

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-200332

DDCR 5039: Capture Electronic Signatures in the
CalSAWS

CalSAWS	DOCUMENT APPROVAL HISTORY	
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1 OVERVIEW

This SCR Migrates C-IV functionality to allow a customer to sign a document electronically via text message or via the IVR (Interactive Voice Response system) and to track a customer's electronic signature within CalSAWS.

1.1 Current Design

Customers can create a username and pin on the Electronic Signature Registration page; customers can then e-sign (Check to Sign only) for specific documents on the Electronic Signature page. The Security Questions page and the Reset Customer PIN page provide support for resetting a forgotten PIN.

1.2 Requests

Replace the CalSAWS E-Sign (Check to Sign only) functionality with the C-IV system Check to Sign and CW/CF e-Sign functionality. **Note:** the email e-Sign functionality will remain unavailable until SCR CA-223502.

1.3 Overview of Recommendations

The e-Signature Registration functionality (the 'e-Signature Registration' Task navigation link, the 'Electronic Signature Registration List' page, the 'Electronic Signature Registration' page, the 'Security Questions' page, and the 'Reset Customer Pin' page) will be removed.

On the Document Detail page, remove the 'Staff ID' and 'Print Reason' fields and add the document 'Variation', 'Initial Print Date' and 'Print Status' fields. Update the look and feel of the Document Detail page to the more modern C-IV look and feel. Remove YBN specific Self Service Portal references.

The Electronic Signature page in CalSAWS will be updated to allow the worker to request a signature using Text Message or the IVR in addition to an updated Check to Sign option (IVR option will only be available for Counties using the IVR solution that was migrated from C-IV).

Please see the attached list for which forms will have which Electronic Signature functionality enabled.

When "Text" is selected for 'Signature Capture Type' the CalSAWS Text Messaging solution will send an English or Spanish text message to the customer for a Request, Response, Reminder, Expiration or Cancellation of the Electronic Signature Request.

When "IVR" is selected for 'Signature Capture Type' the CalSAWS system will generate a Capture Code; the worker will give the Capture Code to the customer with instructions to call the IVR. The IVR application will collect the callers Date of Birth and Capture Code and send them to CalSAWS for verification via web services migrated to CalSAWS from C-IV with SCR CA-207026.

Update the e-Signature Document Detail page, allowing the Worker to view the Signature History; rename the page to 'Electronic Signature Document Detail'.

When a Request or Reminder for a Signature is sent to the customer, a record will be viewable on the Customer Contact History page. Additionally, when the Signature is Received, a record will be viewable on the page.

Add three Automated Actions that will allow users to configure Task creation attributes when an e-Signature Request expires, is undeliverable or an e-Signature is received.

1.4 Assumptions

1. Electronic Signatures via email will be implemented with SCR CA-223502.
2. IVR web services to interact with CalSAWS will be migrated from C-IV with SCR CA-207026 in the same or a prior release.
3. The IVR Electronic Signature application will be available for the same hours as existing IVR applications.
4. The Electronic Signature IVR system will be available in English and Spanish only.
5. There will not be an IVR outbound campaign or reminder calls for expiring IVR Electronic Signatures.
6. IVR Reporting will be through CalSAWS Reports.
7. Reports to support Electronic Signatures will be created with SCR CA-223498.
8. The Electronic Signature indicator for the ARC 1/ARC 1A will be added with SCR **CA-49395**.
9. The Electronic Signature indicator for the CF 10 will be added with SCR **CA-216444**.
10. The Electronic Signature indicator for the CW 2219 will be added with SCR **CA-49617**.
11. The Electronic Signature indicator for the CMSP 202 will be added with SCR **CA-216515**.
12. The Electronic Signature indicator for the CMSP 203 will be added with SCR **CA-216495**.
13. The Electronic Signature indicator for the DPA 479 will be added with SCR **CA-205030**.
14. The Electronic Signature indicator for the CSF 139 (formerly the IVR 100) will be added with SCR **CA-216117**.
15. The Electronic Signature indicator for the MC 05 will be added with SCR **CA-216536**.
16. The Electronic Signature indicator for the MC 223 will be added with SCR **CA-216642**.
17. The Electronic Signature indicator for the TEXT 100 will be added with SCR **CA-216118**.
18. The Electronic Signature indicator for the CW 107 (formerly VER 103) will be added with SCR **CA-215148**.
19. The Electronic Signature indicator for the CW 106 (formerly the VER 106 CIV) will be added with SCR **CA-215146**.
20. The Electronic Signature indicator for the Medi-Cal Redetermination Packets will be updated with SCR **CA-216432**.

21. SCR **CA-224388** will update the attestation form generated from the Electronic Signature page.
22. The electronic signature for additional forms will be implemented with SCR **CA-224413**.

2 RECOMMENDATIONS

2.1 Remove the e-Signature Registration functionality

2.1.1 Overview

The e-Signature Registration functionality (the 'e-Signature Registration' Task navigation link, the 'Electronic Signature Registration List' page, the 'Electronic Signature Registration' page, the 'Security Questions' page, and the 'Reset Customer Pin' page) will be removed.

2.1.2 Description of Changes

1. Remove the 'e-Signature Registration' Task navigation link.
Technical Note: This link is on the eApplicationTaskNav.jsp and the eApplicationPostTaskNav.jsp.
2. Remove the Electronic Signature Registration List page.
 - a. Remove the Electronic Signature Registration page (a child page)
 - b. Remove the Security Questions page (a child page)
 - c. Remove the Reset Customer Pin page (a child page)

2.1.3 Page Location

- **Global: Case Info**
- **Local: e-Tools**
- **Task: e-Signature Registration**

2.1.4 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
ElectronicSignatureRegistrationListView	(to be removed)	

Security Right	Right Description	Right to Group Mapping
ElectronicSignatureRegistrationEdit	(to be removed)	
SecurityQuestionsEdit	(to be removed)	
ResetPINEdit	(to be removed)	

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Electronic Signature Registration List View	(to be removed)	
Electronic Signature Registration Edit	(to be removed)	

2.1.5 Page Mapping

Update page mapping with removed pages and fields.

2.2 Document Detail

2.2.1 Overview

On the Document Detail page, remove the 'Staff ID' and 'Print Reason' fields and add the document 'Variation', 'Initial Print Date' and 'Print Status' fields. Update the look and feel of the Document Detail page to the more modern C-IV look and feel. Remove YBN specific Self Service Portal references.

2.2.2 Document Detail Mockup

Document Detail

Reprint Locally eSign Edit Close

Document Information

Name: Rights, Responsibilities And Other Important Information	Number: SAWS 2A SAR	Category: Administrative
Program: CalFresh	Benefit Month:	Self-Service Portal: 09/17/2020
Date Signed: 09/17/2020	Comments: Rights, Responsibilities And Other Important Information Signed at the Telephone Appointment on September Seventeenth. Rights, Responsibilities And Other Important Information Signed by one person.	

Variation	Language	Initial Print Date	Last Central Print Date	Print Status
Final	English			Printed Locally

Reprint Locally eSign Edit Close

Figure 2.2.2.1- Document Detail

2.2.3 Description of Changes

1. Update the 'Sign' button:
 - a. Re-label the button as: 'eSign'
 - b. Move the button (when displayed) to the pages main top and bottom button rows
 - c. Update the page logic to change when the 'eSign' button is displayed:
 - i. Show the button for forms able to be signed with e-Sign functionality (telephonically or electronically signable) according to the attached list of forms
 - d. Protect this button with the ElectronicSignatureEdit security right
2. Update the 'View' button:
 - a. Re-label the button as: 'View eSign'
 - b. Move the button (when displayed) to the pages main top and bottom button rows
 - c. Protect this button with the e-SignatureDocumentDetailView security right
3. Remove the 'e-Sign' field label.
4. Update the 'Locally' button:
 - a. Re-label the button as: 'Reprint Locally'

- b. Move the button (when displayed) to the pages main top and bottom button rows
5. Update the 'Centrally' button:
 - a. Re-label the button as: 'Reprint Centrally'
 - b. Move the button (when displayed) to the pages main top and bottom button rows
6. Remove the 'Reprint Option' field label.
7. Add a 'Document Information' title bar to the page's main panel.
8. Re-label the 'Document Name' field as 'Name'.
9. Add a 'Number' field; show the document number in this field.
10. Remove the 'Print/Reprint Date' field.
11. Remove the 'Print Reason' field.
12. Remove the 'Staff ID' field.
13. Re-label the 'YBN' field as 'Self-Service Portal'.
14. Add a 'Program' field; display the program associated to the document in this field.
15. Add a Print Details table
 - a. Add headers for:
 - i. 'Variation'
 1. Show as a hyperlink to open the pdf form in a new window
 2. Show as:
 - a. "Final" for the current/final document
 - b. "Original Non-Appended" for an Overridden document

Note: the "English Version" variation of a translated document can be viewed by clicking the link on the Distributed Documents Search page
 - ii. 'Language'
 1. The document language
 - iii. 'Initial Print Date'
 1. The initial Central Print Date of the document; BLANK for a related document row
 - iv. 'Last Central Print Date'
 1. The most recent Central Print date of the document; BLANK for a related document row
 - v. 'Print Status'
 1. The Status of the document; BLANK for a related document row

Technical Note: This is the Status from the GENERATE_DOC table
16. Hide the Reprint Centrally button for the Migration Counties if the document date of the correspondence is before the Go Live Date.

Note: This will not affect documents generated by Los Angeles County.

Technical Note: The document date is stored in the Generate Document table. The go live date is stored in the Go Live Date column (Reference Table 21) in the County Code category (CT15).

2.2.4 Page Location

- **Global: Client Corresp.**
- **Local: Distributed Documents (search then click the 'Details' button)**
- **Task: N/A**

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

Update the page mapping with new and updated fields.

2.3 Electronic Signature Page

2.3.1 Overview

The Electronic Signature page in CalSAWS will be updated to allow the worker to request a signature using Text Message, or the IVR (IVR option will only be available for Counties using the IVR solution that was migrated from C-IV) in addition to an updated Check to Sign option.

2.3.2 Electronic Signature Mockups Electronic Signature

* - Indicates required fields

Read all the information below very carefully. When you are done, press **Save** on the bottom to indicate that all the information provided on the application is accurate. You can still change the information on the application now.

Language: *

Generate Form

Signature Method: *

CW/CF e-Sign

Number of Signatures: *

2

Worker Name:

Test Worker

Worker ID:

19AS1919TF

<input type="checkbox"/> Person *	Date of Birth	Signature Capture Type *	Value	Status	
<input type="checkbox"/> Peterson, Mei 42F	07/01/1978	Text	Cell - (752)337-2652	Sent	Resend
<input type="checkbox"/> Rogers, Reggie 15M	10/01/2005	IVR	126464	Sent	Resend

Remove

Signature History

Peterson, Mei 42F

Date/Time	Signature Capture Type	Value	Status	Expiration Date
12/16/2020 09:44:36 AM	Text	Cell - (752)337-2652	Sent	12/19/2020
12/10/2020 03:13:05 PM	Text	Cell - (752)337-2652	Sent	12/13/2020

Rogers, Reggie 15M

Date/Time	Signature Capture Type	Value	Status	Expiration Date
12/10/2020 03:13:05 PM	IVR	126464	Sent	12/13/2020

Cancel

Figure 2.3.2.1 - Electronic Signature (Request Sent)

Electronic Signature

*- Indicates required fields

Read all the information below very carefully. When you are done, press **Save** on the bottom to indicate that all the information provided on the application is accurate. You can still change the information on the application now.

Language: *

▼ Generate Form

Signature Method: *	Number of Signatures: *	Worker Name:	Worker ID:
Check to Sign ▼	2 ▼	Test Worker	19AS1919TF
* I declare under penalty of perjury under the laws of the United States of America and the State of California that the information contained in this statement of facts is true, correct and complete.			
Person *	Date of Birth	Check to Sign *	
Peterson, Mei 42F ▼	07/01/1978	<input type="checkbox"/>	
Rogers, Reggie 15M ▼	10/01/2005	<input type="checkbox"/>	

Please select the name of the person signing, click the above checkbox, and then click the **Save** button to electronically sign the document.

Save

Cancel

Figure 2.3.2.2 - Electronic Signature (Check to Sign)

2.3.3 Description of Changes

1. Update the instructions at the top of the page:
 - a. Add the required field indicator and required field instructions:
“- Indicates required fields”
 - b. Update the existing instructions at the top of the page to:
“Read all the information below very carefully. When you are done, press **Save** on the bottom to indicate that all the information provided on the application is accurate. You can still change the information on the application now.”
2. Add a 'Language' dropdown:
 - a. Add the Required Field indicator
 - b. Add options for generating the Telephonic Signature Declaration:
 - i. Blank/Empty (default)
 - ii. “English”
 - iii. “Spanish”

- c. Add Validation to the Language dropdown: if the 'Generate Form' button is pressed and no language was selected, show a validation message as: "Please select a Language"
- 3. Add a 'Generate Form' button; this button will open the Telephonic Signature Declaration pdf form, in a new browser window, in the selected language.
- 4. Remove the 'Check to Sign' field label and checkbox.
- 5. Add a 'Signature Method' dropdown with a required field indicator:
 - a. Add options for the completing the Electronic Signature:
 - i. "-Select-": (default)
 - ii. "Check to Sign": This option allows the worker to sign the document on behalf of the customer(s)
 - iii. "CW/CF e-Sign": This option allows the worker to send a Request for a signature to the customer(s)
- 6. Remove the 'Person' dropdown.
- 7. Remove the 'User Name' field.
- 8. Remove the 'PIN' field.
- 9. Add a 'Number of Signatures' dropdown:
 - a. The dropdown contains the number of signatures required to complete the Electronic Signature:
 - i. The worker may select either "1" or "2" depending on the signature requirement for the document
 - ii. Default the dropdown to "1"
 - b. Add logic so the changing the value will alter the number of rows available for signatures in the Person table (described below)
 - i. If the user attempts to change the value from "2" to "1" while a customer is selected for both rows, both rows will remain
 - ii. If both rows still have a person selected, upon saving, display a validation message as: "The number of signatures must match the number of people selected."
- 10. Add a 'Worker Name' field and field label; populate this field with the name of the worker saving the Electronic Signature.
- 11. Add a 'Worker Id' field; populate this field with the id of the worker saving the Electronic Signature.

Reposition the declaration statement **"I declare under penalty of perjury under the laws of the United States of America and the State of California that the information contained in this statement of facts is true, correct and complete."** (shown when "Check to Sign" is selected in 'Signature Method' dropdown) to below the 'Signature Method' dropdown:

- 12. Add a Person table with the following headers:
 - a. CHECKBOX: Add a checkbox for selecting a row for removal
 - i. Display this checkbox column only for saved records where "CW/CF e-sign" was selected in the 'Signature Method' dropdown
 - b. 'Person'; add the required field indicator:

- i. If the person has a status of "Not Sent", this field will show a dropdown. If the status is "Sent", "Expired", or "Received", the field will show as static text
 - ii. If the user selects "2" in the 'Number of Signatures' field and a person is selected in one row, the person will not be available in the dropdown for the other row; add all other persons on the case as selectable options formatted as: {LAST}{" ", "{First}" " {Age}{Abbreviated_Sex} i.e. "Doe, John 25M"
- c. 'Date of Birth': Populate this field with the date of birth of the related person
- d. 'Check to Sign': Show a checkbox to indicate that a signature is present for the person; only display this column when 'Check to Sign' is selected in the 'Signature Method' drop down
- e. 'Signature Capture Type'; add the Required Field indicator:
 - i. For an unsaved record: show this field as a dropdown with the following values to indicate the method to gather the customer's signature:
 - 1. "-Select-" (default)
 - 2. "Text"
 - 3. "IVR"; show this option only for Counties using the IVR solution that was migrated from C-IV
 - ii. For a previously saved record: populate the field with the most recent Signature Capture Type sent or when there are multiple Requests sent for the customer and a signature was received, populate with the type that the customer responded to
 - iii. Only display this column when "CW/CF e-Sign" is selected in the 'Signature Method' dropdown
- f. 'Value':
 - i. If "Text" is selected in the 'Signature Capture Type' dropdown:
 - 1. Show a dropdown with the customers contact phone numbers in the following format: "(<Phone Type>) – (XXX) XXX-XXXX"
 - 2. If the person has a status of "Not Sent", this field will show a dropdown. If the status is "Sent", "Expired", or "Received", the field will show as static text
 - ii. If "IVR" is selected in the 'Signature Capture Type' dropdown, populate this field with IVR code after saving the page
 - iii. Only display this column when "CW/CF e-Sign" is selected in the 'Signature Method' dropdown
- g. 'Status': Populate this field with the most recent Electronic Signature Request Status
 - i. The "Not Sent" status displays before the signature Request is sent

- ii. The "Sent" status displays when there is an active signature Request for the customer
 - iii. The "Sending Error" status displays when the system has failed to send the Text Message to the customer.
 - iv. The "Expired" status displays when all signature Requests for the customer have expired
 - v. The "Received" status displays when the signature Request has been received and validated
 - vi. Only display this column when "CW/CF e-Sign" was selected in the 'Signature Method' dropdown for a saved record
 - h. BLANK: use this column to display the 'Resend' button; this button will send a new signature Request to the customer
 - i. Hide this button when the status of the Request is 'Received'
 - ii. Only display this column when 'CW/CF e-Sign' was selected in the 'Signature Method' dropdown for a saved record
13. Add the 'Remove' button: This button will remove the data from selected row(s) with a status of 'Sent', 'Expired', 'Received', or 'Sending Error'.
- a. Removing data from a row will display the 'Save' button if it was not already present
 - b. If data was removed and the Electronic Signature is saved, all existing signature Requests for the selected customer will be Canceled
 - c. Show this button only for saved records where "CW/CF e-sign" was selected in the 'Signature Method' dropdown
14. Add the following instructions when the 'Check to sign' is selected in the 'Signature Method' dropdown : 'Please select the name of the person signing, click the above checkbox, and then click the **Save** button to electronically sign the document.'
15. Remove the 'Submit' button and add the 'Save' button:
- a. Show this button:
 - i. When the 'Signature Method' is set to "Check to Sign" – or -
 - ii. When 'Signature Method' is set to "CW/CF e-sign" and there is an unsent signature Request – or -
 - iii. When a signature Request record is removed from the person table
 - b. If 'Check to Sign' is the selected value in the 'Signature Method', the document will be signed when the 'Save' button is pressed
 - c. If 'CW/CF e-Sign' is the selected value in the 'Signature Method', the document will be signed when all required signature responses are received.

- i. Pressing the 'Save' button will save the response requirements for the document and cancel any removed signature Requests
 - ii. If a person has a status of "Not Sent", the signature Request will be sent (see sections 2.4 IVR Request for eSignature and 2.7 Real Time Text Message Request for eSignature)
 - iii. Add a record to the Customer Contact History page when a signature Request is sent
 - 1. The 'Date/Time' will be when the Request was sent to the customer. Clicking on this link will navigate the user to the Contact Detail page
 - 2. The 'Name' will be the Customer that the Request was sent to
 - 3. The 'Type' will be "Text" (the Signature Capture Type that was used to gather the Signature)
 - 4. The 'Reason' will be "Request for Electronic Signature"
- 16. Add the 'Signature History' panel.
 - a. Display this panel only when "CW/CF e-Sign" is selected in the 'Signature Method' dropdown. This panel is collapsible and is collapsed by default
 - b. Add a separate history section for each person who has had an initial signature Request sent
 - i. Label each section with the Person information: formatted as: {LAST}"", "{First}" "{Age}{Abbreviated_Sex} i.e. "Doe, John 25M"
 - ii. Add a table to each section with the following headers:
 - 1. 'Date/Time': Display the date and time an action has occurred
 - 2. 'Signature Capture Type': Display the method used to collect the signature
 - 3. 'Value': Populate this field with the Value as defined for the Person table
 - 4. 'Status': the status of the signature Request
 - a. The "Sent" status displays when a signature Request is sent to the customer
 - b. The "Sending Error" status displays when the system failed to send the Text Message to the customer
 - c. The "Expired" status displays when the signature Request for the customer has expired
 - d. The "Received" status displays when the signature Request has been received and validated
 - e. The "Canceled" status displays if the worker cancels a customer's signature Request

5. 'Expiration Date': Display the expiration date of the Request. This value will be three days after the signature Request is sent
17. Add the following validation messages:
 - a. If the Signature Method is "Check to Sign" and any selected customer has an empty checkbox in the Check to Sign column, display the following validation message: "Check to Sign – Please click the checkbox to sign."
 - b. If the value in the Number of Signatures field does not match the number of customers selected, display the following validation message: "Number of Signatures – The number of signatures must match the number of people selected."
 - c. If the Signature Capture Type is "Text" and a text message could not be sent to the phone number displayed in the Value field, display the following validation message: "Value – The phone number selected could not receive the requested text message."
 - d. If the Signature Capture Type is "Text" and there is not a corresponding Value, display the following validation message: "Value – There is no Value for the selected Signature Capture Type."
 - e. If the Signature Capture Type is "IVR" and there is no Date of Birth, display the following validation message: "Date of Birth – This field is required for a Signature Capture Type of E-mail or IVR."
18. Create an auto journal when requesting verification by the Worker, and if more than one Request is sent, create a journal entry for each customer.
 - a. Category – All
 - b. Type – Narrative
 - c. Short Description – Electronic Signature Request Sent.
 - d. Long Description – A signature request has been generated for {Person Name} to complete the eSignature for a {Document Name}. {Instructions}.
 - e. Instructions will be one of the following:
 - i. A Text Message with instructions was sent to {Phone Number}
 - ii. {Person Name} was instructed to complete the eSignature through IVR
19. Create an auto journal at expiration or successful verification of the signature.
 - a. Category – All
 - b. Type – Narrative
 - c. Short Description – Electronic Signature Request {Received/Expired}.
 - d. Long Description – A signature request has {Expired/been Received} for {Person Name} to complete the eSignature for a {Document Name}.

20. Create an auto journal when a worker cancels/removes a Signature Request.
 - a. Category – All
 - b. Type – Narrative
 - c. Short Description – Electronic Signature Request Canceled.
 - d. Long Description – A signature request has been canceled for {Person Name} to complete the eSignature for a {Document Name}.
21. Create an auto journal when a verification Reminder is sent by batch.
 - a. Category – All
 - b. Type – Narrative
 - c. Short Description – Electronic Signature Request Reminder Sent
 - d. Long Description – A signature request reminder has been generated for {Person Name} to complete the eSignature for a {Document Name}. A Text Message reminder with instructions was sent to {Phone Number}
22. Create an auto journal when a text message Request is undeliverable.
 - a. Category – All
 - b. Type – Narrative
 - c. Short Description – Electronic Signature Request Undeliverable
 - d. Long Description – A signature request is undeliverable for {Person Name} to complete the eSignature for a {Document Name}.

2.3.4 Page Location

- **Global: Client Corresp.**
- **Local: Distributed Documents** (search, then click the 'Details' button)
- **Task: N/A**

2.3.5 Security Updates

N/A

2.3.6 Page Mapping

Update page mapping with new and updated fields.

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 IVR Request for eSignature

2.4.1 Overview

Workers in counties using the IVR solution that was migrated from C-IV will be able to request a signature via the IVR. When 'IVR' is selected for 'Signature Capture Type' the CalSAWS system will generate a 6-digit Capture Code from a sequence of unique numbers; the worker will give the Capture Code to the customer. The IVR application will collect the callers Date of Birth and Capture Code and send them to CalSAWS for verification.

