSI/SSP" after "Social Security Disability" 3) Add "(RMP)" after "Restaurant Meals Program" in the first sentence. 4) Update the last sentence on the form from "If you have any questions or want more information about the Restaurant Meals Program, please contact your Eligibility Worker." to "If you have any questions or want more information about the RMP, please contact the county at the number listed above." 5) Remove all Los Angeles specific logos from the bottom of the form. 6) Update the form number from "RMFSBUS2" to the CalSAWS standard naming/numbering format	1. Estimate is for updating the form in English and Spanish along with updating the batch and online triggers. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated /created.	With CA-215071, RMFSBUS2 form number will be updated to CSF 149. CSF 149 form will be updated in English and Spanish. CSF 149 form will be added to LRS/CalSAWS Template Repository in all the Corresponde nce threshold languages. The Batch and Online triggers are no longer valid and

The CONTRACTOR shall update the batch trigger the generates the Restaurant Meals CalFresh Notification of Change Benefit Usage 2 to be configurable for all 58 Counties. The 58 Counties will have the option to opt in or opt out at the time of migration. The CONTRACTOR shall update the online trigger which triggers the Restaurant Meals CalFresh Notification of Change and Benefit Usage 2 when the "Restaurant Meals Indicator" is set or changed from "Aged, Disabled, or Homeless" to "None" on the "EBT Cardholder Information" screen and action authorized to trigger for the 58 Counties. This notification will be issued to the case payee attached to the CalFresh Intake or Ongoing case. **Revised:** The CONTRACTOR shall update the RMFSBUS2 - CalFresh Notification of Change in Benefit Usage 2 form in the CalSAWS Software as follows: 1) Update the form name from "CalFresh Notification of Change in Benefit Usage" to "CalFresh Notification of Change in Benefit " 2) Add "SSI/SSP" after "Social Security Disability" 3) Add "(RMP)" after "Restaurant Meals Program" in the first sentence. 4) Update the last sentence on the form from "If you have any questions or want more information about the Restaurant Meals Program, please contact your Eligibility Worker." to "If you have any questions or want more information about the RMP, please contact the county at the number listed above." 5) Remove all Los Angeles specific logos from the bottom of the form. 6) Update the form number from "RMFSBUS2" to the CalSAWS standard naming/numbering format	Consortium staff will be modifying or creating FDDs	are removed from the requirement.

	7) Make the form available to all 58 counties.		

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215087 | DDID 2626

Update PA 1540 - Inter Office Case Assignment Form in CalSAWS System

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/23/2020	1.0	Original	Pramukh Karla
11/18/2020	2.0	Updated design document to address BA comments	Pramukh Karla

Table of Contents

1 OVERVIEW

The purpose of this change is to Update the PA 1540 - Inter-Office Case Assignment form.

1.1 Current Design

The PA 1540 - Inter-Office Case Assignment form can only be generated from Template Repository for Los Angeles county in English language.

1.2 Requests

Update PA 1540 - Inter-Office Case Assignment form in existing English language.

1.3 Overview of Recommendations

1. Update PA 1540 - Inter-Office Case Assignment form number to use CalSAWS Standard Form Numbering.
2. Update PA 1540 - Inter-Office Case Assignment form in existing English language.
3. Update PA 1540 – Inter-Office Case Assignment form to be available for all 58 counties.

1.4 Assumptions

1. Current print and button options will not be updated with this effort.

2 RECOMMENDATIONS

2.1 Update PA 1540 - Inter-Office Case Assignment Form

2.1.1 Overview

This section will cover the updates needed to update PA 1540 - Inter-Office Case Assignment form in CalSAWS.

Existing Non-State Form: PA 1540

New Non-State Form: CSF 161

Programs: All

Attached Forms: N/A

Forms Category: Forms

Template Repository Availability: All Counties

Languages: English

2.1.2 Description of Change

1. Update PA 1540 - Inter-Office Case Assignment form number to CSF 161 on Template Repository Search page.

2. Update existing Inter-Office Case Assignment form English XDP to make the following updates. – see supporting document #1
   a. Update "General Relief" to "GA/GR"
   b. Update "Refugee" to "Refugee Cash Assistance"
   c. Update "CalWORKS" to "CalWORKs"
   d. Update "GAIN Service" to "WTW Services"
   e. Update "GAIN" to "WTW"
   f. Update "SSS" to "Specialized Supportive Service"
   g. Update 'Transfer Clerk' to 'Transfer by'
   h. Update 'Receiving Clerk' to 'Received by'

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 161 English language	CSF161_EN.pdf

4   REQUIREMENTS

4.1   Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2626	The CONTRACTOR shall update the PA 1540 -Inter Office Case Assignment form in the CalSAWS Software as follows: 1) In the "Program/Case Type" section a) Update "General Relief" to "GA/GR" b) Update "Refugee" to "Refugee Cash Assistance"	1. Estimate is for updating the form in English 2. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 3. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being	With SCR CA-215087, PA 1540 - Inter Office Case Assignment form will be updated.

c) Update "CalWORKS" to "CalWORKs" 2) In the "GAIN Services" section a) Update "GAIN Service" to "WTW Services" b) Update "GAIN" to "WTW" c) Update "SSS" to "Specialized Supportive Service" 3) Update "Transfer Clerk" to "Transfer by" 4) Update "Receiving Clerk" to "Received by" 5) Update the form number from "PA 1540" to CalSAWS standard naming/numbering format	modified/migrated/created. Consortium staff will be modifying or creating FDDs.	

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215095 | DDID 2630

Update PA 2492 - Payment Verification System (PVS) Participant Contact Letter Form in CalSAWS System

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/26/2020	1.0	Original	Pramukh Karla

Table of Contents

1 OVERVIEW

The purpose of this change is to Update the PA 2492 – Payment Verification System (PVS) Participant Contact Letter form in existing languages and add the PA 2492 – Payment Verification System (PVS) Participant Contact Letter form in threshold languages which are currently not in CalSAWS Template Repository.

1.1 Current Design

The PA 2492 – Payment Verification System (PVS) Participant Contact Letter form can only be generated from Template Repository for Los Angeles county in English, Spanish and Chinese languages.

1.2 Requests

Update PA 2492 – Payment Verification System (PVS) Participant Contact Letter form in the existing languages and add the form in all threshold languages.

1.3 Overview of Recommendations

1. Update PA 2492 – Payment Verification System (PVS) Participant Contact Letter form number to use CalSAWS Standard Form Numbering.
2. Update PA 2492 – Payment Verification System (PVS) Participant Contact Letter form to make to available from Template Repository for all 58 counties.
3. Update PA 2492 – Payment Verification System (PVS) Participant Contact Letter form in existing languages.
4. Add the PA 2492 – Payment Verification System (PVS) Participant Contact Letter form in all threshold languages.

1.4 Assumptions

N/A

2 RECOMMENDATIONS

2.1 Update and Add PVS Participant Contact Letter Form

2.1.1 Overview

This section will cover the updates needed to update the PA 2492 – Payment Verification System (PVS) Participant Contact Letter form to CalSAWS system.

Non-State Form: CSF 162

Programs: General Assistance/General Relief, CAPI, and Medi-Cal programs

Attached Forms: N/A

Forms Category: Forms

Existing Languages: English, Spanish, and Chinese*

New Languages: Armenian, Arabic, Cambodian, Farsi, Tagalog/Filipino, Hmong, Korean, Lao, Russian, Vietnamese

One translation is provided to support the three Chinese threshold languages: Cantonese, Chinese, and Mandarin.

2.1.2 Description of Change

1. Update PA 2492 – Payment Verification System (PVS) Participant Contact Letter form number to CSF 162 on Template Repository Search page.

2. Update existing PVS Participant Contact Letter form XDPs to make the following updates. – see supporting document #1
    a. Decouple General Relief/CAPI check box and add a check box for "General Assistance/General Relief" and "CAPI"
    b. Delete "CalWORKs" and "CalFresh" check boxes
    c. Replace the second to last paragraph with the following text: "The information we got is considered to be verified upon receipt because the information comes directly from the benefit issuing agencies. Therefore, it may be used to determine your ongoing benefit levels. It may also be used to determine if there was an overpayment on your case. If this information is incorrect, please contact your county at the number listed above by <text line> to resolve the discrepancy in the information reported. Failure to resolve the discrepancy may result in your aid being reduced/denied/stopped."
    d. Update "contact your Eligibility Worker" to "contact your county"

3. Create PVS Participant Contact Letter form XDPs in threshold languages.

    Form Header: Existing PVS Participant Contact Letter Form Header

    Form Title: Payment Verification System (PVS) Participant Contact Letter

    Template Description: This form is used to resolve the discrepancies between the income of the applicant which the State Department of Social Services has on the file and the income reported by the participant.

Form Number: CSF 162

Imaging Document Type: IEVS

Imaging Form Name: PVS Participant Contact Letter

Include NA Back 9: No

Form Mockup/Example: See Supporting Document #2

4. Add the new CSF 162 in threshold languages to Template Repository. The following parameters will be required:

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

5. Update CSF 162 pre-population logic as below when the CSF 162 form is generated from Template Repository and Batch.

Field Name	Description	Editable
General Assistance/General Relief – Checkbox Field	Populate the checkbox if the form is generated for General Assistance/General Relief program.	Y
CAPI – Checkbox Field	Populate the checkbox if the form is generated for CAPI program.	Y

   Note: All other fields will follow the existing PA 2492 pre-population logic

6. Add the following barcode options to the CSF 162 form for the new threshold languages like existing versions:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

Note: This is already implemented in the existing versions in XDP and the code. This should be implemented only in the new XDP's being created for the new languages.

7. Add the following print options to the CSF 162 Form:

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

Mailing Requirements:
Mail-To (Recipient): Applicant selected on the Document Parameters page.
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard Mail
Return Envelope Type: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Clock Indicator: N/A
Post to SSP (Self Service Portal): Yes

2.2 Batch – Update IEVSPVS040 (PIXXC400) Trigger Conditions

2.2.1 Overview

The IEVSPVS040 job (PIXXC400) process the interface file from Payment Verification System which provides information on recipients that receive or are entitled to receive Social Security, Survivors and Disability Insurance (RSDI)benefits, Unemployment Insurance or Disability. Currently PVS Participant Contact Letter form is generated for each case if a program exists.

2.2.2 Description of Change

1) Modify PIXXC400 Batch trigger conditions to not generate CSF 162 form for CalWORKs, CalFresh, or RCA programs. Per State review, this form cannot be used for CalWORKs or CalFresh programs. The CSF 162 form will only be generated for General Assistance/General Relief, CAPI, and Medi-Cal programs.

2) Update batch job to generate CSF 162 form in all threshold languages.

2.2.3 Execution Frequency

No Change.

2.2.4 Key Scheduling Dependencies

No Change.

2.2.5 Counties Impacted

No Change.

2.2.6 Data Volume/Performance

N/A

2.2.7 Failure Procedure/Operational Instructions

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

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 162 Existing languages	CSF162_EN.pdf CSF162_CH.pdf CSF162_SP.pdf
2	Correspondence	CSF 162 Threshold Languages	CSF162_AE.pdf CSF162_AR.pdf CSF162_CA.pdf CSF162_FA.pdf CSF162_HM.pdf CSF162_KO.pdf CSF162_LA.pdf CSF162_RU.pdf CSF162_TG.pdf CSF162_VI.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2630	**Original**: The CONTRACTOR shall update the PA 2492- - Payment Verification System Participant Contact Letter in the CalSAWS Software as follows: 1) Add a program check box for "RCA" 2) Decouple General Relief/CAPI check box and add a check box for "General Relief" and "CAPI" 3) Replace the second to last paragraph with the following text: "The information we got is considered to be verified upon receipt because the information comes directly from the benefit issuing agencies. Therefore, it may be used to determine your ongoing benefit levels. It may also be used to determine if there was an overpayment/overissuance on your case. If this information is incorrect, please contact the county at the number listed above by <text line> to resolve the discrepancy in the information reported. Failure to resolve the discrepancy may result in	1. Estimate is for updating the form in English and Spanish along with updating the batch trigger. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	With SCR CA-215095, Payment Verification System Participant Contact Letter form will be updated and added to CalSAWS repository in all threshold languages and update Batch trigger to not generate the form for CalFresh, CalWORKs, or RCA program.

your aid being reduced/denied/stopped."

4) Update "contact your Eligibility Worker" to "contact your county"

5) Update the form number from "PA 2492" to CalSAWS standard naming/numbering format

6) Update PIXXC400 batch job to not generate PA 2492 job for CalWORKs, CalFresh, or RCA Programs.

Revised:

The CONTRACTOR shall update the PA 2492 - Payment Verification System Participant Contact Letter in the CalSAWS Software as follows:

1) Decouple General Relief/CAPI check box, delete "CalWORKs" and "CalFresh' check boxes, and add a check box for "General Relief" and "CAPI"

2) Replace the second to last paragraph with the following text:

"The information we got is considered to be verified upon receipt because the information comes directly from the benefit issuing agencies. Therefore, it may be used to determine your ongoing benefit levels. It may also be used to determine if there was an overpayment on your case.

If this information is incorrect, please contact your county at the number

listed above by <text line> to resolve the discrepancy in the information reported. Failure to resolve the discrepancy may result in your aid being reduced/denied/stopped." 3) Update "contact your Eligibility Worker" to "contact your county" 4) Update the form number from "PA 2492" to CalSAWS standard naming/numbering format The CONTRACTOR shall update the batch trigger for the Payment Verification Participant contact letter to not generate the form CalWORKs, CalFresh, or RCA.			

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215153 | DDID 2659 FDS

Update MATURES 1

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Sureshnaidu Mullaguri
	Reviewed By	Harish Katragadda

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/19/2020	1.0	Initial Revision	Sureshnaidu Mullaguri
11/12/2020	1.1	Content Revision	Sureshnaidu Mullaguri

Table of Contents

1 OVERVIEW

The purpose of this change is to add the MATURES 1 - Important Information About Your Baby - First Notice form version 10/2020 to the LRS/CalSAWS in Arabic, Farsi, Hmong and Lao languages and make this form available for all 58 counties.

1.1 Current Design

The Non state form MATURES I - Important Notice About Your Baby - First Notice form version 11/94 is available in LRS/CalSAWS Template Repository in Armenian, Cambodian, Chinese, Korean, Russian, Tagalog, Vietnamese, English, Spanish languages.

1.2 Requests

The system change request will update Form Number and Form Name from MATURES I - Important Notice About Your Baby - First Notice to CSF 145 - Important Information About Your Baby - First Notice and add the CSF 145 form version 10/2020 to the LRS/CalSAWS Template Repository in Arabic, Farsi, Hmong and Lao languages available for all 58 counties.

1.3 Overview of Recommendations

1. Update MATURES 1 Form Number and Form Name from MATURESI - Important Notice About Your Baby - First Notice to CSF 145 - Important Information About Your Baby - First Notice.
2. Add CSF 145 - Important Notice About Your Baby - First Notice form version 10/2020 to LRS/CalSAWS Template Repository in Arabic, Farsi, Hmong, and Lao languages for all 58 counties.
3. Update CSF 145 (Formerly known as MATURES 1) batch triggers to make it configurable for all 58 Counties such that all 58 Counties will have the option to opt in or out from CSF 145 form batch triggers.
4. Update Form generation jobs to generate CSF 145 (Formerly known as MATURES 1) form in newly added threshold languages Arabic, Farsi, Hmong, and Lao.

1.4 Assumptions

1. CSF 145 will be available to all 58 counties.
2. Form input, population, print options and other requirements for CSF 145 (10/2020) form Arabic, Farsi, Hmong, and Lao languages version remains same as existing threshold languages.

2   RECOMMENDATIONS

2.1   Updates to Matures 1 Form

2.1.1   Overview

The Non state form MATURES 1 - Important Notice About Your Baby - First Notice form is available in LRS/CalSAWS Template Repository in Armenian, Cambodian, Chinese, Korean, Russian, Tagalog, Vietnamese, English, Spanish languages. Update MATURES 1 - Important Notice About Your Baby - First Notice form number to CSF 145 - Important Information About Your Baby - First Notice and add this form to the LRS/CalSAWS Template Repository in Arabic, Farsi, Hmong, and Lao languages. Also make this form available for all 58 counties. Update CSF 145 (Formerly known as MATURES 1) batch triggers to make it configurable for all 58 Counties. The 58 Counties will have the option to opt in or out of the batch job at the time of migration. Update Form generation jobs to generate CSF 145 (Formerly known as MATURES 1) form in newly added threshold languages Arabic, Farsi, Hmong, and Lao.

CalSAWS Form: CSF 145
Programs: Medi-Cal.
Attached Forms: NA
Forms Category: Forms
Languages: Arabic, Farsi, Hmong, and Lao

2.1.2   Description of Change

1. Update MATURES 1 Form Number and Form Name from MATURESI - Important Notice About Your Baby - First Notice to CSF 145 - Important Information About Your Baby - First Notice.
2. Update CSF 145 form title displayed on form header from "*Important Notice About Your Baby - First Notice*" to "*Important Information About Your Baby - First Notice*" for Armenian, Cambodian, Chinese, Korean, Russian, Tagalog, Vietnamese, English and Spanish languages versions.

   Form Title Translations: Please refer to Supporting Document #1

3. Update CSF 145 form number and version displayed on footer to LRS/CalSAWS standard format as specified below for Armenian, Cambodian, Chinese, Korean, Russian, Tagalog, Vietnamese, English, and Spanish languages versions.
   i.   *CSF 145 (10/2020)* for English version

ii. *CSF 145 ((10/2020) – Threshold Language name* to Threshold and Spanish languages.
4. Add CSF 145 - Important Information About Your Baby - First Notice form in Arabic, Farsi, Hmong, and Lao languages to the Template Repository.

Form Header: Standard Header
Form Title/Name: Important Information About Your Baby - First Notice form
Form Description: The form is sent to participant one month before their pregnancy due date to fill out and return to apply for a Medi-Cal card for their baby.
Form Number: CSF 145
Include NA Back 9: No

Form Mockups: Please refer to Supporting Document #2

5. Make the CSF 145 (10/20) form available to all 58 counties.

6. Currently LRS/CalSAWS has a batch sweep job PB19R1903 to trigger CSF 145 form for Los Angeles county. Create a new county wise batch sweep job to trigger CSF 145 form for the 57 migration counties. Trigger conditions, batch scheduling and all other requirements for these new county wise batch jobs remains same as existing Los Angeles county batch job PB19R1903.