2.4.2 IVR Application Flow Mockups

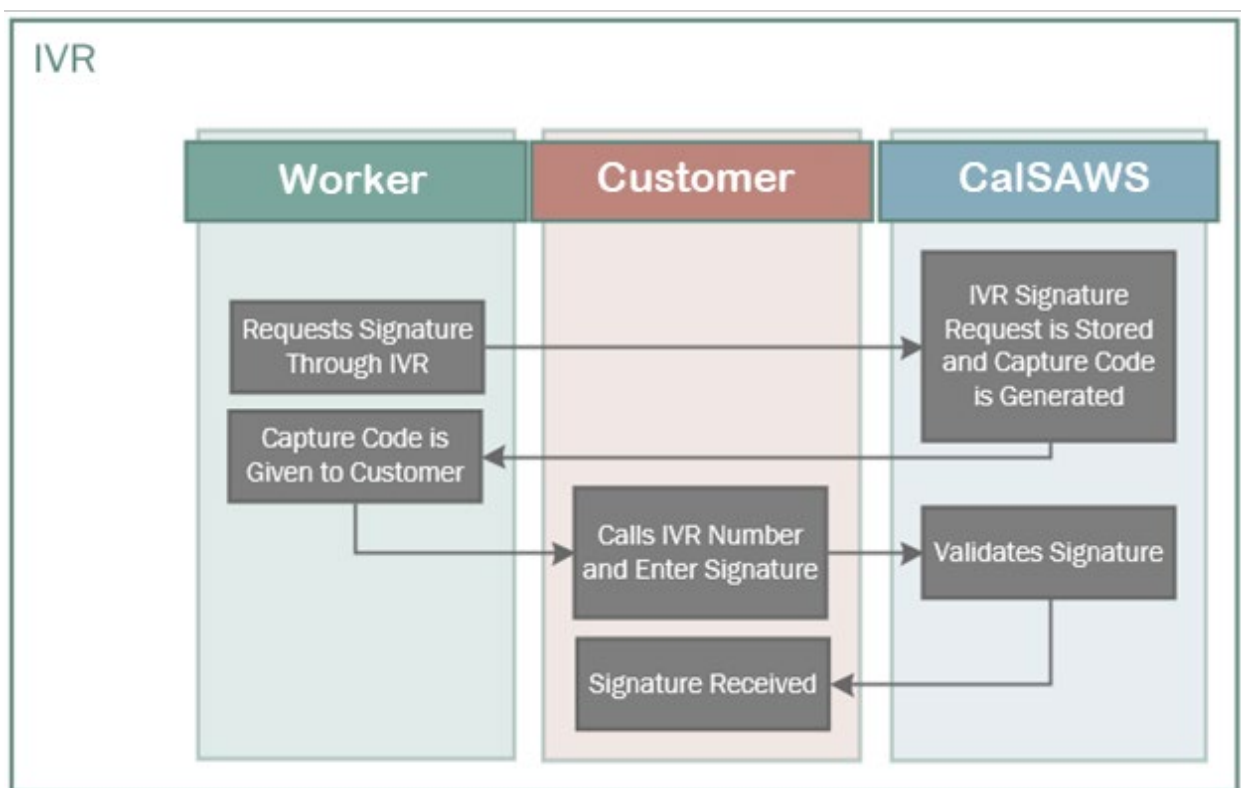


Figure 2.4.2.1 – IVR eSignature Interaction

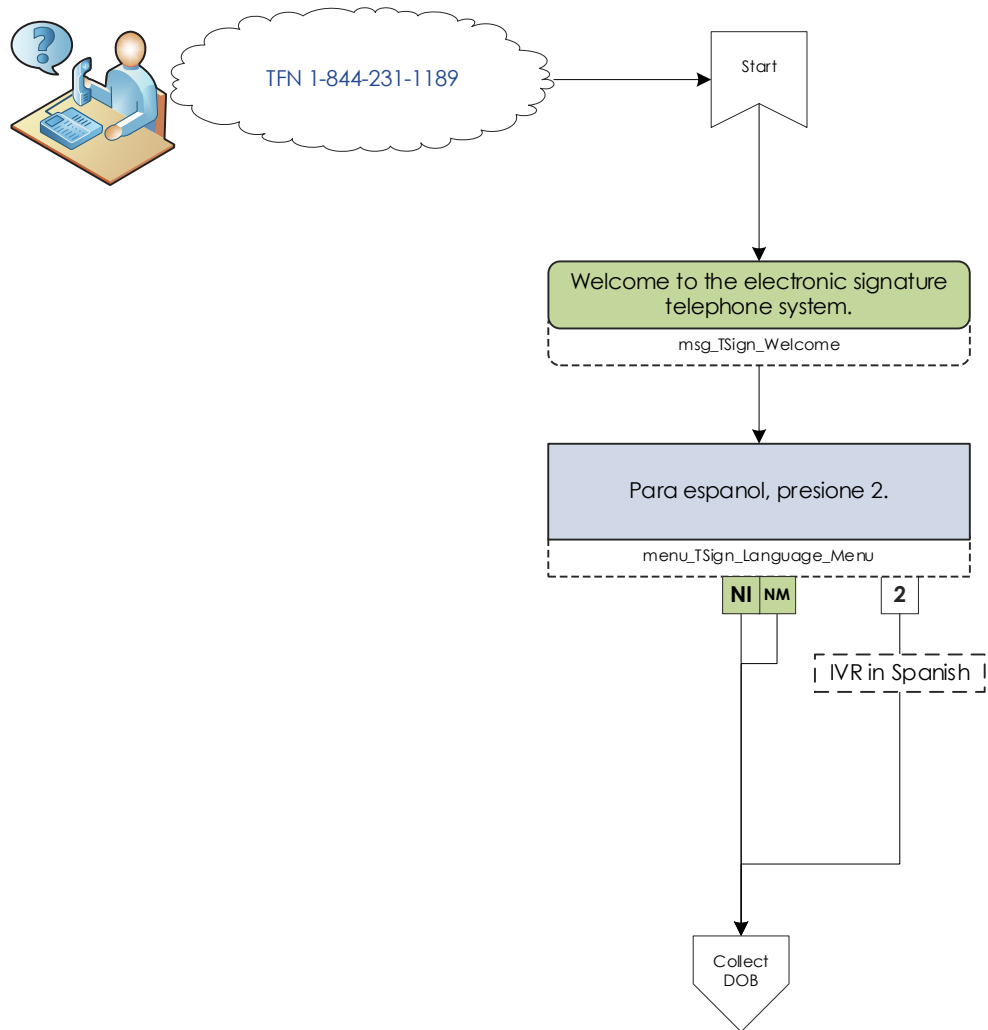


Figure 2.4.2.2 – IVR Entry Flow

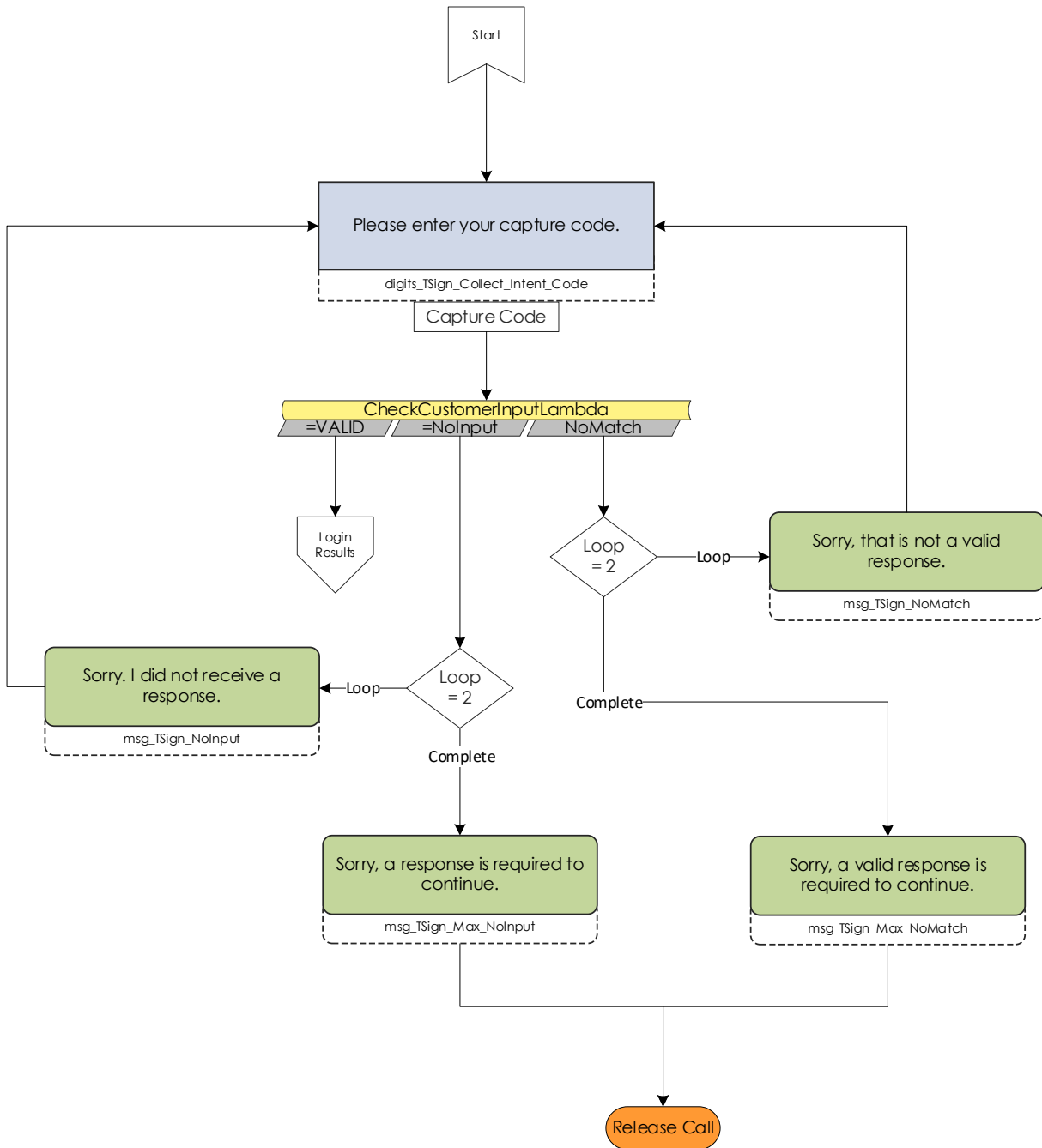


Figure 2.4.2.3 – Collect DOB Flow

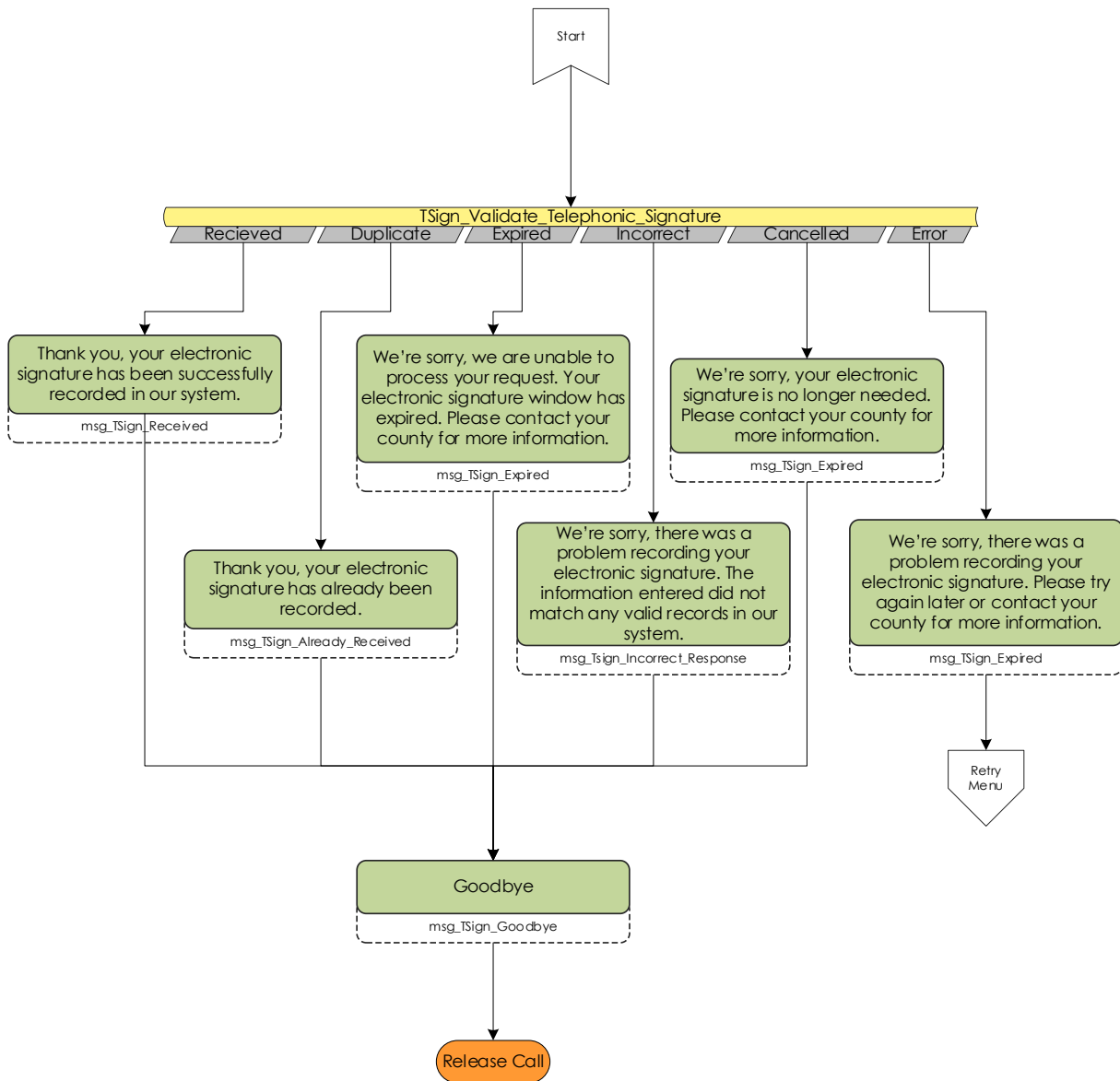


Figure 2.4.2.4 – Validate Response Flow

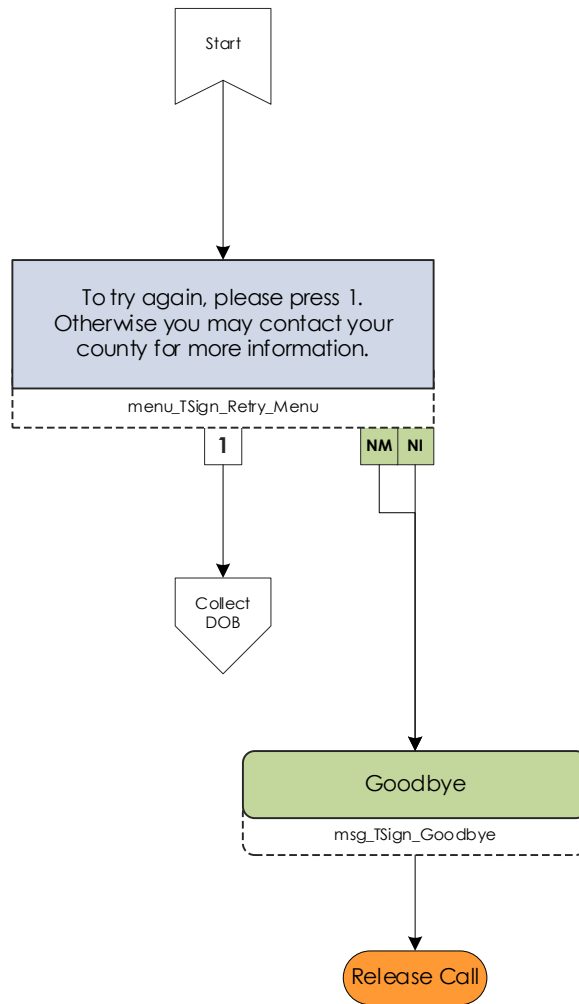


Figure 2.4.2.5 – Retry Menu

2.4.3 Description of Changes

1. Update the System to use the IVR application migrated from C-IV with SCR CA-207026 to accept a caller's Electronic Signature. See the diagrams above for the call flow.
 - a. The IVR application will have a single Toll Free Number (TFN) callers will dial for all counties using the IVR solution that was migrated from C-IV. The Toll Free Number will be: 844-231-1189.
 - b. The IVR application will collect the caller's Date of Birth and a Capture Code

- c. Wording for the IVR Application (provided here for reference and implemented with SCR CA-207026) (iii through xiii is provided in English and Spanish):
 - i. Welcome to the Electronic Signature telephone system
 - ii. Para Espanol, oprima dos
 - iii. We will need your Date of Birth and Capture Code to continue
 - iv. Please enter your Date of Birth in the Day Day, Month Month, Year Year Year Year, format followed by the pound sign
 1. Sorry that was not a valid response
 - v. Please enter your capture code followed by the pound sign
 1. Sorry that was not a valid response
 - vi. Thank you, your Electronic Signature has been successfully recorded in our system.
 - vii. Thank you, your Electronic Signature has already been recorded.
 - viii. We're sorry, we are unable to process your request. Your Electronic Signature window has expired. Please contact your county for more information.
 - ix. We're sorry, there was a problem recording your Electronic Signature. Please try again later or contact your county for more information
 - x. We're sorry, your Electronic Signature is no longer needed. Please contact your county for more information.
 - xi. We're sorry, there was a problem recording your Electronic Signature. The information entered did not match any valid records in our system
 - xii. To try again please press 1
 - xiii. Otherwise you may contact your county for more information
 - xiv. Goodbye
2. SCR 207026 will migrate the IVR and webservice end points; update the System to use the new IVR solution:
 - a. The IVR application will send to the web service the entered Date of Birth and the entered Capture Code
 - b. The web service will return a status for:
 - i. A successfully processed Request
 - ii. An already processes Request
 - iii. An expired Request, when the window to allow Electronic Signatures has expired
 - iv. A Canceled Request

v. An invalid Request

2.4.4 Page Location

N/A

2.4.5 Security Updates

N/A

2.4.6 Page Mapping

N/A

2.5 e-Signature Document Detail Page

2.5.1 Overview

Update the e-Signature Document Detail page, allowing the Worker to view the Signature History; rename the page to Electronic Signature Document Detail.

2.5.2 Electronic Signature Document Detail Mockup

Electronic Signature Document Detail

Close

Document Name
SAWS 2 PLUS

Date Signed
Tuesday, January 12, 2021 12:29:22:168 PM

Signatures

ID	Name	eSign Name
ES-249377	Starvine, Luba 22F	Test Worker

Close

Figure 2.5.2.1 - Electronic Signature Document Detail (Check to Sign no history)

Electronic Signature Document Detail

Close

Document Name
SAWS 2 PLUS

Date Signed
Monday, November 09, 2020 7:21:41:00 PM

Signatures

ID	Name	eSign Name
ES-876514	Nguyen, Francine 55F	Nguyen, Francine 55F

▼ Signature History

Nguyen, Francine 55F

Date/Time	Signature Capture Type	Value	Status	Expiration Date
11/09/2020 07:21:41 PM	Text	Cell - (909)320-1920	Received	11/12/2020
11/09/2020 04:13:36 PM	Text	Cell - (909)320-1920	Sent	11/12/2020

Close

Figure 2.5.2.2 - Electronic Signature with History

2.5.3 Description of Changes

1. Rename the page as 'Electronic Signature Document Detail'.
2. Update the 'Name' field: Display the Person information whose signature was given for the document: formatted as: {LAST}", "{First}" "{Age}{Abbreviated_Sex} i.e. "Doe, John 25M".
3. Update the 'eSign Name':
 - a. Display the Person information whose signature was given for the document: formatted as: {LAST}", "{First}" "{Age}{Abbreviated_Sex} i.e. "Doe, John 25M"
 - b. If the Electronic Signature was provided by the worker, display the worker's name in the 'eSign Name' field
4. Add a 'Signature History' panel – This panel will display the history of the customer's Electronic Signature Requests; this panel is displayed only when a signature Request record is available i.e. "CW/CF e-Sign" was saved as the 'Signature Method'
 - a. This collapsible panel is collapsed by default
 - b. Add a separate history section for each person who has had an initial signature Request sent. Label each section with the Person information: formatted as: {LAST}", "{First}"

"{Age}{Abbreviated_Sex}" i.e. "Doe, John 25M". Include a table with columns for:

- i. 'Date/Time' – This column will show the date and time a signature action took place.
- ii. 'Signature Capture Type' – This column will show the method of signature gathering.
- iii. 'Value' – This column will show the value for the signature method.
- iv. 'Status' – This is the status of the signature Request.
 1. Sent – This value displays when a signature request is sent to the customer.
 2. Expired – This value displays when the signature request for the customer has expired.
 3. Incorrect Response – This value displays when the signature request has been received and failed validation.
 4. Received – This value displays when the signature request has been received and validated.
- v. 'Expiration Date' – This is the due date for the signature response. This value will be 3 days after the signature Request is sent.

2.5.4 Page Location

- **Global: Client Corresp.**
- **Local: Distributed Documents** (search, then click the 'Details' button, then click the 'View eSign' button)
- **Task: N/A**

2.5.5 Security Updates

N/A

2.5.6 Page Mapping

Update page mapping for new and updated fields.

2.6 Automated Actions

2.6.1 Overview

The Automated Action framework allows county users a level of configurability for automated task generation. For example, the county can choose to deactivate a specific automated task within their county outside of the project enhancement process. They also can define attributes such as Task Type, Task Sub-Type, the due dates and initial

assignment information for the resulting tasks through the Automated Action Detail page.

This section outlines modifications required to support Electronic Signature Automated Actions.

2.6.2 Automated Action Detail – Reference Example

Automated Action Detail

Edit

Close

Action Information

Name:
180 Day EC Good Cause set to expire

Type:
Create Task

Status: *
Inactive

Program(s):
FC

Run Date:
Daily(Mon-Sat)

Source:
Batch

Scenario:
Emergency Caregiver Good Cause date set to expire

Task Information

Task Type: *
Absent Parent

Task Sub-Type:
Absent Parent I

Due Date:
Default Due Date

Default Due Date:
30 day

Initial Assignment:
Default Assignment

Default Assignment:
Current Program Worker

Long Description:
180-Day Emergency Caregiver Good Cause end date set to expire {Calculated Good Cause End Date}. The Good Cause End Date was calculated to be 180 Days from the License Begin Date {License Begin Date}. Please review eligibility.

Edit

Close

Figure 2.6.2.1 - Automated Action Detail - Reference

2.6.3 Description of Change

Add the following Automated Actions to the CalSAWS System.

Each Automated Action is currently available within the C-IV System allowing C-IV counties to configure specifics of each Automated Action until cutover into CalSAWS. The conversion processes at cutover will bring over any specific configurations for the C-IV counties. This enhancement will stage the Automated Actions for all 58 CalSAWS counties. For Los Angeles and the CalWIN counties, the below Automated Actions will be configured with an initial status of Inactive and a blank Task Type. Should one of these counties activate one of the following Automated Actions, the Automated Action Detail page validation will confirm that a Task Type is selected by the user at that time.

1. Electronic Signature Request Expired: Review

- a. Action Information
 - i. Name: Electronic Signature Request Expired: Review
 - ii. Type: Create Task
 - iii. Status: Inactive
 - iv. Program(s): CF, CW
 - v. Run Date: Daily (Mon-Sat)
 - vi. Source: Batch
 - vii. Scenario: An Electronic Signature Request has expired.
- b. Task Information
 - i. Task Type: null
 - ii. Task Sub-Type: N/A
 - iii. Due Date: Default Due Date
 - iv. Default Due Date: 3 days
 - v. Initial Assignment: Default Assignment
 - vi. Default Assignment: The Worker who requested the Electronic Signature
 - vii. Long Description: The electronic signature request for the {Document Number} provided via {Request Type} for {Person Name} on case {Case Number} has expired on {Expiration Date}. Please review the case information.

Reference Section 2.7 which speaks to the migration of the batch process to trigger this Automated Action. **Technical:** This Automated Action will be implemented with a Category 399 scenario code of 'E1'.

2. Electronic Signature Request Undeliverable: Review

- a. Action Information
 - i. Name: Electronic Signature Request Undeliverable: Review
 - ii. Type: Create Task
 - iii. Status: Inactive
 - iv. Program(s): CF, CW
 - v. Run Date: Daily (Mon-Sat)
 - vi. Source: Batch
 - vii. Scenario: An Electronic Signature Request is undeliverable.
- b. Task Information
 - i. Task Type: null
 - ii. Task Sub-Type: N/A
 - iii. Due Date: Default Due Date
 - iv. Default Due Date: 3 days
 - v. Initial Assignment: Default Assignment

- vi. Default Assignment: The Worker who requested the Electronic Signature
- vii. Long Description: The electronic signature request for the {Document Number} provided via {Request Type} for {Person Name} on case {Case Number} is undeliverable. Please review the case information.

Reference Recommendation 2.7 which speaks to the migration of the batch process to trigger this Automated Action. **Technical:** This Automated Action will be implemented with a Category 399 scenario code of '140'.

3. Electronic Signature Received: Review

- a. Action Information
 - i. Name: Electronic Signature Received: Review
 - ii. Type: Create Task
 - iii. Status: Inactive
 - iv. Program(s): CF, CW
 - v. Run Date: Real Time
 - vi. Source: Online
 - vii. Scenario: The customer has successfully verified an Electronic Signature Request.
- b. Task Information
 - i. Task Type: null
 - ii. Task Sub-Type: N/A
 - iii. Due Date: Default Due Date
 - iv. Default Due Date: 3 days
 - v. Initial Assignment: Default Assignment
 - vi. Default Assignment: The Worker who requested the Electronic Signature
 - vii. Long Description: The electronic signature request for the {Document Number} provided via {Request Type} for {Person Name} on case {Case Number} was received. Please review the case information.

This Automated Action will trigger when an Electronic Signature Request is received. **Technical:** This Automated Action will be implemented with a Category 399 scenario code of '139'.

- 4. Add a new Automated Action for each text message listed in the Supporting Document.
 - a. The 'Type' field will be "Text Outreach".

- b. Update the existing Action Information section in the Automated Action Detail page with details for each text message listed.
- c. 'Status' can be updated in Edit Mode. Selection options are:
 - i. "Active" – text will be sent.
 - ii. "Inactive" – no text will be sent.
- 5. 'Status' will be defaulted to "Inactive" for all counties except LA.
- 6. Add a new 'Text Information' section to the Automated Action Detail page for actions of type "Text Outreach" with the following fields:
 - a. Message Text – The contents of the message to be generated by the Automated Action.

2.7 Real Time Text Message Request for eSignature

2.7.1 Overview

Create a real-time web service to create a text message for E-Signature. The web service is responsible for sending the initial text when "Text" is selected for 'Signature Capture Type' in the Electronic Signature page. The webservice will also send messages that the E-Signature process is complete, if the Capture Code is invalid, if the Capture Code is expired or if the signature is no longer required. The CalSAWS Text Messaging solution will send an English or Spanish text message to the customer. Update the system to send real-time text messages and respond to keywords from the customer as described in the Supporting Document: CA – 200332 DDCR 5039 Text Message Details.xlsx. A record must also be added to the Customer Contact History page for every Request sent to and received from the Customer.

2.7.2 Text Message Flow Mockups

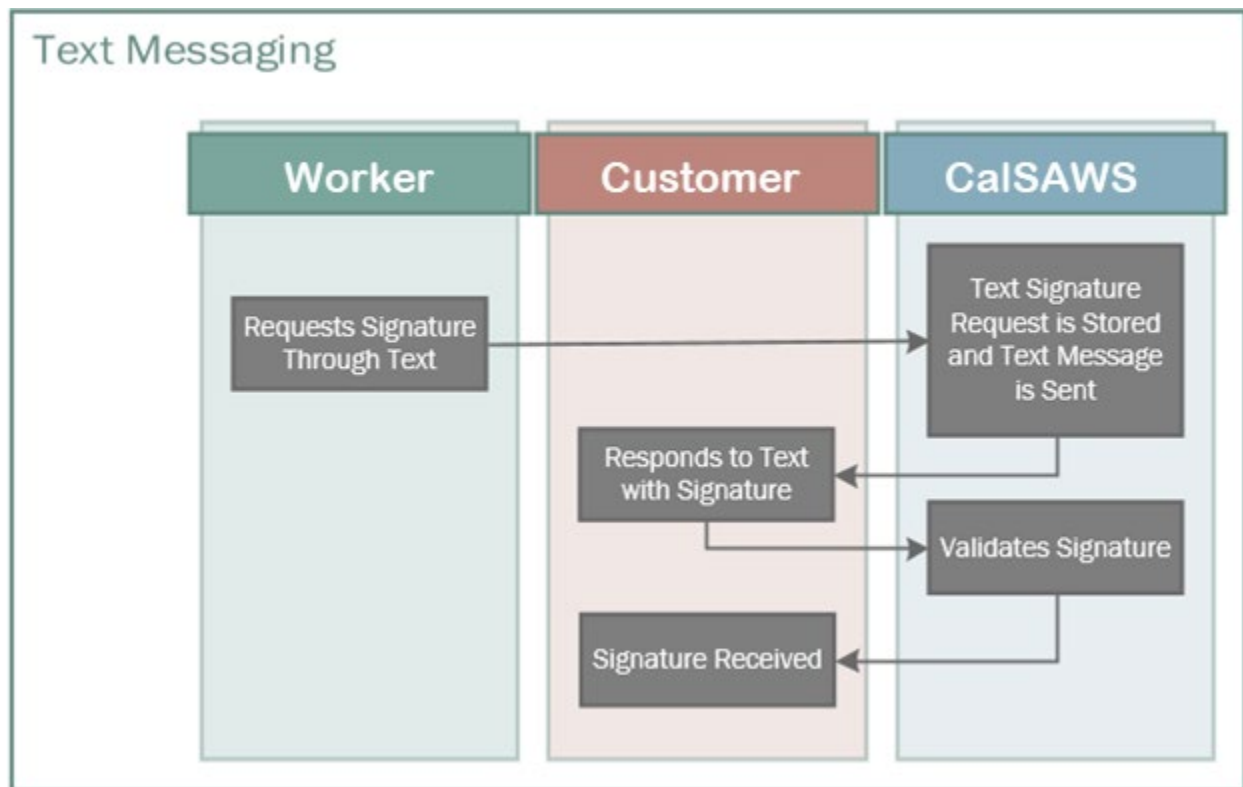


Figure 2.7.2.1 - Text Messaging Flow

2.7.3 Description of Changes

1. Create a new web service to send text messages; this sends the initial text to the customer requesting an E-Signature and handles the subsequent replies to the customer's responses. See the Supporting Document for specific messages and trigger conditions.
2. Messages are sent real-time or immediately, during business hours (Monday – Friday, 8:00 AM – 6:00 PM), based on changes to data in the system. See the Supporting Document for specific messages, trigger and run date conditions.
3. Messages are also sent real-time or immediately, in response to user input or responses. See the Supporting Document for specific messages, trigger and run date conditions.
4. Text messages will be sent for a County, only if they have an "Active" status as indicated on the Automated Actions page.
5. Text messages will be sent in Spanish if the person's Written Language preference is "Spanish", otherwise send the text message in English for all other written languages.
6. All text messages, except the Opt-in message, are sent to customers that have Opted-in to text messaging and have a Text Message status of "Verified".

7. Text messages will not be sent for Domestic Violence cases, indicated by either of the following:
 - a. Active Domestic Violence Case Flag
 - b. Confidential Case type of Domestic Violence
8. For text messages that have a <Phone Number> parameter in the message, use the number below based on the County of the customer's case:
 - a. Use (866) 613-3777 if the customer is in Los Angeles County.
 - b. Use (844) 859-2100 for all other counties.
9. E-Signature Request message details
 - a. When "Text" is chosen as the 'Signature Capture Type' and the E-signature record is saved, send a text message to the customer containing a Capture Code
 - b. Generate a random 4-digit number sequence (Capture Code) and append it to the message.
 - c. This Capture Code and the phone number it was sent to should be saved so that it can be compared to the response from the user.
10. Response to CC#### message details
 - a. When the system receives a message starting with 'CC'
 - i. Compare the code (4 digits following CC) in the message and the phone number it was sent from with the list of saved E-signature Requests above.
 1. If a match is found and the E-Signature status is "Sent" or "Incorrect Response"
 - a. Update status to "Received"
 - b. If multiple E-signature requests were sent for the same document, update status to "Already Received" for all other e-sign detail records for the same person with status of "Sent", "Not Sent", "Incorrect Response"
 - c. Set the "E-signature complete" indicator if signatures from all are received
 - d. Respond to the user with the Response to valid CC#### message
 - e. Create Task - Electronic Signature Request Received: Review (See section 2.6.3.3)
 - f. Add a new record to Customer Contact History with a Reason "E-signature complete"
 - g. Create Journal - Electronic Signature Request Successful Verification (See section 2.3.3.19)
 2. If a match is found and the E-signature status is "Expired"
 - a. Respond to the user with the Response to expired CC#### message

- b. Add a new record to Customer Contact History with a Reason "E-signature code expired"
 - 3. If the phone number is found and the E-signature status is not "Expired" BUT the code does not match
 - a. Respond to the user with the Response to invalid CC#### message
 - b. Add a new record to Customer Contact History with a Reason "E-signature invalid code"
 - 4. If found and the E-signature status is "Canceled"
 - a. Respond to the user with the Response to E-signature no longer required CC#### message
 - b. Add a new record to Customer Contact History with a Reason "Canceled"
 - 5. If found and the E-signature status is "Already Received"
 - a. Respond to the user with the Response to E-signature no longer required CC#### message
 - b. Add a new record to Customer Contact History with a Reason "Already Received"
- b. When a worker cancels an E-Signature Request, send the E-Signature No longer Required text message. Add a new record to the Customer Contact History page.
- c. Add a record to the Customer Contact History page when a signature Request or Reminder is sent and when a signature is received.
 - i. The 'Date/Time' will be when the Request/Reminder for a Signature was sent to the customer, or the Signature was Received from the user. Clicking on this link will navigate the user to the Contact Detail page
 - ii. The 'Name' will be the Customer that the Request or Reminder for a Signature was sent to, or the Signature was Received from
 - iii. The 'Type' will be "Text" (the Signature Capture Type that was used to gather the Signature).
 - iv. The 'Reason' will be the Contact History Reasons listed in the Supporting Document.

11. Undeliverable E-Signature Request text message details: if message is unsuccessful

- a. Update status to Sending Error
- b. Create Task - Electronic Signature Request Undeliverable: Review (See section 2.6.3.2)
- c. Create Journal - Electronic Signature Request Undeliverable (See section 2.3.3.22)

d. Add a new record to the Customer Contact History page

2.7.4 Execution Frequency

Real-Time (During Business Hours)

2.7.5 Key Scheduling Dependencies

2.7.6 Counties Impacted

All Counties

2.7.7 Data Volume/Performance

2.7.8 Failure Procedure/Operational Instructions

N/A

2.8 Batch Text Message for E-Signature Not Complete

2.8.1 Overview

Currently there exists a job in C-IV which send Reminder texts to the customer if the E-Signature process is not complete Batch Job PB00Y909 sets the Electronic Signature record's status to "Expired" when the expiration date has elapsed and assigns a new task to the worker who generated the signature Request. Update the CalSAWS system to send batch text messages based on criteria described in the Supporting Document: CA – 200332 DDCR 5039 Text Message Details.xlsx. A record must also be added to the Customer Contact History page for every Request sent to and received from the Customer.

2.8.2 Description of Change

1. Create a batch sweeps to gather the target populations for E-Signature not complete to send text messages to. This will be based on the criteria described in the Supporting Document for each Batch text message.
2. Create a batch job(s) to send messages for incomplete E-Signature as described in the Supporting Document.
NOTE: Certain jobs may need to be split into multiple thread jobs depending on the size of the target population.
3. Text messages will be sent for a County only if they have an "Active" status as indicated on the Automated Actions page.

4. Text messages will be sent in Spanish if the person's Written Language preference is "Spanish", otherwise send the text message in English for all other written languages.
5. All text messages are sent to customers that have Opted-in to text messaging and have a Text Message status of "Verified".
6. For text messages that have a <Phone Number> parameter in the message, use the number below based on the County of the customer's case:
 - a. Use (866) 613-3777 if the customer is in Los Angeles County
 - b. Use (844) 859-2100 for all other counties
7. Text messages will not be sent for Domestic Violence cases, indicated by either of the following:
 - a. Active Domestic Violence Case Flag
 - b. Confidential Case type of Domestic Violence
8. All batch text messages will be sent during normal business hours (8:00 AM to 6:00 PM).
9. When a Reminder for an incomplete E-Signature Request is sent to the customer, a record will be viewable on the Customer Contact History page:
 - a. The 'Date/Time' will be when the Request/Reminder for a Signature was sent to the customer, or the Signature was Received from the user. Clicking on this link will navigate the user to the Contact Detail page
 - b. The 'Name' will be the Customer that the Request or Reminder for a Signature was sent to, or the Signature was Received from
 - c. The 'Type' will be "Text" (the Signature Capture Type that was used to gather the Signature)
 - d. The 'Reason' will be the Contact History Reason as listed in the Supporting Document
10. Migrate Batch sweep job PB00A138 to CalSAWS
 - a. The batch job sets the Electronic Signature record's status to "Expired"
 - b. The batch job finds all signature records in which the 'Expiration Date' field from the Electronic Signature page is prior to or equal to the Batch Date and the record is not already in the following statuses (Appendix 7.1 E-Signature Record Status):
 - i. "Sent"
 - ii. "Incorrect Response"
 - c. Each record in the above list is updated to have a new status of "Expired"
 - d. Create a new automated task for the worker who sent the Signature Request that has expired, using the Automated Action details specified in recommendation section 2.6 Automated Actions.

Note: This task will be associated with any applicable CF and CW program in which the person is associated, regardless of the current program status.

- e. Create an auto journal for the expired Signature Request (See section 2.3.3.19), using the following long description template:

Journal Entry	Description
New/Update	New
Journal Category	All
Journal Type	Electronic Signature
Short Description	Expired Signature Request
Long Description	A signature request has expired for <Person Name: 'First Name' + ' ' + 'Last Name'> to complete the eSignature for a <Document Name: DOC_TEMPL.TEMPL_TITLE_NAME>
Trigger Condition	Document has a new status of 'Expired'.

11. Migrate Batch sweep job PB00Y909 to CalSAWS

- a. The Electronic Signature is still incomplete 1 day after the initial E-Signature Request text is sent and the status is not the following
- Received
 - Incorrect Response.

The batch job will send the E-Signature Not Complete text message to the population. Refer to the Supporting Document for message details.

2.8.3 Execution Frequency

See Supporting Document.

2.8.4 Key Scheduling Dependencies

The predecessor job PB00S100D which will need to complete successfully before PB00A138 can execute.

2.8.5 Counties Impacted

All Counties

2.8.6 Data Volume/Performance

Unknown

2.8.7 Failure Procedure/Operational Instructions

N/A

2.9 Update E-signature Indicators for Forms

2.9.1 Overview

The e-signature and tele-signature indicators for a form will determine the signature method that shows up on the Electronic Signature page. If the Electronic Signature indicator is set to "Yes", "CW/CF e-Sign" will show in the dropdown. If the tele-sign indicator is set to "Yes", the "Check to Sign" will show in the dropdown. The indicators are stored in the Document Template table. The indicators will be updated to match the current values from C-IV.

2.9.2 Description of Change

1. Update the e-signature indicator for forms that are currently set to "Yes" to "No".
2. Update the e-signature and tele-signature indicators to "Yes" based on the following supporting document: **CA-200332 Electronic Signature.xlsx**.
3. Update the VER 104 to be visible to all counties in Template Repository.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	List of forms with Electronic Signatures.	CA-200332 Electronic Signature.xlsx
2	Batch	List of E-Signature text messages	CA – 200332 DDCR 5039 Text Message Details.xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.20	The LRS shall support multiple means of communicating appointments, appointment reminders, and critical dates and/or information that may affect a participant's eligibility, using the following means:a. E-Mail;b. Text messaging;d. Automated phone reminder;e. USPS mail; andf. YBN.	The e-Signature functionality will notify recipients through text messaging or IVR that they can electronically sign their document through those two options.

5 APPENDIX

5.1 E-Signature Record Status

Category	Description
Category ID	535
Available Category Values	Already Received Sending Error Not Sent Sent Expired Received Incorrect Response Canceled



California Statewide Automated Welfare System

Design Document

CA-207637

ABAWD – Phase III

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Mark Keehn, Philip McGinty, Taylor Fitzhugh, Jennifer Muna
	Reviewed By	Jason Francis

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/18/2020	1	Initial version provided to the CW/CF Committee.	Mark Keehn, Philip McGinty, Taylor Fitzhugh, Jennifer Muna
12/8/2020	2	Updates based on Region 6 comments.	Mark Keehn, Philip McGinty, Taylor Fitzhugh
3/15/2021	3	Content Revision 1	Philip McGinty, Taylor Fitzhugh, Jason Francis, Jennifer Muna
3/30/2021	4	Design Clarification added in Section 2.21 - Updated "Unfit for Employment" to "Obviously Unfit for Employment"	Ritu Chinya
4/6/2021	5	Adding back Design Clarification from 2/23/2021 to update section 2.20.2.2 to reflect correct ABAWD status	Jennifer Muna
4/13/2021	6	Design Clarifications for Content Revision 1 prior to SCRB/CCB approval: Changed fig. 2.11.2.2 to match the description of changes. Reverted section 2.3.3.7 back to the previous approved "Total Completed Hours" based on Region feedback. Add clarification to assumption 11.	Philip McGinty
4/19/2021	7	Design Doc updated to reflect missing highlights per QA's review	Philip McGinty

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1 OVERVIEW

This SCR provides additional system functionality for Able-Bodied Adult Without Dependents (ABAWD) cases extending the functionality provided with SCR **CA-57971/CIV-7215 – ABAWD Phase II**. These changes will only be implemented in CalSAWS and are based on policy in ACL 19-93, CalFresh ABAWD Time Limit Handbook II. In addition, the following Consortium Request for Policy Clarifications (CRPC) are applicable to this change: 2191, 2200, 2204, 2214, and 2189.

High level changes for this SCR include:

- New functionality to determine whether an ABAWD has met work requirements. The work requirement can be met in two ways:
 1. as an individual, meeting the 80 hours per month work requirement through employment or qualified activities
 2. as a household, meeting the calculated household workfare requirementThis work requirement change will include page updates to:
 - Display the results of the work requirement determination.
 - Calculate a household's *anticipated workfare* requirement hours.
 - Track the household Local Minimum Wage.
 - Enter non-scheduled (non-CFET) activities.
 - Track actual hours needed to determine work requirement hours.
 - Enter effective-dated manual ABAWD exemptions.
- Updates to the batch ABAWD Determination sweep job to detect data changes which impact the new work requirement determination (e.g., employment and activity hours). These changes will initiate the ABAWD Determination batch job which will update a person's ABAWD Status and determine whether an ABAWD has met the work requirement.
- Update to the ABAWD Work Registration Exemption logic to prevent more than one person from being considered exempt for 'Cares for Dependent Child Under 6'.
- Updates to the ABAWD Status logic to handle the following scenarios:
 1. Treat a person receiving Transitional CalFresh (TCF) as a Non ABAWD with a reason of TCF.
 2. Treat a person manually identified by the user as 'Applied for Disability Benefits' as an Exempt ABAWD with a reason of 'Applied for Disability Benefits'.
 3. Treat a person manually identified by the user as 'Participating in an ORR Training Program at Least Half Time' as an Exempt ABAWD with a reason of 'Participating in an ORR Training Program at Least Half Time'.

The new functionality that determines an ABAWD Status of Non-ABAWD TCF person (see CRPC 2191) will have the following functional downstream impacts:

1. The TCF person will receive an ABAWD Time Limit status of 'TCF' with no status reason if a time clock has been started. If no time clock has been started, one will not be created for a TCF person.

2. The TCF person ABAWD time limit month will be transmitted to MEDS as exempt (E) if a time clock exists.

The new functionality that determines whether the work requirement was met relies on actual hours being entered into the system. In the absence of actual hours being entered, the system will find that the work requirement has not been met. The user will be able to override the system determined work requirement by updating the ABAWD Time Limit Detail page.

When processing a CalFresh (CF) EDBC, the system will determine whether the work requirement has been met. Before authorizing the CF EDBC, the user will be able to view how the work requirement was determined from the CF EDBC Detail page, specifically under the ABAWD Status section. Once an EDBC is authorized, the work requirement determination can also be viewed from the ABAWD Requirement Summary page, which is being added with this SCR.

Determining Work Requirement

New functionality will calculate whether an ABAWD who is subject to the Work Requirement has or has not met the Work Requirement. Options to satisfy the Work Requirement include, but are not limited to:

1. Employment
 - a. Paid Employment
 - b. Self-Employment
 - c. In-Kind Work
2. Participating in qualifying work activities such as
 - a. CalFresh Employment and Training
 - b. Workforce Innovation and Opportunity Act (WIOA) programs
 - c. Programs under section 236 of the Trade Act of 1974
 - d. Community Service or Volunteer Work
3. Workfare (if available in your county)

Once the user has entered the hours associated with the above activities, the system will determine whether collectively these activities meet either

- the *individual* work requirement threshold of 20 hours per week/80 hours per month or
- the calculated *household* workfare requirement level.

For the Work Requirement, someone who meets the 20 hours per week criteria is going to meet the 80 hours monthly criteria. Conversely, someone who meets the 80 hours monthly may not meet the 20 hours weekly criteria. Given this, the system will only calculate and display monthly work hours.

For the system to determine monthly hours, actual hours will need to be entered by a user to indicate verified hours. Once actual hours are entered for a specific month for a customer activity or employment, the system will use those monthly actual hours into the future until a user makes a change. Take the following example.

Activity	December		January		February	
	Actual Hours (A)	Countable Hours (C)	Actual Hours (A)	Countable Hours (C)	Actual Hours (A)	Countable Hours (C)
1	20	20	-	20	-	20

In this example, the user has entered actual hours for the customer activity of 20 hours in the month of Dec. The user makes no further data entry; however, the system will still assume the client has 20 countable hours for future months until a change is made.

Here is another example with two customer activities.

Activity	Dec		Jan		Feb		Mar		April		May		June	
	A	C	A	C	A	C	A	C	A	C	A	C	A	C
1	20	20	-	20	-	20	-	20	-	20	-	20	-	20
2	62	62	-	62	-	62	30	30	-	30	-	30	60	60
Total Hours	82		82		82		50		50		50		80	
Work Req	Met		Met		Met		Not Met		Not Met		Not Met		Met	
Time Limit	Met		Met		Met		Not Met		Not Met		Not Met		Met	

In this example, the user has entered actual hours for the month of Dec. These hours carry into the future until March when the user enters new hours for customer activity 2. Beginning in March, the ABAWD is no longer meeting the work requirement. This continues to be true until June when the actual hours for customer activity 2 increases to 60 giving the ABAWD 80 total hours and thus again meeting the work requirement in June.

When a user determines that an ABAWD had good cause for not working at least 80 hours, the user will enter 'Good Cause' using the ABAWD Time Limit Month Detail page. Defining 'Good Cause' for an ABAWD will cause the system to skip over a given benefit month when determining whether to carry actual hours forward.

As an example of good cause, take the above example, but now assume that the decrease in actual hours entered in March was due to good cause. The user therefore overrides the ABAWD Time Limit page to indicate 'Good Cause' for March and then reprocess the April and May benefit months.

Activity	Dec		Jan		Feb		Mar		April		May		June	
	A	C	A	C	A	C	A	C	A	C	A	C	A	C
1	20	20	-	20	-	20	-	20	-	20	-	20	-	20
2	62	62	-	62	-	62	30	30	-	62	-	62	60	60
Total Hours	82		82		82		50		82		82		80	
Work Req	Met		Met		Met		Not Met		Met		Met		Met	
Time Limit	Met		Met		Met		Good Cause		Met		Met		Met	

When the system processes for April and May, no actual hours have been entered for either of those months. The system will no longer carry forward the 30 hours from March since 'Good Cause' was defined. Instead the system will use the Dec hours for both customer activity 1 and 2 for future months since this is the most recent month with actual hours that does not have Good Cause. Note that March will continue to use 30 hours for customer activity 2, but those 30 hours are not used in any month other than March because of the 'Good Cause'.

The system will use the actual hours entered for a self-employment, however, per policy, the system must also be able to calculate countable hours from self-employment income **but only** if actual hours are not available.

Per ACL 19-93, page 23, self-employment income is calculated as follows:

1. Subtract any applicable deductions from the gross self-employment income.
2. Divide the adjusted income amount by the higher of the state or local minimum wage associated with the individual's residence address.

1.1 Current Design

Currently a user is required to define whether a non-exempt ABAWD is meeting or not meeting the work requirement. This is accomplished by updating the ABAWD Time Limit Month Detail page, or, in some scenarios, by defining the work requirement from the CF EDBC page.

1.2 Requests

Automate the ABAWD work requirement determination.

Make updates to the Work Registration Exemption logic and ABAWD Status logic.

1.3 Overview of Recommendations

Online

1. Update Left Navigation - All stand-alone ABAWD pages will be gathered under a single collapsible task navigation section.
2. Add a new ABAWD Requirement Summary page. The ABAWD Requirement Summary page displays a list of ABAWD records for the household within a given month. This list will be displayed at the case level with the appropriate ABAWD information.
3. Add a new ABAWD Requirement Person Summary page. This page provides details related to a person's ABAWD Status, including work registration exemptions and how their work requirement status was determined.
4. Add a new Local Minimum Wage List page. The Local Minimum Wage List page displays a list of records that have been created through the Local Minimum Wage Detail page and provides access to that page.
5. Add a new Local Minimum Wage Detail page. The Local Minimum Wage Detail page captures, displays, and manages the fields for Local Minimum Wage.
6. Add a new ABAWD Exemption List page. The ABAWD Exemption List page allows users to view and manage manual ABAWD exemptions.
7. Add a new ABAWD Exemption Detail page. The ABAWD Exemption Detail page captures and manages manual exemptions for the participant.
8. Add a new Workfare Requirement Calculator page. The Workfare Requirement Calculator page will be used to allow the user to run and display the Workfare Requirement.
9. Add a new Non-Scheduled Activities List page. The Non-Scheduled Activities List page is used to track non-CFET activities of participants which are not scheduled by a CalFresh Employment and Training (E&T) worker.
10. Add a new Non-Scheduled Activity Detail page. The Non-Scheduled Activity Detail page captures, displays, and manages the fields for Non-Scheduled Activities.
11. Add a new Non-Scheduled Activity Hours Detail page. The Non-Scheduled Activity Hours Detail page captures, displays, and manages monthly hours for Non-Scheduled Activities.
12. Update the Employment Hours page to allow the capture of zero hours and an indicator for when to 'Use Self-Employment Calculation for ABAWD'.
13. Update the Activity Hours page to allow the capture of zero hours.

Eligibility

14. Update the ABAWD Status section of the CF EDBC Summary page to account for the work requirement being determined by the system.

15. Add a new ABAWD Requirement Person Summary page. This page provides details related to a person's ABAWD Status, including work registration exemptions and how their work requirement result was determined. This page is only viewable from the CF EDBC Summary page.
16. Add new logic to determine whether a non-exempt ABAWD who is not geographically waived has met the Work Requirement.
17. Update the Work Registration exemption logic to prevent more than one person from being identified as exempt for 'Cares for Dependent Child Under 6'. Existing logic will allow anyone who has care and control of a qualifying child to receive this exemption.
18. Update the ABAWD Status logic to include the following changes:
 - a. Treat a person receiving TCF as a Non ABAWD with a reason of TCF.
 - b. Treat a person manually identified by the user as 'Applied for Disability Benefits' as an Exempt ABAWD with a reason of 'Applied for Disability Benefits'.
 - c. Treat a person manually identified by the user as 'Participating in an ORR Training Program at Least Half Time' as an Exempt ABAWD with a reason of 'Participating in an ORR Training Program at Least Half Time'.

Batch

19. Update the Super Trigger process and subsequent data collection changes required to identify cases for ABAWD Determination reevaluation.
20. Update the ABAWD Determination Sweep logic to account for new ABAWD data triggers.
21. Update the ABAWD Time Limit Sync Job to account for new ABAWD Status and ABAWD Status Reasons.

Fiscal

22. Update the ABAWD Time Limit Status from '15% ABAWD Exemption' to 'Discretionary Exemption'.

1.4 Assumptions

1. Fields not mentioned to be modified within the description of changes will retain their current functionality and logic.
2. SCR **CA-215950/CIV-107142: ACL 18-94 Automate 377.11C ABAWD Reminder Notice** will track additional ABAWD correspondence related changes. This allows maximum flexibility for scheduling delivery of this functionality given the volume of COVID-19 related changes.
3. Users will only enter qualifying work hours for customer activities and employment. The system will make no determinations as to whether hours entered are qualifying versus non-qualifying. When determining whether an ABAWD has met the work requirement, the system will only count actual hours

entered by the user. The system will make no assumptions based on scheduled hours.