7. Update Dynamic Form generation batch jobs (PB00R201- PB00R320) to generate CSF 145 form in newly added threshold languages Arabic, Farsi, Hmong, and Lao.
Tech Note: Update CT942_025.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	CSF 145 Form title in Armenian, Cambodian, Chinese, Korean, Russian, Tagalog, Vietnamese, English, and Spanish languages	CSF145_Title_Translations.pdf
2	Client Correspondence	CSF 145 notice in Arabic, Farsi, Hmong, and Lao languages	CSF145_AR.pdf CSF145_ FA.pdf CSF145_HM.pdf CSF145_ LA.pdf

4   REQUIREMENTS

4.1   Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2659	**Original:** The CONTRACTOR shall update the MATURES 1 - Important Notice About Your Baby - First Notice in the CalSAWS Software with the following updates: 1) Update form title to "Important Notice About your Baby-First Notice" 2) Update form number to CalSAWS standard naming/numbering format The CONTRACTOR shall update the batch trigger for the Matures 1 and make it configurable for all 58 Counties. The 58 Counties will have the option to opt in or out of the batch job at the time of migration. **Revised:** The CONTRACTOR shall update the MATURES 1 - Important Information About Your Baby - First Notice in the CalSAWS Software with the following updates: 1) Update form title to "Important Information About your Baby-First Notice" 2) Update form number to CalSAWS standard naming/numbering format	1. Estimate is for migrating the form in English and Spanish. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	With SCR CA-215153, MATURES 1 Form Number and Form Name updated from MATURESI - Important Notice About Your Baby - First Notice to CSF 145 - Important Information About Your Baby - First Notice version 10/2020 and added form in Arabic, Farsi, Hmong and Lao languages to Template Repository to all 58 counties.

The CONTRACTOR shall update the batch trigger for the Matures 1 and make it configurable for all 58 Counties. The 58 Counties will have the option to opt in or out of the batch job at the time of migration.			

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215157 | DDID 2661

Non State Forms - Update PA 1857

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Raj Devidi
	Reviewed By	Suresh Naidu Mullaguri

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/27/2020	1.0	Initial Revision	Raj Devidi
01/04/2021	1.1	Updated as per DEL comments	Raj Devidi

Table of Contents

1 OVERVIEW

The purpose of this change is to add the CSF 117 (10/2020) Authorized Representative Designation for Cash Benefits to the LRS/CalSAWS and make this form available for all 58 counties.

1.1 Current Design

PA 1857 (03/03) Authorized Representative Designation for Cash Benefits form exist in LRS/CalSAWS in English and Spanish languages.

1.2 Requests

Update PA 1857 (03/03) and rename it to CSF 117 (10/2020) in LRS/CalSAWS and add in English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog and Vietnamese languages.

1.3 Overview of Recommendations

1. Rename PA 1857 (03/03) to CSF 117 - Authorized Representative Designation for Cash Benefits (10/2020) in LRS/CalSAWS.
2. Add CSF 117 - Authorized Representative Designation for Cash Benefits (10/2020) in Template Repository for all 58 counties in English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog and Vietnamese languages.

1.4 Assumptions

1. CSF 117 form will be available for all 58 counties.
2. Page numbers will be added on the form.

2 RECOMMENDATIONS

2.1 Add CSF 117 - Authorized Representative Designation for Cash Benefits to the Template Repository

2.1.1 Overview

This section will cover the updates needed to add CSF 117 (10/2020) Form to LRS/CalSAWS.

CalSAWS Form: CSF 117 (10/2020)

Programs: CalFresh, CalWORKs, CAPI, General Assistance/General Relief and RCA

Attached Forms: N/A

Forms Category: Forms

Languages: English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog and Vietnamese languages.

2.1.2 Description of Change

Create a new CSF 117 (10/2020) – Authorized Representative Designation for Cash Benefits form that can be generated from the Template Repository.

1. Create CSF 117 (10/2020) Form XDP with 1 impression. First Impression will be CSF 117 (10/2020) form.

   Form Header: LRS/CalSAWS Standard Header

   Form Title: Authorized Representative Designation for Cash Benefits

   Template Description: This form gives the participant the opportunity to appoint an Authorized Representative to pick up and negotiate their benefits and make the application on their behalf.

   Form Number: CSF 117

   Include NA Back 9: No

   Form Mockup/Example: See Supporting Document #1

2. Add the CSF 117 (10/2020) – Authorized Representative Designation for Cash Benefits Form to Template Repository. The following parameters will be required:

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

3. Add the following barcode options to the CSF 117 (10/2020) Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

4. Add the following print options to the CSF 117 (10/2020) Form:

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

Mailing Requirements:
Mail-To (Recipient): Applicant selected on the Document Parameters page.
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard
Mailing Priority: Same Day Priority
Return Envelope Type: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to YBN/C4Y: Yes
Clock Indicator: N/A

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 117	CSF117_EN.pdf
			CSF117_SP.pdf
			CSF117_AE.pdf
			CSF117_AR.pdf
			CSF117_CA.pdf
			CSF117_CH.pdf
			CSF117_FA.pdf
			CSF117_HM.pdf
			CSF117_KO.pdf
			CSF117_LA.pdf
			CSF117_RU.pdf
			CSF117_TG.pdf
			CSF117_VI.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2661	**Original:** The CONTRACTOR shall update the PA 1857 – Authorized Representative Designation for CalFresh/Cash Benefits in the CalSAWS Software with the following updates: 1) Remove "District No." 2) Update "Eligibility Worker" to "worker" 3) Add the text "An authorized representative may be designated: " before Question 1 and 2. 4) Update the text from "To make an application and/or pick up and use" to "To make an application, report changes, and/or pick up and have access" in Questions 1 and 2. 5) Add "(excluding CalWORKs)" after "Cash Aid" 6) Remove "CalWORKs and "Refugee Cash Assistance" 7) Update "General Relief (GR)" to	1. Estimate is for updating the form in English and Spanish. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	With CA-215157 PA 1857 will be renamed to CSF 117. Add CSF 117 form in LRS/CalSAWS system in English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog and Vietnamese languages. CSF 117 form will be available for all 58 counties.

"General Assistance (GA) / General Relief (GR)" 8) Remove third checkbox "Pick up and use my CalFresh benefits and pick up and use my General Relief (GR) or Refugee Cash Assistance (RCA) benefits on my behalf." 9) Remove "Relationship: <text line>" 10) Remove "SUPERVISOR'S SIGNATURE/DISTRICT DIRECTOR'S SIGNATURE and DATE" 11) Update "We" to "I/We" in Section B 12) Update "Department of Public Social Services" to "County" 13) Add text "I may change or remove this AR at any time." after "AR choice will be reviewed at certification." 14) Add "Signature of County Representative (If applicable)" and Date" 15) Update the form number to CalSAWS standard naming/numbering format **Revised:** The CONTRACTOR shall update the PA		

	1857 – Authorized Representative Designation for CalFresh/Cash Benefits in the CalSAWS Software with the following updates:		
	1) Update form title to "Authorized Representative Designation for Cash Benefits"		
	2) Remove "District No."		
	3) Remove all references to CalWORKs, CalFresh, and Refugee Cash Assistance.		
	4) Remove all wording above Section A and remove Section A header. Replace with the following statement: "You may authorize someone to help with your Cash Aid benefits. This person can also help you with the interview process, help you complete forms, report changes for you, and pick up, receive, and use your Cash benefits on your behalf."		
	5) Remove all three checkboxes and replace with two new ones. First checkbox wording: "Assist with my application for Cash Aid. This person may also help me complete forms and		

report changes on my behalf." Second checkbox wording: "Pick up, receive, and use my Cash benefits (i.e., General Assistance/General Relief (GA/GR), & Cash Assistance Program for Immigrants (CAPI)) on my behalf." 6) Update "Person Authorized" to "Person/Facility Authorized". 7) Replace the sentence beginning with "I understand…" with the following wording: "I understand that I am liable for any Cash overpayment which results from erroneous information given by the Authorized Representative and any benefits I did not want the AR to spend will not be replaced." 8) Replace "SIGNATURE OF PAYEE…" with the following wording: "SIGNATURE OF PAYEE / PRIMARY APPLICANT" 9) Replace "SUPERVISOR'S SIGNATURE/DISTRICT DIRECTOR'S SIGNATURE and DATE" with the following wording: "SIGNATURE OF COUNTY		

REPRESENTATIVE (IF APPLICABLE)" 10) Remove Section B. 11) Update the form number to CalSAWS standard naming/numbering format.		

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215170 | DDID 2670

Add GEN 202 – Verifications of Employment/Earnings Form to CalSAWS System

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/04/2020	1.0	Original	Pramukh Karla
11/11/2020	2.0	Updated design document to add revised requirements and recommendations	Pramukh Karla
12/22/2020	3.0	Updated design document to remove batch section	Pramukh Karla

Table of Contents

1 OVERVIEW

The purpose of this change is to add the GEN 202 – Verification of Employment/Earnings form (08/2020) to CalSAWS System and remove PA 2419 – Verification of Employment/Earnings form from CalSAWS System.

1.1 Current Design

Currently PA 2419 – Verification of Employment/Earnings form exists in CalSAWS System and generated from Template Repository, IEVS New Hire Abstract Page, and IEVS Integrated Fraud Detection System Abstract Page. The GEN 202 – Verification of Employment/Earnings form (08/2020) state form does not exist in CalSAWS System.

1.2 Requests

Add the GEN 202 – Verification of Employment/Earnings form (08/2020) to CalSAWS Template Repository in English and Spanish languages.

1.3 Overview of Recommendations

1. Add the GEN 202 – Verification of Employment/Earnings form (08/2020) to CalSAWS System.
2. Remove PA 2419 – Verification of Employment/Earnings form from CalSAWS Template Repository.
3. Update 'Generate PA 2419' button on IEVS New Hire Abstract Page to 'Generate GEN 202' and generate GEN 202.

1.4 Assumptions

N/A

2 RECOMMENDATIONS

2.1 Add GEN 202 – Verification of Employment/Earnings Form

2.1.1 Overview

This section will cover the updates needed to add GEN 202 – Verification of Employment/Earnings (08/2020) form to CalSAWS System.

State Form: GEN 202
Programs: All
Attached Forms: N/A

Forms Category: Forms

Template Repository Visibility: All Counties

Languages: English and Spanish

2.1.2 Description of Change

1. Add GEN 202 – Verification of Employment/Earnings (08/2020) to CalSAWS System Template Repository.

   Form Header: CalSAWS Standard Header

   Form Title: Verification of Employment/Earnings

   Form Template Description: This form is used by counties to gather employment information when a new job is reported.

   Form Number: GEN 202

   Include NA Back 9: No

   Imaging Form Name: Verif of Employment/Earning

   Imaging Document Type: Income

   Form Mockup/Example: See Supporting Document #1

2. Add the new GEN 202 to Template Repository. The following parameters will be required:

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

   GEN 202 form will be blank when generated from the Template Repository, but LRS/CalSAWS Standard Header will be populated with Customer and Worker Information.

3. Add the following barcode options to the GEN 202 form:

Tracking Barcode	BRM Barcode	Imaging Barcode
Y	N	Y

4. Add the following print options to the GEN 202 Form:

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

Y	Y	Y	N	Y	N

Mailing Requirements:
Mail-To (Recipient): Applicant selected on the Document Parameters page.
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: N/A
Return Envelope Type: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Clock Indicator: N/A
Post to SSP (Self Service Portal): Yes

2.2 Remove PA 2419 Form from Template Repository

2.2.1 Overview

This section will cover the updates needed to remove PA 2419 – Verification of Employment/Earnings from Template Repository.

2.2.2 Description of Changes

1. Remove PA 2419 – Verification of Employment/Earnings from Template Repository.

2.3 Update IEVS New Hire Abstract Page

2.3.1 Overview

With this effort 'Generate PA 2419' button on IEVS New Hire Abstract page will be updated to 'Generate GEN 202' and Gen 202 form will be triggered from IEVS New Hire Abstract page when clicking the "Generate GEN 202" Button for all 58 counties.

2.3.2 IEVS New Hire Abstract Mockups

Figure 2.3.1 – Generate GEN 202 Button on IEVS New Hire Abstract Page

2.3.3 Description of Changes

1. Update IEVS New Hire Abstract page to rename "Generate PA 2419" button to "Generate GEN 202" and generate GEN 202 for all 58 counties when 'Generate GEN 202' button is clicked – See the mockup Figure 2.3.1 for Generate GEN 202 button reference.

2. Following fields will be prepopulated on the GEN 202 form when generated from IEVS New Hire Abstract page.

Section	Field	Description	Editable Y/N
<1>	Employee Name	Name of the individual reported on IEVS New Hire Abstract Page under Employee Identification section. **Format**: FirstName FirstLetterofMiddleName LastName (John F Doe)	Y
<2>	DOB	Date of birth of the individual reported on IEVS New Hire Abstract Page under Employee Identification section.	Y
<3>	Last 4 of SSN	Last 4 Digits of SSN of the individual reported on the IEVS New Hire Abstract Page under Employee Identification section.	Y

2.3.4 Page Location

- **Global: Special Units**
- **Local: IEVS Abstracts**
- **Task: IEVS Abstracts Search**

2.3.5 Security Updates

1. Security Rights

   No impacts to this section.

2. Security Groups

   No impacts to this section.

2.3.6 Page Mapping

No impacts to this section.

2.3.7 Page Usage/Data Volume Impacts

No impacts to this section.

2.4 Update IEVS Integrated Fraud Detection System Abstract Page

2.4.1 Overview

With this effort 'Generate PA 2419' button on IEVS Integrated Fraud Detection System Abstract page will be updated to 'Generate GEN 202' and Gen 202 form will be triggered from IEVS Integrated Fraud Detection System Abstract page when clicking the "Generate GEN 202" Button for all 58 counties.

2.4.2 IEVS Integrated Fraud Detection System Abstract Mockups

Figure 2.4.1 – Generate GEN 202 Button on IEVS Integrated Fraud Detection System Abstract Page

2.4.3 Description of Changes

1. Update IEVS Integrated Fraud Detection System Abstract page to rename "Generate PA 2419" button to "Generate GEN 202" and

generate GEN 202 for all 58 counties when 'Generate GEN 202' button is clicked – See the mockup Figure 2.4.1 for Generate GEN 202 button reference.

2. Following fields will be prepopulated on the GEN 202 form when generated from IEVS Integrated Fraud Detection System Abstract page.

Section	Field	Description	Editable Y/N
<1>	Employee Name	Name of the individual reported on IEVS Integrated Fraud Detection System Abstract Page under Employee Identification section. **Format**: FirstName FirstLetterofMiddleName LastName (John F Doe)	Y
<2>	DOB	Date of birth of the individual reported on IEVS Integrated Fraud Detection System Abstract Page under Employee Identification section.	Y
<3>	Last 4 of SSN	Last 4 Digits of SSN of the individual reported on the IEVS Integrated Fraud Detection System Abstract Page under Employee Identification section.	Y

2.4.4 Page Location

- **Global: Special Units**
- **Local: IEVS Abstracts**
- **Task: IEVS Abstracts Search**

2.4.5 Security Updates

1. Security Rights

   No impacts to this section.

2. Security Groups

   No impacts to this section.

2.4.6 Page Mapping

No impacts to this section.

2.4.7 Page Usage/Data Volume Impacts

No impacts to this section.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	GEN 202 Mockups	GEN202_EN.pdf GEN202_SP.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2670	**Original:** The CONTRACTOR shall add State Form GEN 202 - Verification of Employment/Earning to the CalSAWS Software. The CONTRACTOR shall relabel the button and update the trigger on the IEVS pages to generate the GEN 202 instead of the PA 2419, and hide the PA 2419 in the Template Repository for all counties. **Revised:**	1. Estimate is for adding the State Form in English and Spanish. 2. Spanish translations will be provided by the State. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	With SCR CA-215170, GEN 202 – Verification of Employment/Earnings (08/2020) form is added to the CalSAWS System in English and Spanish languages which will replace PA 2419 and update IEVS New Hire Abstract page to generate GEN 202 form.

The CONTRACTOR shall add State Form GEN 202 - Verification of Employment/Earning to the CalSAWS Software. The CONTRACTOR shall relabel the button and update the trigger on the IEVS pages to generate the GEN 202 instead of the PA 2419, and hide the PA 2419 in the Template Repository for all counties. The CONTRACTOR shall update the PA 2419 forms trigger batch job to generate GEN 202 instead of PA 2419 and make the batch job '00' job, so that it'll be available for all 58 counties.		

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215180 | DDID 2675

Add FIN 200 – Approved New Direct Deposit Letter Form to CalSAWS System

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Pramukh Karla
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/09/2020	1.0	Original	Pramukh Karla

Table of Contents

1 OVERVIEW

The purpose of this change is to add the FIN 200 – Approved New Direct Deposit Letter (08/2020) to CalSAWS System.

1.1 Current Design

The FIN 200 – Approved New Direct Deposit Letter (08/2020) state form does not exist in CalSAWS System.

1.2 Requests

1. Add the FIN 200 – Approved New Direct Deposit Letter (08/2020) to CalSAWS System in English and Spanish languages for all 57 Migration Counties.
2. Add PBXXF200 batch trigger to generate FIN 200 – Approved New Direct Deposit Letter (08/2020) if the Direct Deposit account status is updated to Active.

1.3 Overview of Recommendations

1. Add the FIN 200 – Approved New Direct Deposit Letter (08/2020) to CalSAWS System for all 57 Migration Counties.
2. Update PBXXF200 batch job to generate FIN 200 – Approved New Direct Deposit Letter (08/2020) form if the Direct Deposit account status is updated to Active.

1.4 Assumptions

N/A

2 RECOMMENDATIONS

2.1 Add FIN 200 – Approved New Direct Deposit Letter (08/2020)

2.1.1 Overview

This section will cover the updates needed to add FIN 200 – Approved New Direct Deposit Letter (08/2020) form to CalSAWS System for all 57 Migration Counties.