4. The changes for the activity hours are only valid for the activities not related to GROW.
5. Additional changes to CFET service types will be implemented as a future enhancement through CA-205009. Additional updates will also be applied to the Stat 47.
6. The user is responsible for providing historical time limit records during an inter county or interstate transfer. This same assumption was in SCR **CA-57971/CIV-7215 – ABAWD Phase II** and is still functional for this SCR.
7. ABAWD Time Tracks do not differentiate between federally funded Supplemental Nutrition Assistance Program (SNAP) recipients and state funded California Food Assistance Program (CFAP) recipients. When a person moves from state to federally funded, an ABAWD's eligibility for CalFresh will need to be "reset" and they will be subject to the time limit as a recipient of federal CalFresh benefits. This functionality will be introduced at a later point with SCR **CA-216420 – ABAWD Tracking for CFAP**.
8. New reporting functionality will track the discretionary exemptions granted to CF recipients. This functionality will be introduced with SCR **CA-51987 – Track Workfare and 15% Exemptions on Stat 47 Quarterly Report**.
9. Persons receiving CF who also qualify for services under the Trafficking and Crime Victims Assistance Program (TCVAP) are not required to participate in work registration and should be considered Non ABAWDS. System automation to include this functionality will added with SCR **CA-221024 - No Work Registration Record for T-Visa and U-Visa Holders**. Currently this population can be considered mandatory work registrants.
10. The system will count all workfare hours entered in the system. Because CFET and non-CFET **workfare** hours would **never be applicable at the same time**, the user is expected to enter workfare hours as either CFET (via the Customer Activity Page) or non-CFET (via the Non-Scheduled Activities Page). The system will not prevent the user from entering hours as both CFET and non-CFET.
11. Hours entered for a component other than Supervised Job Search / Job Club will be qualifying hours for that component. When entering hrs., if Job Club/Job Search is part of the CFET activity, the worker will have to make sure the Job Club/Job Search hrs. should not be more than 50% of the total hours of the component, as per CRPC #2233.
12. The system will not display ABAWD Work Requirement Detail information for a Partial Month.
13. The system will only calculate ABAWD work requirement hours based on a self-employment income when the user has explicitly indicated that the self-employment income should be used. This requires that
 - a. the user has linked an employment record to the self-employment income and
 - b. the user has indicated zero hours on the Employment Hours page and checked the 'Use Self-Employment Calculation for ABAWD' checkbox (see section 2.12, Employment Hours Page).

14. **Multiple Self-Employment Earned Incomes with Actual Expenses** – In some scenarios the system will determine countable work requirement hours based on self-employment (SE) income. This could be either income of type 'Self-Employment' or 'Rental Income – Manages Property at Least 20 Hours per Week'.

Currently when determining earned income from either 'Self-Employment' (CT186_27) or 'Rental Income – Manages Property at Least 20 Hours per Week' (CT186_53) during a CF EDBC, the system will either use either a Standard Deduction or Actual Expenses for the expense when determining countable earned income (Income – Expense = Countable Earned Income). The user is responsible for either entering an expense record of either Standard Deduction or the Actual Expense amount based on what is appropriate for a given client. If a single individual has more than one source of 'Self-Employment' income or more than one source of 'Rental Income' and they provide Actual Expenses, the user would enter a single expense record with the actual expenses. The system, when determining countable income, will first use the actual expense against one of the SE incomes. If there is any expense left over, the system would then use the remainder of the expense on the additional SE income. The example below shows a person with two monthly SE incomes (SE1 = \$500, SE2 = \$400) with actual expenses of \$300 that are only deducted from one of the SE incomes (\$400 – \$300 = \$100).

EDBC Person Line Item Detail - Earned Income

Close			
Name	Type	Description	Amount
SMITH, JOHN 49M	Self Employment	(09/01/2020) \$500.00	\$ 500.00
SMITH, JOHN 49M	Self Employment	(09/01/2020) \$400.00 - \$300.00(Actual Self-Employment Expense)	\$ 100.00
Total			\$ 600.00

The functionality described above will not change with this SCR. In the case of multiple SE income (or multiple rental income), if the allocation of the actual expenses against the multiple SE incomes does not match the users expectations as related to countable work requirement hours, the user will need to manually calculate the countable earned income (Income – Actual Expense = Countable Earned Income). The Countable Earned Income would then be divided by the applicable Minimum Wage (i.e., the greater of the State or Local Minimum Wage) to determine countable work requirement hours. These hours would then be entered as qualifying work hours for the employment record associated with the self-employment income. The system would then only use the hours associated with the employment record rather than calculating them automatically.

Cases with multiple SE income using actual expenses are rare. The two tables below show the frequency of various types of SE and rental income cases. These tables are based on queries of July 2020 data in Los Angeles county.

Self-Employment Income

Type of Case	# of Cases	% of Cases
All active CF cases	791,914	100.0000%
All active CF cases with at least one SE income	32,313	4.0804%
All active CF cases with 2 SE incomes	1,284	0.1621%
All active CF cases with 2 or more SE incomes - Standard Deduction	1,270	0.1604%
All active CF cases with 2 or more SE incomes - Actual Expenses	14	0.0018%

Rental Income – Manages Property at Least 20 Hours per Week

Type of Case	# of Cases	% of Cases
All active CF cases	791,914	100.0000%
All active CF cases with at least one rental income	477	0.0602%
All active CF cases with 2 rental incomes	25	0.0032%
All active CF cases with 2 or more rental incomes - Standard Deduction	25	0.0032%
All active CF cases with 2 or more rental incomes - Actual Expenses	0	0.0000%

There are currently no LA cases that would be impacted by this scenario since all 14 cases with multiple SE incomes and actual expenses were exempted ABAWD. If there is eventually a case that meets these criteria, it would still only matter for a non-exempt ABAWD who does not (or cannot) provide verifiable work hours.

2 RECOMMENDATIONS

2.1 Update ABAWD Task Navigation Options

2.1.1 Overview

All stand-alone ABAWD pages will be gathered under a single collapsible task navigation section.

2.1.2 ABAWD Task Navigation Mockup

▼ ABAWD
ABAWD Requirement Summary
ABAWD Status
Local Minimum Wage
ABAWD Exemption
Workfare Calculator
Non-Scheduled Activities

Figure 2.1.1 – ABAWD Task Navigation Mockup

2.1.3 Description of Changes

1. Add a collapsible section labeled ABAWD. This will collapse by default. The following pages will display in this section, in this order:
 - a. ABAWD Requirement Summary
 - b. ABAWD Status
 - c. Local Minimum Wage
 - d. ABAWD Exemption
 - e. Workfare Calculator
 - f. Non-Scheduled Activities
2. This will be located below the 'Service Arrangements' section.
3. Move the existing 'ABAWD Status' option ~~beneath~~ **within** the collapsible ABAWD section.

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2.1.4 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
LocalMinimumWageListView	Local Minimum Wage List Page	Local Minimum Wage List View
ABAWDRequirementSummaryView	Allows the user to view the ABAWD Requirement Summary page	ABAWD Requirement Summary View
WorkfareRequirementCalculatorView	Ability to view the Workfare Requirement Calculator Page	Workfare Requirement Calculator View

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Local Minimum Wage List View	Gives the user the ability to view Access to the Local Minimum Wage List Page to view existing records	Local Minimum Wage List View
ABAWD Requirement Summary View	Gives access to view the ABAWD Requirement Summary information	
WorkfareRequirementCalculatorView	Ability to view the Workfare Requirement	Workfare Requirement

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Security Group	Group Description	Group to Role Mapping
	Calculator Page	Calculator View

2.2 ABAWD Requirement Summary


2.2.1 Overview

The ABAWD Requirement Summary page displays a list of ABAWD records for the household within a given month. This list will be displayed at the case level with the appropriate ABAWD information.

2.2.2 ABAWD Requirement Summary Mockup

ABAWD Requirement Summary

* - Indicates required fields

View Month: *


Name	Status	Status Reason	Work Requirement	Time Limit Status	User Determined Time Limit
Doe, John 26M	ABAWD		Met	Met Work Requirement	No
Doe, Jorge 26M	Exempted ABAWD	Obviously Unfit for Employment		Good Cause	Yes
Doe, Jane 26F	ABAWD		Met	Exempted	Yes

Figure 2.2.2.1 – ABAWD Requirement Summary

2.2.3 Description of Changes

1. View Month – Accepts date inputs based on the mm/yyyy format. The calendar icon will also populate dates based on this format. The default date for this field will be the current month. This is a required field.
2. View Button – Executes a search for ABAWD records matching the specified filter criteria ('View Month'). The default search for the page will be based on the current month.

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3. Add a results table with the following fields:
 - a. Name – The name(s) of the participant. This will be displayed in alphabetical order for the record by Last Name and then First name in ascending order. Name Format should be as follows: [Last], [First] [Age][Gender **Initial**]. This will be linked to the ABAWD Requirement Person Summary.
 - b. Status – The ABAWD status of the participant.
 - c. Status Reason – The participants ABAWD status reason.
 - d. Work Requirement – The 'Work Requirement' status of the ABAWD participant.
 - e. Time Limit Status – The ABAWD Time Limit Status of the participant. This will link to the 'ABAWD Time Limit Month Detail' page of the participant during the 'View Month', when the user has the security right of ABAWDTimeLimitDetailView.
 - f. User Determined Time Limit – This will display an indicator of whether the Time Limit Status was determined by the system or by the user.
 - i. Yes – Time limit is determined by the user
 - ii. No – Time limit is determined by the system

2.2.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** ABAWD->ABAWD Requirement Summary

2.2.5 Security Updates

3. Security Rights

Security Right	Right Description	Right to Group Mapping
ABAWDRequirementSummaryView	Allows the user to view the ABAWD Requirement	ABAWD Requirement Summary View

Security Right	Right Description	Right to Group Mapping
	Summary page	
ABAWDRequirementPersonSummaryView	Allows the user to view the ABAWD Requirement Person Summary page	ABAWD Requirement Person Summary View

4. Security Groups

Security Group	Group Description	Group to Role Mapping
ABAWD Requirement Summary View	Gives access to view the ABAWD Requirement Summary information	See Security Matrix
ABAWD Requirement Person Summary View	Gives access to view the ABAWD Requirement Person Summary information	See Security Matrix

2.2.6 Page Mapping

Add page mapping for the ABAWD Requirement Summary page

2.2.7 Page Usage/Data Volume Impacts

This is a new page. No data usage is currently available. The expectation is that the usage will mirror that of the ABAWD population.

2.3 ABAWD Requirement Person Summary

2.3.1 Overview

This page provides details related to a person's ABAWD Status, including work registration exemptions and how their work requirement status was

determined. Data includes employment Hours, Activity Hours, Work Registration Exemptions, Workfare Activities and Workfare Hours.

Per the Page Mapping description below (section 2.2.6), this page displays in the new ABAWD section being added to the left navigation bar (see section 2.1). This page is separate from, although almost identical to, the page displayed from the CF EDBC Summary page (see sections 2.14 and 2.15). When a user processes a CF EDBC, the following steps would occur:

1. The user would view the ABAWD Status and Work Requirement results on the main CF EDBC Summary in the ABAWD Status section of the CF EDBC Summary (see section 2.14).
2. If the user wants to view how the Work Requirement was determined, they would select the hyperlinked person's name (see section 2.14) to be navigated to the ABAWD Work Requirement Detail page (see section 2.15) which displays the work requirement determination made by the EDBC determination the user is currently viewing. This allows the user to verify that they agree with the work requirement determination prior to authorizing the EDBC (i.e., Save and Continue). Note that the work requirement determination is performed during the EDBC processing and is described in section 2.16, Eligibility – Calculate Whether Work Requirement Has Been Met.
3. Once the EDBC is authorized, the ABAWD Status and Work Requirement results along with the work requirement determination are saved to the database and can be viewed from this page (i.e., section 2.3) accessed from the new ABAWD section in the left navigation bar. This page allows the user to see the latest ABAWD Status and Work Determination results for a given benefit month.

2.3.2 ABAWD Requirement Person Summary Mockups

ABAWD Requirement Person Summary

Close

View Month: 09/2020	Name: Doe, John 26M	
Work Requirement Hours: 80	Total Hours Completed: 41.5	Work Requirement Status: Not Met
Household Workfare Requirement Hours: 17	Total Household Workfare Hours: 22	Household Workfare Requirement Status: Met

Employment Hours

Total Monthly Hours: 19		
Name	Type	Monthly Hours
Employer #1	Self-Employment	8
Employer #2	Unsubsidized	11

Non-Limited Activity Hours

Total Monthly Hours: 15	
Name	Monthly Hours
Activity #1	10
Activity #2	5

Limited Activity Hours

Total Monthly Hours: 7.5	Allowable Monthly Hours: 7.5	Actual Monthly Hours: 8
Name	Monthly Hours	
Job Club	3	
Job Search	5	

Work Registration Exemptions

Type
No Data Found

Workfare Activities

Name	Actual Hours
Workfare #1	9
Workfare #2	13

Close

Figure 2.3.2.1 – ABAWD Requirement Person Summary

Calculation Description

$\$255 / \$15 \text{ (Local Minimum Wage)} = 17$

Figure 2.3.2.2 – Household Workfare Requirement Hours Hover

Calculation Details

$((\$200 - \$80 \text{ (Standard Deduction)}) / \$15.00 \text{ (Local Minimum Wage)}) = 8$

Figure 2.3.2.3 – Self-Employment Hover

Calculation Description

$15 \text{ (Total Monthly Non-Limited Activity Hours)} / 2 = 7.5$

Figure 2.3.2.4 – Allowable Monthly Hours Hover

2.3.3 Description of Changes

1. View Month – Displays the selected month in mm/yyyy format.
2. Name – The name of the participant of the ABAWD record. Name Format should be as follows: [Last], [First] [Age][Gender][Initial].
3. Household Workfare Requirement Hours – Displays the Workfare Requirement Hours required for the ABAWD's household. The Workfare Calculation will display when the user hovers over the field. (fig. 2.3.2.2)
4. Total Household Workfare Hours – Displays the total amount of reported Workfare Hours for all household ABAWD participants.
5. Household Workfare Requirement Status – Displays the following based on whether the ABAWD Household met the Workfare Requirement or not:
 - i. 'Met'
 - ii. 'Not Met'
 - iii. 'N/A'Note: N/A will only display if there is no 'Met' or 'Not Met' determination. This would only be applicable for a 'Non-ABAWD' or 'Exempted ABAWD'.
6. Work Requirement Hours – Displays the Work Requirement Hours.
7. Total Hours Completed Hours – Displays the total amount of countable eligible employment and activity hours for the ABAWD participant.

8. Work Requirement Status – Displays the following based on whether the ABAWD participant met the Work Requirement or not:

i.a. 'Met'

ii.b. 'Not Met'

iii.c. 'N/A'

Note: N/A will only display if there is no 'Met' or 'Not Met' determination. This would only be applicable for a 'Non-ABAWD' or 'Exempted ABAWD'.

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9. Add a results table named 'Employment Hours' with the following fields:

- a. Total Monthly Hours – Displays the total amount of reported eligible employment hours for the given month.
- b. Name – Displays the name of the employer
- c. Type – Displays the type of employment
- d. Monthly Hours – Displays the amount of employment hours for the specific employer in the given month. If the employment type is 'Self-Employment', then the Self-Employment hour calculation will display when the user hovers over the field, if the value is calculated from the income. (fig. 2.3.2.3)

10. Add a results table section named 'Non-Limited Activity Hours' with the following fields:

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a. Total Monthly Hours – Displays the total amount of eligible Non-Limited Activity hours for the given month.

b. Add a results table with the following fields:

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i. Name – Displays the type of Activity.

ii. Monthly Hours – Displays the amount of hours for the applicable Activity in the given month.

- ~~10. Add a results table named 'Non-Limited Activity Hours' with the following fields:~~

~~a. Total Monthly Hours – Displays the total amount of eligible Non-Limited Activity hours for the given month.~~

~~b. Name – Displays the type of Activity.~~

~~c. Monthly Hours – Displays the amount of hours for the applicable Activity in the given month.~~

11. Add a ~~results table~~ **section** named 'Limited Activity Hours' with the following fields: -

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- a. Total Monthly Hours – Displays the total amount of eligible Limited Activity hours for the given month.
- b. Allowable Monthly Hours – Displays the total amount of eligible Activity hours for the given month that can be counted. The calculation for the Allowable Monthly hours field will display in a hover window (fig.2.3.2.4)
- c. Actual Monthly Hours – Displays the actual countable hours for the applicable activity in the given month.

d. Add a results table with the following fields:

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~~e.i.~~ Name – Displays the type of Activity.

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~~e.ii.~~ Monthly Hours – Displays the amount of hours for the applicable Activity in the given month.

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12. Add a results table named 'Work Registration Exemption**s**' with the following fields:

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- a. Type – Displays the Work Registration Exemption

13. Add a results table named 'Workfare Activities' with the following fields:

- a. Name – Displays the type of Workfare Activity.
- b. Monthly Hours – Displays the amount of reported eligible Workfare Activity hours for the applicable Activity in the given month.

2.3.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** ABAWD->ABAWD Requirement Summary

2.3.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
ABAWDRequirementSummaryView	ABAWD Requirement Summary	ABAWD Requirement Summary View

2. Security Groups

Security Group	Group Description	Group to Role Mapping
ABAWD Requirement Summary View	Gives access to view the ABAWD Requirement Summary information	See Security Matrix

2.3.6 Page Mapping

Add page mapping to ABAWD Requirement Person Summary page

2.3.7 Page Usage/Data Volume Impacts

None, this page only renders existing data.


2.4 Local Minimum Wage List


2.4.1 Overview

The Local Minimum Wage List page displays a list of records that have been created through the Local Minimum Wage Detail page and provides access to that page.

2.4.2 Local Minimum Wage List Mockup

Local Minimum Wage List

Display
From: 

To: 

View

Search Results Summary

Results 1 - 1 of 1

Add

<input type="checkbox"/>	Local Minimum Wage	Begin Month	End Month	
<input type="checkbox"/>	14.50	09/2020		<div>Edit</div> <div>View History</div>

Remove

Add

Figure 2.4.2.1 – Local Minimum Wage List

2.4.3 Description of Changes

1. Display From – Local Minimum Wage records with a Date Created equal to or after this date will be returned in the search results. Accepts date inputs based on the mm/yyyy format. The calendar icon will also populate dates based on this format.
2. To – Local Minimum Wage records with a Date Created equal to or before this date are returned in the search results. Accepts date inputs based on the mm/yyyy format. The calendar icon will also populate dates based on this format. Add a validation stating that the "To date must be after the From date."
3. View Button – Executes a search for Local Minimum Wage records matching the specified filter criteria for the case. If no filters are specified, it will pull back all case specific Local Minimum Wage records. If a filter is blank, the filter will be ignored when returning the results.
4. Add a results table with the following fields:
 - a. Checkbox – This Checkbox will be used to mark records to be removed. The Checkbox will only be visible when the user has the 'LocalMinimumWageListRemove' security right.
 - b. Local Minimum Wage – The Local Minimum Wage. This will be sortable by value and will be in 'XX.XX' format. This will be

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hyperlinked to the Local Minimum Wage Detail page when the user has the 'LocalMinimumWageDetailView' security right.

- c. Begin Month – The Begin Month for the Local Minimum Wage record. This will be sortable in chronological order and will be in 'mm/yyyy' format. ~~The default month will be the most recent begin date.~~ This table will be ordered by this column and the default order upon load will be descending.
 - d. End Month – The End Month for the Local Minimum Wage record. This will be sortable in chronological order and will be in 'mm/yyyy' format.
 - e. Edit Button – This button will lead the user to the Local Minimum Wage Detail page in Edit Mode. This button will only be viewable by users with the security right of 'LocalMinimumWageDetailEdit'.
 - f. View History Button – This button will open the Transaction History detail page in a separate pop-up. This button will only be viewable by users with the security right of 'LocalMinimumWageDetailEdit'. The Transaction History Detail page will display the old and new values for each field that is added or modified for the associated record. The collapsible results table will have a title of 'Local Minimum Wage ~~ListList~~ Detail'.
5. Add a Remove Button. This button will delete all the records that have marked checkboxes, the button will only display if there are existing Local Minimum Wage records. The security right of 'LocalMinimumWageListRemove' is required to view this button.
 6. Add an Add Button. This button will lead the user to the Local Minimum Wage Detail page in Create Mode. This button will only be viewable by users with the security right of 'LocalMinimumWageDetailEdit'.

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2.4.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** ABAWD->Local Minimum Wage

2.4.5 Page Mapping

Add Page Mapping to Local Minimum Wage List page

2.4.6 Security Updates

3. Security Rights

Security Right	Right Description	Right to Group Mapping
LocalMinimumWageListView	Ability to view the Local Minimum Wage List Page	Local Minimum Wage List View
LocalMinimumWageListRemove	Remove ability on the Local Minimum Wage List page	Local Minimum Wage List Remove
LocalMinimumWageDetailView	Ability to view the Local Minimum Wage Detail Page	Local Minimum Wage Detail View, Local Minimum Wage Detail Edit
LocalMinimumWageDetailEdit	Ability to Edit the Local Minimum Wage Detail Page	Local Minimum Wage Detail Edit

4. Security Groups

Security Group	Group Description	Group to Role Mapping
Local Minimum Wage List View	Gives the user the ability to view Access to the Local Minimum Wage List Page to view existing Local Minimum Wage records.	See Security Matrix
Local Minimum Wage List Remove	Gives the user the ability to remove a Local Minimum Wage record	See Security Matrix

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Security Group	Group Description	Group to Role Mapping
	from the Local Minimum Wage List Page.	
Local Minimum Wage Detail Edit	Gives the user Access to view and edit detailed information for existing the Local Minimum Wage records. Detail page.	See Security Matrix
Local Minimum Wage Detail View	Gives the user view Access to view detailed information for existing the Local Minimum Wage records. Detail page.	See Security Matrix

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2.4.7 Page Usage/Data Volume Impacts

None, this page only renders existing data.

2.5 Local Minimum Wage Detail

2.5.1 Overview

The Local Minimum Wage Detail page captures, displays, and manages the fields for Local Minimum Wage.

2.5.2 Local Minimum Wage Detail Mockup

Local Minimum Wage Detail

* - Indicates required fields

Save and Return Cancel

Local Minimum Wage: *

Begin Month: * End Month: *

Save and Return Cancel

Figure 2.5.2.1 – Local Minimum Wage Detail (Create/Edit Mode)

Local Minimum Wage Detail

* - Indicates required fields

Edit

Close

Local Minimum Wage: *

14.00

Begin Month: *

01/2020

End Month:

Edit

Close

Figure 2.5.2.2 – Local Minimum Wage Detail (View Mode)

2.5.3 Description of Changes

1. Local Minimum Wage – The Local Minimum Wage for the case. This will follow the system standard money constraint of 'XX.XX', negative values will not be accepted. This is a required field.
2. Begin Month – Accepts date inputs based on the mm/yyyy format. The calendar icon will also populate dates based on this format. This is a required field.
3. End Month – Accepts date inputs based on the mm/yyyy format. The calendar icon will also populate dates based on this format. Add a validation stating that the "End Month must be on or after the Begin Month."
4. Save and Return Button – This Button will save the record to the database and navigate the user back to the Local Minimum Wage List page. Effective dating logic (non-continuous) will apply to this data so that there are no overlapping records, but we will not require a high-dated record. This button will only appear in Create and Edit modes.
5. Cancel Button – This Button will navigate the user back to the Local Minimum Wage List page. This button will only appear in Create and Edit modes.
6. Edit Button – This Button will open the Local Minimum Wage Detail page in Edit mode. This button will only appear in View mode. This button will only be viewable by users with the security right of 'LocalMinimumWageDetailEdit'.
7. Close Button – This Button will navigate the user back to the Local Minimum Wage List page. This button will only appear in View mode.

2.5.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** ABAWD->Local Minimum Wage

2.5.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
LocalMinimumWageDetailView	Gives the user the ability to view the Local Minimum Wage Detail Page	Local Minimum Wage Detail View, Local Minimum Wage Detail Edit
LocalMinimumWageDetailEdit	Gives the user the ability to edit the Local Minimum Wage Detail Page	Local Minimum Wage Detail Edit
LocalMinimumWageListView	Gives the user the ability to view the Local Minimum Wage List Page	Local Minimum Wage List View Local Minimum Wage Detail View Local Minimum Wage Detail Edit

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Local Minimum Wage Detail Edit	Gives the user Access to view and edit detailed information for existing the Local Minimum Wage records, Detail page.	See Security Matrix

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Security Group	Group Description	Group to Role Mapping
Local Minimum Wage Detail View	Gives the user Access to view detailed information for existing the Local Minimum Wage records. Detail page.	See Security Matrix

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2.5.6 Page Mapping

Add page mapping for Local Minimum Wage Detail page.

2.5.7 Page Usage/Data Volume Impacts

None, this page only renders existing data.

2.6 ABAWD Exemption List

2.6.1 Overview

The ABAWD Exemption List page allows users to view and manage manual ABAWD exemptions.

2.6.2 ABAWD Exemption List Page Mockup

ABAWD Exemption List

Display Name:
All

From:

To:

View

Search Results Summary
Results 1 - 2 of 2

Add

Name	Type	Begin Date	End Date
<input type="checkbox"/> Doe, John 26M	Applied for Disability Benefits	04/01/2021	06/30/2021
<input type="checkbox"/> Doe, John 26M	ORR Training Program Participation	07/01/2021	07/31/2021

Remove
Add

Figure 2.6.2.1 – ABAWD Exemption List Page

2.6.3 Description of Changes

1. Display by Name – Drop down selection of all household CalFresh program participants and an option to select 'All', which will provide manual exemption records for all household CalFresh program participants. Name Format should be as follows: [Last], [First] [Age][Gender Initial]. The selection will default to 'All'. Hidden/duplicate persons will not be included
2. From – ABAWD manual exemption records with a Start Date equal to or after this date will be returned in the search results. Accepts date inputs based on the mm/dd/yyyy format. The calendar icon will also populate dates based on this format.
3. To – ABAWD manual exemption records with a Date Created equal to or before this date are returned in the search results. Accepts date inputs based on the mm/dd/yyyy format. The calendar icon will also populate dates based on this format. Add a validation stating that the "To date must be after From date."
4. View Button – Executes a search for ABAWD manual exemption records matching the specified filter criteria for the case. If no filters are specified, it will pull back all manual ABAWD exemption records. If a filter is blank, the filter will be ignored when returning the results
5. Add a results table named 'Search Results Summary' with the following fields:
 - a. Checkbox – This Check box will be used to mark records to be removed. The Check box will only be visible when the user has the 'ABAWDExemptionListRemove' security right.
 - b. Name – The name of the participant. This will be displayed sortable in alphabetical order for the record by Last Name and then First name, in ascending order. Name Format should be as follows: [Last], [First] [Age][Gender Initial]. This will be hyperlinked to the ABAWD Exemption Detail page. This will only be hyperlinked for users with the security right of 'ABAWDExemptionDetailView'.
 - c. Type – The manual ABAWD exemption type of the participant. This will be sortable by alphabetical order.
 - d. Begin Date – The Begin Date for the ABAWD manual exemption record. This will be sortable in chronological order and will be in 'mm/dd/yyyy' format. This column will be the table's default sort order by descending.

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- e. End Date – The End Date for the ABAWD manual exemption record. This will be sortable in chronological order and will be in 'mm/dd/yyyy' format.
 - f. Edit Button – This button will lead the user to the ABAWD Exemption Detail page in Edit Mode for the record. This button will only be viewable by users with the security right of 'ABAWDExemptionDetailEdit'.
 - g. View History Button – This button will open the Transaction History Detail page in a separate pop-up. This button will only be viewable by users with the security right of 'ABAWDExemptionDetailEdit'. The Transaction History Detail page will display the old and new values for each field that is added or modified for the associated record. The collapsible results table will have a title of 'ABAWD Exemption **Detail List**'
6. Add a 'Remove' Button. This button will delete all the records that have marked checkboxes, the button will only display if there are existing ABAWD Exemption records. The security right of 'ABAWDExemptionListRemove' is required to view this button.
 7. Add an 'Add' Button **above and below the results table**. **This button** **These buttons** will lead the user to the ABAWD Exemption Detail page in Create Mode. **This button** **These buttons** will only be viewable by users with the security right of 'ABAWDExemptionDetailEdit'.

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2.6.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** ABAWD->ABAWD ~~Exemptions~~Exemptions

2.6.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
ABAWDExemptionListView	Gives the user the ability to view the ABAWD Exemption List page	ABAWD Exemption List View, ABAWD Exemption Detail View, ABAWD Exemption Detail Edit
ABAWDExemptionListRemove	Gives the user the ability to remove exemptions from	ABAWD Exemption List Remove

Security Right	Right Description	Right to Group Mapping
	the ABAWD Exemption List page	
ABAWDExemptionDetailView	Gives the user the ability to view the ABAWD Exemption Detail page	ABAWD Exemption List View, ABAWD Exemption Detail View, ABAWD Exemption Detail Edit
ABAWDExemptionDetailEdit	Gives the user the ability to create and modify ABAWD Exemption Detail records on the ABAWD Exemption Detail page	ABAWD Exemption Detail Edit

Security Groups

Security Group	Group Description	Group to Role Mapping
ABAWD Exemption List View	Gives the user the ability to view the ABAWD Exemption List page	See Security Matrix
ABAWD Exemption List Remove	Gives the user the ability to remove exemptions from the ABAWD Exemption List page	See Security Matrix
ABAWD Exemption Detail View	Gives the user the ability to view the ABAWD Exemption Detail page	See Security Matrix
ABAWD Exemption Detail Edit	Gives the user the ability to create and modify ABAWD Exemption Detail records on the ABAWD Exemption Detail page	See Security Matrix

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2.6.6 Page Mapping

Add page mapping for ABAWD Exemption List page

2.6.7 Page Usage/Data Volume Impacts

None, this page only renders existing data.

2.7 ABAWD Exemption Detail

2.7.1 Overview

The ABAWD Exemption Detail page captures and manages manual exemptions for the participant.

2.7.2 ABAWD Exemption Detail Page Mockup

ABAWD Exemption Detail

*- Indicates required fields

Save and Return

Cancel

Name: *

Doe, John 26M

Type: *

Participating in an ORR Training Program at Least Half Time

Begin Date: *

09/25/2018

End Date:

11/19/2019

Save and Return

Cancel

Figure 2.7.2.1 – ABAWD Exemption Detail Page (Create Mode)

ABAWD Exemption Detail

*- Indicates required fields

Save and Return

Cancel

Name: *

Doe, John 26M

Type: *

Participating in an ORR Training Program at Least Half Time

Begin Date: *

09/25/2018

End Date:

11/19/2019

Save and Return

Cancel

Figure 2.7.2.2 – ABAWD Exemption Detail Page (Edit Mode)

ABAWD Exemption Detail

* - Indicates required fields

Edit

Close

Name: *

Doe, John 26M

Type: *

ORR Training Program Participation

Begin Date: *

09/25/2018

End Date:

11/19/2019

Edit

Close

ABAWD Exemption Detail

* - Indicates required fields

Save and Return

Cancel

Name: *

Doe, John 26M

Type: *

Participating in an ORR Training Program at Least Half Time

Begin Date: *

09/25/2018

End Date:

11/19/2019

Save and Return

Cancel

Figure 2.7.2.3 – ABAWD Exemption Detail Page (View Mode)

2.7.3 Description of Changes

1. Name – The name of the participant. This will be displayed in alphabetical order for the record by Last Name and then First name in ascending order. Name Format should be as follows: [Last], [First] [Age][Gender Initial]. This will only be editable when creating a record. This is a required field.
2. Type – The ABAWD manual exemption type of the participant. This will be a drop-down selection with a default value of a '-Select-'selection. This is a required field. The options for this dropdown will be in the specific order as follows:
 - a. 'Applied for Disability Benefits'
 - b. 'ORR Training Program Participation' 'Participating in an ORR Training Program at Least Half Time'
3. Begin Date – The Begin Date for the ABAWD manual exemption record. This will be in 'mm/dd/yyyy' format. The calendar icon will also populate dates based on this format. This is a required field.

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4. End Date – The End Date for the ABAWD manual exemption record. This will be in 'mm/dd/yyyy' format. The calendar icon will also populate dates based on this format. Add a validation stating that the "End Date must be after the Begin Date."
5. Add a 'Save and Return' button – This Button will save the record to the database on a person level and navigate the user back to the ABAWD Exemption List page. This button will only appear in Create and Edit modes.
6. Add a 'Cancel' button – This Button will navigate the user back to the ABAWD Exemption List page. This button will only appear in Create and Edit modes.
7. Add a 'Close Button' – This Button will navigate the user back to the ABAWD Exemption List page. This button will only appear in View mode.
- 7-8. Add an Edit Button – This button will load this page in Edit mode. It will only appear in View mode. This button will only be viewable by users with the security right of 'ABAWDExemptionDetailEdit'.

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2.7.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** ABAWD->ABAWD Exemptions

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2.7.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
ABAWDExemptionDetailView	Gives the user the ability to view the ABAWD Exemption Detail page	ABAWD Exemption List View, ABAWD Exemption Detail View, ABAWD Exemption Detail Edit
ABAWDExemptionDetailEdit	Gives the user the ability to create and modify ABAWD Exemption Detail	ABAWD Exemption Detail Edit

Security Right	Right Description	Right to Group Mapping
	records on the ABAWD Exemption Detail page	

Security Groups

Security Group	Group Description	Group to Role Mapping
ABAWD Exemption Detail View	Gives the user the ability to view the ABAWD Exemption Detail page	See Security Matrix
ABAWD Exemption Detail Edit	Gives the user the ability to create and modify ABAWD Exemption Detail records on the ABAWD Exemption Detail page	See Security Matrix

2.7.6 Page Mapping

Add page mapping for ABAWD Exemption Detail page

2.7.7 Page Usage/Data Volume Impacts

This is a new page. No data usage is currently available. The expectation is that the usage will mirror that of the ABAWD population.

2.8 Workfare Requirement Calculator

2.8.1 Overview

The Workfare Requirement Calculator page will be used to allow the user to calculate the hours needed to meet the Workfare Requirement. The hours calculated are based on the current CF Allotment for the benefit month. Whenever the ABAWD Work Requirement logic is processed (via

EDBC or batch) the CF Allotment is redetermined, which could cause a change in hours needed to meet the Workfare Requirement, if the CF Allotment changes.

2.8.2 Workfare Requirement Calculator Mockup

Workfare Requirement Calculator

* - Indicates required fields

View Month: *

06/2021



View

Workfare Information

State Minimum Wage:
13.00

Local Minimum Wage:
12.50

Calculated Benefit Allotment:
221.00

Workfare Calculation

Benefit Allotment: *
416.00

Minimum Wage: *
13.00

Calculate

Workfare Requirement:
32

Figure 2.8.2.1 – Workfare Requirement Calculator

2.8.3 Description of Changes

1. View Month – Displays the selected month in mm/yyyy format. This is a required field. The calendar icon will also populate dates based on this format. This is a required field. The default date for this month will be the current month.
2. View Button – Executes a search for Workfare minimum wage records matching the specified filter criteria ('View Month'). The default search for the page will be based on the current month.
3. Add a results table named 'Workfare Information' with the following fields:
 - a. State Minimum Wage – Displays the State Minimum Wage for the given month.
 - b. Local Minimum Wage – Displays the case-specific Local Minimum Wage for the given month. This will be blank if no Local Minimum Wage was entered for the given month on the Local Minimum Wage Detail page.

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- c. Calculated Benefit Allotment – Displays the cases **CalFresh household** Benefit Allotment for the given month.
4. Add a results table named 'Workfare Calculation' with the following fields:
 - a. Benefit Allotment – The CalFresh benefit allotment. The default amount will be the Benefit Allotment for the given View Month. This will follow the system standard money constraint of 'XX.XX', negative values will not be accepted. Add a validation that states, "Value must be greater than 0.". The trigger for this validation is when the Calculate Button is selected and the value of the 'Benefit Allotment' is less than or equal to 0. This is a required field.
 - b. Minimum Wage – The Minimum wage used to calculate the Workfare Requirement. The default amount will be the higher of the State Minimum Wage or the Local Minimum Wage for the given View Month. If no Local Minimum Wage has been defined for View Month, the State Minimum Wage will be used. This will follow the system standard money constraint of 'XX.XX', negative values will not be accepted. Add a validation that states "Value must be greater than 0.". The trigger for this validation is when the Calculate Button is selected and the value of the 'Minimum Wage' is less than or equal to 0. This is a required field.
 - c. Calculate Button – This button will populate the Workfare Requirement field based on the following calculation:
 - i. (Benefit Allotment/Minimum Wage)
 1. These hours will be rounded down to the whole number (e.g., 4.55 will be rounded down to 4).
 - d. Workfare Requirement – Displays the Workfare Requirement that is calculated using the values from the Benefit Allotment and Minimum Wage field. The default value will be the Workfare Requirement based on the default values for the Benefit Allotment and Minimum Wage fields. If the minimum wage or the benefit allotment is not valid, then the default value will be blank.

2.8.4 Page Location

- **Global:** Eligibility

- **Local:** Customer Information
- **Task:** ABAWD->Workfare Calculator

2.8.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
WorkfareRequirementCalculatorView	Ability to view the Workfare Requirement Calculator Page	Workfare Requirement Calculator View

Security Groups

Security Group	Group Description	Group to Role Mapping
WorkfareRequirementCalculatorView	Ability to view the Workfare Requirement Calculator Page	Workfare Requirement Calculator View

2.8.6 Page Mapping

Add page mapping for Workfare Requirement Calculator page

2.8.7 Page Usage/Data Volume Impacts

None, this is a calculation page and has no data impacts.

2.9 Non-Scheduled Activities List

2.9.1 Overview

The Non-Scheduled Activities List page is used to maintain activities of participants, in which the activities are not stored in the system in relation to a provider.

2.9.2 Non-Scheduled Activities List Mockup

Non-Scheduled Activities List

Display by Name: From: To: [View](#)

Search Results Summary Results 1 - 4 of 4

[Add Activity](#)

Type	Name	Start Date	End Date
<input type="checkbox"/> WIOA	Doe, John 26M	09/01/2020	Edit
<input type="checkbox"/> Trade Act (EDD)	Doe, John 26M	09/01/2020	Edit

[Remove](#) [Add Activity](#)

Non-Scheduled Activities List

Display by Name: From: To: [View](#)

Search Results Summary Results 1 - 2 of 2

[Add Activity](#)

Type	Name	Start Date	End Date
<input type="checkbox"/> WIOA	Doe, John 26M	09/01/2020	Edit
<input type="checkbox"/> Trade Act (EDD)	Doe, John 26M	09/01/2020	Edit

[Remove](#) [Add Activity](#)

Figure 2.9.2.1 – Non-Scheduled Activities List

2.9.3 Description of Changes

1. Display by Name – Drop down selection of all household CalFresh program participants and an option to select 'All', which will provide records for all household participants. Name Format should be as follows: [Last], [First] [Age][Gender Initial]. The selection will default to 'All'. Hidden/duplicate persons will not be included.
2. From – Non-Scheduled Activity records with a Start Date equal to or after this date will be returned in the search results. The default search results for this table will be all 'Non-Scheduled

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Activity' records in the last 90 days. Accepts date inputs based on the mm/dd/yyyy format. The calendar icon will also populate dates based on this format.

3. To – Non-Scheduled Activity records with a Date Created equal to or before this date are returned in the search results. Accepts date inputs based on the mm/dd/yyyy format. The calendar icon will also populate dates based on this format. Add a validation stating that the "To date must be after From date."
4. View Button – Executes a search for Non-Scheduled Activity records matching the specified filter criteria for the case. If no filters are specified, it will pull back all Non-Scheduled Activity records. If a filter is blank, the filter will be ignored when returning the results

5. Add a results table named 'Search Results Summary' with the following fields:

a. Checkbox – This Check box will be used to mark records to be removed. The Check box will only be visible when the user has the 'NonScheduledActivitiesListRemove' security right.

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b. Type – The Non-Scheduled Activity of the participant. This will be sortable in alphabetical order. This will be hyperlinked to the Non-Scheduled Activity Detail page for the record. This will only be hyperlinked for users with the security right of 'NonScheduledActivityDetailView'.

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c. Name – The name of the participant. This will be displayed, sortable in alphabetical order for the record by Last Name and then First name. in ascending order. Name Format should be as follows: [Last], [First] [Age][Gender] Initial.

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d. Start Date – The Start Date for the Non-Scheduled Activity record. This will be sortable in chronological order and will be in 'mm/dd/yyyy' format. This column will be the table's default sort order by descending.

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e. End Date – The End Date for the Non-Scheduled Activity record. This will be sortable in chronological order and will be in 'mm/dd/yyyy' format.

f. Edit Button – This button will lead the user to the Non-Scheduled Activity Detail page in Edit Mode for the record. This button will only be viewable by users with the security right of 'NonScheduledActivityDetailEdit'.

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6. Add a 'Remove' Button. This button will delete all the records that have marked checkboxes, the button will only display if there are existing Non-Scheduled Activity records. The security right of 'NonScheduledActivitiesListRemove' is required to view this button.

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7. Add an 'Add Activity' Button. This button will lead the user to the Non-Scheduled Activity page in Create Mode. This button will only be viewable by users with the security right of 'NonScheduledActivityDetailEdit'.

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5.—

a. Checkbox – This Check box will be used to mark records to be removed. The Check box will only be visible when the user has the 'NonScheduledActivitiesListRemove' security right.

b. Type – The Non-Scheduled Activity of the participant. This will be hyperlinked to the Non-Scheduled Activity Detail page for the record. This will only be hyperlinked for users with the security right of 'NonScheduledActivityDetailView'.

c. Name – The name of the participant. This will be displayed in alphabetical order for the record by Last Name and then First name in ascending order. Name Format should be as follows: [Last], [First] [Age][Gender Initial].

d. Start Date – The Start Date for the Non-Scheduled Activity record. This will be sortable in chronological order and will be in 'mm/dd/yyyy' format. This column will be the table's default sort order by descending.

e. End Date – The End Date for the Non-Scheduled Activity record. This will be sortable in chronological order and will be in 'mm/dd/yyyy' format.

f. Edit Button – This button will lead the user to the Non-Scheduled Activity Detail page in Edit Mode for the record. This button will only be viewable by users with the security right of 'NonScheduledActivityDetailEdit'.

8. ~~Add a 'Remove' Button. This button will delete all the records that have marked checkboxes, the button will only display if there are existing Non-Scheduled Activity records. The security right of 'NonScheduledActivitiesListRemove' is required to view this button.~~

9. ~~Add an 'Add Activity' Button. This button will lead the user to the Non-Scheduled Activity page in Create Mode. This button will only be viewable by users with the security right of 'NonScheduledActivityDetailEdit'.~~

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2.9.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** ABAWD → Non-Scheduled Activities

2.9.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
NonScheduledActivitiesListView	Gives the user the ability to view the Non-Scheduled Activities List Page	Non Scheduled Activities List View, Non Scheduled Activity Detail View, Non Scheduled Activity Detail Edit, Non Scheduled Activities List View, Non Scheduled Activity Detail View, Non Scheduled Activity Detail Edit

Security Right	Right Description	Right to Group Mapping
NonScheduledActivitiesListRemove	Gives the user the ability to remove non-scheduled activities on the Non-Scheduled Activities List page	Non Scheduled Activities List Remove
NonScheduledActivityDetailView	Gives the user the ability to view the Non Scheduled Activity Detail Page	Non Scheduled Activity Detail View, Non Scheduled Activity Detail Edit
NonScheduledActivityDetailEdit	Gives the user the ability to manage Non-Scheduled Activities on the Non Scheduled Activity Detail Page	Non Scheduled Activity Detail Edit

Security Groups

Security Group	Group Description	Group to Role Mapping
Non Scheduled Activities List View	Gives the user the ability to view the Non-Scheduled Activities List Page	See Security Matrix
Non Scheduled Activities List Remove	Gives the user the ability to remove a Non-Scheduled Activities record from the Non-	See Security Matrix

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Security Group	Group Description	Group to Role Mapping
	Scheduled Activities List Page.	
Non Scheduled Activity Detail View	Gives the user the ability to view the Non Scheduled Activity Detail Page	See Security Matrix
Non Scheduled Activity Detail Edit	Gives the user access to view and edit the Non-Scheduled Activity Detail page.	See Security Matrix

2.9.6 Page Mapping

Add page mapping for Non-Scheduled Activities List page

2.9.7 Page Usage/Data Volume Impacts

None, this page only renders existing data.

2.10 Non-Scheduled Activity Detail

2.10.1 Overview

The Non-Scheduled Activity Detail page captures, displays, and manages the fields for Non-Scheduled Activities. Only non-CFET activities would be added to the Non-Scheduled Activity page.

2.10.2 Non-Scheduled Activity Detail Mockup

Non-Scheduled Activity Detail

*- Indicates required fields

Save and Return Cancel

Name: *
Doe, Jane 26F

Activity Detail

Provider: Select Type: *
Trade Act (EDD)

Start Date: * End Date:

Hours	Effective Month	
<input type="checkbox"/> 5	09/2020	Edit
<input type="checkbox"/> 12	12/2020	Edit
Remove		Month: * April 2021 Add

Save and Return Cancel

Figure 2.10.2.1 – Non-Scheduled Activity Detail (Create Mode)

Non-Scheduled Activity Detail

*- Indicates required fields

Edit Close

Name: *
Doe, Jane 26F

Activity Detail

Provider: Type: *
Trade Act (EDD)

Start Date: *
09/01/2020 End Date:

Hours	Effective Month
5	09/2020
12	12/2020

Edit Close

Figure 2.10.2.2 – Non-Scheduled Activity Detail (View Mode)

Non-Scheduled Activity Detail

* - Indicates required fields

Save and Return

Cancel

Name: *

Doe, Jane 26F

Activity Detail

Provider:

Select

Type: *

Trade Act (EDD)

Start Date: *

End Date:

Hours	Effective Month	
<input type="checkbox"/> 5	09/2020	<div>Edit</div>
<input type="checkbox"/> 12	12/2020	<div>Edit</div>
<div>Remove</div>		<div>Month: * April 2021</div> <div>Add</div>

Save and Return

Cancel

Figure 2.10.2.3 – Non-Scheduled Activity Detail (Edit Mode)

2.10.3 Description of Changes

- Name – A dropdown selection of all household CalFresh program participants. The default value will be the 'Select' option if no value is selected for the field. This is a required field. This will only be editable in 'Create' mode. Hidden/duplicate persons will not be included.
- Add a table named 'Activity Detail'
 - Provider – This will be an input field that will accept the name of the 'Provider', up to 60 characters. This will only be editable in 'Create' and 'Edit' mode.
 - Select Button – This will take the user to the 'Select Provider Resource' page, where they can select the Provider. When the user selects a 'Provider', the 'Provider' field will be populated with the selected organization's name. This will only be visible in 'Create' and 'Edit' mode.
 - Type – A dropdown selection of the type of Non-Scheduled Activities. This will only be editable in 'Create' and 'Edit' mode. This is a required field. The following are the selection options:
 - Community Service/Volunteer Work
 - Trade Act (EDD)
 - Workfare
 - WIOA

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d. Start Date – The Start Date for the Non-Scheduled Activity record. This will be in 'mm/dd/yyyy' format. The calendar icon will also populate dates based on this format. This is a required field. Add the following validations:

i. Add the validation "Remove the reported hours that occur before this Start Date.", for the following scenarios This validation will focus on the 'Start Date' and will trigger upon the user selecting the 'Save and Return' button):

1. ~~for W~~ When a user edits a 'Start Date' that will cause existing hours to fall out of a month within the new date range.
2. ~~W~~ When daily hours are reported prior to the 'Start Date'.
3. ~~er W~~ When an applicable weekly total field has reported hours prior to the 'Start Date' and all the days in that week are prior to the 'Start Date' based on the last day of that week:

ii. Add the following validation if the user selects a start date that is 2 months more in the future of the current system date month: "Start Date is more than two months in the future.". In this instance, the months will be counted based on the actual month of the date and the specific day will not be taking into account (e.g. if the date is 3/15/2021, then there can be a start date past 3/15/2021 up through 4/30/2021).

d. "Remove the reported hours that occur before this Start Date. This validation will focus on the 'Start Date' and will trigger upon the user selecting the 'save and return' button.

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e. End Date – The End Date for the Non-Scheduled Activity record. This will be in 'mm/dd/yyyy' format. The calendar icon will also populate dates based on this format. Add the following validations:

i. Add the validation stating that the "End Date must be on or after the Start Date."

ii. Add the validation "Remove the reported hours that occur after this End Date.", for the below scenarios (–This validation will focus on the 'End Date' and will trigger upon the user selecting the 'save and return' button): Add a validation stating that the "End Date must be on or after the Start Date". Add the following validation for

1. ~~W~~ When a user edits an 'End Date' and causes existing hours to fall out of a month within the new date range ~~e.f~~.

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2. ~~When~~ daily hours are reported after the 'End Date'.

e.3. ~~When~~ an applicable weekly total field has reported hours prior to the 'End Date' and all the days in that week are after the 'End Date', based on the last day of that week: "Remove the reported hours that occur after this End Date. This validation will focus on the 'End Date' and will trigger upon the user selecting the 'save and return' button.

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3. Add a results table with the following fields:

a. Checkbox – This Check box will be used to mark records to be removed. The Check box will only be visible when the user has the 'NonScheduledActivitiesListRemove' security right. The check box will only be available in Create and Edit modes.

b. Hours – Displays the monthly number of hours for the Non-Scheduled Activity. This will be linked to the 'Non-Scheduled Activity Hours Detail' page in view mode for the given record.

~~when the user has the security right of 'NonScheduledActivityHoursDetailView'.~~ Add the following validation when a user edits the 'Start Date', End Date, 'Provider' or 'Type' and they select the 'Hours' hyperlink while changes are unsaved: "Changes need to be saved before being able to view the selected hours.". This validation will only trigger in Edit Mode. This validation message will focus on the 'Save and Return' button.

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c. Effective Month – Displays the Effective Month for which the correlated hours apply to. This will display in a 'mm/yyyy' format.

d. Edit Button – This button will lead the user to the Non-Scheduled Activity Hours Detail page in Edit mode, for the applicable month. This button will only be available in Create and Edit mode. Add the following validation when a user edits the 'Start Date', End Date, 'Provider' or 'Type' and they select the 'Edit' button while changes are unsaved: "Changes need to be saved before being able to edit hours.". This validation will only trigger in Edit Mode. This validation message will focus on the 'Save and Return' button.

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e. Add Button – This button will lead the user to the Non-Scheduled Activity Hours Detail page in ~~Create~~ Edit Mode for the selected month. This button will not be available in View Mode. ~~This button will only be viewable by users with the security right of~~

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'NonScheduledActivityDetailEdit'. Add the following validation when a user edits the 'Start Date', End Date, 'Provider' or 'Type' and they select the 'Add' button while changes are unsaved hitting: "Changes need to be saved before being able to add hours." This validation will only trigger in Edit Mode. This validation message will focus on the 'Save and Return' button.

Note:

1. The Non-Scheduled Activity Hours Detail page will allow users to add hours for the selected month.
2. Months are not individually created records, but the hours are recorded for the months.

f. Month: -- This will be a dropdown selection of months the user can add hours for. Months will display in 'Month YYYY' format. These will be listed in ascending order. Upon page load in Create mode, it will default to be blank. **This is a required field.**

i. The following scenarios describe what month the selection will default to upon page load in Edit mode:

1. 'Start Date's' month is in the future of the current system date month; It will default to the month of the 'Start Date'.
2. 'Start Date's' month is in the past or is the same month as the current system date's month and there is no 'End Date': It will default to the current system date's month.
3. 'Start Date's' month is in the past or is the same month as the current system date's month and there is an 'End Date': It will default to the current system date's month, not to surpass the end date's month.

ii. The following scenarios describe what should display in the dropdown selections:

1. 'Start Date's' month is in the future of the current system date's month and there is no 'End Date': The month selection will display the start date's month and one month past the start date's month.
2. 'Start Date's' month is in the future of the current system date's month and there is an 'End Date': The month selection will display the start date's month and one month past the start date's month, not to surpass the end date's month.
3. 'Start Date's' month is in the past or is the same month as the current system date's month and there is no 'End Date': The month selection will display the start date's month all the way up to one month past the current system date's month.