State Form: FIN 200
Programs: All
Attached Forms: N/A
Forms Category: Forms

Template Repository Visibility: Not available from Template Repository

Languages: English and Spanish

2.1.2 Description of Change

1. Add FIN 200 – Approved New Direct Deposit Letter (08/2020) to CalSAWS System for all 57 Migration Counties.

   Form Header: CalSAWS Standard Header

   Form Title: Approved New Direct Deposit Letter

   Form Template Description: This form is used by counties to notify Customers that the direct deposit has been approved.

   Form Number: FIN 200

   Include NA Back 9: No

   Imaging Form Name: Approved New Direct Deposit Letter

   Imaging Document Type: Fiscal

   Form Mockup/Example: See Supporting Document #2

2. New FIN 200 form will be available for all 57 Migration Counties excluding Los Angeles county.

3. New FIN 200 form will not be available from CalSAWS Template Repository.

4. Following fields will be prepopulated on the FIN 200 form when generated from Batch Job.

Section	Field	Description	Editable Y/N
<1>	Payee Name	Payee Name from Issuance Method Detail page Note: Issuance Type should be Direct Deposit	Y
<2>	Completed on (Date Field)	Status Date from Issuance Method Detail page. Format: MM/DD/YYYY	Y
<3>	Financial Institution	Bank name from Issuance Method Detail page.	Y

<4>	Routing Number	Routing Number from Issuance Method Detail page.	Y
<5>	Account Number	Account Number from Issuance Method Detail page.	Y
<6>	Account Type	Account Type from Issuance Method Detail page.	Y

5. Add the following barcode options to the FIN 200 form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

6. Add the following print options to the FIN 200 Form:

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

Mailing Requirements:
Mail-To (Recipient): Person tied to Direct Deposit Account
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard Mail
Return Envelope Type: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Clock Indicator: N/A
Post to SSP (Self Service Portal): Yes

2.2 Batch – Update and Add PBXXF200 (Direct Deposit Account Update) Batch Job

2.2.1 Overview

The Direct Deposit Account Update batch job (PBXXF200) updates the Direct Deposit Account status to Active.

2.2.2 Description of Change

1) Modify PBXXF200 Batch trigger conditions to generate FIN 200 – Approved New Direct Deposit Letter (08/2020) form when Direct Deposit Account status is updated to Active.
2) Add PBXXF200 Batch job for all 18 CalWIN migration counties to generate FIN 200 – Approved New Direct Deposit Letter (08/2020) form when Direct Deposit Account status is updated to Active.

2.2.3 Execution Frequency

No Change.

2.2.4 Key Scheduling Dependencies

No Change.

2.2.5 Counties Impacted

All Counties

2.2.6 Data Volume/Performance

N/A

2.2.7 Failure Procedure/Operational Instructions

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

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

| 1 | Correspondence | FIN 200 Mockups | FIN200_EN.pdf |
| | | | FIN200_SP.pdf |

4   REQUIREMENTS

4.1   Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2675	**Original:** The CONTRACTOR shall migrate FIN 200 - Approved New Direct Deposit Account with batch to the CalSAWS Software. **Revised:** The CONTRACTOR shall add State Form FIN 200 - Approved New Direct Deposit Letter and a batch trigger when a Direct Deposit Account is approved.	1. Estimate is for adding the State Form in English and Spanish along with adding a batch trigger. 2. Spanish translations will be provided by the State. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	With SCR CA-215180, FIN 200 – Approved New Direct Deposit Letter (08/2020) form is added to the CalSAWS System in English and Spanish languages and PBXXF200 batch job will be updated to generate FIN 200 form when Direct Deposit Account status is updated to Active.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215186 | DDID 2678

FDS: Non-State Forms - Add State Form FIN 102

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Harish Katragadda
	Reviewed By	Suresh Naidu Mullaguri

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/02/2020	1.0	Original	Harish Katragadda

Table of Contents

1   OVERVIEW

The purpose of this change is to add State form FIN 102 (08/20) Overpayment/ Overissuance Letter in LRS/CalSAWS system and make this form available for all 58 counties.

1.1   Current Design

State form FIN 102 (08/20) form is currently not available in LRS/CalSAWS Template Repository.

1.2   Requests

Add State form FIN 102 (08/20) and make it available to all 58 counties.

1.3   Overview of Recommendations

1. Add FIN 102 (08/20) form to LRS/CalSAWS Template repository in English and Spanish.
2. Make the form available to all 58 counties.

1.4   Assumptions

1. All Fields are editable unless specified.
2. FIN 102 is state form and will not use the Non-State form CSF XXX naming standard.

2   RECOMMENDATIONS

2.1   FIN 102 (08/20) – Overpayment/Overissuance Letter

2.1.1   Overview

This section will cover the updates needed for FIN 102 (08/20) form.

State Form: FIN 102 (08/20)
Programs: CalWORKs, CalFresh, Disaster CalFresh
Attached Forms: N/A
Forms Category: Forms
Template Repository Visibility: All Counties
Languages: English, Spanish

2.1.2 Description of Change

1. Add FIN 102 (08/20) in English and Spanish languages.

   a. Create FIN 102 (08/20) Form XDPs in English and Spanish.

   Form Header: LRS/CalSAWS Standard Header
   Form Title: Overpayment/Overissuance Letter
   Template Description: Notice to Customers of an unpaid CalFresh overissuance or Cash aid overpayment. The letter instructs them to contact the County welfare office.
   Form Number: FIN 102
   Include NA Back 9: No
   Imaging Form Name: Overpayment/Overissuance Letter
   Imaging Document Type: Overpayment/Overissuance (OP/OI)
   Form Mockup/Example: See Supporting Documents #1

2. CalSAWS standard footer will be used for the form.

3. Add the FIN 102 (08/20) – Overpayment/Overissuance Letter to Template Repository. The following parameters will be required:

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

4. Make the FIN 102 (08/20) form available to all 58 counties.

5. Add the following barcode options to the FIN 102 (08/20) Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

6. Add the following print options to the FIN 102 (08/20) Form:

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

Mailing Requirements:
Mail-To (Recipient): Case Person selected on the Document parameter page
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard
Return Envelope Type: N/A
Mailing Priority: Same Day Priority

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP (Self Service Portal): Y
Clock Indicator: N/A

7. Variable Population for FIN 102 Form

Populate the variables on the FIN 102.

Claim #: <1> _____

Amount Due: $ <2> _____

<3> _____
                    (Name)

You were sent this letter to tell you the money you owe was not paid and we have not heard from you. You must pay back the money you owe, or set up a repayment agreement with the county. If you do not respond to this letter, the county can collect the money you owe in other ways, including taking your state tax refund for a CalWORKs overpayment and both your state and federal tax refunds for a CalFresh overissuance.

Please contact the county to make plans to repay the money you owe. If you want to make a payment toward you balance or pay the entire amount you owe in full, the payment should be made to:

<4> _____
<5> _____
<6> _____
<7> _____

If you have any questions, think this is a mistake, or have paid the money you owe, please contact us at
<8> _____ Our hours are <9> _____ a.m. <10> _____ p.m. Monday-Friday.

Note: Los Angeles County currently doesn't have the County Collection Office Address in the LRS/CalSAWS system, the address needs to be manually

filled out. Migration counties office addresses will be migrated as part of conversion.

Section	Field	Description	EDITABLE
FIN 102 - Page 1	Claim #: <1>	Recovery Account Number Recovery Account Detail page – Recovery Account Number	Y
FIN 102 - Page 1	Amount Due: $ <2>	Current Balance on the Recovery Account Recovery Account Detail page - Current Balance	Y
FIN 102 - Page 1	Name <3>	Name of any one of the Persons/Resources who is the Responsible Property. If both a Person and Resource is a Responsible party populate the Person name. Recovery Account Detail page – Responsible Party -> Persons -> Name/Resources Recovery Account Detail page – Responsible Party -> Resources -> Name	Y
FIN 102 - Page 1	<4>	County Collections Office Mailing Address – Office Name	Y
FIN 102 - Page 1	<5>	County Collections Office Mailing Address - Address Line 1	Y
FIN 102 - Page 1	<6>	County Collections Office Mailing Address - Address Line 2	Y
FIN 102 - Page 1	<7>	County Collections Office Mailing Address - Address Line 3	Y
FIN 102 - Page 1	<8>	Worker Phone Number populated on the Header	Y
FIN 102 - Page 1	<9>	Blank	Y
FIN 102 - Page 1	<10>	Blank	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	FIN 102 (08/20)	FIN102_EN.pdf FIN102_SP.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2678	The CONTRACTOR shall add State Form FIN 102 - Overpayment/Overissuance Letter to the CalSAWS Software.	1. Estimate is for adding the State Form in English and Spanish. 2. Spanish translations will be provided by the State. 3. See DDID 2664 assumption for listing of the threshold languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	With CA-215186 State form FIN 102 will be added in English and Spanish to LRS/CalSAWS Template Repository and available to all 58 counties.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-215194 | DDID 2682 FDS

Add CSF 144 - Billing Statement (08/2020)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Sureshnaidu Mullaguri
	Reviewed By	Pramukh Karla

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/15/2020	1.0	Initial Revision	Sureshnaidu Mullaguri

Table of Contents

1 OVERVIEW

The purpose of this change is to add the CSF 144 - Billing Statement Form version (08/2020) to the LRS/CalSAWS and make this form available for all 58 counties.

1.1 Current Design

The Non state form CSF 144 - Billing Statement Form version (08/2020) Form currently does not exist in LRS/CalSAWS System.

1.2 Requests

Add CSF 144 - Billing Statement Form version (08/2020) in all CalSAWS correspondence languages and make it available for all 58 counties.

1.3 Overview of Recommendations

1. Add CSF 144 - Billing Statement Form version (08/2020) form in all CalSAWS correspondence languages to LRS/CalSAWS Template Repository for all 58 counties.
2. Add monthly batch jobs to send mail CSF 144 - Billing Statement Form version (08/2020) form to customers.

1.4 Assumptions

1. All fields on the CSF 144 form are editable unless specified explicitly.
2. CSF 144 form will be available for all 58 counties.

2 RECOMMENDATIONS

2.1 Add CSF 144 - Billing Statement Form to the Template Repository

2.1.1 Overview

Currently CSF 144 - Billing Statement Form version (08/2020) Form is not available in LRS/CalSAWS System. Add the Non-State Form CSF 144 to the LRS/CalSAWS in all CalSAWS correspondence languages. The CSF 144 form will be made available from the Template Repository in the LRS/CalSAWS System for all 58 Counties.

CalSAWS Form: CSF 144
Programs: Child Care
Attached Forms: NA
Forms Category: Forms
Languages: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Hmong, Lao, Tagalog, Russian, Vietnamese

2.1.2 Description of Change

1. Add CSF 144 - Billing Statement Form version (08/2020) Form in English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Hmong, Lao, Tagalog, Russian and Vietnamese languages that can be generated from the Template Repository.

   Form Header: New Collection Header
   Form Title/Name: Billing Statement
   Form Description: Notice to responsible parties that they owe money on their recovery account(s). It displays the amount due and how to make the payments. This form is generated through a scheduled monthly batch job. Users can generate a blank CSF 144 from the Template Repository.
   Form Number: CSF 144
   Include NA Back 9: No

   Form Mockups: Please refer to Supporting Document #1 for CSF 144 form mockup with New Collection Header

2. Create new Collection Header that will be used for the new CSF 144 Form. The Mailed From address will be on the upper left, the case information fields will be on the upper right. The Mail-To address will be on the right side below case Information fields.

   Languages: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Korean, Hmong, Lao, Tagalog, Russian, Vietnamese
   Form Mockup/Example: See Supporting Document #1(Header)

a. Header fields population

Section: Header (CalSAWS New Collection Header Header)

Field	Field Name	Description
1	From Address Section	Populate Collection Office Name and Mailing Address.
2	Agency Name	County of <County_Name>
3	Recipient Address Section	CalSAWS Standard Recipient Full name and Mailing Address
4	Case Number	Case Number on the Case
5	Responsible Party	CalSAWS Standard Recipient Full Name
6	Date	Date on which CSF 144 form generated

3. Add CSF 144 - Billing Statement Form to the Template Repository with the following parameters.

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

   Form Parameters Page Mockup:

4. Populate fields as below when CSF 144 - Billing Statement Form version (08/2020) Form is generated from Template Repository or Batch.

   a. Form fields population

Form Population

Section: Form Page 1

Billing Statement

Total Current Balance: <1>   Current Amount Due: <2>

If you do not have a payment agreement or think your balance is wrong, contact the County Collections Department at:
      <3>

If you do not have a signed Repayment Agreement, and/or we do not get your payments, we can take your state tax return for a CalWORKs overpayment, or your state or federal tax return for a CalFresh Overissuance. If you are presently aided in another county, please call us with the name and phone number of your worker.

Please see page 3 of this letter for payment stub and return instructions.

NOTE: You are not required to use SSI or any other exempt funds to repay these debts.

Field Number	Field Name	Type	Value
1	Total Current Balance	Text Field	Blank when form generated from Template Repository. Display sum of Current balances on all active recovery accounts for selected person in Dollar Format up to two decimals when form generated by Batch. Current Balance on each Recovery Account is displayed in Recovery Accounts Details Table and defined in

			Recommendation 2.1.2, point 4.b. Ex: $99,999.99
2	Current Amount Due	Text Field	Blank when form generated from Template Repository. Display sum of Current Minimum Amount Due on all active recovery accounts for selected person in Dollar Format up to two decimals when form generated by Batch. Minimum Due on each Recovery Account is displayed in Recovery Accounts Details Table and defined in Recommendation 2.1.2, point 4.b. Ex: $99,999.99
3	County Collections Department Phone Number	Text Field	Populate County Collections Office Primary Phone Number when form generated from Template Repository or by Batch. (Collection Office Name, Address and Primary Number listed on Correspondence Detail page for all counties and

			Correspondence type is Collection Mail.)

b. Recovery Accounts Details Table will be blank and editable when form generated from Template Repository.
Populate Details of All recovery accounts details that matches with batch criteria for a selected responsible party as mentioned below when form generated by Batch. Display each recovery account details in one row and fill up to 35 recovery account details. Users are expected to generate blank CSF 144 Form from Template Repository and fill details manually If there are more than 35 Recovery Accounts details. When CSF 144 form generated via Batch, Form is populated with Recovery Accounts list sorted based on Recovery Account Number ascending order.

Form Population

Section: Form Page 1 and 2 (Recovery Accounts Details table)

Account Number	Program	Current Balance	Minimum Due	Payment Due Date	Last Payment Date	Total Payments In Last 31 Days
<1>	<2>	<3>	<4>	<5>	<6>	<7>

Field Number	Field Name	Type	Value
1	Account Number	Text Field	Display Recovery Account Number. (Recovery Account Detail page)
2	Program	Text Field	Display name of Program associated to Recovery Account. (Recovery Account Detail page)

3	Current Balance	Text Field	Display Current balances on Recovery Account in Dollar Format up to two decimals. Ex: $99,999.99 (Recovery Account Detail page)
4	Minimum Due	Text Field	Display Current Minimum Balance due on Recovery Account in Dollar Format up to two decimals. Ex: $99,999.99 Note: Recovery Account Minimum Due amount listed on Repayment Term Detail page i.e. Repayment Amount field on Repayment Term Detail with status other than Closed. If Repayment Amount field is not available, then consider 0 as due amount.
5	Payment Due Date	Date	Display Current Payment Due Date on Recovery Account and it is calculated based on *Day Payment Due* field on Repayment Term Detail page.

			Ex: if Day Payment Due is 8, then Payment Due Date is next month 8th. if Day Payment Due is not available, then Default Payment Due Date to next month 15th. Display Date in MM/DD/YYYY Format.
6	Last Payment Date	Date	Display date when most recent successful transaction posted to Recovery Account. Display Date in MM/DD/YYYY Format. (Posted Date field on Transaction Detail page)
7	Total Payments In Last 31 Days	Text Field	Display sum of successful payments posted to Recovery Account in last 31 days in Dollar Format up to two decimals. Ex: $99,999.99.

c. Payment Details Page population (Page 3)
Payment Details page section populates all fields as mentioned below when form is generated from Template Repository or by Batch Jobs.

Form Population

Section: Payment Details Page population (Page 3)

Case Number: <1>   <5>
Current Amount Due: <2>   <6>
                                           <7>
                                           <8>

Please make check or money order payable to <3>
Please write your Case Number on your check or money order and send this stub with your payment, keep the first page
for your records. Do not mail cash. Payments can be made in person at <4>

Date: _____   Payment Amount: _____

<9>
<10>
<11>
<12>

Serial Number	Field Name	Type	Value
1	Case Number (Text Field 1)	Text Field	Display Case Number.
2	Current Amount Due (Text Field 2)	Text Field	Blank when form generated from Template Repository. Display sum of Current Minimum Amount Due on all active recovery accounts for selected person in Dollar Format up to two decimals when form generated by Batch. Minimum Due on each Recovery Account is displayed in Recovery Accounts Details Table and defined in Recommendation 2.1.2, point 4.b. Ex: $99,999.99
3	Payable to / Person At fields (Text Fields 3 and 4)	Text Fields	Populate two fields with Collection Office Name. Collection Office Name, Address and Primary Number listed on Correspondence

			Detail page for all counties and Correspondence type is Collection Mail.
4	Customer Name and Address (Text Fields 5, 6, 7 and 8)	Text Fields	Populate Customer Name and Mailing Address that populated in form header.
5	Collection Office Name and Address (Text Fields 9, 10, 11, and 12)	Text Fields	Populate Collection Office Name and Mailing Address. Collection Office Name, Address and Primary Number listed on Correspondence Detail page for all counties and Correspondence type is Collection Mail.

5. Add the following barcode options to the CSF 144 - Billing Statement Form version (08/2020) Form.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

6. Add the following print options to the CSF 144 - Billing Statement Form version (08/2020) Form:

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

Mailing Requirements:
Mail-To (Recipient): Applicant selected on the Document Parameters page.
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard
Mailing Priority: Same Day Priority
Return Envelope Type: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to YBN/C4Y: Yes
Clock Indicator: N/A

2.2 Add Batch Jobs to Generate CSF 144

2.2.1 Overview

A monthly batch job will be created to send CSF 144 - Billing Statement Form version (08/2020) from LRS/CalSAWS once per month to customers who meet business criteria.

2.2.2 Description of Change – CSF 144 Form Sweep and Generation Jobs

1. Create county specific batch sweep jobs for all 58 counties to send CSF 144 - Billing Statement Form version (08/2020) to the customers. Create these batch jobs to mail CSF 144 (08/2020) to customers who meet business criteria to receive Billing Statement and customers who manually requested Billing Statement.
2. Create a first sweep module to mail CSF 144 - Billing Statement Form version (08/2020) form to the customers when the following conditions are true:
   a. Recovery Account type is Regular
   b. Customers who have an Active Recovery Account or Suspended Recovery Account with Status Reason of *Admin Decision* or *Collection Agency* or *Expired Statute* or *Social Security* or *Tax Intercept*
   c. Customer status is active on Recovery Account
   d. Responsible Party is not currently aided on the same program as the Recovery Account and persons involvement in a program is anything other than Family Size Only (i.e. Responsible Party program person role code is other than Family Size Only). (Applicable only if Responsible Party is Person. This condition is not applicable if Responsible Party is Organization.)
   e. Recovery Account is not created for Foster Care Program.
   f. Responsible Party (Person or Organization) has a valid Mailing Address
   g. Responsible parties have made a payment on a recovery account in the last 90 days
   h. Current Balance on Recovery Account is more than $0
   i. Responsible party's bill indicator is yes on recovery Account.

3. For each Responsible Party (Person or Organization) met above criteria, a record will be inserted into the batch transaction table

(FIN_COLLECT_TRANSACT) with following details to generate one CSF 144 form per case during forms processing.

Transaction values:

- Case ID: Case associated to Recovery Account
- Program Code: Program Code associated to Recovery Account
- Person ID/ Org Id: Responsible Party Person Id or Organization Id
- County Code: Case County Code associated to Recovery Account
- Recovery Account Id: Recovery Account Id
- Balance Amount: Current Balance on Recovery Account
- Minimum Due Amount: Minimum due amount for the current batch month.
- Created By: Batch
- Updated By: Batch
- Thread Number: Distribute Records equally among available threads based on distinct case count. Number of form generation thread jobs is 50.

4. If any Responsible Party (Person or Organization) has requested Billing Statements manually from Responsible Party Detail page for the benefit month same as batch month, update its status to Yes indicating that CSF 144 form has been sent by batch.
5. Create a second sweep module to mail CSF 144 form manual requests when customers meet following conditions:

   a. Recovery Account type is Regular
   b. Clients requested CSF 144 form from Recovery Account manually in current batch month and CSF 144 form is not yet generated for Manually requested Billing Statements request. (CSF 144 Manual request is created from Responsible Party Detail page)

   c. Recovery Account is not created for Foster Care Program.
   d. Responsible Party (Person or Organization) who have an Active Recovery Account or Suspended Recovery Account with Status Reason of *Admin Decision* or *Collection Agency* or *Expired Statute* or *Social Security* or *Tax Intercept*
   e. Responsible Party (Person or Organization) status is active on Recovery Account
   f. Responsible Party (Person or Organization) has a valid Mailing Address

   g. If Responsible Party is a person, then person must be Head of Household or person age must be 18 years or older.

   h. Current Balance on Recovery Account is more than $0
   i. Responsible party's bill indicator is yes on recovery Account.

      j.   If Recovery Account, Recovery Account Case Number and Recovery Account's Responsible Party (Person or Organization) is not selected by batch module defined in point 2 (Section 2.2.2.1, Point 2) to mail CSF 144 form.

6. For each Responsible Party (Person or Organization) met above criteria, a record will be inserted into the batch transaction table (FIN_COLLECT_TRANSACT) with details mentioned in point 3 (Section 2.2.2.1, Point 3, Transaction values) to generate one CSF 144 form per case during forms processing.
7. Update manually requested Billing Statements status to yes to the manual requests created for the benefit month same as current Batch Month and are selected by batch second module and CSF 144 form being sent by batch.
8. Create Form generation thread job with 50 threads to generate CSF 144 form for all the cases picked by CSF 144 form sweep jobs. Form generation jobs mail one CSF 144 form per case per responsible party. This CSF 144 form includes all recovery accounts related to responsible party and case number.
9. Populate CSF 144 form fields as mentioned in Section 2.1.2, Recommendation 3 when form is generated by thread job.

2.2.3 Execution Frequency

These county specific batch sweep jobs run once in every Month and scheduled as specified below.

1. CSF 144 form batch sweep job and CSF 144 form generation thread jobs will run on 20th of every month, if the 20th is a Sunday or a holiday, batch job will run on the next business day.

2.2.4 Key Scheduling Dependencies

1. predecessors to CSF 144 form batch sweep jobs are PBXXF105, PBXXF106, PBXXF109.
2. CSF 144 form generation thread jobs run after CSF 144 form batch sweep job.

2.2.5 Counties Impacted

CSF 144 form batch sweep jobs are county specific job and these jobs will run for all counties.

2.2.6 Data Volume/Performance

N/A

2.2.7 Page Usage/Data Volume Impacts

N/A

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	CSF 144 Form	CSF144_EN.pdf CSF144_SP.pdf CSF144_AE.pdf CSF144_AR.pdf CSF144_CA.pdf CSF144_CH.pdf CSF144_FA.pdf CSF144_KO.pdf CSF144_HM.pdf CSF144_TG.pdf CSF144_LA.pdf CSF144_VI.pdf CSF144_RU.pdf

4   REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2682	**Original:** The CONTRACTOR shall migrate FIN 107 - Billing Statement with batch to the CalSAWS Software. **Revised:**	1. Estimate is for migrating the form in English and Spanish along with batch and online trigger. 2. Spanish translations will be provided by the Consortium. 3. See DDID 2664 assumption for listing of the threshold	With SCR CA-215194 the functionality to generate the CSF 144 - Billing Statement Form version (08/2020) Form from the Template

The CONTRACTOR shall migrate FIN 107 - Billing Statement with batch to the CalSAWS Software and update FIN 107 form name to CSF 144.	languages included in the estimate. 4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	Repository page and from batch process is added and form is available in English, Spanish and other all threshold languages.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-216232

Update Back to School Clothing Allowance
Logic for 2020

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jimmy Tu
	Reviewed By	John Besa

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
9/23/2020	1.0	Initial Version	Jimmy Tu

Table of Contents

1 OVERVIEW

This SCR is to update the Back to School Clothing Allowance (BTSCA) to include additional allowances that were originally skipped due to incorrect logic.

1.1 Current Design

The logic submitted is per LA County DCFS rules. As WIC Sections 11461(f)(1) – Defines clothing allowance.

(f)(1) As used in this section, "clothing allowance" means the amount paid by a county, at the county's option, in addition to the basic rate for the provision of additional clothing for a child, including, but not limited to, an initial supply of clothing and school or other uniforms. The frequency and level of funding shall be based on the needs of the child, as determined by the county.

(2) The state shall no longer participate in any clothing allowance in addition to the basic rate, commencing with the 2011-12 fiscal year.

1.2 Requests

The changes to the BTSCA batch job that were implemented in SCR CA-50015 caused 1224 cases to be skipped in the BTSCA annual run. The placements that were skipped due to the incorrect logic were primarily FFA placements with the new CCR rates.

1.3 Overview of Recommendations

1. Update the FC/KG Back To School Clothing Allowance (BTSCA) logic per LA County rules to include the following allowances:
   a. RB-FFA
   b. ISFA-ISFC-FFA
   c. ISTF-ISFC-TFC
   d. Remote (AC)
2. Update the Back to School Clothing Allowance (BTSCA) logic per LA County rules to include the following allowance for Kin-GAP (KG) cases only:
   a. "Non Standard Rate" (NS) with a non-standard subtype code of "Host County/State Rate" (HC)

   Note: KG Cases with the rate listed above will be paid the LA County Rate.
3. Schedule annual job to run yearly the 3rd week of August

1.4 Assumptions

1. Programs Impacted: Foster Care, Kin-GAP, AAP
2. The Back to School Clothing Allowance (BSTCA) report has been automated and scheduled to run annually (in Sept) after the BTSCA batch job is completed.
3. All ad-hoc reports will be generated manually at county requests.

2 RECOMMENDATIONS

2.1 Back to School Clothing Allowance (BTSCA)

2.1.1 Overview

The goal of this update is to include the missing allowances that caused 1224 cases to be skipped in the Back to School Clothing Allowance (BTSCA) batch job.

2.1.2 Description of Change

1. Update the FC/KG Back to School Clothing Allowance (BTSCA – PB19F103) logic per LA County rules to include the following allowances:
   a. RB-FFA
   b. ISFA-ISFC-FFA
   c. ISTF-ISFC-TFC
   d. Remote (AC)
2. Update the Back to School Clothing Allowance (BTSCA – PB19F103) logic per LA County rules to include the following allowance for Kin-GAP (KG) cases only:
   a. "Non Standard Rate" (NS) with a non-standard subtype code of "Host County/State Rate" (HC)

   Note: KG Cases with the rate listed above will be paid the LA County Rate.
3. Schedule annual job to run yearly the 3rd week of August.

2.1.3 Execution Frequency

Schedule this job to run annually on the third (Monday) week of August.

2.1.4 Key Scheduling Dependencies

No Change.

2.1.5 Counties Impacted

This batch job will only impact LA County.

2.1.6 Data Volume/Performance

~1300 extra records per year.

2.1.7 Failure Procedure/Operational Instructions

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

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

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

None.

7   APPENDIX

None.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-216357 | DDID 1967

Update IEVS Abstracts to include Foster Care Aid Codes

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Michael Barillas
	Reviewed By	Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
9/28/2020	1.0	Initial Draft	Michael Barillas

Table of Contents

1   OVERVIEW

The Income and Eligibility Verification System (IEVS) is the umbrella term used for all matching systems that assist in the eligibility determination of all applicants and recipients of the CalWORKs, CalFresh, General Assistance/General Relief (CA/GR), Cash Assistance Program for Immigrants (CAPI), Medi-Cal and Refugee Cash Assistance (RCA) programs. The IEVS Recipient System includes various reports or abstracts that contain information on income, resource, or benefits of welfare recipients. The information is generated by matching the Medi-Cal Master Extract File (MMEF) and/or county files with the various income and eligibility sources.

Types of IEVS abstracts that currently filter Foster Care (FC)/Adoption Assistance (AAP)/Approved Relative Caregiver (ARC) programs: New Hire Registry (NHR), Payment Verification System (PVS), and Integrated Fraud Detection (IFD).

The New Hire Registry Match compares the Employment Development Department (EDD) New Hire Registry with the MMEF, and provides counties with information on welfare recipients who were recently hired, rehired, or returned to work within 30 calendar days and have monthly earnings of $300 or more.

The PVS provides information on recipients that receive or are entitled to receive Social Security Title II Retirement, Survivors, and Disability Insurance (RSDI) benefits, State Unemployment Insurance Benefits (UIB) or Disability Insurance Benefits (DIB).

The IFD system (also known as Earnings Clearance) provides wage information reported to Employment Development Department (EDD) by California employers, as well as identifies duplicate aid that may exist among CalWORKs, CalFresh and SSI/SSP recipients.

Currently the CalSAWS system and C-IV system do not load all FC, AAP, and ARC aid codes.

Currently the CalSAWS IEVS inbound interfaces filter out all FC aid codes. C-IV IEVS inbound interfaces filter out FC Aid Code 42, FC Aid Code 45 and Stanislaus county. CalSAWS will modify the IEVS inbound interfaces' filters to match what is currently being filtered in the C-IV system.

1.1   Current Design

CalSAWS system does not load IEVS abstracts for the following FC, AAP, and ARC Aid Codes:

- FC: 40, 42, 43, 45, 46, 49, 5K
- AAP: 03, 04
- ARC: 2P, 2R, 2S, 2T, 2U

C-IV system does not load IEVS abstracts for the following FC and AAP Aid Codes:

- FC: 40, 42, 45
- AAP: 03, 04

The CalSAWS IEVS inbound interfaces filter out all FC aid codes. C-IV IEVS inbound interfaces filter out FC Aid Code 42, FC Aid Code 45 and all abstracts for Stanislaus County.

1.2   Requests

Modify the CalSAWS system to allow all FC, AAP, and ARC aid codes for IEVS NHR, PVS, and IFD extracts. Modify the FC aid code filtering logic within the IEVS NHR, PVS, and IFD abstracts to match the C-IV systems filtered FC aid codes.

1.3   Overview of Recommendations

1. Modify the CalSAWS system to allow all FC, AAP, and ARC aid codes for IEVS NHR, PVS, and IFD abstracts.

1.4   Assumptions

1. The new FC Aid Code(5L) being introduced by SCR CA-205913 will be included in the IEVS NHR, PVS, and IFD abstract.

2   RECOMMENDATIONS

2.1   IEVS NHR, PVS, and IFD Interface – Modify FC/AAP/ARC Aid Codes

2.1.1   Overview

Currently CalSAWS does not load IEVS abstracts for the following FC, AAP, and ARC Aid Codes:

- FC: 40, 42, 43, 45, 46, 49, 5K
- AAP: 03, 04
- ARC: 2P, 2R, 2S, 2T, 2U

Currently the C-IV system does not load IEVS abstracts for the following FC and AAP Aid Codes:

- FC: 40, 42, 45
- AAP: 03, 04

Modify the CalSAWS system to no longer exclude FC, AAP, and ARC aid codes from the IEVS NHR, PVS, and IFD extract batch jobs. FC/AAP/ARC aid codes will not trigger forms, tasks, or dispositions.

2.1.2   Description of Change

1. Modify the IEVS Reader batch jobs to no longer exclude FC, AAP, and ARC aid codes for all counties. Batch jobs will not trigger forms, assign tasks, or disposition for FC/AAP/ARC aid codes.
   - NHR - PI19C500
   - PVS - PI19C400
   - IFD - PI19C406
2. Modify IEVS Validator batch jobs to no longer exclude FC, AAP, and ARC aid codes for all counties. Batch jobs will not trigger forms, assign tasks, or disposition for FC/AAP/ARC aid codes.
   - NHR – PI19C506
     - Update job to not trigger the SAWS 30 for FC/AAP/ARC
   - PVS – PI19C405
     - Update job to not trigger the PA 2492 for FC/AAP/ARC
   - IFD – PI19C407
     - Update job to not trigger the PA 2418B for FC/AAP/ARC
3. Modify IEVS Assignment batch jobs to not assign tasks for FC/AAP/ARC aid codes.
   - PBXXC405
   - PBXXC400
   - PBXXC401
   - PBXXC402
   - PBXXC403
   - PBXXC404

4. Modify IEVS Disposition batch jobs (PB00C140, PB19C993) to exclude FC/AAP/ARC.

2.1.3 Execution Frequency

No Change

2.1.4 Key Scheduling Dependencies

No Change

2.1.5 Counties Impacted

All Counties

2.1.6 Data Volume/Performance

N/A

2.1.7 Interface Partner

N/A

2.1.8 Failure Procedure/Operational Instructions

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

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1967	As Side-by-Side sessions were focused on comparing the front end (online pages) functionality of the application, the CONTRACTOR shall budget an allowance of twenty-nine thousand, one hundred fifty-five hours (29,155) to accommodate for any Unforeseen differences in the code base that result in additional requirements. The requirements for the allowance of hours must be finalized and approved by the CONSORTIUM for the CONTRACTOR to meet design, build and System Test milestones, subject to the requirements meeting requirements in the LRS Agreement. As the requirements for the designated SCRs are identified, the SCRs will be calculated by the CONTRACTOR and reviewed and prioritized by the CONSORTIUM for approval through the County Change Control Board process.	- Estimates will include the necessary Tasks in the software development lifecycle required to implement the CalSAWS DD&I SCR including deployment and change management. - For the new requirements to be included with CalSAWS DD&I UAT preparation activities (targeted to begin April 2021 for C-IV), the requirements for the unforeseen Differences allowance hours must be finalized, approved by the CONSORTIUM and added to the CalSAWS DD&I SOR by July 1, 2020 for the CONTRACTOR to meet design, build and System Test milestones.	CalSAWS will modify the IEVS inbound interfaces' filters to match what is currently being filtered in the C-IV system.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-216739

Medi-Cal Renewals Listing Report

	DOCUMENT APPROVAL HISTORY	
CalSAWS	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

Table of Contents

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

*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	Displays the renewal action of the program as of the report run date. Values will be one of the following five: • '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 >= the RE Due Month minus 1 Month. If multiple DERs are found with a Benefit Month >= 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 >= 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 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): • 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. • 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	Displays the renewal action of the case as of the report run date. Values will be one of the following five: • 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	Displays the current status of the renewal packet as of when the report was generated. Possible statuses include (Category: 258): • Sent • Received • Incomplete • Reviewed – Ready to Run EDBC • Error • Generated • Complete – EDBC Accepted • Not Applicable 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.

	If no packet information exists, then the column will reflect the same value as the Renewal Action column. Possible values are: • Auto-Authorized • No Packet - MSP SSI • No Packet – Aid Code 38 No Packet

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

Total Field	Field Description
Total No Packet	Total count of all cases that have a Renewal Action of: • 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:
   a. The sheet will only be populated and be available when the report is generated for the current RE Due month.
   b. 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	• Program is Medi-Cal • Program Status is 'Active'

12

	• RE Due Month is <mark>less than</mark> The Reporting month.
Pending	• 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	• 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	• 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

	- 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: - 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: '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
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 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: - Former Foster Youth Packet - 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 This column will be blank if no record exists.
Packet Sent Date	Displays earliest date the renewal packet was sent. Format: MM/DD/YYYY This column will be blank if no packet has been sent.
Packet Received Date	Displays the latest received date related to the renewal packet associated to the RE due month. Format: MM/DD/YYYY This column will be blank if no record exists.
Packet Submit Month	Displays the month in which the renewal packet was due to be submitted. Format: MM/YYYY This column will be blank if no record exists.
Packet Status	Displays the current status of the renewal packet as of when the report was generated. Possible statuses include (Category: 258): - Sent - Received - Incomplete - Reviewed – Ready to Run EDBC - Error - Generated - Complete – EDBC Accepted - Not Applicable 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.
	If no packet information exists, then the column will reflect the same value as the Renewal Action column. Possible values are: • Auto-Authorized • No Packet - MSP SSI • No Packet – Aid Code 38 • No Packet
Packet Status Date	Displays the status date of the Packet Status that is being displayed. This column will be blank if no packet information exists.
Reminder Notice Date	The date the latest reminder was sent to the program person. This column will be blank if no reminder notice was sent.
Current Program Status	The current program status of the program.
Discontinued / Denied Effective Date	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.
Discontinued / Denied 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.
RE Due Month	The RE Due month of the delinquent RE. Format: MM/YYYY
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 >= the RE Due

	Month minus 1 Month. If multiple DERs are found with a Benefit Month >= 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 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): - 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

18

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. • 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.