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4. 'Start Date's month is in the past or is the same month as the current system date's month and there is an 'End Date': The month selection will display the start date's month all the way up to one month past the current system date's month, not to surpass the end date's month.
 5. 'Start Date' is blank: The month selection will be blank.
 6. For any scenario where the user inputs an 'End Date' where the end date's month is prior to the 'Start Date's' month, the end date's month will not display as an option.
- iii. Add the following validation for when the user selects a month that already has hours added to it and clicks on the 'Add' button: "The month selected already has hours added.". This validation will focus on the month field. Add the following validation when a user selects the 'Add' button but did not select a month in the dropdown: "A month needs to be selected to add hours to.". This validation will focus on the month field.
- f. Upon page load in Edit mode it will default to the current system date's month or the 'End Date' month. The options for the months will be all months between the 'Start Date' and the 'End Date'. If there is no 'End Date', then the options will be months between the start date's month and one month after the current system date's month. These will be listed in ascending order. If the 'Start Date' is blank, then the month selection will also be blank. Whenever the 'Start Date' and 'End Date' are updated, the month dropdown selection will be updated accordingly. This will be available in Create and Edit modes only. Add the following validation for when the user selects a month that already has hours added to it and clicks on the 'Add' button: "The month selected already has hours added.". This validation will focus on the month field. Add the following validation when a user selects the 'Add' button but did not select a month in the dropdown: "A month needs to be selected to add hours to.". This validation will focus on the month field. This is a required field.

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4. Edit Button – This Button will open the Non-Scheduled Activity Detail page in Edit mode. This button will only appear in View mode. This button will only be viewable by users with the security right of 'NonScheduledActivityDetailEdit'.

5. Save and Return Button – This Button will save the record to the database and navigate the user back to the Non-Scheduled Activities List page.
6. Cancel Button – This Button will navigate the user back to the Non-Scheduled Activities List page.
7. Close Button – This Button will navigate the user back to the Non-Scheduled Activities List page.
8. Remove Button – This button will delete all the records that have marked checkboxes, this includes all hours associated in the month. This action will save to the database when the user selects the 'Save and Return' button. Selecting the 'Cancel' button will void the removal of the records. The button will only display if there are existing Non-Scheduled Activity Hours records. The security right of 'NonScheduledActivitiesListRemove' is required to view this button. This button will only be available in Create and Edit modes.

Note:

- If a 'Provider', ~~and or~~ 'Type', 'Start Date' or 'End Date' is selected or populated while the user is in 'Create' mode and they navigate ~~click on a hyperlink~~ to the Non-Scheduled Activity Hours page without saving, the selected 'Provider', ~~or~~ 'Type', 'Start Date' or 'End Date' will display on the Non-Scheduled Activity Hours page.
- ~~If a Provider and or Type is selected while the user is in 'Edit' mode and they click on the hyperlink or 'Edit' button that will navigate them to the Non-Scheduled Activity Hours page without saving, the existing Provider or Type will display on the Non-Scheduled Activity Hours page.~~
- ~~If the user changes the 'End Date' or 'Start Date' while in Edit mode and they navigate to the Non-Scheduled Activity Hours page, the new dates will apply for validations on that page.~~

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2.10.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** ABAWD → Non-Scheduled Activities

2.10.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
NonScheduledActivityDetailView	Non-Scheduled Activity Detail Page, Non-Scheduled Activity Hours Detail Page	Non-Scheduled Activity Detail View, Non-Scheduled Activity Detail Edit, Non-Scheduled Activity Hours Detail View, Non-Scheduled Activity Hours Detail Edit
NonScheduledActivityDetailEdit	Non-Scheduled Activity Detail Page, Non-Scheduled Activity Hours Detail Page	Non-Scheduled Activity Detail Edit, Non-Scheduled Activity Hours Detail Edit

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Non-Scheduled Activity Detail Edit	Gives the user access to view and edit the Non-Scheduled Activity Detail page.	See Security Matrix
Non-Scheduled Activity Detail View	Gives the user view access to the Non-Scheduled Activity Detail page.	See Security Matrix

2.10.6 Page Mapping

Add page mapping for Non-Scheduled Activity Detail page.

2.10.7 Page Usage/Data Volume Impacts

This is a new page. No data usage is currently available. The expectation is that the usage will mirror a subset of the ABAWD population.

2.11 Non-Scheduled Activity Hours Detail

2.11.1 Overview

The Non-Scheduled Activity Hours Detail page captures, displays, and manages monthly hours for Non-Scheduled Activities.

2.11.2 Non-Scheduled Activity Detail Mockup

Non-Scheduled Activity Hours Detail

* - Indicates required fields

[Edit](#)[Close](#)

Name:

Doe, Jane 26F

Activity Detail

Provider:

Provider Name

Type:

Trade Act(EDD)

April 2020

[View](#)

Actual Hours Information

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
		1	2	3	4	5	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

Total Monthly Hours: * 5

[Edit](#)[Close](#)

Non-Scheduled Activity Hours Detail

*

 - Indicates required fields

Edit

Close

Name:

Doe, Jane 26F

Activity Detail

Provider:

Provider Name

Type:

Job Club

Start Date:

09/01/2020

End Date:

April 2020

Actual Hours Information

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
		1	2	3	4	5	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

Total Monthly Hours: * 5

Edit

Close

Figure 2.11.2.1 – Non-Scheduled Activity Hours Detail (View Mode)

Non-Scheduled Activity Hours Detail

* - Indicates required fields

Save and Return

Cancel

Name:

Doe, Jane 26F

Activity Detail

Provider:

Provider Name

Type:

Trade Act (EDD)

April 2020

Actual Hours Information

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Total Monthly Hours: * 5.00

Save and Return

Cancel

Non-Scheduled Activity Hours Detail

* - Indicates required fields

Save and Return

Cancel

Name:

Doe, Jane 26F

Activity Detail

Provider:

Provider Name

Type:

Job Club

Start Date:

09/01/2020

End Date:

April 2020

Actual Hours Information

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>	4 <input type="text"/>	5 <input type="text"/>	6 <input type="text"/>	7 <input type="text"/>	<input type="text"/>
8 <input type="text"/>	9 <input type="text"/>	10 <input type="text"/>	11 <input type="text"/>	12 <input type="text"/>	13 <input type="text"/>	14 <input type="text"/>	5 <input type="text"/>
15 <input type="text"/>	16 <input type="text"/>	17 <input type="text"/>	18 <input type="text"/>	19 <input type="text"/>	20 <input type="text"/>	21 <input type="text"/>	<input type="text"/>
22 <input type="text"/>	23 <input type="text"/>	24 <input type="text"/>	25 <input type="text"/>	26 <input type="text"/>	27 <input type="text"/>	28 <input type="text"/>	<input type="text"/>
29 <input type="text"/>	30 <input type="text"/>	31 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Monthly Hours: * 5.0

Save and Return

Cancel

Figure 2.11.2.2 – Non-Scheduled Activity Hours Detail (Create and Edit Mode)

2.11.3 Description of Changes

1. Name – Displays the name of the participant. Name Format should be as follows: [Last], [First] [Age][Gender] **Initial**.
2. Add a table named 'Activity Detail'

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- a. Provider – Displays the Non-Scheduled Activity Provider Name from the associated record.
- b. Type – Displays the Type of Non-Scheduled Activity
- c. Start Date – Displays the Start Date for the Non-Scheduled Activity record. This will be in 'mm/dd/yyyy' format.
- d. End Date – Displays the End Date for the Non-Scheduled Activity record. This will be in 'mm/dd/yyyy' format

3. Add a dropdown for the month selection for the Activity in View and Create mode only. Months will display in "MonthM, YYYY" format. This will be view only in Edit mode and Create modes. The Month selections will default to the most current month that the Activity is Active in. The options will include all the past months from the begin date of the Activity. When the value is changed, the page will be reloaded with the selected month in view.

a. View Mode – The page will load to the applicable month that the user selected the hyperlink for on the Non-Scheduled Activity Detail page. These will be listed in ascending order. The following scenarios describe what should display in the dropdown selections:

- i. 'Start Date's' month is in the future of the current system date's month and there is no 'End Date': The month selection will display the start date's month and one month past the start date's month.
- ii. 'Start Date's' month is in the future of the current system date's month and there is an 'End Date': The month selection will display the start date's month and one month past the start date's month, not to surpass the end date's month.
- iii. 'Start Date's' month is in the past or is the same month as the current system date's month and there is no 'End Date': The month selection will display the start date's month all the way up to one month past the current system date's month.
- iv. 'Start Date's' month is in the past or is the same month as the current system date's month and there is an 'End Date': The month selection will display the start date's month all the way up to one month past the current system date's month, not to surpass the end date's month.
- v. The 'Start Date' or 'End Date' is changed, while existing hours have not been saved to the DB, and the updated 'Start Date' or 'End Date' will cause these hours to fall out of the month of the new date range: The previously

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mentioned scenarios and logic will apply to updated 'Start Date' or 'End Date', but the months for the hours that exist outside of the new date range will still display, with gaps if applicable.

a. The options for the months will be all months between the 'Start Date' and the 'End Date'. If there is no 'End Date', then the options will be months between the start date's month and one month after the current system date's month. These will be listed in ascending order.

b. Create Mode – The page will load to the month selected by the user when they selected the 'Add' button on the 'Non-Scheduled Activity Detail' page.

c. Edit Mode – The page will load to the applicable month that the user selected the 'Edit' or 'Add' button for on the Non-Scheduled Activity Detail page.

4. View Button – This button will update the calendar to match the selected month. This will only be visible in 'View' mode.

5. When navigating to the Non-Scheduled Activity Hours Detail page the Actual Hours Information will be collapsed/expanded.

4.

5. When navigating to the Non-Scheduled Activity Hours Detail page the Actual Hours Information will be expanded.

1-6. The calendar will only be editable in 'Create' and 'Edit' mode. The logic listed below applies for 'Create' and 'Edit' mode. Entries for hours must be equal to or greater than 0 and can be up to 2 decimals (XX.XX). The Calendar for the Actual Hours Information section will allow the following:

a. Day entries:

- i. When entering each day daily hours exist for that week the User can no longer enter the Total for the week or the Total Monthly Hours.
- ii. The Total for the week will total and display in the Total column for that week and not be editable.
- iii. The Total Monthly Hours field will total the hours and not be editable.
- iv. When deleting all the daily input fields for a specific week, that correlated week's weekly total field will become editable. When deleting all the months daily input fields, then all the daily, weekly, and monthly fields will become editable. the other fields will become editable.

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v. Add the validation message "Daily values must range between 0.00 to 24.00.", this will trigger when a value is greater than 24.00 in a 'Daily Value field' and the user selects the 'Save and Return' button. This validation will trigger when hours are manually entered in the daily values. The validation message will focus on each applicable daily value field.

v. Add the validation message "Daily values must range between 0.00 to 24.00", this will trigger when a value is greater than 24.00 in a 'Daily Value field' and the user selects the 'Save and Return' button. The validation message will focus on each applicable daily value field.

b. Weekly entries:

i. When entering the Total for the Week the User can no longer enter the days for When hours exist for the weekly total, while the weekly total field is editable, the User can no longer enter the daily hours that week or the Total Monthly hours.

ii. The Total Monthly Hours field will total the hours and not be editable.

i. When deleting the weekly total, the daily input fields will become editable. When all weekly totals are deleted, the Total Monthly Hours field will be editable.

iii. Add the validation message "Weekly values must range between 0.00 to 99.99.", this will trigger when a value is greater than 99.99 in a 'Weekly Value field and the user selects the 'Save and Return' button. This validation can be triggered by either manually entered daily values or weekly total values. The validation message will focus on each applicable weekly total Value field. When all weekly totals are deleted, the Total Monthly Hours field will be editable.

iv.iii. Add the validation message "Weekly values must range between 0.00 to 99.99", this will trigger when a value is greater than 99.99 in a 'Weekly Value field' and the user selects the 'Save and Return' button. The validation message will focus on each applicable weekly total Value field.

c. Monthly entries:

i. When entering the Total Monthly Hours When hours exist for the Total Monthly Hours field, while the Total Monthly Hours field is editable, then the date and week fields will no longer be editable.

ii. When deleting the monthly total, the daily and weekly input fields will become editable.

iii. To enter monthly hours the activity dates must fall within the entire month (the start date must be on or before the 1st day of the month and the end date must be on or

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after the last day of the month). The following validation will display when saving if activity does not fall within the entire month:

"The Activity does not fall within the entire month. Please enter weekly or daily hours."

iv. The Total Monthly Hours field will be required.

v. Add the Validation message "Month value must range between 0.00 to 400.00.", this will trigger when a value is greater than 400 in the Total Monthly Hours field and the user selects the 'Save and Return' button. The validation message should focus on the total monthly hours field. This validation can be triggered by entering daily, weekly total or monthly total value fields.

v. Add the Validation message "Month values must range between 0.00 to 400.00", this will trigger when a value is greater than 400 in the Total Monthly Hours field.

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2.7. Edit Button – This Button will open the Non-Scheduled Activity Hours Detail page in Edit mode. This button will only appear in View mode.

Hours will be able to be added for a month with no existing hours, if the user selects the 'Edit' button for a month that has no hours.

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3.8. Close Button – This Button will navigate the user back to the Non-Scheduled Activity Detail page. This button will only appear in View mode.

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9. Save and Return Button – This Button will save the record to the database and navigate the user back to the Non-Scheduled Activity Detail page. This button will only appear in Create and Edit modes. If the user selects 'Save and Return' and there are 0 hours recorded for the month, then the record for the month will not be recorded or will be removed if it is being edited. This button will only appear in Create and Edit modes. Add the following validations:

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a. Add the following validation when hours are entered in daily value fields or in an applicable weekly total field that has reported hours and all of the days in that week are prior to the 'Start Date': prior to the 'Start Date' based on the last day of that week: "Hours entered need to be on or after the Start Date.". This validation message will focus on the applicable daily value field or the applicable weekly total field.

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4.b. If an 'End Date' is recorded, add the following validation when hours are entered in daily value fields after the 'End Date' or in an applicable weekly total field that has reported hours and all of the days in that week are after the 'End Date': "Hours entered need to be on or before the End Date.". These validations will focus on each applicable daily value field or the applicable weekly total field. This button will only appear in Create and Edit modes.

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~~5.10.~~ Cancel Button – This Button will navigate the user back to the Non-Scheduled Activity Detail page. This button will only appear in **Create** and **Edit** modes.

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2.11.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** ABAWD → Non-Scheduled Activities

2.11.5 Security Updates

No security updates.

2.11.6 Page Mapping

Add page mapping for Non-Scheduled Activity Hours Detail page.

2.11.7 Page Usage/Data Volume Impacts

This is a new page. No data usage is currently available. The expectation is that the usage will mirror a subset of the ABAWD population.

2.12 Employment Hours Page

2.12.1 Overview

Update the Employment Hours page to allow the capture of zero hours and an indicator for when to 'Use Self-Employment Calculation for ABAWD'. Per ACL 19-93, page 23, "Self-employment income should only be used as a means of calculating ABAWD work hours when no other verification source is available".

This page captures, displays, and manages monthly hours for Employment.

2.12.2 Employment Hours Page Mockup

Employment Hours Detail

*- Indicates required fields

Save

Cancel

- [Total Monthly Hours](#) - Month values must range between 0.00 to 400.00

Employment Information

Name:
Doe, John 27M

Employer:
Dev

Date Hired:
06/01/2020

June 2020

Actual Hours Information

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
1 <input type="text"/>	2 <input type="text"/>	3 <input type="text"/>	4 <input type="text"/>	5 <input type="text"/>	6 <input type="text"/>	7 <input type="text"/>	<input type="text"/>
8 <input type="text"/>	9 <input type="text"/>	10 <input type="text"/>	11 <input type="text"/>	12 <input type="text"/>	13 <input type="text"/>	14 <input type="text"/>	<input type="text"/>
15 <input type="text"/>	16 <input type="text"/>	17 <input type="text"/>	18 <input type="text"/>	19 <input type="text"/>	20 <input type="text"/>	21 <input type="text"/>	<input type="text"/>
22 <input type="text"/>	23 <input type="text"/>	24 <input type="text"/>	25 <input type="text"/>	26 <input type="text"/>	27 <input type="text"/>	28 <input type="text"/>	<input type="text"/>
29 <input type="text"/>	30 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Monthly Hours: *

Average Weekly Hours: 0.00

☐ Use Self-Employment Calculation for ABAWD

Source Document Information

Type	Begin Date	End Date	Staff
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add

Save

Cancel

Figure 2.12.2.1 – Employment Hours Page (Create and Edit Mode)

Employment Hours Detail

*- Indicates required fields

Edit

Close

Employment Information

Name:
BARRAS, DREAMA 68M

Employer:
CalSAWS

Date Hired:
03/09/2021

March 2021

Actual Hours Information

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	5.0
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Total Monthly Hours: * 5.0

Average Weekly Hours: 1.15

Use Self-Employment Calculation for ABAWD

Source Document Information

Type	Begin Date	End Date	Staff
No Data Found			

Edit

Close

Figure 2.12.2.2 – Employment Hours Page (View Mode)

2.12.3 Description of Changes

1. Update the Validation message that triggers when a value is less than 0.1 to allow for 0 hours, up to 2 decimal places.
 - a. Change the Month validation to "Month values must range between 0.00 to 400.00."
 - b. Change the validation message for weekly values to "Weekly values must range between 0.00 to 99.99."

2. Use Self-Employment Calculation for ABAWD – Checkbox will only display if the Type of the employment is self-employment and the total monthly hours is 0.
3. Update the Month Dropdown – Update the month dropdown to display all months from the employment's 'Date Hired' month to one month after the current system date's month if there is no 'Termination Date'.

2.12.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** Non-Financial->Employment

2.12.5 Security Updates

No security updates

2.12.6 Page Mapping

Add page mapping for the Self-Employment Calculation for ABAWD field

2.12.7 Page Usage/Data Volume Impacts

No performance impacts.

2.13 Activity Progress Summary Page

2.13.1 Overview

Update the Activity Progress Summary page to add a validation message for when the Total Monthly Hours field is greater than 400. ~~allow the capture of zero hours. This page captures, displays, and manages monthly hours for Activities.~~

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2.13.2 Activity Progress Summary Mockup

- **Total Monthly Hours** - Monthly values must range between 0.00 to 400.00.

Activity Progress Summary

Save Cancel

Name:
John Doe

Activity Detail			
Type:	Provider:	Category:	Address:
Job Skills Training - Empl	Roy Dannie	WPR	12440 Imperial Highway LOS ANGELES, CA 90650
Number:	Start Date:	End Date:	Hours:
JST- Correctional Officers and Jailers	09/16/2020	09/30/2021	8:00 AM - 5:00 PM (20 hours/week)

Figure 2.13.2.1 – Activity Progress Summary Page

- **Week** - Weekly values must range between 0.00 to 99.99.

Activity Progress Summary

Save Cancel

Name:
John Doe

Activity Detail			
Type:	Provider:	Category:	Address:
Job Skills Training - Empl	Roy Dannie	WPR	12440 Imperial Highway LOS ANGELES, CA 90650
Number:	Start Date:	End Date:	Hours:
JST- Correctional Officers and Jailers	09/16/2020	09/30/2021	8:00 AM - 5:00 PM (20 hours/week)

Figure 2.13.2.2 – Activity Progress Summary Page

2.13.3 Description of Changes

1. Add the Validation message "Month values must range between 0.00 to 400.00.", this will trigger when a value is greater than 400 in the Total Monthly Hours field.
2. Add the validation message "Weekly values must range between 0.00 to 99.99.", this will trigger when a value is greater than 99.99 in a 'Weekly Value field'.
3. Update the Validation message that triggers when a value is less than 0.1 to allow for 0 hours, up to 2 decimal places.
 - a. Change the Month validation to "Month values must range between 0 to 400"
 - b. Change the validation message for weekly values to "Weekly values must range between 0 to 99.99"

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2.13.4 Page Location

- **Global:** Empl. Services
- **Local:** Activities
- **Task:** Customer Activities

2.13.5 Security Updates

No Security Updates

2.13.6 Page Mapping

N/A

2.13.7 Page Usage/Data Volume Impacts

No performance impacts.

2.14 Eligibility – CF EDBC Summary

2.14.1 Overview

Update the ABAWD Status section of the CF EDBC Summary page to account for the work requirement being determined by the system.

Currently, the ABAWD Status section of the CF EDBC Summary page displays the Work Requirement result based on user data entry either from:

- a.d. CF EDBC Summary page if no calendar exists, or
- b.e. the ABAWD Time Limit Detail page.

The current process is described in section 2.9 of SCR **CA-57971/CIV-7215 – ABAWD Phase II**.

This current behavior for defining the work requirement will be removed from the system.

As of this SCR, the Work Requirement value (Met vs. Not Met) will be determined by the system. The details of this Work Requirement determination will be described in the following section, 'Eligibility – ABAWD Work Requirement Detail'.

This SCR does not change the logic for determining whether someone is Geographically Waived.

A user can override the EDBC determination for the work requirement by using the ABAWD Time Limit Detail page. While EDBC will prioritize user entered data from the ABAWD Time Limit Detail page when determining whether a person loses CF eligibility, the CF EDBC Summary will only show the Work Requirement result determined by EDBC (i.e., Met or Not Met).

2.14.2 ABAWD Status Mockup

ABAWD Status				
Name	Status	Status Reason	Work Requirement	Source
Smith, John 49M	ABAWD		Met	User

Figure 2.14.2.1 – ABAWD Status

2.14.3 Description of Changes

1. Update the ABAWD Status display to hyperlink the Name column. This hyperlink will lead to the ABAWD Work Requirement Detail page. For instances where no Work Requirement calculation was made, including historical EDBC's run prior to this SCR, the name will be static text with no hyperlink.
2. Update the ABAWD Status display to include an additional column to track the Source of the ABAWD Status record. This column will display either 'System', if determined by the EDBC, or 'User' if specified by a user-determined ABAWD Time Limit record. Update Page Mapping to include this new column. Historical EDBC's will have no Source, as functionality was not present prior to this change.
3. Remove previous logic which allowed the user to select the Work Requirement from the CF EDBC Summary page. See section 2.9 of SCR **CA-57971/CIV-7215 – ABAWD Phase II**.

2.14.4 Page Location

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

2.14.5 Security Updates

No changes

2.14.6 Page Mapping

Update Page Mapping for added fields.

2.14.7 Page Usage/Data Volume Impacts

The page usage/data volume will match the existing CF EDBC Summary page.

2.15 Eligibility – ABAWD Work Requirement Detail

2.15.1 Overview

Add a new ABAWD Requirement Person Summary page. This page provides details related to a person's ABAWD Status, including work registration exemptions and how their work requirement status was determined. This page is only viewable by clicking a hyperlink in the ABAWD Status section of the CF EDBC Summary page (see section 2.14.2).

This page shows how the Work Requirement result (i.e., 'Met' vs 'Not Met') was determined during the CF EDBC.

The layout of this page will mirror the ABAWD Requirement Person Summary page in section 2.3 with one exception: the first row of data will only include the Name rather than the View Month and Name.

2.15.2 ABAWD Work Requirement Detail Mockup

ABAWD Requirement Person Summary

Close

Name:
Smith, John 26M

Work Requirement Hours: 80	Total Work Requirement Hours: 41.5	Work Requirement Status: Not Met
Household Workfare Requirement Hours: 17	Total Household Workfare Hours: 22	Household Workfare Requirement Status: Met

Employment Hours

Total Monthly Hours:19

Name	Type	Monthly Hours
Employer #1	Self-Employment	8
Employer #2	Unsubsidized	11

Non-Limited Activity Hours

Total Monthly Hours:15

Name	Monthly Hours
Activity #1	10
Activity #2	5

Limited Activity Hours

Total Monthly Hours: 7.5	Allowable Monthly Hours: <u>7.5</u>	Actual Monthly Hours: 8
---------------------------------	--	--------------------------------

Name	Monthly Hours
Job Club	3
Job Search	5

Work Registration Exemptions

Type
No Data Found

Workfare Activities

Name	Actual Hours
Workfare #1	9
Workfare #2	13

Close

Figure 2.15.2.1 – ABAWD Requirement Person Summary

2.15.3 Description of Changes

1. See section 2.3, ABAWD Requirement Person Summary page. The page layout description for that page will mirror this page with one exception: the first row of data will only include the Name rather than the View Month and Name.

This page will show the results determined by EDBC when processing the benefit month. These results will not be made permanent unless the EDBC is authorized. Once the EDBC results are authorized, the ABAWD Requirement Person Summary page (under ABAWD Task section in the Left Navigation pane), will show the same results for a given benefit month.

2.15.4 Page Location

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

2.15.5 Security Updates

This page will have the same security as the existing CalFresh EDBC Summary page.

2.16 Eligibility – Calculate Whether Work Requirement Has Been Met

2.16.1 Overview

Add new logic to determine whether a non-exempt ABAWD who is not geographically waived has met the Work Requirement.

The system logic which determines whether the Work Requirement has been met can be triggered from two different parts of the system:

- CF EDBC
- Batch ABAWD Status Job

This section of the document describes how the system determines whether the Work Requirement has been met.

The Work Requirement can be met for a benefit month in two ways using either Work Requirement Hours or Workfare Hours. If the ABAWD is eligible for a Geographical Waiver, the system will not calculate whether the ABAWD has met the Work Requirement.

- a. Work Requirement Hours: An individual ABAWD person has been employed or involved in a qualifying work activity for at least 80

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hours during the benefit month. The 80 hours can be met by a) using only employment hours, b) using only work activity hours or c) using a combination of employment hours and work activity hours. The sources for work requirement hours can be the following:

- i. Employment
 - 1. Employment (paid employment, self-employment, and in-kind work) with qualifying hours
 - 2. Self-Employment with no qualifying hours
- ii. Work Activities
 - 1. CalFresh Employment and Training (CFET)
 - a. Work Activities counted hour for hour
 - b. Work Activities with limited hours
 - 2. Non-Scheduled (Non-CFET)
 - a. Workforce Innovation and Opportunity Act (WIOA) programs
 - b. Programs under section 236 of the Trade Act of 1974
 - c. Community Service or Volunteer Work
 - 3. GROW Activities
- b. Workfare Hours

Note: Workfare may not be available in every county.

Hours for Work Requirement and Workfare can come from four sources: Customer Activity page, Employment page, Non-Scheduled Activity page, and Income page.