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 manure 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

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-217791 | DDID 1967

Update RDB With Direct Deposit Data Collection

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Duke Vang
	Reviewed By	Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/6/2020	1.0	Initial Revision	Duke Vang
12/10/2020	1.1	Design clarification on updates to Clothing Allowance module to only specify changes for the 57 migration counties.	Duke Vang
12/30/2020	1.2	Content revision to identify persons vs. resources direct deposit accounts for the direct deposit interface. Plus added new assumptions and notes to clarify some points in the design.	Duke Vang
1/6/2021	1.3	Minor typo updates per QA comments	Duke Vang
1/11/2021	1.4	Design clarification to add new issuance method status reasons	Duke Vang

Table of Contents

1 OVERVIEW

1.1 Current Design

The C-IV Direct Deposit functionality was added to the CalSAWS System as part of migration SCR CA-207344 (DDID 1360) in the 20.05 release for the 57 Migration Counties. The new Direct Deposit functionality allows the System to collect Direct Deposit information such as the Customer Account Number and Bank Routing Number information for a Case Person. The System uses this information to send a prenote to confirm the account information and to generate a National Automated Clearing House Association (NACHA) interface file.

Though payments can be issued as Direct Deposit in the CalSAWS System for Los Angeles County, the data collection for the Customer Account Number, Customer Routing Number information, Prenote Process and NACHA interface is done externally outside of the System. The Los Angeles County Direct Deposit functionality allows both Case Persons and Resources to be issued as Direct Deposit.

An "Issuance Method" button is available on the Resource Detail, Money Management Resource Detail, and Foster Care Resource Detail page. Clicking the button will navigate the User to the Issuance Method Detail page for the Resource. Only Users with the "ResourceIssuanceMethodDetailView" security right will see the button.

1.2 Requests

The new (C-IV) Direct Deposit functionality needs to be enhanced to also allow Direct Deposit to be issued to Resources in the Resource Data Bank (RDB).

1.3 Overview of Recommendations

1. The System will be updated so that the Los Angeles County Direct Deposit functionality for Case Persons and Resources will be applicable only for Los Angeles County.
2. A new Direct Deposit Detail data collection page will be added to the System under the RDB for the 57 Migration Counties.
3. The Issuance Method Detail page under the Program Detail page will be updated to control the payment preference of all Program Payees (both Persons and Resources) for the 57 Migration Counties.
4. The Direct Deposit Interface will be updated to pull the Resource Direct Deposit Account information from the new Resource Direct Deposit Account data model.
5. The Clothing Allowance Batch jobs will be updated to create the payment request based on the payment preference of the program.

1.4   Assumptions

1. Los Angeles County will continue to utilize their external Direct Deposit process and functionality. The existing Issuance Method Detail page on the RDB will remain and only be applicable for Los Angeles County.
2. Los Angeles County RDB maintainers already have the "ResourceIssuanceMethodDetailView" security right assigned to their roles and can already see the Issuance Method button on the RDB resource detail pages (Resource Detail, Money Management Resource Detail, and Foster Care Resource Detail). There will be no functional changes to the Issuance Method button or the Issuance Method Detail page under the RDB Resource Detail pages.
3. There are no security updates for Los Angeles County. The "ResourceIssuanceMethodDetailView" is an existing security right used by Los Angeles County for viewing the "Issuance Method" button on the Resource Detail, Money Management Resource Detail, and Foster Care Resource Detail pages.
4. All C-IV Direct Deposit information for Kin-GAP (KG) and Adoption Assistance Program (AAP) programs where the Payee is a Person with a Direct Deposit Account will be migrated into CalSAWS with the conversion effort for the C-IV Migration Counties.
5. All KG and AAP Person payees will be converted into CalSAWS as Resources as part of the conversion effort.
6. All County maintained Security Roles and Groups will need to be manually updated with the new RDB Direct Deposit security rights for the Resource Detail, Money Management Resource Detail, and Foster Care Resource Detail pages by the 57 Migration Counties.
7. The 57 Migration Counties will not be utilizing the "ResourceIssuanceMethodDetailView" security right in their county-maintained security roles and groups.
8. Programs with an Issuance Method of Direct Deposit with a non-active Direct Deposit account will have their issuance created as Warrant until the Direct Deposit is in an Active status. This does not apply to Los Angeles County.
9. All Issuance Method changes for programs with a Resource Payee will be subject to each county's Supervisor Authorization policy.
10. No Direct Deposit fiscal reports will be impacted.
11. DDID 2675 (CA-215180) will be making updates to the FIN 200 (English and Spanish) Direct Deposit Approval Letter in the 21.03 release.
12. There will be no changes to the population of the "Settlement Date" on the Direct Deposit Interface for Foster Care Main Payroll Direct Deposit issuances. Per CRFI 20-043, the Fiscal Committee has voted to make all Foster Care Main Payroll Direct Deposit issuances available the next calendar day.
13. The batch scheduling of the Foster Care Main Payroll (Monthly) Direct Deposit interface job will be handled by the following SCRs: CA-208599, CA-208600, CA-208601, CA-208602, CA-208603, CA-208604, and CA-208605
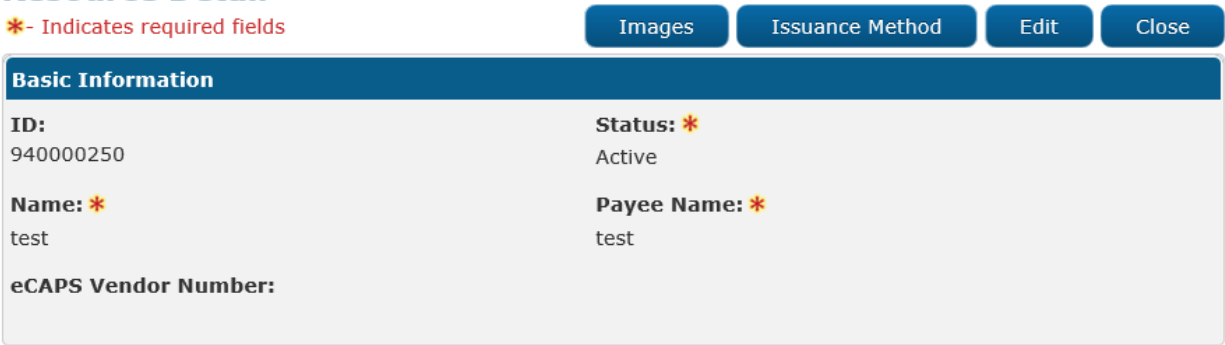
2 RECOMMENDATIONS

2.1 Resource Detail

2.1.1 Overview

The Resource Detail page will be updated to display the Issuance Method button for Los Angeles County and the Direct Deposit button for the 57 Migration Counties via security.

2.1.2 Resource Detail Mockup
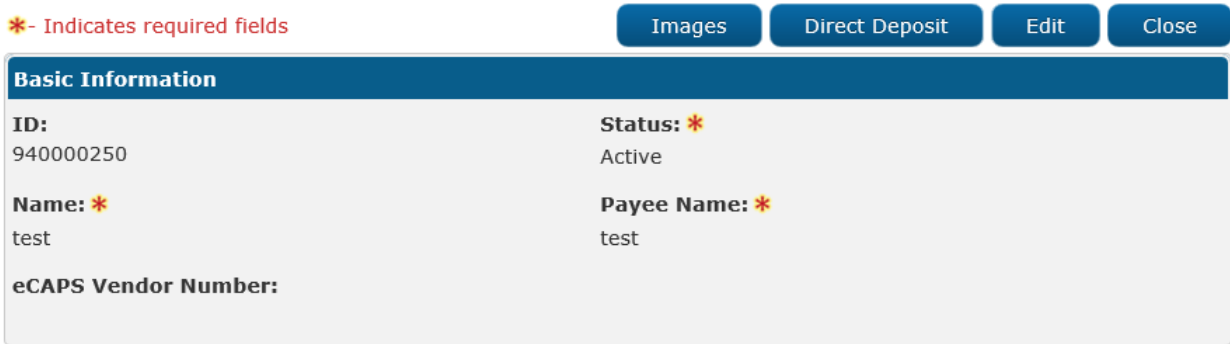
Resource Detail

✱- Indicates required fields   [Images] [Issuance Method] [Edit] [Close]

Basic Information	
ID:	Status: ✱
940000250	Active
Name: ✱	Payee Name: ✱
test	test
eCAPS Vendor Number:	

Figure 2.1.1 – Resource Detail with Issuance Method Button

Resource Detail

✱- Indicates required fields   [Images] [Direct Deposit] [Edit] [Close]

Basic Information	
ID:	Status: ✱
940000250	Active
Name: ✱	Payee Name: ✱
test	test
eCAPS Vendor Number:	

Figure 2.1.2 – Resource Detail with Direct Deposit Button

2.1.3 Description of Changes

1. Create a new "ResourceDirectDepositView" security right.
2. Create a new "Resource Direct Deposit Data Collection View" security group.
3. Add a new Direct Deposit button on the Resource Detail page (see figure 2.1.2). Clicking the button will navigate to the Direct Deposit

8

Detail page in View mode (see figure 2.4.7) for the County and Resource.

4. Update the Resource Detail page to display the Direct Deposit button for users with the following security right:
    a. ResourceDirectDepositView

Note: The 57 Migration Counties will need to add the new "ResourceDirectDepositView" right to their existing county-maintained roles and groups manually.

2.1.4 Page Location

- **Global: Resource Databank**
- **Local: Resources**
- **Task: Resource Detail**

2.1.5 Security Updates

Refer to Supporting Document 1 CA-217791 DDID 1967 Security Matrix.xls

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Money Management Resource Detail

2.2.1 Overview

The Money Management Resource Detail page will be updated to display the Issuance Method button for Los Angeles County and the Direct Deposit button for the 57 Migration Counties via security.

2.2.2 Money Management Resource Detail Mockup

Money Management Resource Detail

✱- Indicates required fields	**Images** **Issuance Method** **Edit** **Close**	

Basic Information

ID:
899543556

Name: ✱
Test

Payee Name: ✱
Test

Category: ✱
Money Management

Type: ✱
Housing

eCAPS Vendor Number:

Figure 2.2.1 – Money Management Resource Detail with Issuance Method

Money Management Resource Detail

✱- Indicates required fields	**Images** **Direct Deposit** **Edit** **Close**	

Basic Information

ID:
899543556

Name: ✱
Test

Payee Name: ✱
Test

Category: ✱
Money Management

Type: ✱
Housing

eCAPS Vendor Number:

Figure 2.2.2 – Money Management Resource Detail with Direct Deposit

2.2.3 Description of Changes

1. Create a new "MoneyManagementResourceDirectDepositView" security right.
2. Create a new "Money Management Resource Direct Deposit Data Collection View" security group.
3. Add a new Direct Deposit button on the Money Management Resource Detail page (see figure 2.2.2). Clicking the button will navigate to the Direct Deposit Detail page in View mode (see figure 2.4.7) for the County and Resource.
4. Update the Money Management Resource Detail page to display the Direct Deposit button for users with the following security right:
   a. MoneyManagementResourceDirectDepositView

Note: The 57 Migration Counties will need to add the new "MoneyManagementResourceDirectDepositView" right to their existing county-maintained roles and groups manually.

2.2.4 Page Location

- **Global: Resource Databank**
- **Local: Money Management**
- **Task: Money Management Resource Information**

2.2.5 Security Updates

Refer to Supporting Document 1 CA-217791 DDID 1967 Security Matrix.xls

2.2.6 Page Mapping

N/A

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 Foster Care Resource Detail

2.3.1 Overview

The Foster Care Resource Detail page will be updated to display the Issuance Method button for Los Angeles County and the Direct Deposit button for the 57 Migration Counties via security.

2.3.2 Foster Care Resource Detail Mockup

Foster Care Resource Detail

| ***** - Indicates required fields | | Images | Issuance Method | Edit | Close |

Basic Information

ID:	Vendor Type:	CWS/CMS Vendor Number:
901485317		999999

Resource Name: *****	Payee Name: *****
Test	Test

Category: *****	Alias:
Foster Care	

eCAPS Vendor Number:	Previous Name:

Figure 2.3.1 – Foster Care Resource Detail with Issuance Method

Foster Care Resource Detail

✱- Indicates required fields   [Images] [Direct Deposit] [Edit] [Close]

Basic Information

ID: Vendor Type: CWS/CMS Vendor Number:
901485317   999999

Resource Name: ✱   Payee Name: ✱
Test   Test

Category: ✱   Alias:
Foster Care

eCAPS Vendor Number: Previous Name:

Figure 2.3.2 – Foster Care Resource Detail with Direct Deposit

2.3.3 Description of Changes

1. Create a new "FosterCareResourceDirectDepositView" security right.
2. Create a new "Foster Care Resource Direct Deposit Data Collection View" security group.
3. Add a new Direct Deposit button on the Foster Care Resource Detail page (see figure 2.3.2). Clicking the button will navigate to the Direct Deposit Detail page in View mode (see figure 2.4.7) for the County and Resource.
4. Update the Foster Care Resource Detail page to display the Direct Deposit button for users with the following security right:
   a. FosterCareResourceDirectDepositView

   Note: The 57 Migration Counties will need to add the new "FosterCareResourceDirectDepositView" right to their existing county-maintained roles and groups manually

2.3.4 Page Location

- **Global: Resource Databank**
- **Local: Foster Care**
- **Task: Foster Care Resource Information**

2.3.5 Security Updates

Refer to Supporting Document 1 CA-217791 DDID 1967 Security Matrix.xls

2.3.6 Page Mapping

N/A

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 Direct Deposit Detail

2.4.1 Overview

A new Direct Deposit Detail data collection page will be created to capture the Direct Deposit data collection for a County and Resource under the RDB.

2.4.2 Direct Deposit Detail Mockup

Figure 2.4.1 – Direct Deposit Detail in Edit Mode with No DD Data Collection

Figure 2.4.2 – Direct Deposit Detail Routing Number Validation

Direct Deposit Detail

*- Indicates required fields

[Save and Return] [Cancel]

Payee:
RDB Test

Issuance Method:
Direct Deposit

Routing Number: *
291378389

Account Number: *
123456

Account Type: *
Checking ▾

Bank:
FARGO PUBLIC SCHOOLS FCU

Status:
New [Prenote]

Status Date:
10/28/2020

Account History

Bank	Routing Number	Account Number	Account Type	Status	Status Reason	Status Date
FARGO PUBLIC SCHOOLS FCU	291378389	123456	Checking	New		10/28/2020

Figure 2.4.3 – Direct Deposit Detail in Edit Mode at New Status

Direct Deposit Detail

*- Indicates required fields

[Save and Return] [Cancel]

Payee:
RDB Test

Issuance Method:
Direct Deposit

Routing Number: *
291378389

Account Number: *
123456

Account Type: *
Checking

Bank:
FARGO PUBLIC SCHOOLS FCU

Status:
Prenote Approved [Inactivate]

Status Date:
10/28/2020

Account History

Bank	Routing Number	Account Number	Account Type	Status	Status Reason	Status Date
FARGO PUBLIC SCHOOLS FCU	291378389	123456	Checking	Prenote Approved		10/28/2020
FARGO PUBLIC SCHOOLS FCU	291378389	123456	Checking	New		10/28/2020

Figure 2.4.4 – Direct Deposit Detail in Edit Mode at Prenote Approved Status

14

Direct Deposit Detail

✱- Indicates required fields   [Save and Return]   [Cancel]

Payee: RDB Test	**Issuance Method:** Direct Deposit

Routing Number: ✱ 291378389	**Account Number:** ✱ 123456	**Account Type:** ✱ Checking
Bank: FARGO PUBLIC SCHOOLS FCU	**Status:** Inactive	**Status Date:** 10/28/2020

Status Reason: ✱

- Select -
Customer is no longer a payee on the case
Customer requests that Direct Deposit services be stopped
Customer's case has been discontinued
Other Reason

Account History

Bank	Routing Number	Account Number	Account Type	Status	Status Reason	Status Date
FARGO PUBLIC SCHOOLS FCU	291378389	123456	Checking	Prenote Approved		10/28/2020
FARGO PUBLIC SCHOOLS FCU	291378389	123456	Checking	New		10/28/2020

Figure 2.4.5 – Direct Deposit Detail in Edit Mode at Inactive Status Before Save

---

Direct Deposit Detail

✱- Indicates required fields   [Save and Return]   [Cancel]

Payee: RDB Test	**Issuance Method:** Direct Deposit

Routing Number: ✱ [　　　　]	**Account Number:** ✱ [　　　　]	**Account Type:** ✱ [- Select - ▾]
Bank:	**Status:** New	**Status Date:**

Account History

Bank	Routing Number	Account Number	Account Type	Status	Status Reason	Status Date
FARGO PUBLIC SCHOOLS FCU	291378389	123456	Checking	Inactive	Customer requests that Direct Deposit services be stopped	10/28/2020
FARGO PUBLIC SCHOOLS FCU	291378389	123456	Checking	Prenote Approved		10/28/2020
FARGO PUBLIC SCHOOLS FCU	291378389	123456	Checking	New		10/28/2020

Figure 2.4.6 – Direct Deposit Detail in Edit Mode at Inactive Status

15

Direct Deposit Detail

*- Indicates required fields

[Edit] [Close]

Payee: RDB Test	**Issuance Method:** Direct Deposit	
Routing Number: *	**Account Number:** *	**Account Type:** *
Bank:	**Status:** New	**Status Date:**

Account History

Bank	Routing Number	Account Number	Account Type	Status	Status Reason	Status Date
FARGO PUBLIC SCHOOLS FCU	291378389	123456	Checking	Inactive	Customer requests that Direct Deposit services be stopped	10/28/2020
FARGO PUBLIC SCHOOLS FCU	291378389	123456	Checking	Prenote Approved		10/28/2020
FARGO PUBLIC SCHOOLS FCU	291378389	123456	Checking	New		10/28/2020

Figure 2.4.7 – Direct Deposit Detail in View Mode

2.4.3 Description of Changes

1. Create the following new security rights and groups:
   a. Rights
      i. ResourceDirectDepositEdit
      ii. ResourceDirectDepositOverride
      iii. MoneyManagementResourceDirectDepositEdit
      iv. MoneyManagementResourceDirectDepositOverride
      v. FosterCareResourceDirectDepositEdit
      vi. FosterCareResourceDirectDepositOverride
   b. Groups
      i. Resource Direct Deposit Detail Edit
      ii. Resource Direct Deposit Detail Override
      iii. Money Management Resource Direct Deposit Detail Edit
      iv. Money Management Resource Direct Deposit Detail Override
      v. Foster Care Resource Direct Deposit Detail Edit
      vi. Foster Care Resource Direct Deposit Detail Override
2. Create a new Direct Deposit Detail page to capture all the direct deposit data collection for a County and Resource. In View mode (see figure 2.4.7), the following buttons will be available:
   a. Buttons:

16

i. Edit – Clicking this button will open the Direct Deposit Detail page in Edit mode (see figure 2.4.1) if there is no Direct Deposit data collection for the Resource. If there is already Direct Deposit data collection for the Resource, the Direct Deposit Detail page will open in one of the Edit modes depending on the Status of the Direct Deposit (see figure 2.4.3, 2.4.4, and 2.4.6).

ii. Close – Clicking this button will navigate back to the previous page.

b. Only Users with the following security rights can view the Direct Deposit Detail page in View Mode:

i. ResourceDirectDepositEdit
ii. MoneyManagementResourceDirectDepositEdit
iii. FosterCareResourceDirectDepositEdit

Note 1: The fields and columns on this page will be discussed in greater detail in the subsequent recommendations below under the Create and Edit modes.

Note 2: The latest Direct Deposit information for the County and Resource will be displayed in read-only fields. If there is no Direct Deposit information for the County and Resource, all fields except the Payee and Issuance Method will be blank.

3. Create a Direct Deposit Detail page in Edit mode when no Direct Deposit data collection exists (see figure 2.4.1) with the following fields, sections, and buttons:

a. Buttons

i. Save and Return – Clicking this button will save the current fields and navigate back to the Direct Deposit Detail page in View mode.

ii. Cancel – Clicking this button will discard all entered data and navigate back to the Direct Deposit Detail page in View mode.

b. Fields

i. Payee – This will be a non-editable pre-populated value. The value will be the current Payee Name for the Resource.

ii. Issuance Method – This will always be a non-editable static value of "Direct Deposit".

iii. Routing Number – This will be a mandatory number text field. The text field will allow a max of 9 characters. A page validation of "Routing Number – Whole numbers must be entered in this field." will be displayed if a non-numeric value is entered and the "Save and Return" button is clicked (See Figure 2.4.2).

iv. Account Number – This will be a mandatory text field. The text field will allow a max of 17 characters.

       v. Account Type – This will be a mandatory dropdown field. The dropdown values will be based on the values from the Account Type Codes category (CT 419).
1. Checking
2. Savings

      vi. Bank – This will be a non-editable text value. Once a valid Routing Number is entered a dynamic bank lookup will be performed on the Bank Routing Information repository in CalSAWS (BANK_ROUTING_INFO) when the focus is moved off the field. If a bank match is found based on the Routing Number, that bank name will be pre-populated on the Bank field and will be non-editable. If there is no bank match, the Bank field will be blank (null).

      vii. Status – This will be a non-editable text. The initial value for any new Direct Deposit account will be "New".

          Note: Refer to Appendix 1 for the Direct Deposit Status State Diagram.

      viii. Status Date – This will be a non-editable date value. The date will default to the System Date to act as the pre-notification submit timestamp.

c. Section

    i. Account History – This section will contain the change history of the Direct Deposit account. The section will contain the following columns and will show a new record each time there is a change to any of the columns below order by the Status Date in descending order (newer status first):
1. Bank
2. Routing Number
3. Account Number
4. Account Type
5. Status
6. Status Reason
7. Status Date

d. Only Users with the following security rights can view the Direct Deposit Detail page in Edit mode when no Direct Deposit data collection exists:

    i. ResourceDirectDepositEdit
    ii. MoneyManagementResourceDirectDepositEdit
    iii. FosterCareResourceDirectDepositEdit

4. Create a Direct Deposit Detail page in Edit mode when the Direct Deposit is in an initial New Status. The same fields, sections, and editable fields will be available as when the page is in Edit mode (recommendation 2.4.3.3).

a. Users with the following security rights will see a "Prenote" button next to the "New" Status (see figure 2.4.3). Clicking the "Prenote" button will update the Direct Deposit Status to "Prenote Approved".
  i. ResourceDirectDepositOverride
  ii. MoneyManagementResourceDirectDepositOverride
  iii. FosterCareResourceDirectDepositOverride
b. Only Users with the following security rights can view the Direct Deposit Detail page in Edit mode:
  i. ResourceDirectDepositEdit
  ii. MoneyMangementResourceDirectDepositEdit
  iii. FosterCareResourceDirectDepositEdit

Note: Users must click on "Save and Return" to save the "Prenote Approved" Status.

5. Create a Direct Deposit Detail page in Edit mode when the Direct Deposit is in Prenote Approved Status. The same fields and sections will be available as when the page is in Create mode (recommendation 2.4.3.3).
  a. Users with the following security right will see an "Inactive" button next to the "Prenote Approved" Status (See Figure 2.4.4). Clicking the "Inactivate" button will update the Direct Deposit Status to "Inactive".
    i. ResourceDirectDepositEdit
    ii. MoneyManagementResourceDirectDepositEdit
    iii. FosterCareResourceDirectDepositEdit
  b. A new "Status Reason" required dropdown field will dynamically appear (See Figure 2.4.5). The "Status Reason" dropdown field will be populated by the Issuance Status Reason category (CT 338) where the Close Account indicator is 'Y'.
    i. Customer is no longer payee on the case
    ii. Customer requests that Direct Deposit services be stopped
    iii. Customer's case has been discontinued
    iv. Other Reason

Note: Users must click on "Save and Return" to save the "Inactive" Status and selected Status Reason.

6. Create a Direct Deposit Detail page in Edit mode when the Direct Deposit is in Inactive Status. The same fields, sections, and editable fields will be available as when the page is in Edit mode with no Direct Deposit data collection (recommendation 2.4.3.3) and Edit mode (recommendation 2.4.3.4), however the currently displayed Status will be "New" and the "Prenote" button is not visible (See Figure 2.4.6).

a. Only Users with the following security rights can view the Direct Deposit Detail page in Edit mode:
      i. ResourceDirectDepositEdit
      ii. MoneyManagementResourceDirectDepositEdit
      iii. FosterCareResourceDirectDepositEdit

2.4.4 Page Location

- **Global: Resource Databank**
- **Local: Resources**
- **Task: Resource Search**
  OR
- **Global: Resource Databank**
- **Local: Money Management**
- **Task: Money Management Resource Search**
  OR
- **Global: Resource Databank**
- **Local: Foster Care**
- **Task: Foster Care Resource Search**

2.4.5 Security Updates

Refer to Supporting Document 1 CA-217791 DDID 1967 Security Matrix.xls

2.4.6 Page Mapping

Create new page mappings for the Direct Deposit Detail page.

2.4.7 Page Usage/Data Volume Impacts

N/A

2.5 Issuance Method Detail

2.5.1 Overview

The Issuance Method Detail page (under the Program Detail page) will be updated to default the Issuance Method for Foster Care (FC), KG, and AAP programs to Direct Deposit if the Resource Payee has the Direct Deposit data collection for the 57 Migration Counties. This will be triggered whenever a new Resource is assigned as the (Primary) Payee on the program.

2.5.2 Issuance Method Detail Mockup

Issuance Method Detail

❋ - Indicates required fields   [Save and Return]   [Cancel]

Payee: **Issuance Method:** ❋
Test RDB   ...   [Direct Deposit ▾]

Status History				
Issuance Method	**Status**	**Status Date**	**Reason**	**Authorized By**

[Save and Return]   [Cancel]

Figure 2.5.1 – Issuance Method Resource Direct Deposit in Create Mode

Issuance Method Detail

❋ - Indicates required fields   [Save and Return]   [Cancel]

Payee: **Issuance Method:** **New Issuance Method:** **Status Reason:** ❋
Test RDB   Direct Deposit   [▾]   [▾]

Status History				
Issuance Method	**Status**	**Status Date**	**Reason**	**Authorized By**
Direct Deposit	Approved	11/18/2020		998747

[Save and Return]   [Cancel]

Figure 2.5.2 – Issuance Method Direct Resource Deposit in Edit Mode

Issuance Method Detail

❋ - Indicates required fields   [Edit]   [Close]

Payee: **Issuance Method:**
Test RDB   Direct Deposit

Status History				
Issuance Method	**Status**	**Status Date**	**Reason**	**Authorized By**
Direct Deposit	Approved	11/18/2020		998747

[Edit]   [Close]

Figure 2.5.3 – Issuance Method Direct Resource Deposit in View Mode

● **Issuance Method** - **No Direct Deposit data collection for Resource Payee**

Figure 2.5.4 – Issuance Method Resource Direct Deposit Validation

2.5.3 Description of Changes

1. Update the Issuance Method Detail page to only display the Payee and Issuance Method fields for FC, KG, and AAP programs when the Issuance Method is Direct Deposit for the 57 Migration Counties in Create, Edit, and View mode (see figure 2.5.1, 2.5.2, and 2.5.3).
2. Update the Issuance Method Detail page to display a page validation on Save and Return when Direct Deposit is selected for a Payee Resource for a FC, KG, or AAP program without Direct Deposit data collection for the 57 Migration Counties (see figure 2.5.4):
   a. Issuance Method – No Direct Deposit data collection for Resource Payee

   Note: No page validation will be displayed for Resource Payees with a non-Active Direct Deposit Account. Payees with a non-Active Direct Deposit Account will default to Warrant during the issuance batch creation process.

3. Add a new Issuance Method Status Reason (CT 10110) of "Payee Change".
   a. The new Issuance Method Status Reason will only be applicable the following programs:
      i. Foster Care
      ii. Kin-GAP
      iii. Adoption Assistance Program
   b. The new Issuance Method Status Reason will only be applicable to the following issuance methods:
      i. Warrant
      ii. Direct Deposit
4. For the 57 Migration Counties, trigger a change to the Issuance Method for FC, KG, and AAP program's to Direct Deposit with a Issuance Method Status Reason of "Payee Change" when a new Resource Payee with Direct Deposit data collection is selected and saved from:
   a. The "Placement Name" on the Child Placement Detail page.
   b. The "Legal Guardian" on the Kin-GAP Summary Detail page.
   c. The "Placement Name/Payee" on the AAP Placement Detail page.

   Note: If the Issuance Method is already Direct Deposit, no changes will be made to the Issuance Method.

5. For the 57 Migration Counties, trigger a change to the Issuance Method for FC, KG, and AAP programs to Warrant with a Issuance Method Status Reason of "Payee Change" when a new Resource Payee without Direct Deposit data collection is selected and saved from:
   a. The "Placement Name" on the Child Placement Detail page.

b. The "Legal Guardian" on the Kin-GAP Summary Detail page.
c. The "Placement Name/Payee" on the AAP Placement Detail page.

Note: If the Issuance Method is already Warrant, no changes will be made to the Issuance Method.

6. For the 57 Migration Counties, trigger a change to the Issuance Method for FC, KG, and AAP programs to Direct Deposit <mark>with a Issuance Method Status Reason of "Payee Change"</mark> when a new Resource Payee with Direct Deposit data collection is selected and saved from the Program Detail page.

Note: If the Issuance Method is already Direct Deposit, no changes will be made to the Issuance Method.

7. For the 57 Migration Counties, trigger a change to the Issuance Method for FC, KG, and AAP programs to Warrant <mark>with a Issuance Method Status Reason of "Payee Change"</mark> when a new Resource Payee without Direct Deposit data collection is selected and saved from the Program Detail page.

Note: If the Issuance Method is already Warrant, no changes will be made to the Issuance Method.

2.5.4 Page Location

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

2.5.5 Security Updates

N/A – No new security update

2.5.6 Page Mapping

N/A

2.5.7 Page Usage/Data Volume Impacts

N/A

2.6 Clothing Allowance Batch Jobs (PBXXF103, PBXXF104, and PB19F220)

2.6.1 Overview

The Clothing Allowance Batch module (org.civ.bsd.batch.clothingallowance.ClothingAllowanceBatch) will be updated to create the Need, Service Arrangement, and Payment Request for a clothing allowance based on the program's payment preference (issuance method) for the 57 migration counties.

2.6.2 Description of Change

1. Update the Clothing Allowance Batch module to create the Payment Request based on the payment preference of the program for the 57 migration counties.

   Note 1: Though there are multiple Clothing Allowance Batch jobs in CalSAWS based on different counties and frequencies, all the Clothing Allowance Batch jobs share the same core Clothing Allowance module.

   Note 2: Clothing Allowances for Los Angeles County will continue to be created based on the Resources payment preference.

2.6.3 Execution Frequency

N/A – There are no changes to the scheduling frequencies

2.6.4 Key Scheduling Dependencies

N/A – There are no changes to the scheduling dependencies

2.6.5 Counties Impacted

All Counties

2.6.6 Data Volume/Performance

N/A – There are not changes to the functionality that would impact the volume or performance

2.6.7 Failure Procedure/Operational Instructions

N/A – There are no changes to the failure or operational procedures

2.7 Direct Deposit Interface

2.7.1 Overview

The Monthly and Daily Direct Deposit Interface will be updated to pull direct deposit information from the new Resource Direct Deposit Account data model for Resources.

2.7.2 Description of Change

1. Update the Daily and Monthly Direct Deposit Interface Writer Jobs (POXXF200) for the 57 Migration Counties to pull the Direct Deposit Account information for Resources from the new Resource Direct Deposit Account data model for Resources. Prenotes for Resources will be pulled from the same data model too.
   a. The INDIVIDUAL_IDENTIFICATION_NUMBER will be prefixed with a 'P' for Direct Deposit Accounts belonging to a person and an 'O' for Direct Deposit Accounts belonging to a Resource.
2. Update the Daily and Monthly Direct Deposit Interface Reader Jobs (PIXXF200) for the 57 Migration Counties to write information to the new Resource Direct Deposit Account data model for Resources.
   a. When processing the INDIVIDUAL_IDENTIFICATION_NUMBER, a 'P' will signify that the Direct Deposit Account belongs to a person and an 'O' will signify that the Direct Deposit Account belongs to a Resource.
   b. When processing the INDIVIDUAL_IDENTIFICATION_NUMBER without a 'P' or 'O', treat the record as belonging to a person. This is to account for legacy records from the banks.

   Note: Not all counties utilize the Direct Deposit Reader functionality.

3. Update the Direct Deposit Account Update job (PBXXF200) to process Direct Deposit Accounts for Resources.

   Note: A new Monthly Direct Deposit Interface job will need to be scheduled to run after the Foster Care Main Payroll jobs for the 57 Migration Counties, however all scheduling for the job will be addressed by CA-208599, CA-208600, CA-208601, CA-208602, CA-208603, CA-208604, and CA-208605. Furthermore, the existing Monthly Direct Deposit Interface Writer Jobs (POXXF200) will be reused for Foster Care Main Payroll Direct Deposit issuances.

2.7.3 Execution Frequency

N/A – The execution frequency will be addressed by CA-208599, CA-208600, CA-208601, CA-208602, CA-208603, CA-208604, and CA-208605.

2.7.4 Key Scheduling Dependencies

N/A – All scheduling dependencies will be addressed by CA-208599, CA-208600, CA-208601, CA-208602, CA-208603, CA-208604, and CA-208605.

2.7.5 Counties Impacted

C-IV Counties: All Counites

CalWIN Counties: TBD with CA-212363

Los Angeles County: No

2.7.6 Data Volume/Performance

Average Monthly Direct Deposit Main Payroll Issuances for 2018 based on all C-IV Counties (Los Angeles and CalWIN data not available): 21,994 records.

2.7.7 Interface Partner

Individual County IT Departments

2.7.8 Failure Procedure/Operational Instructions

N/A – All procedural/operational instructions will be addressed by CA-208599, CA-208600, CA-208601, CA-208602, CA-208603, CA-208604, and CA-208605

2.8 Database Change Request

2.8.1 Overview

A new data model will be developed to store the Direct Deposit data collection at the County and Resource level in the RDB.

2.8.2 Description of Change

1. Create a new Resource Direct Deposit Account table to store the Direct Deposit information for a County and Resource. The table will contain at a minimum the following fields:
   a. Bank Routing Number – The Payee's bank routing number
   b. Bank Account Number – The Payee's bank account number
   c. Account Type – The type of account (Checking or Savings)
   d. County – The County that owns the Direct Deposit information
   e. Organization Id – The unique identifier for the Resource within the System.

Note: It is up to the Developer's discretion to add additional fields to accommodate any database constraints or functionality.

2. Create a new RDB Account Detail to store the changes to the Status and Status Dates of the Resource Direct Deposit Account. The table will contain at a minimum the following fields:
   a. Status Date – The date of the status entry.
   b. Status – The status.
   c. Status Reason – The reason for the status.

Note: It is up to the Developer's discretion to add additional fields to accommodate any database constraints or functionality.

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Security	Security Matrix for new security rights and groups	CA-217791 DDID 1967 Security Matrix.xls

4   REQUIREMENTS

4.1   Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1967	As Side-by-Side sessions were focused on comparing the front end (online pages) functionality of the application, the CONTRACTOR shall budget an allowance of twenty-nine thousand, one hundred fifty-five hours (29,155) to accommodate for any Unforeseen differences in the code base that result in additional requirements.	- Estimates will include the necessary Tasks in the software development lifecycle required to implement the CalSAWS DD&I SCR including deployment and change management. - For the new requirements to be included with CalSAWS DD&I UAT preparation activities (targeted to begin April 2021 for C-	1. A new Direct Deposit Detail page was added to the RDB to allow all Resources to enter Direct Deposit account information or Resources. This information will be tracked at the County and Resource level. 2. New triggers were added to the Child Placement Detail, Kin-GAP Summary Detail, and AAP Placement Detail pages to trigger a change to the

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
	The requirements for the allowance of hours must be finalized and approved by the CONSORTIUM for the CONTRACTOR to meet design, build and System Test milestones, subject to the requirements meeting requirements in the LRS Agreement. As the requirements for the designated SCRs are identified, the SCRs will be calculated by the CONTRACTOR and reviewed and prioritized by the CONSORTIUM for approval through the County Change Control Board process.	IV), the requirements for the unforeseen Differences allowance hours must be finalized, approved by the CONSORTIUM and added to the CalSAWS DD&I SOR by July 1, 2020 for the CONTRACTOR to meet design, build and System Test milestones.	Program's payment preference to Direct Deposit when there is a change to the Resource Payee and the Resource has Direct Deposit data collection. 3. The Clothing Allowance batch module was updated to default the issuance payment method to the Program's payment preference (either Warrant or Direct Deposit). 4. The Direct Deposit Interfaces are updated to pull the Direct Deposit account information for Resources from the new Direct Deposit Account data model for Resources.