2.16.2 Description of Changes

1. Add new logic to calculate whether an ABAWD has met the Work Requirement. This logic will supersede the previous logic for determining whether the work requirement was met described in the ABAWD Phase II SCR. See the following sections that have been superseded:
 - a. 2.9.3.2 (display dropdown in ABAWD Status for user to select 'Met' vs 'Not Met')
 - b. 2.9.3.3.2 (sets work requirement to 'Met' base on ABAWD Time Limit record)
 - c. 2.9.3.3.3, 2.9.3.3.4, 2.9.3.4.2 (sets work requirement to 'Not Met')
2. **Prioritize User Defined ABAWD Time Limit for Met/Not Met** – Add new logic to prioritize a manually entered (i.e., user entered) ABAWD Time Limit record of 'Met Work Requirement' (CT842_WW) and 'Did not meet work requirement' (CT842_NN) for the benefit month being processed over the system determination for the work requirement. CF EDBC Detail page will still display the system results of the work requirement in the ABAWD Status section. However, when determining whether an ABAWD remains eligible (assuming the

ABAWD has used all countable and consecutive months), the system will prioritize the user entered data. This impacts whether the 'Did Not Meet ABAWD Work Rules after Regaining Elig' Status Reason (CT73_AI) will be set.

User entered data will be a Time Limit record entered by a user as opposed to being updated by Batch via the ABAWD Time Limit Sync Job. Data entered through Batch is identified by checking that the Staff ID that entered the record has a Last Name of 'Batch', 'Data Change', or 'Conversion'.

When saving the ABAWD Status, include the source so it can be displayed in the EDBC ABAWD Status display:

- a. System – when the EDBC determined the work requirement
 - b. User – when the work requirement was set due to a user entered Time Limit record
3. **Define Minimum Wage** – Add new logic to define the Minimum Wage for Work Requirement and Workfare calculations. All references to 'Minimum Wage' unless stated otherwise will refer to the following definition. The 'Minimum Wage' will be the higher of the State Minimum Wage or the Local Minimum Wage. If the Local Minimum Wage has not been defined for the benefit month being processed, the State Minimum Wage will be used by default. The State Minimum Wage (CT335-MW) is defined in code table 335. The Local Minimum Wage is defined by the user using the new Local Minimum Wage page.
4. **Identify Source of Hours** – Add new logic to identify the source of Work Requirement and Workfare hours for each ABAWD. The sections below identify sources of hours, classify how they will be counted, and define where they display on the ABAWD Work Requirement Detail page.
- Hours for Work Requirement and Workfare can come from four sources: Customer Activity page, Non-Scheduled Activity page, Employment page, and Income page. These hours will be classified and then totaled separately for each ABAWD.
- a. **Customer Activity** – The customer activities displayed in the table below will be used to determine whether the Work Requirement was met. These activities will be displayed on the ABAWD Work Requirement Detail page. The table columns describe the following information:
 - i. **#:** This is the sequential row number and is used for referencing the columns during reviews.
 - ii. **Name – Page Display:** This defines the verbiage that will be used display the name of the customer activity on the ABAWD Work Requirement Detail page.
 - iii. **Page Category:** This defines the category of the ABAWD Work Requirement Detail page in which the activity will be listed. Some of the rules for counting hours is also based on this category. These rules will be defined later

in this section. The categories valid for customer activities are:

1. Non-Limited Activity Hours
 2. Limited Activity Hours
 3. Workfare Activities
- iv. The next three columns identify the criteria used to identify countable Customer Activities. Only the customer service activities listed are countable and only if they are associated with the program defined in the **Program Association** column.

Countable Customer Activities

#	Name - Page Display	Page Category	Customer Service Type	Service Type Code – CT56	Program Association
1	Job Club	Limited	Job Club	07	CFET
2	Job Search	Limited	Job Search	08	CFET
3	Education - Empl	Non-Limited	Education - Empl	15	CFET WPR
4	Job Skills Training - Empl	Non-Limited	Job Skills Training - Empl	32	CFET WPR
5	Satisfactory School Attendance (REM)	Non-Limited	Satisfactory School Attendance (REM)	50	CFET WPR
6	Voc/Ed Training	Non-Limited	Voc/Ed Training	69	CFET WPR
7	WEX	Non-Limited	WEX	72	CFET WPR
8	CFET Retention Services	Non-Limited	CFET Retention Services	FR	CFET
9	Self Initiated Workfare	Workfare	Self Initiated Workfare	SI	CFET
10	Workfare	Workfare	Workfare	WF	CFET
11	Job Readiness Training	Limited	Job Readiness Training	G04	GROW
12	Job Readiness Training for Youth	Limited	Job Readiness Training for Youth	G05	GROW
13	Pathways to Success	Limited	Pathways to Success	G06	GROW
14	Career Opportunities Resources & Employment	Limited	Career Opportunities Resources & Employment	G07	GROW
15	Education & Training	Non-Limited	Education & Training	G08	GROW
16	Security Officer Training	Non-Limited	Security Officer Training	G30	GROW
17	Office Occupations	Non-Limited	Office Occupations	G32	GROW
18	Computer Application Class	Non-Limited	Computer Application Class	G33	GROW

19	Short-Term Training	Non-Limited	Short-Term Training	ST	GROW
20	GED	Non-Limited	GED	G09	GROW
21	Literacy	Non-Limited	Literacy	G10	GROW
22	Self-Initiated Program	Non-Limited	Self-Initiated Program	SP	GROW
23	Post Employment Services	Non-Limited	Post Employment Services	G17	GROW

- b. **Non-Scheduled Activity** – The non-scheduled activities displayed in the table below will be used to determine whether the Work Requirement was met. These activities will be displayed on the ABAWD Work Requirement Detail page. The table columns describe the following information:
- #:** This is the sequential row number and is used for referencing the columns during reviews.
 - Name – Page Display:** This defines the verbiage that will be used display the name of the customer activity on the ABAWD Work Requirement Detail page.
 - Page Category:** This defines the category of the ABAWD Work Requirement Detail page in which the activity will be listed. Some of the rules for counting hours is also based on this category. These rules will be defined later in this section. The categories valid for non-scheduled activities are:
 - Non-Limited Activity Hours
 - Workfare Activities
 - The next three columns identify the criteria used to identify countable Non-Scheduled Activities. Only the activities listed are countable. Because all the Non-Scheduled Activities are new, no type code has been defined yet. Non-scheduled activities have no program association. Therefore, all rows are marked Not Applicable (N/A) in the **Program Association** column.

Countable Non-Scheduled Activities

#	Name - Page Display	Page Category	Service Type	Service Type Code	Program Association
1	WIOA	Non-Limited	WIOA (Non-CFET)	TBD	Not Applicable
2	Trade Act	Non-Limited	Trade Act (Non-CFET)	TBD	Not Applicable

3	Community Service/Volunteer Work	Non-Limited	Community Service/Volunteer Work (Non-CFET)	TBD	Not Applicable
4	Workfare	Workfare	Workfare (Non-CFET)	TBD	Not Applicable

- c. **Employment** – All employment types will be used to determine whether the Work Requirement was met and are listed in the table below which defines how these employments will be displayed on the ABAWD Work Requirement Detail page. The table columns describe the following information:
- #:** This is the sequential row number and is used for referencing the columns during reviews.
 - Name – Page Display:** This defines the verbiage that will be used display the name of the customer activity on the ABAWD Work Requirement Detail page.
 - Page Category:** This defines the category of the ABAWD Work Requirement Detail page in which the activity will be listed. Some of the rules for counting hours is also based on this category. These rules will be defined later in this section. The only category valid for employment records is 'Employment Hours'.
 - The next two columns identify the criteria used to identify countable Employments. Currently all employment types are countable.

Employment records of type Self-employment that are associated to either an income record of Self-Employment (CT186_27) or Rental Income – Manages Property at least 20 Hours/Week (CT186_53) may use the income record to calculate the number of countable hours if the countable hours for the employment record have been set to zero and the 'Use Self-Employment Calculation for ABAWD' checkbox has been selected. This determination is described in the sections below.

Countable Employments

#	Name - Page Display	Page Category	Service Type	Service Type Code (CT2359)
1	Grant-based on-the-job training (OJT)	Employment Hours	Grant-based on-the-job training (OJT)	GB
2	OJT - On the Job Training	Employment Hours	OJT - On the Job Training	OJ

3	Paid Work Experience - Private	Employment Hours	Paid Work Experience - Private	PW
4	Self-employment	Employment Hours	Self-employment	SE
5	Subsidized	Employment Hours	Subsidized	SU
6	Supported work or transitional employment	Employment Hours	Supported work or transitional employment	SW
7	Unsubsidized	Employment Hours	Unsubsidized	US
8	Work Study	Employment Hours	Work Study	WS

- d. **Income** – Earned income from the self-employment income types displayed in the table below will be used to determine whether the Work Requirement was met. These two sources of self-employment may be used to calculate countable hours when the following conditions are met:
- The income has a linked employment record.
 - The user has explicitly stated that the self-employment calculation may be used. This will be true if the countable hours for the employment record have been set to zero and the 'Use Self-Employment Calculation for ABAWD' checkbox has been selected.

When calculating the work requirement hours based on self-employment income, only the income amount for the benefit month being processed will be used. Therefore, if the income amount changes over time, the work requirement hours calculated will also potentially change.

If used, the hours calculated based on these incomes will be displayed on the ABAWD Work Requirement Detail page. The table columns describe the following information:

- #:** This is the sequential row number and is used for referencing the columns during reviews.
- Name – Page Display:** This defines the verbiage that will be used to display the name of the customer activity on the ABAWD Work Requirement Detail page.
- Page Category:** This defines the category of the ABAWD Work Requirement Detail page in which the activity will be listed. Some of the rules for counting hours is also based on this category. These rules will be defined later in this section. The only category valid for self-employment income records is 'Employment Hours'.
- The next two columns identify the criteria used to identify countable self-employment income.

Countable Income

#	Name - Page Display	Page Category	Income Type	Income Type Code (CT186)
1	Self-employment	Employment Hours	Self-Employment	27
2	Self-employment	Employment Hours	Rental Income – Manages Property at Least 20 Hours/Week	53

5. **Determine Monthly Countable Hours** - Add new logic to determine the number of countable actual hours for each ABAWD for the month that should be associated with an employment, customer activity, non-scheduled activity, or income for the benefit month being processed. The process for determining countable hours is described in the steps below.

Work Requirement hours are displayed and totaled at the individual ABAWD level. Workfare Activity hours are displayed at the individual level, but the Total Household Workfare Hours are based on all active ABAWDs in the CF program.

- a. **Countable Hours based on Benefit Month** – For each ABAWD, determine whether any countable hours have been defined for the benefit month based on the following criteria:
 - i. If the Status for the associated record is 'Closed' for the entire month, the countable hours for the benefit month will be zero. This will be true regardless of whether actual hours have been defined for the benefit month or not. Note: This only applies to employment and customer activity records. Non-scheduled activities do not track Status.
 - ii. If the Status for the associated record is not 'Closed' for the entire month (this includes when no Status has been defined or a Status other than 'Closed' was defined) and actual hours have been defined for the benefit month, the countable hours for the benefit month will be the Total Monthly Hours. The Total Monthly Hours could be zero or greater than zero.

If the record being tested is an Employment record with a type of 'Self-Employment' and the Total Monthly Hours are defined as zero, the system will additionally look at the 'Use Self-Employment Calculation for ABAWD' indicator.

 1. If the indicator is No, the benefit month will be treated as having zero actual hours.
 2. If the indicator is Yes, the benefit month will be treated as having actual hours as defined by the self-employment income calculation (see point 6

below, **Countable Hours Based on Self-Employment Income**).

- iii. If the Status for the associated record is not 'Closed' for the entire month and no actual hours have been defined for the benefit month, the countable hours will be undefined.

b. **Countable Hours based on Prior Month** - If the countable hours for the benefit month are undefined based on point a above, determine whether countable hours from a prior month can be carried forward to the benefit month being processed. The carry forward hours could be zero or greater than zero. Countable hours will be carried forward from the most recent month prior to the benefit month that meets all the criteria listed below. If no prior month meets the criteria, no countable hours can be carried forward and the countable hours for the benefit month remain undefined.

- i. The Time Limit Status for the prior month being evaluated is not 'Good Cause'.
- ii. The prior month being evaluated has countable hours which are not undefined based on the same criteria for defining Countable Hours in the Benefit Month.
- iii. The prior month is not before the earliest allowable month.

- 1. For a non-ICT application, the earliest allowable month will be a person's Beginning Date of Aid (BDA). Note: For a new application the user is required to recertify the hours being used by an ABAWD to meet the work requirement. For a mid-month BDA, hours for the entire month will be counted.

- 2. For an ICT application, the earliest allowable month will be two months prior to the person's Beginning Date of Aid (BDA). ICT applications are identified through an indicator rather than the application source.

Note: For an ICT application, the user may begin entering data associated with an ongoing recipient prior to actual BDA. For example, the participant may still have the same employment and associated work hours even though the participant has moved to a new county. For convenience the user can enter these existing hours up to two months prior to the BDA.

- c. If the countable hours for the benefit month remain undefined based on the points above, zero countable hours will be used for the associated record for the benefit month

6. **Determine Countable Hours based on Self-Employment Income** - Add new logic to calculate the number of hours coming from self-

employment income. As defined in the sections above, employment hours from self-employment will be based on actual hours worked unless the user has explicitly indicated that the self-employment calculation should be used, in which case, the hours will be calculated based on the formulas below.

a. Calculated Self-Employment Hours

- i. $\text{Hours} = \text{Adjusted Self-Employment Income Amount} / \text{Minimum Wage}$

1. These hours will be rounded to the nearest tenth of an hour (e.g., 4.35 will be rounded to 4.4).

- ii. $\text{Adjusted Self-Employment Income Amount} = \text{Gross Self-Employment Income} - \text{Expenses}$

1. This definition will follow the same rules as existing CF rules for determining monthly earned income from self-employment income sources. This includes:

- Rules for determining monthly income based on income frequency
- Rules for determining whether expenses will be based on either standard deduction or actual expenses.
- Rules that allocate actual expenses between multiple incomes when there is more than one SE income or more than one rental income for a single individual. See the related assumption in section 1.4

2. The self-employment calculation for countable hours will not use Change Reason logic for determining whether income can be used based on an Apply Date. All income valid for a benefit month will be used in the calculation.

- b. Add new logic to define the hover string on the ABAWD Requirement Person Summary page used to display how the countable hours were calculated for self-employment income. The format will be $(\$[\text{Monthly SE Income 1}] - \$[\text{Expense}]([\text{Expense Type}]) + \$[\text{Monthly SE Income 2}] - \$[\text{Expenses}]([\text{Expense Type}])) / \$[\text{Minimum Wage}]([\text{Minimum Wage Type}]) = [\text{Result}]$. The Expense Type will be either 'Standard Deduction' or 'Actual Expense'.

The Minimum Wage Type will be either 'Local Minimum Wage' or 'State Minimum Wage'.

i. Examples:

- $(\$300 - \$120 (\text{Standard Deduction})) / \$15 (\text{Local Minimum Wage}) = 12$
- $((\$300 - \$120 (\text{Standard Deduction})) + (\$600 - \$240 (\text{Standard Deduction}))) / \$15 (\text{State Minimum Wage}) = 36$

7. **Determine Total Monthly Employment Hours** – Add new logic to calculate the 'Total Monthly Hours' in the 'Monthly Employment Hours' section by totaling all countable hours for the month defined as 'Employment Hours'.
8. **Determine Total Monthly Non-Limited Activity Hours** – Add new logic to calculate the 'Total Monthly Hours' in the 'Non-Limited Activity Hours' section by totaling all countable hours for the month defined as 'Non-Limited Hours'.
9. **Determine Total Monthly Limited Activity Hours** – Add new logic to determine the maximum number of hours allowed for any countable hours defined as 'Limited Activity Hours'. The 'Limited Activity Hours' section of the ABAWD Work Requirement Detail page defines the following three types of hours:
 - a. **Total Monthly Hours:** The 'Total Monthly Hours' is the lesser of the 'Allowable Monthly Hours' and the 'Actual Monthly Hours'.
 - b. **Allowable Monthly Hours:** The 'Allowable Monthly Hours' is calculated by taking the 'Total Monthly Hours' from the 'Non-Limited Activity Hours' section and dividing that amount by two. These hours will be rounded to the nearest tenth of an hour (e.g., $15.9/2 = 7.95$ which rounds to 8.0).
Add new logic to define the hover string on the ABAWD Requirement Person Summary page used to display how the hours were calculated for the 'Allowable Monthly Hours'. The format will be [Total Monthly Non-Limited Activity Hours] (Total Monthly Non-Limited Activity Hours / 2 = [Result])
 - i. Examples:
 1. $\$15 \text{ (Total Monthly Non-Limited Activity Hours) } / 2 = 7.5$
 - c. **Actual Monthly Hours:** Total all countable hours for limited activities.
10. **Determine Total Hours Completed** – Add new logic to calculate 'Total Hours Completed' by totaling the 'Total Monthly Hours' from the following sections:
 - a. Employment Hours
 - b. Self-Employment Hours
 - c. Non-Limited Activity Hours
 - d. Limited Activity Hours
11. **Determine whether Work Requirement has been Met Based on Work Requirement Hours** – Add new logic to determine whether the Work Requirement has been met based on the Total Hours Completed. This will be true if the 'Total Hours Completed' equals or exceeds the 'Work Requirement Hours'. The 'Work Requirement Hours' defines the minimum number of monthly hours needed and is currently set at 80 hours by the State and needs to be added to the code tables.
12. **Determine Household Workfare Requirement Hours** –
 - a. Add new logic to determine the 'Household Workfare Requirement Hours'. This value is determined by dividing the EDBC calculated CF Final Allotment amount by the Minimum

Wage (as defined above). This result will be rounded down to the nearest hour (see page 25 of ACL 19-93).

If a user has overridden the allotment, the system will still use the system determined Final Allotment to calculate the 'Household Workfare Requirement Hours'. If the overridden allotment would have altered the results of whether the Work Requirement was or was not met, the user may also need to override the Time Limit page.

Note: If this logic is processed by the Batch ABAWD Determination job, a new CF EDBC is processed but is not saved/authorized. The new batch CF EDBC grant benefit amount used by the 'Household Workfare Requirement Hours' calculation may not match the last authorized EDBC allotment amount for the benefit month. These CF allotment amounts will remain out of sync until the CF EDBC is reprocessed for the benefit month.

- b. Add new logic to define the hover string on the ABAWD Requirement Person Summary page used to display how the 'Household Workfare Requirement Hours' were calculated. The format will be $([CF \text{ Final Allotment}] / [Minimum Wage] ([Minimum Wage \text{ Type}])) = [Result]$
The Minimum Wage Type will be either 'Local Minimum Wage' or 'State Minimum Wage'.

- i. Examples:

- 1. $\$255 / \$15 \text{ (Local Minimum Wage)} = 17$

- 13. **Determine Total Household Workfare Hours** – Add new logic to determine the 'Total Household Workfare Hours'. This value will be calculated by adding all countable hours labeled as workfare that are associated with an active Member in the CF program who is an ABAWD.

The 'Actual Hours' listed in the 'Workfare Activities' section of the ABAWD Work Requirement Detail page are specific to a single ABAWD. However, the 'Total Household Workfare Hours' may be for a single ABAWD or for multiple ABAWDs in the CF program. If there are multiple ABAWDs, the 'Actual Hours' listed in the 'Workfare Activities' section may not equal the 'Total Household Workfare Hours'.

- 14. **Determine whether Household Workfare Requirement Hours has been Met Based on Workfare Hours** – Add new logic to determine whether the Work Requirement has been met based on the Total Household Workfare Hours. This will be true if the 'Total Household Workfare Hours' equals or exceeds the 'Household Workfare Requirement Hours'.

- 15. **Determine whether Work Requirement has been Met** – Add new logic to determine whether the Work Requirement has been met for CF. The Work Requirement will be considered met if either the 'Work Requirement Status' is Met or the 'Household Workfare Requirement Status' is Met. as described below:

16. Add new logic to write out ABAWD Work Requirement results. These results will be permanently saved as part of the EDBC and as part of the ABAWD Work Requirement Summary page.
 - a. Effective dating logic will need to create a new record even if the Work Requirement result (i.e., Met vs. Not Met) has not changed. This is to ensure that the results of the ABAWD Work Requirement details are saved off.

2.16.3 Programs Impacted

CF

2.16.4 Performance Impacts

New logic which should have no discernible impact on performance.

2.17 Eligibility – Update Work Registration Exemption Logic

2.17.1 Overview

Update the Work Registration exemption logic to prevent more than one person from being identified as exempt for 'Cares for Dependent Child Under 6'.

Existing logic will allow anyone who has care and control of a qualifying child to receive this exemption.

2.17.2 Description of Changes

1. Update the Work Registration exemption logic which allows a person with care and control of a child under 6 to receive an exemption of 'Cares for Dependent Child Under 6' as follows:
 - a. New system logic will differentiate between a record generated manually by a worker versus a record generated after an EDBC has been authorized.
 - b. If the user has manually defined a CF Work Registration exemption of 'Cares for Dependent Child Under 6' that is valid for the benefit month, the system will not automatically determine the exemption. The user created exemption will take priority.
 - c. If there is no manually defined CF Work Registration exemption of 'Cares for Dependent Child Under 6' that is valid for the benefit month, the system will only automatically generate an exemption of 'Cares for Dependent Child Under 6' if there is only one person who meets the existing requirements. If

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multiple people meet the existing qualifications, the system will not generate any exemption. Instead, it will be the user's responsibility to manually assign the exemption, thus, making it explicit which person should receive the 'Cares for Dependent Child Under 6' exemption.

2.17.3 Programs Impacted

CF

2.17.4 Performance Impacts

New logic which should have no discernible impact on performance.

2.18 Eligibility – Update ABAWD Status Logic

2.18.1 Overview

Update the ABAWD Status logic to include the following changes:

- a. Treat a person receiving TCF as a Non ABAWD with a reason of 'TCF'.
- b. Treat a person manually identified by the user as 'Applied for Disability Benefits' as an Exempt ABAWD with a reason of 'Applied for Disability Benefits'.
- c. Treat a person manually identified by the user as 'Participating in an ORR Training Program at Least Half Time' as an Exempt ABAWD with a reason of 'Participating in an ORR Training Program at Least Half Time'.

The table below shows how this new logic will be prioritized when determining a person's ABAWD Status/Status Reason. The rows in bold indicate new logic.

Priority	ABAWD Status	ABAWD Status Reason
1	Non ABAWD	Non-Aided
2	Non ABAWD	TCF
3	Exempt ABAWD	Work Registration Exemption
4	Exempt ABAWD	Under Age 18
5	Exempt ABAWD	Adult 50 or Older
6	Exempt ABAWD	Child Under 18 in the household
7	Exempt ABAWD	Pregnancy
8	Exempt ABAWD	Obviously Unfit for Employment
9	Exempt ABAWD	Applied for Disability Benefits
10	Exempt ABAWD	Participating in an ORR Training Program at Least Half Time
11	ABAWD	Partial Benefit Month

Prioritization of ABAWD Status Logic

2.18.2 Description of Changes

1. Add a new rule to the ABAWD Status logic to give a person an ABAWD Status of 'Non-ABAWD' and an ABAWD Status Reason of 'TCF' when the person meets the following criteria:

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- a. The person has a 'Member' role in a TCF program.
 - b. The person has a status of 'Pending', 'Active', or 'Ineligible' during the EDBC determination.
- 2. Add new rule to the ABAWD Status logic to logic to give a person an ABAWD Status of 'Exempt ABAWD' (CT2622_EA) and an ABAWD Status Reason of 'Applied for Disability Benefits' (new code for code table 2623) when the person meets the following criteria:
 - a. The person has a 'Member' role in a CF program.
 - b. The person has a status of 'Pending', 'Active', or 'Ineligible' during the EDBC determination.
 - c. The person has a record of 'Applied for Disability Benefits' from the new ABAWD exemption data collection page that is valid for the benefit month being processed.
- 3. Add new rule to the ABAWD Status logic to logic to give a person an ABAWD Status of 'Exempt ABAWD' (CT2622_EA) and an ABAWD Status Reason of 'Participating in an ORR Training Program at Least Half Time' (new code for code table 2623) when the person meets the following criteria:
 - a. The person has a 'Member' role in a CF program.
 - b. The person has a status of 'Pending', 'Active', or 'Ineligible' during the EDBC determination.
 - c. The person has a record of 'Participating in an ORR Training Program at Least Half Time' from the new ABAWD exemption data collection page that is valid for the benefit month being processed.

Note: The above three rules will be prioritized with existing ABAWD Status logic based on the table shown in the overview section above.

2.18.3 Programs Impacted

CF

2.18.4 Performance Impacts

New logic which should have no discernible impact on performance.

2.19 Batch – New Materialized Views and Super Trigger jobs

2.19.1 Overview

The purpose of the Super Trigger jobs is to identify data changes in the data collection tables, which is used to trigger downstream automation. The ABAWD Determination Sweep job detects potentially meaningful data collection updates for ABAWD determination and triggers cases through the Batch ABAWD Determination process.

This section outlines the updates to the Super Trigger process and subsequent data collection changes required to identify cases for the ABAWD Determination reevaluation.

2.19.2 Description of Change

1. Create new materialized views for the following tables:
 - a. EMP_MONTH_ACTUAL (Total Actual hours of the month for the employment)
 - b. CUST_ACTIV_ATTEND (Actual hours the customer attended the activity)
 - c. EXPN_SELF_DEDUCT (Expense Self Deduction – Deduction Type)
 - d. EXPN_AMT_DETL (Expense Amount Detail – Amount)
 - e. EXPN_CONTRIB_PERS (Expense Contributor – Contributor to an Expense)
 - f. Non-Scheduled Activity Hours Detail* (Monthly Total of Non-Scheduled Activity hours)
 - g. Local Minimum Wage* (Local Minimum Wage Amount)
 - h. Manual ABAWD Exemption* (Type of Manual ABAWD Exemption)

Note: (*) indicates new database tables.