5 APPENDIX

1. Direct Deposit Status State Diagram
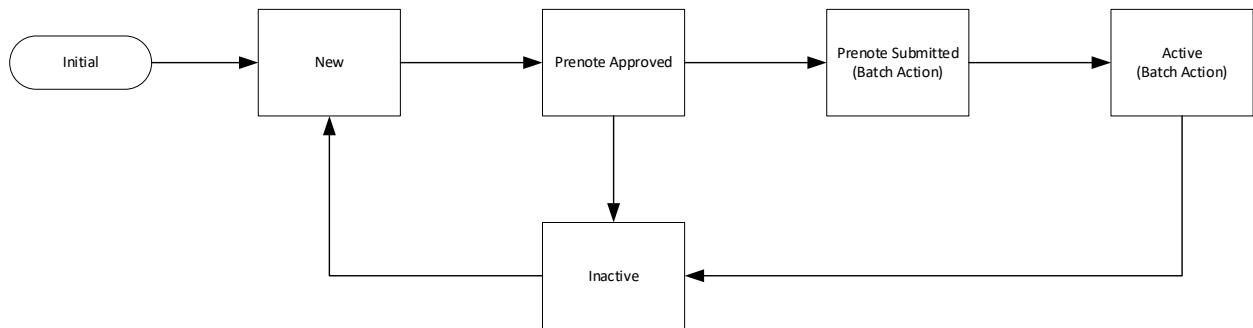
CalSAWS

California Statewide Automated Welfare System

Design Document

CA-218078 | DDID 1967

Update SAWS 2A SAR to Link to a Case

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Connor Gorry
	Reviewed By	Lawrence Samy, Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/10/2020	1.0	Initial Creation	Connor Gorry

Table of Contents

1 OVERVIEW

1.1 Current Design

The SAWS 2A SAR (04/15) can only be printed and cannot be saved to a case.

1.2 Requirements

Update the SAWS 2A SAR to allow for saving to a case and print locally.

1.3 Recommendations

1. Update the SAWS 2A SAR (04/15) form to allow save functionality by adding a 'Print Locally' button.

1.4 Assumptions

1. No other changes will be made to the SAWS 2A SAR form as part of this change.
2. E-Signature functionality for the SAWS 2A SAR will be added as a part of CA-200332, also scheduled for the 21.05 release.

2   RECOMMENDATIONS

2.1   Update SAWS 2A SAR

2.1.1 Overview

The SAWS 2A SAR– Rights & Responsibilities & Other Important Information – currently exists with a 'Print' option in the Template Repository.

State Form: SAWS 2A SAR (04/15)

Current Programs: Multiple (Cash Aid, CalFresh, Medi-Cal)

Current Attached Form(s): N/A

Current Forms Category: Forms

Existing Languages: English, Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

Template Repository Visibility: All Counties

2.1.2 Description of Changes

1. Add a 'Print Locally' button to the SAWS 2A SAR and update the Document Parameters page.

   Technical Note: Update button visibility to 'PL' and Document Parameters page identifier to Standard.jsp.

Updated print options:

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

Mailing Options:

N/A

Additional Options:

Special Paper Stock: N

Enclosures: N/A

Electronic Signature: Yes (See Assumption #2 in Section 1.4)

Post to Self-Service Portal: Y

Clock Indicator: N

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1967	As Side-by-Side sessions were focused on comparing the front end (online pages) functionality of the application, the CONTRACTOR shall budget an allowance of twenty-nine thousand, one hundred fifty-five hours (29,155) to accommodate for any Unforeseen differences in the code base that result in additional requirements. The requirements for the allowance of hours must be finalized and approved by the CONSORTIUM for the CONTRACTOR to meet design, build and System Test milestones, subject to the requirements meeting requirements in the LRS Agreement. As the requirements for the designated SCRs are identified, the SCRs will be calculated by the CONTRACTOR and reviewed and prioritized by the CONSORTIUM for approval through the County Change Control Board process.	- Estimates will include the necessary Tasks in the software development lifecycle required to implement the CalSAWS DD&I SCR including deployment and change management. - For the new requirements to be included with CalSAWS DD&I UAT preparation activities (targeted to begin April 2021 for C-IV), the requirements for the unforeseen Differences allowance hours must be finalized, approved by the CONSORTIUM and added to the CalSAWS DD&I SOR by July 1, 2020 for the CONTRACTOR to meet design, build and System Test milestones.	The SAWS 2A SAR will be made savable and allowed E-Signature functionality.

CalSAWS

California Statewide Automated Welfare System

DRAFT

Design Document

CA-219126 – DDID 1975 – Migrate Oracle-based Solution for Enhanced Data Reporting (EDR) to CalSAWS.

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Sauvik Basu
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/27/2020	1.0	Initial Version	Sauvik Basu
11/17/2020	1.1	Updated the title	Marcelo Burgoa

DRAFT

Table of Contents

DRAFT

1 OVERVIEW

This SCR addresses the migration and implementation of Enhanced Data Reporting (EDR) setup into CalSAWS. Enhanced Data Reporting will provide the EDR counties the abilitiy to download their respective county specific data from CalSAWS.

1.1 Current Design

Currently EDR is setup for C-IV counties from on-premise servers and databases. Once C-IV merges into CalSAWS in AWS, EDR counties will need the ability to download their county specific data from CalSAWS and thus there is need to replicate the current Enhanced Data Reporting in AWS.

1.2 Requests

Migrate and implement Enhanced Data Reporting (EDR) setup into CalSAWS as mentioned in DDID 1975.

1.3 Assumptions

1. Counties using the new EDR solution will be responsible for testing their scripts and applications against a development EDR solution that will be made available for them to connect and prepare for schema changes which will be part of CALSAWS migration.
2. This development EDR solution will be available to the counties to commence their testing by March 2021
3. CA-209486 – DDID 1780 - Fine Grain Access Control is implemented along with this change in CALSAWS.
4. Support for all CalSAWS data model changes will be provided.

2 RECOMMENDATION

The recommendations for testing this SCR are as follows:

1. Implement the test EDR setup into AWS cloud supporting CalSAWS.
2. Migrate the current EDR county schemas from C-IV EDR into CalSAWS EDR test setup.
3. Change all database user connectivity (database links) to point to a Converted Data test database.

The recommendations for setting up EDR for cutover are as follows:

1. Implement the EDR setup into AWS cloud supporting CalSAWS.
2. Migrate the current EDR county schemas from C-IV EDR into CalSAWS EDR production setup.
3. Change all database user connectivity (database links) to point to a CalSAWS standby.

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1975	Implement Enhanced Data Reporting for EDR counties.		

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-219531 | CIV-107919

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

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Tisha Mutreja
	Reviewed By	Prashant Goel, Naga Chinduluru, Derek Goering, Renee Gustafson, Richard J. Weeks, Prakash Thota, Ritu Chinya, Praveen Badabhagni, Appalaraju Indala, Chad Quan, Geetha Ramalingam, Akira Moriguchi, Himanshu Jain, Christine Altavilla, Shilpa Suddavanda, Marcus Byrud, Chitra Barsagade, Ryan O'Mary, Chris Larson, Ronak Bhatt

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

Table of Contents

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_TRANSACT 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_TRANSACT 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 N

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

CalSAWS

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)

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Tisha Mutreja
	Reviewed By	Prashant Goel, Naga Chinduluru, Derek Goering, Renee Gustafson, Richard J. Weeks, Prakash Thota, Ritu Chinya, Praveen Badabhagni, Appalaraju Indala, Chad Quan, Geetha Ramalingam, Akira Moriguchi, Himanshu Jain, Christine Altavilla, Shilpa Suddavanda, Marcus Byrud, Chitra Barsagade, Ryan O'Mary, Chris Larson, Ronak Bhatt

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

Table of Contents

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 M
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 ….

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-220616

DDID 1967: Display 'RE' Run Reason for CAPI program in non-LA counties

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Sridhar Mullapudi
	Reviewed By	Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/30/2020	1.0	Draft design	Sridhar Mullapudi

Table of Contents

1 OVERVIEW

1.1 Current Design

CAPI is an automated EDBC program in CalSAWS. The redetermination period advances automatically based on the Customer Report status, 'Reviewed – Ready to Run EDBC' once the user processes EDBC for the first month of the new period.

The CAPI RE packet in CalSAWS currently only includes a cover letter and is LA county specific. For LA, the packet is pre-stuffed at the print center.

1.2 Requests

C-IV counties do not have an RE packet for CAPI program, in CalSAWS RE run reason is automatically applied to EDBC based on packet status and month EDBC is being run. Since there is no RE packet for CAPI cases in C-IV counties, RE run reason will not be automatically applied to the EDBC. Users will continue to select 'RE' run reason during run EDBC to process RE as it is currently in C-IV system.

Display the 'RE' run reason when running EDBC for the CAPI program. This will allow non-LA county users to complete the redetermination by running EDBC with a RE run reason to advance the redetermination period.

1.3 Overview of Recommendations

1. Display 'RE' run reason for the user to select when running EDBC to advance the redetermination period for the CAPI programs in non-LA counties.

1.4 Assumptions

1. CAPI RE packet will not be added for the 57 counties (C-IV and CalWIN counties)

2 RECOMMENDATIONS

2.1 Display 'RE' new run reason on the 'Run EDBC', 'Negative Action', and 'Manual EDBC' pages

2.1.1 Overview

Display 'RE' run reason for CAPI program for all counties except LA county for the user to select when running EDBC.

2.1.2 Description of Changes

1. CTCR to update the 'RE' run reason in CT744_RE to be displayed in the run reason drop down for CAPI program. This run reason will be displayed on 'Run EDBC', 'Negative Action', and 'Manual EDBC' pages for the user to select.
   Note: per existing functionality, run reason drop down shall only be available running EDBC for a single month.
2. This run reason will be available for all counties except LA county for CAPI program.
3. This run reason will be displayed on the page when the benefit month EDBC is being run for is the month after the RE due month of the active RE period (RE period that is currently applicable to the program that is not completed) for the CAPI program.
4. When running manual EDBC with RE run reason, multi month option will not be available on EDBC list page upon accepting the EDBC

2.1.3 Programs Impacted

CAPI

2.1.4 Performance Impacts

None

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	Requirement Text	Contractor Assumptions	How Requirement Met
1967	As Side-by-Side sessions were focused on comparing the front end (online pages) functionality of the application, the CONTRACTOR shall budget an allowance of twenty-nine thousand, one hundred fifty-five hours (29,155) to accommodate for any Unforeseen differences in the code base that result in additional requirements. The requirements for the allowance of hours must be finalized and approved by the CONSORTIUM for the CONTRACTOR to meet design, build and System Test milestones, subject to the requirements meeting requirements in the LRS Agreement. As the requirements for the designated SCRs are identified, the SCRs will be calculated by the CONTRACTOR and reviewed and prioritized by the CONSORTIUM for approval through the County Change Control Board process.	• Estimates will include the necessary Tasks in the software development lifecycle required to implement the CalSAWS DD&I SCR including deployment and change management. • For the new requirements to be included with CalSAWS DD&I UAT preparation activities (targeted to begin April 2021 for C-IV), the requirements for the unforeseen Differences allowance hours must be finalized. approved by the CONSORTIUM and added to the CalSAWS DD&I SOR by July 1, 2020 for the CONTRACTOR to meet design, build and System Test milestones.	'RE' run reason will be available for CAPI program for the users to select when running EDBC in non-LA county.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-221238

Update EDBC to Create Refugee Employment
Program (REP) Only For LA County for CalWORKs
(CW) and Refugee Cash Assistance (RCA)
Mandatory Individuals

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Josias Caveto
	Reviewed By	Eligibility Design, Eligibility Build, BA's System Test

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/28/2020	1.0	Initial Draft of the Design	Josias Caveto
12/2/2020	2.0	Updates added to design based on Committee feedback	Tom Lazio Eric Wu
12/8/2020	3.0	Updated project requirement under Section 3.1 based on committee feedback.	Tom Lazio

Table of Contents

1 OVERVIEW

The purpose of this SCR CA-221238 is to update the logic in the CW/RCA EDBC which enables the auto-creation of REP program for cases with active status for CW or RCA for Counties other than Los Angeles (LA). The REP program is specific to Los Angeles County; therefore, the logic that applies to LA county shall remain in place.

1.1 Current Design

Existing CalSAWS functionality automatically adds Refugee Employment Program (REP) in a pending status when an active CW or RCA individual is work eligible, unless the individual has sanctions for REP.

1.2 Requests

Do not create REP program for counties other than Los Angeles.

1.3 Overview of Recommendations

1. Update the EDBC to not auto-generate the REP program for work eligible individuals that are active on CW or RCA programs for any other county besides LA county.
2. Default Payment/Valuable Request Authorization Level and Benefit Issuance Threshold of REP program for non-LA counties.

1.4 Assumptions

1. The existing logic that auto-generates the REP program for cases in LA county will remain unchanged.
2. There are no changes on how to issue REP benefits through service arrangements for LA County in this SCR.
3. Existing Correspondence functionality around REP will remain unchanged for LA County.
4. As per existing functionality, Document parameters page for migration counties will list 'REP' program in the program dropdown although the form is applicable for REP program for LA county only.
   For example: If Form A is applicable for REP program, when From A is being generated from Template Repository for migration counties, the program dropdown will have 'REP' listed along with other applicable programs.
5. Since REP program is specific to LA county, we do not expect non-LA counties to add REP program manually after migration. However, if a non-LA county does happen to add a REP manually, the system will not restrict creating service arrangements.

2   RECOMMENDATIONS

2.1   Update CW/RCA EDBC Rules Logic to Not Create a REP Program for Counties Other Than Los Angeles.

2.1.1 Overview

The REP program will not be auto generated by the CW or RCA EDBC logic for other counties. Only Los Angeles County will auto-generate the REP program for work eligible person.

2.1.2 Description of Changes

1. Update the current EDBC rules to not auto generate the REP program when all of the following criteria are met:
   a. Case is not in LA county
   b. The CW or RCA program is "Active" for work eligible person
   c. The work eligible person is not sanctioned for REP program.

2.1.3 Programs Impacted

1. REP

2.2   REP Supportive Service Threshold Updates

2.2.1 Overview

Supportive Service thresholds are established to determine the amount of service payments that can be approved by a user without requiring a supervisor override. In the unlikely scenario of a non-LA county adding an REP program manually for a case after migration, this update is to prevent non-LA counties issuing REP benefits through Service Arrangements.

2.2.2 Description of Changes

Update the Supportive Service Benefit Threshold of the REP program to be $0.00 for non-LA counties. The $0.00 threshold will prevent users without the 'ApproveServiceArrangementOverThreshold' security right to create any Payment/Valuable requests for the REP program.

2.2.3 Programs Impacted

REP

2.2.4 Estimated Number of Records Impacted/Performance

Impact to 57 county threshold records.

2.3 REP Payment/Valuable Request Authorization Updates

2.3.1 Overview

Payment/Valuable Request Authorization allows each county to administer and manage the required authorization level for each program. In the unlikely scenario of a non-LA county adding an REP program manually for a case after migration, this update is to make Payment/Valuable Requests require 2nd Level Authorization for the REP program for non-LA counties. The two-level authorization process will allow supervisors to review Payment/Valuable Requests that are created by users with the 'ApproveServiceArrangementOverThreshold' security right for non-LA counties.

2.3.2 Description of Change

Update Payment/Valuable Requests of the REP program to always require 2nd Level authorization for non-LA counties.

2.3.3 Programs Impacted

REP

2.3.4 Estimated Number of Records Impacted/Performance

Impact to 57 county Payment/Valuable Request authorization records.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.28.2.10	The LRS shall allow COUNTY-specified Users to modify and/or add program-specific work participation program components and hierarchy.	This SCR addresses updating the auto-generation to add REP program for work eligible individuals that are active on CW or RCA programs for **only** LA county so that users can make any necessary modifications.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA- 221629

DDID 34

Task Management Continuation

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/1/2020	1.0	Initial Revision	Mayuri Srinivas

Table of Contents

1   OVERVIEW

This design outlines modifications to native Task Management functionality within the CalSAWS System to incorporate additional functionalities introduced with the initial phase of DDID 34 (CA-214928).

1.1   Current Design

The CalSAWS System contains a series of Worklist pages allowing county staff to view, manage and work Tasks. SCR CA-214928 introduced additional Task Management functionality to the CalSAWS System such as customizable Task Types, Task Banks, and enhanced Task Reassignment capabilities. The Homepage My Tasks panel, Worklist Summary, Worklist and Worklist PR RE pages were modified to incorporate a portion of the functionality introduced with CA-214928.

SCR CA-214929 introduced a set of dedicated Task pages within a Task Pop Up window allowing staff to search, edit, create, and request Tasks.

1.2   Requests

Update the functionality of the Homepage My Tasks panel, Worklist Summary, Worklist and Worklist PR RE pages to incorporate additional functionality for customizable Task Types and Sub-Types.

Modify the display of Clearance Tasks in the Task Pop Up pages to incorporate an additional data point associated to Clearance Tasks that is currently visible on the Worklist page.

1.3   Overview of Recommendations

1. Update Worklist page to evaluate and display customized Task Type and Task Sub-Type information.
2. Update Worklist PR RE page to evaluate and display customized Task Type and Task Sub-Type information.
3. Update the Worklist Summary page to evaluate and display customized Task Type and Sub-Type information.
4. Update the Pending Authorizations page to label the Task Category dropdown menu accordingly.
5. Update the Task Detail page accessible through the Worklist and Worklist PR RE pages to incorporate customized Task Types and Sub-Types.
6. Update Homepage My Tasks panel to evaluate for the In Process Task Status.
7. Update the Task Pop Up – Task Detail page to include an additional reference attribute for Clearance Tasks.

Assumptions

1. The only Task Types that contain the reference attribute to be displayed on the Task Pop Up – Task Detail page are the 4 Clearance Task Types described in 2.7.3.1.

2 RECOMMENDATIONS

2.1 Worklist

2.1.1 Overview

The Worklist page allows workers to search for and view Tasks as well as create and/or request new Tasks. This page requires modifications to fully function with customizable Task Types and Task Sub-Types.

2.1.2 Worklist Mockup

Figure 2.1.1 – Worklist Mockup

2.1.3 Description of Changes

Modify the Worklist page as follows:

1. Update the "Status" dropdown to include an option of "Assigned/In Process" between the "All" and "Assigned" options. This option allows a search for Tasks that have a Status of "Assigned" or "In Process".

2. Update the search options section to include a "Sub-Type" field that will display if the selected Task Type in the "Type" field includes one or more Task Sub-Types. This field will not display if the value in the Category dropdown is "All", the value in the Type dropdown is "All" or if the selected Task Type in the "Type" field does not include any Sub-Types.

3. Update the population logic of the page to include custom Task Types and Sub-Types that have been created through the Task Type Detail/Task Sub-Type Detail pages.

4. Update the "Type" column label in the Search Results Summary panel to "Type / Sub-Type".

5. Update the population logic of the "Type / Sub-Type" column (formerly the "Type" column) to format as "Task Type / Task Sub-Type".

   For Example: If a Task is created with a Type of "SAR 7 Received" and a Sub-Type of "Jan 2020", this column will display "SAR7 Received / Jan 2020". If the Task does not have a Sub-Type, only the Task Type will display.

   This column currently concatenates an additional value if the Task Type is one of the following Clearance Task Types for Los Angeles county:
   - Clearance
   - Clearance YBN
   - Clearance ICT
   - Clearance CMIPSII

   For example, if a displayed Task has a "Clearance ICT" Task Type, this column will display "Clearance ICT –1234567" where "1234567" is the ICT ID. This display will remain intact with the only adjustment being to format the Type to include the Sub-Type (should one exist). If this same Task had a Sub-Type of "Jan 2020", this column would display "Clearance ICT / Jan 2020 – 1234567". This adjustment is purely for display purposes. Note: As of the 20.11 release, Los Angeles county does not have any Task Types with Sub-Types.

   Existing guided navigation configurations if this column displays as a hyperlink will display based on the Task Type and Sub-Type. The Guided Navigation process is still based on Task Type only.

6. Update the search processing for the Priority field to search for Tasks based on priority as follows:

a. If a Task only has a Task Type, the Task Type priority will be compared to the Priority search value.
b. If a Task has a Task Type and Task Sub-Type, the Task Sub-Type priority will be compared to the Priority search value.
c. If a Task has a Task Type and Task Sub-Type and the Task Sub-Type does not have a priority on the Task Sub-Type Detail page, the Task Type priority will be compared to the Priority search value.

2.1.4 Page Location
- **Global:** Case Info
- **Local:** Tasks
- **Task:** Worklist

2.1.5 Security Updates
N/A

2.1.6 Page Mapping
Update page mapping.

2.1.7 Page Usage/Data Volume Impacts
N/A

2.2 Worklist PR RE

2.2.1 Overview
The Worklist PR/RE page allows workers to search, view, work and/or request outstanding Periodic Report (PR) or Redetermination (RE) Tasks. This page requires modifications to fully function with customizable Task Types and Task Sub-Types.

2.2.2 Worklist PR RE Mockup

Figure 2.2.1 – Worklist PR/RE Mockup

2.2.3 Description of Changes

Modify the Worklist PR/RE page as follows:
1. Update the "Status" dropdown to include an option of "Assigned/In Process" between the "All" and "Assigned" options. This option allows a search for Tasks that have a Status of "Assigned" or "In Process".
2. Update the "Type" column in the Search Results Summary panel to be called "Type / Sub-Type". This column will populate formatted as "TaskType / TaskSubType". If Task results do not have a Task Sub Type, only the Task Type will display.

For Example: If a Task is created with a Type of "SAR 7 Received" and a Sub-Type of "Jan 2020", this column will display "SAR7 Received / Jan 2020".

Existing guided navigation configurations if this column displays as a hyperlink will display based on the Task Type and Sub-Type. The Guided Navigation process is still based on Task Type only.

2.2.4 Page Location
- **Global:** Case Info
- **Local:** Tasks
- **Task:** Worklist PR RE

2.2.5 Security Updates
N/A

2.2.6 Page Mapping
Update page mapping.

2.2.7 Page Usage/Data Volume Impacts
N/A

2.3 Worklist Summary

2.3.1 Overview
The Worklist Summary page includes a summary display of Tasks in an Assigned Status by priority and an age, grouped within the following categories:
- 0-10 Days
- 11-30 Days
- 31-60 Days
- Over 60 Days

Each numeric count within the age columns that is greater than 0 will navigate to the Worklist page with the appropriate search filters pre-loaded to display the list of applicable Tasks.

2.3.2 Worklist Summary Mockup

Worklist Summary

＊- Indicates required fields

Search

Worker ID: ＊
90LS00FD00   Select

Priority:
All

Display By:
Task Age

Search

Task Type / Sub-Type	Priority	0-10 Days	11-30 Days	31-60 Days	Over 60 Days
No Data Found					

Figure 2.3.1 – Worklist Summary Mockup

2.3.3 Description of Changes

Modify the Worklist Summary page as follows:

1. Update the logic of the page to Include the Task Status of "In Process" in addition to "Assigned".
2. Update the hyperlink processing to pass a Status search value of "Assigned/In Process" when one of the hyperlinks is clicked and navigates to the Worklist page.
3. Update the "Task Type" column to be called "Task Type / Sub-Type". This column will populate formatted as "Task Type / Task Sub-Type". If Task results do not have a Task Sub Type, only the Task Type will display.

   For Example: If a Task is created with a Type of "SAR 7 Received" and a Sub-Type of "Jan 2020", this column will display "SAR7 Received / Jan 2020".

4. Update the Priority column to populate the Priority as follows:
   a. If the "Task Type / Sub-Type" column value only contains a Task Type, this column will populate with the Priority value for the Task Type.
   b. If the "Task Type / Sub-Type" column value contains a Task Type and Task Sub-Type and the Task Sub-Type has a priority on the Task Sub-Type Detail page, the Task Sub-Type priority will display.
   c. If the "Task Type / Sub-Type" column value contains a Task Type and Task Sub-Type and the Task Sub-Type does not have a priority on the Task Sub-Type Detail page, the Task Type priority will display.

2.3.4 Page Location

- **Global:** Case Info

13

- **Local:** Tasks
- **Task:** Worklist Summary

2.3.5 Security Updates

N/A

2.3.6 Page Mapping

Update page mapping.

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 Pending Authorizations

2.4.1 Overview

The Pending Authorizations page allows Supervisors to view authorization Tasks. This page requires modifications to fully function with customizable Task Types and Task Sub-Types.

2.4.2 Pending Authorizations Mockup

Figure 2.4.1 – Pending Authorizations Mockup

2.4.3 Description of Changes

Modify the Pending Authorizations page as follows:

1. Update the "Type:" label in the search criteria section to be labeled "Category:". The dropdown menu for this field contains a list of Task Categories. This modification is strictly cosmetic.
2. If the results section of the page includes rows with a Category of "Payment Request", the value in the "Type" column will be formatted to display the Customer Need Type and Amount (when available). For example, an entry may display as "PR – Student Bus Pass - $24.00". The formatting of this display occurs in real time on render of the page. When viewing these particular tasks in the Task Pop Up pages, the Need Type and Amount are not attributes that are available for display.
Modify the creation of Payment Request Category Tasks to include the Need Type and Amount in the Long Description of the Task formatted as "Need Type: <Type> Amount: <Amount $0.00>". For example:

Long Description:
Need Type: Student Bus Pass Amount: $24.00

If a particular attribute is not available, the attribute and label will not be omitted from the Long Description.
This adjustment will allow the Need Type and Amount associated to Payment Request authorization Tasks to be displayed on the Pop Up Task pages.

2.4.4 Page Location

- **Global:** Case Info
- **Local:** Tasks
- **Task:** Approvals

2.4.5 Security Updates

N/A

2.4.6 Page Mapping

Update page mapping.

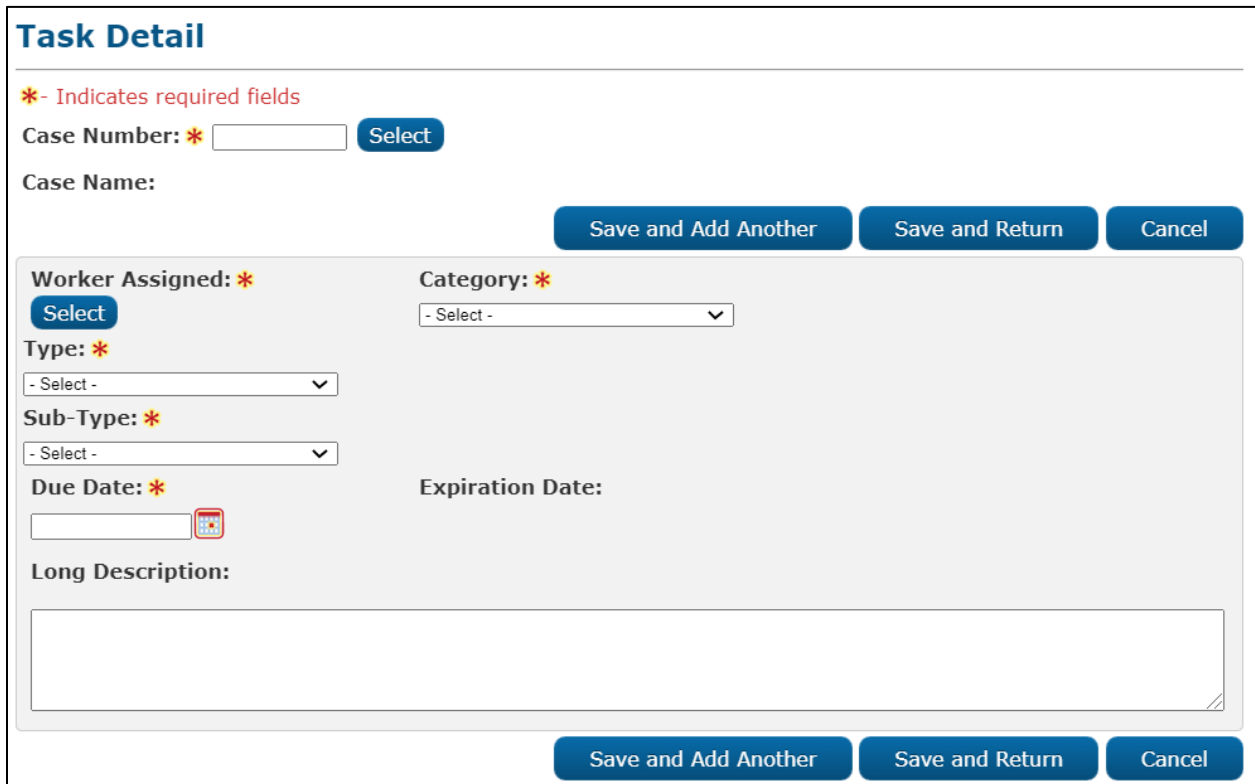### 2.4.7 Page Usage/Data Volume Impacts

N/A

2.5   Task Detail

2.5.1   Overview

The Task Detail page that is accessible through the Worklist and Worklist PR RE pages allows workers to view, create and edit Task information. This page requires modifications to fully function with customizable Task Types and Task Sub-Types.

2.5.2   Task Detail Mockup

Figure 2.5.1 – Task Detail Create Mode Mockup

Figure 2.5.2 – Task Detail Edit Mode Mockup

2.5.3 Description of Changes

Modify the Task Detail page as follows:
1. Update the Category value to be a dropdown list containing Task Categories associated to at least one Task Type indicated as "Available Online". This listing will be in alphabetical order.

2. Update the "Type" dropdown menu to display the Task Types associated to the selected Task Category that are indicated as "Available Online". This field will display dynamically once an input has been entered to the "Category" field. This listing will be in alphabetical order.

3. Add a "Sub-Type" dropdown menu that will display if the selected Task Type in the "Type" field includes one or more Task Sub-Types indicated as being "Available Online". This field will not display if the selected Task Type in the "Type" field does not include at least one Task Sub-Type indicated as "Available Online".

17

Reference Figure 2.5.1 for the layout and placement of fields.

2.5.4 Page Location

- **Global:** Case Info
- **Local:** Tasks
- **Task:** Worklist > Task Detail

2.5.5 Security Updates

N/A

2.5.6 Page Mapping

Update page mapping.

2.5.7 Page Usage/Data Volume Impacts

N/A

2.6 Homepage

2.6.1 Overview

The CalSAWS Homepage includes a "My Tasks" panel that displays a count of overdue and due within 5 days Tasks assigned to the logged in worker. The counts are limited to Tasks in a status of "Assigned". The numeric counts display as hyperlinks that navigate to the Worklist page to display the appropriate Tasks.

2.6.2 Homepage – My Tasks Example

▼ My Tasks	
Overdue	6
Due In 5 Days	0

Figure 2.6.1 – Homepage – My Tasks Example

2.6.3 Description of Changes

Modify the processing of the Homepage My Tasks panel to:

1. Include the Task Status of "In Process" in addition to "Assigned".

2. Evaluate for custom Task Types that have been created through the Task Type Detail page.
3. Pass a Status search value of "Assigned/In Process" when one of the hyperlinks is clicked and navigates to the Worklist page. (See Recommendation 2.1.3.1)

2.6.4 Page Location

The Homepage is accessible as the default page at login, or by clicking the CalSAWS logo toward the upper left side of a page.

2.6.5 Security Updates

N/A

2.6.6 Page Mapping

N/A

2.6.7 Page Usage/Data Volume Impacts

N/A

2.7 Task Pop Up – Task Detail

2.7.1 Overview

Los Angeles county utilizes multiple types of Clearance Tasks, which are Tasks that are not associated to a Case as the intent of the Task is to review and create a resulting Case as necessary. The Worklist page will concatenate an attribute, such as an Application Number, to the Task Type so the user has reference to the application that is to be processed by the Task. The Task Pop Up – Task Detail page does not display an attribute for the User to reference while working these Clearance Tasks. This section includes recommendations to update the Task Pop Up – Task Detail page to include this attribute.

2.7.2 Task Pop Up – Task Detail Mockup

Task Detail

Help

✱- Indicates required fields

Edit   Print   Close

Case Number:	**Case Name:**	**Program(s):** ✱	**Status:** ✱ Assigned	**Reference Number:** 1234567
Category: ✱ e-ICT	**Type:** ✱ Clearance ICT	**Sub-Type:**	**Priority:** High	
Due Date: ✱ 12/31/2020	**Date Created:** 12/03/2020	**Worker Assigned Date:** 12/03/2020		
Assign to Program Worker: Yes	**Worker ID:** 19DP83BZ0W	**Bank ID:**	**Automated Action:** No	
Long Description:				

▸ **Instructions**

▸ **Task History**

Figure 2.7.1 – Task Pop Up – Task Detail

2.7.3 Description of Changes

Modify the Task Pop Up – Task Detail page to:

1. Add a "Reference Number" field to the page that will display when the page is in View or Edit mode. The field will display the appropriate attribute value that pertains to the Clearance Task Type. This field will be read only and will not be editable. The field will populate as follows:

Task Type	Reference Number Value
Clearance	Application Number
Clearance YBN	e-App Number
Clearance ICT	ICT ID
Clearance CMIPSII	IHSS Case Number

Technical: Each of the attributes described above will be stored and associated to the Task with an attribute label of "applicationId". When the Task Detail page is viewed, the Reference Number attribute will populate with the value within the "applicationId" attribute if a value exists, otherwise the label will display with a blank value.

2. Update logic of the Task Type dropdown for the following scenario: A Task has been created via an Automated Action, and the Task Type associated to the Task is not indicated as being "Available Online. A user has clicked Edit to edit this Task on the Task Detail page. The Type dropdown will include the listing of Task Types associated to the Category value that are indicated as "Available Online" AND the Task Type currently associated to the task when it was initially created. This is important because, if the user selects a different Category value in Edit mode, the Type dropdown will refresh and the user may want to return to the original Task Type.

2.7.4 Page Location

The Task Detail page is accessible by clicking the "Tasks" option in the Utilities navigation menu. Within the Task Pop Up window, the Task Detail page can be accessed by clicking the Edit button or Due Date hyperlink for a Task.

2.7.5 Security Updates

N/A

2.7.6 Page Mapping

Update page mapping.

2.7.7 Page Usage/Data Volume Impacts

N/A

3 SUPPORTING DOCUMENTS

N/A

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
34	The CONTRACTOR shall develop and implement a Unified Task Management solution that supports the multiple tasking models in both C-IV and LRS, as follows: 1) Integrate the Team Managed Pre-Migration C-IV solution into the CalSAWS Software code base 2) Create a common task management data model 3) Integrate the LRS automated tasks with the new county driven task activation, assignment and configurability logic (introduced with the C-IV Task solution) 4) Add the C-IV automated task trigger conditions into the CalSAWS Software code base ensuring there is no adverse or negative impact to LRS that would affect Los Angeles County 5) Add auto-assignment of tasks by the system through "round robin" or other workload balancing methodologies 6) Create a task pool where tasks can either be assigned by a supervisor or can be pulled by a caseworker 7) Update the LRS Task	- CalSAWS Task Management Solution will support Task Reassignment functionality from C-IV. - CalSAWS Task Management Solution will support Task Bank functionality from C-IV, LRS Task MAQs will convert into Banks. - OBIEE Task Dashboard will be migrated over to new tool prior to Task Management implementation.	This design makes updates to the CalSAWS pages that existed prior to the 20.11 release to incorporate custom task type functionality.

	Management Dashboard (OBIEE) to account for the system modifications being made as part of migration		

5   MIGRATION IMPACTS

N/A

6 OUTREACH

N/A

7 APPENDIX

N/A