2. Create new Super Trigger jobs to detect the data changes based on the new materialized views above.

2.19.3 Execution Frequency

The new Super Trigger jobs will run daily during CalSAWS business days (Monday – Saturday) excluding Sundays and holidays.

2.19.4 Key Scheduling Dependencies

Successor: Batch ABAWD Determination Sweep job

2.19.5 Counties Impacted

All CalSAWS counties

2.19.6 Data Volume/Performance

N/A

2.19.7 Failure Procedure/Operational Instructions

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

2.20 Batch – Update ABAWD Determination Sweep

2.20.1 Overview

The Batch ABAWD Determination Sweep job (PB00T200) identifies all CalFresh cases that should be reevaluated for ABAWD due to data changes that may result in a change to the recipient's current ABAWD status.

This section outlines the modifications necessary to update the ABAWD Determination sweep logic.

2.20.2 Description of Change

1. Update the Batch ABAWD Determination Sweep job to insert a record into the SYS_TRANSACT table for all CalFresh cases in which there is a new or updated data record for one of the following data elements and that is effective during any point within the current 36-month ABAWD calendar, since the last successful run of this job:
 - a. The addition or update to the Actual Monthly Hours from the following data sources. These monthly hours should trigger only the benefit month in which a monthly hour change occurred.
 - i. Employment Hours for all Employment Types
 - ii. Customer Activity associated to a **WPR**, CFET or GROW program (See table in Section 2.16.2, 'Countable Customer Activities')
 - iii. Non-Scheduled (Non-CFET) Activities (See table in Section 2.16.2, 'Countable Non-Scheduled Activities')
 - b. The addition or update to the Income Amount associated to the following Income Category:
 - i. Self-Employment
 - ii. Rental – Manages Property At Least 20 Hours/Week

Any benefit month that falls within the income amount begin and end date (up to the come-up month) should be triggered.

Note: Income of type Rental – Manages Property Less Than 20 Hours/Week (CT186) has not been included as a trigger since it is not considered earned income.

- c. The addition or update to the following data elements for an Expense Category of Self-Employment:
 - i. The Deduction Type (CT2524) for a Self-Employment Deduction Type record for a CalFresh program. Any benefit month that falls within the begin and end date (up to the come-up month) should be triggered.
 - ii. The Amount for a Self-Employment Amount Detail record. Any benefit month that falls within the begin and end date (up to the come-up month) should be triggered.
 - iii. The Contributors for an Expense Contributor Detail record. Any benefit month that falls within the begin and end date (up to the come-up month) should be triggered.
- d. The addition or update to the Local Minimum Wage Amount. Any benefit month that falls within the begin and end date (up to the come-up month) should be triggered.
- e. The addition or update of an ABAWD Time Limit Month with a Status of 'Good Cause' (CT842). This change will trigger the benefit month **following** the month of the 'Good Cause' change and all the benefit months thereafter (up to the come-up month) for months for which the CalFresh program is Active or Ineligible.
- f. The addition or update to a Manual ABAWD exemption Type. Any benefit month that falls within the begin and end date (up to the come-up month) should be triggered.

- 2. The above Person-level data changes (points a, **through f**, ~~b, and c~~) will trigger the ABAWD Status batch job for a Case if the data is associated to a person who has a Status of **Pending**, Active, or Ineligible in the CalFresh program. This will be regardless of the person's ABAWD Status (i.e., exempt ABAWD vs ABAWD) since a person's ABAWD Status could change during the ABAWD determination.

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2.20.3 Execution Frequency

No change. The ABAWD Batch Sweep runs daily during business days (Monday – Saturday) excluding Sundays and holidays.

2.20.4 Key Scheduling Dependencies

N/A

2.20.5 Counties Impacted

All CalSAWS counties

2.20.6 Data Volume/Performance

N/A

2.20.7 Failure Procedure/Operational Instructions

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

2.21 Batch - Update ABAWD Time Limit Sync Job

2.21.1 Overview

The ABAWD Time Limit Sync job (CalSAWS: PB00E307) runs daily to align individual ABAWD time limit months with the latest ABAWD Status determination data from the ABAWD_STAT table. The Sync job maintains individual month statuses to reflect updates made to any individual's ABAWD status throughout the current 36-month ABAWD calendar.

Additionally, the Sync job identifies any CalFresh recipients for which an ABAWD Time Clock does not already exist, but the person has been determined to be a non-exempt ABAWD via EDBC. For this population, the Sync job will establish the ABAWD Time Clock appropriately.

The Sync job maintains Time Limit Month records up to and including the current system month.

2.21.2 Description of Change

1. Create CTCR to add new Time Limit Status Reasons (CT863) for the following elements:
 - a. Participating in an ORR Training Program at Least Half Time
 - b. **Applied for Disability Benefits**
2. Create a CTCR to add new Time Limit Status Code (CT842) for 'Transitional CalFresh' with a MEDS ABAWD Code mapping of 'E' - Exempted.
3. Modify the ABAWD Time limit Status Sync batch job to determine the appropriate time limit month status for each month within the current 36-month period through the come-up month. Any Time Limit Status not mentioned will retain their current functionality. The Sync job will read from the ABAWD_STAT table and retrieve the appropriate record for each time limit month being evaluated. The job will determine the

appropriate status and status reason (if applicable) using the following rules:

- a. Set the Time Limit Month Status to 'Transitional CalFresh' and Status Reason to 'blank' when the following are true:
 - i. The tracked ABAWD's applicable ABAWD Status entry for the month being evaluated has a Status of 'NA' (Non-ABAWD) with a Status Reason of 'TCF' (Transitional CalFresh).
- b. Set the Time Limit Month Status to 'EE' (Exempted) and Status Reason to 'Participating in an ORR Training Program at Least Half Time' when the following are true:
 - i. The tracked ABAWD's applicable ABAWD Status entry for the month being evaluated has a Status of 'EA' (Exempted ABAWD) with a Status Reason of 'Participating in an ORR Training Program at Least Half Time'.
- c. Set the Time Limit Month Status to 'EE' (Exempted) and Status Reason to 'Applied for Disability Benefits' when the following are true:
 - i. The tracked ABAWD's applicable ABAWD Status entry for the month being evaluated has a Status of 'EA' (Exempted ABAWD) with a Status Reason of 'UNE' (Unfit for Employment Obviously Unfit for Employment).
- d. Modify the logic for 'WW' (Met work requirement) and 'NN' (Did not meet work requirement) status determination to no longer carry forward the previous month's status.
 - i. Set the Time Limit month status to 'WW' (Met work requirement) and the status reason to Blank when the following conditions are true:
 1. The tracked ABAWD's applicable ABAWD_STAT entry for the month being evaluated has a status of 'AB' (ABAWD).
 2. The tracked ABAWD's case associated to the ABAWD_STAT record for the month DOES NOT belong to a waived County.
 3. The ABAWD status record applicable for the month has a 'Met' value for the work requirement indicator AND the previous month is NOT the first or second month of the 3-consecutive month period.
 - ii. Set the Time Limit month status to 'NN' (Did not meet work requirement) and the status reason to Blank when the following conditions are true:
 1. The tracked ABAWD's applicable ABAWD_STAT entry for the month being evaluated has a status of 'AB' (ABAWD).
 2. The tracked ABAWD's case associated to the ABAWD_STAT record for the month DOES NOT belong to a waived County.

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3. The ABAWD status record applicable for the month has a 'Not Met' value for the work requirement indicator AND the previous month is NOT the first or second month of the 3-consecutive month period.

2.21.3 Execution Frequency

No change.

2.21.4 Key Scheduling Dependencies

N/A

2.21.5 Counties Impacted

All CalSAWS counties

2.21.6 Data Volume/Performance

N/A

2.21.7 Failure Procedure/Operational Instructions

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

2.22 Update ABAWD Time Limit Discretionary Exemption Status

2.22.1 Overview

A user can add or update an ABAWD time limit record and set a status of '15% ABAWD Exemption'. Effective FFY 2020, the Agriculture Improvement Act of 2018 reduces the number of percentage exemptions from 15 percent of covered individuals to 12 percent of covered individuals.

2.22.2 Description of Change

1. Update the ABAWD Time Limit Status from '15% ABAWD Exemption' to 'Discretionary Exemption'. All historical Time Limit records will reflect this naming change.

2.23 [Automated Regression Test]

2.23.1 Overview

[Provide an overview of the automated regression test that needs to be updated.]

2.23.2 Description of Change

2. [Provide a detailed description of what needs to be updated in the automated regression test.]

a. Sub point (if needed)

i. additional sub point (if needed)

1. Additional sub point (if needed)

3. Next Change (if needed)

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 logic will automate the work registration determination for ABAWDs.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-214896

DDID 1629

Task Management

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/14/2020	1.0	Initial Revision	Justin Dobbs
04/01/2021	1.1	Content Revision #1 <ul style="list-style-type: none"> Updated Automated Action #1 Updated recommendation #15 Updated Automated Action 2.1.3.9.a.iii Included recommendation #16 to update Program attribute of an Automated Action 	Mayuri Srinivas

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1 OVERVIEW

This design outlines modifications to a population of existing CalSAWS automated tasks to function per the Automated Action framework introduced with CA-214928 (DDID 34 – Unified Task Management).

1.1 Current Design

The CalSAWS System includes functionality to create tasks in an automated fashion via the nightly batch processes or by specific worker actions. SCR CA-214928 for DDID 34 includes recommendations to introduce Automated Action functionality as part of the Unified Task Management solution. This framework allows a level of configuration for automated tasks that can be maintained by the counties.

1.2 Requests

Update a population of automated CalSAWS tasks to function within the Automated Action framework.

1.3 Overview of Recommendations

Update a population of automated CalSAWS tasks to function within the Automated Action framework.

1.4 Assumptions

1. SCRs CA-214927 and CA-214928 related to DDID 34 have set up the underlying data model and front-end Automated Action pages to support Automated Action processing.
2. The Clearance YBN Task will be re-evaluated for the Automated Action framework with the implementation of the statewide portal.
3. Not all batch processes require modifications to be configured to run for 58 counties. The Automated Actions defined in this document that do not have a recommendation to modify the batch process to be 58 county friendly will function for 58 counties natively, they are Los Angeles specific, or DDID 1787 has already accounted for the migration of C-IV System specific batch processes into the CalSAWS System.

2 RECOMMENDATIONS

This section will outline recommendations to adjust a population of CalSAWS automated tasks to function within the Automated Action framework.

2.1 Update CalSAWS Automated Tasks Per Automated Action Framework

2.1.1 Overview

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

This section outlines the modifications required to support a population of CalSAWS automated tasks in the Automated Action framework.

2.1.2 Automated Action Detail – Reference Example

The screenshot displays the 'Automated Action Detail' form. It features a title bar with 'Automated Action Detail' and two buttons: 'Edit' and 'Close'. The form is divided into two main sections: 'Action Information' and 'Task Information'. The 'Action Information' section includes fields for Name, Type, Status, Program(s), Run Date, and Source. The 'Task Information' section includes fields for Task Type, Task Sub-Type, Due Date, Default Due Date, Initial Assignment, and Default Assignment. A 'Long Description' field is also present at the bottom of the Task Information section. The form is styled with a blue header and footer, and a light gray background for the main content area.

Automated Action Detail		
Action Information		
Name: 180 Day EC Good Cause set to expire	Type: Create Task	Status: * Inactive
Program(s): FC	Run Date: Daily(Mon-Sat)	Source: Batch
Scenario: Emergency Caregiver Good Cause date set to expire		
Task Information		
Task Type: * Absent Parent	Task Sub-Type: Absent Parent I	
Due Date: Default Due Date	Default Due Date: 30 day	
Initial Assignment: Default Assignment	Default Assignment: Current Program Worker	
Long Description: 180-Day Emergency Caregiver Good Cause end date set to expire {Calculated Good Cause End Date}. The Good Cause End Date was calculated to be 180 Days from the License Begin Date {License Begin Date}. Please review eligibility.		

Figure 2.1.1 – Automated Action Detail

2.1.3 Description of Changes

Update the following CalSAWS automated tasks to define the required Automated Action attributes in order to function with the Automated Action Framework. (Please reference the Automated Action Detail page in Figure 2.1.1 for display of the attributes.)

Technical: Unless specifically stated otherwise, the below Automated Actions will be available and Active for LA county as the automated Tasks currently exist within the CalSAWS System. For the C-IV and CalWIN counties, the Status will initially be Inactive with a blank Task Type and Task Sub-Type. This is because each county can set a custom Task Type for each Automated Action. If a C-IV or a CalWIN county decides to Activate one of these Automated Actions, the page validation will require that the county also select a Task Type to be used. The subset of Automated Actions defined below that currently exist in the C-IV System will have a status of Inactive and a blank Task-Type and Sub-Type. The conversion processes that will bring the C-IV counties to the CalSAWS System will bring over the county specific configurations for these Automated Actions that exist in the C-IV System at the time of cutover.

Attribute values such as "Program(s)" and "Run Date" are based on the existing logic of the automated Task in the CalSAWS System. The current processing was evaluated to determine which programs the Task is applicable to, how the due date is calculated and when the automated Task creation runs.

1. AAP Program: Placement Removal Date Received

This Automated Action is specific to Los Angeles, it will only be configured and available for Los Angeles county.

a. Action Information

- i. Name: AAP Program: Placement Removal Date Received
- ii. Type: Create Task
- iii. Status: Active
- iv. Program(s): **AA**
- v. Run Date: Daily(Mon-Fri)
- vi. Source: Batch
- vii. Scenario: An Adoption Assistance Program Placement Removal Date has been received. Review and take appropriate action.

b. Task Information

- i. Task Type: Received DCFS AAP record for case modification for Placement Removal Date.
- ii. Task Sub-Type: N/A

- iii. Due Date: Default Due Date
- iv. Default Due Date: 10 days
- v. Initial Assignment: Default Assignment
- vi. Default Assignment: Current Program Worker
- vii. Long Description: Adoption case information has been received for modification of PLACEMENT REMOVAL DATE as {PLACEMENT_REMOVAL_DATE}.

2. e-ICT Request: Received

This Automated Action is specific to Los Angeles, it will only be configured and available for Los Angeles county.

a. Action Information

- i. Name: e-ICT Request: Received
- ii. Type: Create Task
- iii. Status: Active
- iv. Program(s): All Programs
- v. Run Date: Daily(Mon-Sat)
- vi. Source: Batch
- vii. Scenario: An e-ICT request has been received for a Case. Please review and take appropriate action.

b. Task Information

- i. Task Type: E-ICT Request Record Received
- ii. Task Sub-Type: N/A
- iii. Due Date: Default Due Date
- iv. Default Due Date: 10 days
- v. Initial Assignment: Default Assignment
- vi. Default Assignment: Current Program Worker
- vii. Long Description: An e-ICT Request record was received from {county Name} County on {fileDate} for case {caseNumber} . Please update new address and transfer case.

3. e-ICT Disposition: Received

This Automated Action is specific to Los Angeles, it will only be configured and available for Los Angeles county.

a. Action Information

- i. Name: e-ICT Disposition: Received
- ii. Type: Create Task
- iii. Status: Active
- iv. Program(s): All Programs
- v. Run Date: Daily(Mon-Sat)
- vi. Source: Batch

- vii. Scenario: An e-ICT disposition has been received for a Case. Please review and take appropriate action.

b. Task Information

- i. Task Type: E-ICT Disposition record received
- ii. Task Sub-Type: N/A
- iii. Due Date: Default Due Date
- iv. Default Due Date: 10 days
- v. Initial Assignment: Default Assignment
- vi. Default Assignment: Current Program Worker
- vii. Long Description: An e-ICT Disposition record was received from {county Name} County on {fileDate} for case {caseNumber} . Please review disposition record and take appropriate action on the case.

4. e-ICT Disposition: Not Received

This Automated Action is specific to Los Angeles, it will only be configured and available for Los Angeles county.

a. Action Information

- i. Name: e-ICT Disposition: Not Received
- ii. Type: Create Task
- iii. Status: Active
- iv. Program(s): All Programs
- v. Run Date: Daily(Mon-Sat)
- vi. Source: Batch
- vii. Scenario: An e-ICT disposition has not been received from the sending county and it has been 20 days since the e-ICT was initiated. Please review and take appropriate action.

b. Task Information

- i. Task Type: Pending eICT Disposition
- ii. Task Sub-Type: N/A
- iii. Due Date: Default Due Date
- iv. Default Due Date: 10 days
- v. Initial Assignment: Default Assignment
- vi. Default Assignment: Current Program Worker
- vii. Long Description: A Disposition record has not been received from {countyName} County after 20 days from the ICT initiated date {fileDate}. Please review and take appropriate action.

5. e-ICT Cancellation: Received

This Automated Action is specific to Los Angeles, it will only be configured and available for Los Angeles county.

a. Action Information

- i. Name: e-ICT Cancellation: Received
- ii. Type: Create Task

- iii. Status: Active
 - iv. Program(s): All Programs
 - v. Run Date: Daily(Mon-Sat)
 - vi. Source: Batch
 - vii. Scenario: An e-ICT cancellation record was received from the sending county.
 - b. Task Information
 - i. Task Type: E-ICT Cancellation record Received
 - ii. Task Sub-Type: N/A
 - iii. Due Date: Default Due Date
 - iv. Default Due Date: 10 days
 - v. Initial Assignment: Default Assignment
 - vi. Default Assignment: Current Program Worker
 - vii. Long Description: An e-ICT Cancellation record was received from {county Name} County on {fileDate} for case {caseNumber} . Please cancel the case.
6. e-ICT: Document Request Received
- This Automated Action is specific to Los Angeles, it will only be configured and available for Los Angeles county.
- a. Action Information
 - i. Name: e-ICT: Document Request Received
 - ii. Type: Create Task
 - iii. Status: Active
 - iv. Program(s): CW, MC, CF, RC
 - v. Run Date: Daily(Mon-Sat)
 - vi. Source: Batch
 - vii. Scenario: An ICT document request has been received.
 - b. Task Information
 - i. Task Type: ICT Document Request Received
 - ii. Task Sub-Type: N/A
 - iii. Due Date: Default Due Date
 - iv. Default Due Date: 10 days
 - v. Initial Assignment: Default Assignment
 - vi. Default Assignment: Current Program Worker
 - vii. Long Description: A new Image Document Request with document type(s) {Document Type List} was received for e-ICT {eICT ID}.
7. ICT Document(s) Not Found
- a. Action Information
 - i. Name: ICT Document(s) Not Found
 - ii. Type: Create Task
 - iii. Status: Active

- iv. Program(s): CW, MC, CF, RC
- v. Run Date: Daily(Mon-Sat)
- vi. Source: Batch
- vii. Scenario: ICT document(s) could not be sent to the receiving county. Take appropriate action.

b. Task Information

- i. Task Type: ICT Documents(s) Not Found
- ii. Task Sub-Type: N/A
- iii. Due Date: Default Due Date
- iv. Default Due Date: 1 day
- v. Initial Assignment: Default Assignment
- vi. Default Assignment: Current Program Worker
- vii. Long Description: Image or Document with document type(s) {Document Types List} could not be sent to receiving county for e-ICT {eICT ID}. Documents were not found in the imaging system for these document type(s).

8. Batch EDBC SSI/SSP Reversal Skip

a. Action Information

- i. Name: Batch EDBC SSI/SSP Reversal Skip
- ii. Type: Create Task
- iii. Status: Active
- iv. Program(s): CF
- v. Run Date: Daily(Mon-Sat)
- vi. Source: Batch
- vii. Scenario: Batch EDBC has skipped due to reversing an SSI/SSP recipient and the Batch EDBC is running for CalFresh when a SAR 7 is received with no changes.

b. Task Information

- i. Task Type: Batch EDBC Skipped No Touch SAR 7 - SSI Reversal
- ii. Task Sub-Type: N/A
- iii. Due Date: Default Due Date
- iv. Default Due Date: 3 days
- v. Initial Assignment: Default Assignment
- vi. Default Assignment: Current Program Worker
- vii. Long Description: Review data and run EDBC for {Benefit Month}. Batch Eligibility did not process this because CalFresh EDBC attempted to reverse an excluded SSI/SSP recipient.

9. Clearance/Intake Tasks

Clearance and Intake Tasks are tied to additional processing in the CalSAWS System outside of simply Task generation. For example, if an application is received, CalSAWS processing will create a Clearance

Task associated to the application. When a worker takes action to work this Task and create a Case/Program, the system will automatically close the Clearance Task and create an Intake Task assigned to the program worker. This process is orchestrated with very specific logic within the CalSAWS System. As a result, Clearance and Intake Tasks will be moved into the Automated Action framework as described in this section. The Task Types for each automated action will be configured for each of the 58 counties.

a. Automated Actions

i. Clearance

1. Action Information

- a. Name: Clearance
- b. Type: Create Task
- c. Status: Active
- d. Program(s): All Programs
- e. Run Date: Real Time
- f. Source: Online
- g. Scenario: A new application has been received.
Please review and take appropriate action.

2. Task Information

- a. Task Type: Clearance
- b. Task Sub-Type: N/A
- c. Due Date: Default Due Date
- d. Default Due Date: 1 day
- e. Initial Assignment: Default Assignment
- f. Default Assignment: Office Distribution
- g. Long Description: Clearance

ii. Clearance: ICT

1. Action Information

- a. Name: Clearance: ICT
- b. Type: Create Task
- c. Status: Active
- d. Program(s): All Programs
- e. Run Date: Daily(Mon-Sat)
- f. Source: Batch
- g. Scenario: An e-ICT request has been received for the clearance process. Please review and take appropriate action.

2. Task Information

- a. Task Type: Clearance ICT
- b. Task Sub-Type: N/A

- c. Due Date: Default Due Date
 - d. Default Due Date: 1 day
 - e. Initial Assignment: Default Assignment
 - f. Default Assignment: ICT Bank
 - g. Long Description: Clearance ICT
 - 3. The current assignment logic for this automated Task selects a Bank that is associated to the recipient's closest office and the Bank can receive Tasks of Category "e-ICT". The Default Assignment value of "ICT Bank" replicates this same assignment processing.
- iii. Clearance: e-Application
- 1. Action Information
 - a. Name: Clearance: e-Application
 - b. Type: Create Task
 - c. Status: Active
 - d. Program(s): CW, CF, GR, MC
 - e. Run Date: Real Time
 - f. Source: Online
 - g. Scenario: An e-Application has been received for the clearance process. Please review and take appropriate action.
 - 2. Task Information
 - a. Task Type: Clearance e-Application
 - b. Task Sub-Type: N/A
 - c. Due Date: Default Due Date
 - d. Default Due Date: 1 day
 - e. Initial Assignment: Default Assignment
 - f. Default Assignment: e-Application Bank
 - g. Long Description: Clearance e-Application
 - 3. Rename the "Clearance YBN" Task Type for Los Angeles County to be "Clearance e-Application".
 - 4. Rename the "YBN" Task Category to be "e-Application". This adjustment is strictly cosmetic and does not impact underlying functionality.
 - 5. The current assignment logic for this automated Task selects a Bank that is associated to the recipient's closest office and the Bank can receive Tasks of Category "e-Application". The Default Assignment value of "e-Application Bank" replicates this same assignment processing.

iv. Intake

1. Action Information

- a. Name: Intake
- b. Type: Create Task
- c. Status: Active
- d. Program(s): All Programs
- e. Run Date: Real Time
- f. Source: Online
- g. Scenario: A new application has been processed resulting in a program assignment. Please review and take appropriate action.

2. Task Information

- a. Task Type: Intake
- b. Task Sub-Type: N/A
- c. Due Date: Default Due Date
- d. Default Due Date: 20 days
- e. Initial Assignment: Default Assignment
- f. Default Assignment: Current Program Worker
- g. Long Description: Intake

v. CMIPS II: Clearance

This task was moved to the Automated Action framework with CA-214898. For consistency, update the Automated Action name to be "Clearance: CMIPSII".

b. Web Pages

The Clearance and Intake Automated Actions will be read only except for the Status field allowing activation/deactivation of the Automated Action. Similarly, the existing Clearance and Intake Task Types will be read only. This is to maintain current functionality that supports Clearance and Intake tasks.

i. Automated Action Detail Page

- 1. Update the Automated Action Detail page to only allow editing of the Status field for the Clearance and Intake Automated Actions described in this recommendation (2.1.3.9).

ii. Task Type List Page

1. Update the Task Type List Page to not display the remove checkbox or the Edit button for the following Clearance and Intake Task Types:
 - a. Clearance
 - b. Clearance ICT
 - c. Clearance CMIPSII
 - d. Clearance e-Application (formerly Clearance YBN)
 - e. Intake

iii. Task Type Detail Page

1. Update the Task Type Detail page to not display the Edit button for the following Clearance and Intake Task Types:
 - a. Clearance
 - b. Clearance ICT
 - c. Clearance CMIPSII
 - d. Clearance e-Application (formerly Clearance YBN)
 - e. Intake

10. Living Arrangement: Homeless Ended

This Automated Action was previously introduced with CA-214897.

- a. Update the Default Assignment attribute for this Automated Action to "WTW Services Worker". The underlying logic for assignment is not being modified. This is a cosmetic update only to align with current processing.

11. CalWORKs Program: New Child Added

This Automated Action was previously introduced with CA-214897.

- a. Update the Program(s) attribute for this Automated Action to "CC, CW".
- b. Update the Scenario attribute for this Automated Action to "A new child has been added to a Child Care program associated to a Case with a CalWORKs program."

Note: These modifications are purely cosmetic and does not affect underlying functionality.

12. Generated Document Failed: Review

This Automated Action was previously introduced with CA-214895.

- a. Update the Scenario attribute for this Automated Action to "A NOA or form was not produced as part of the Generated

Document Batch process. Review the case for missing Primary Applicant (PA) and/or Primary Applicant Mailing Address."

- b. Update the Long Description attribute for this Automated Action to "Form/NOA generation failed for either no Primary Applicant (PA) and/or No PA Mailing Address."

Note: The above recommendations apply to both the Online and Batch instances of the "Generated Document Failed: Review" Automated Action.

13. Foster Care Program: Child Placement End Dated

This Automated Action was previously introduced with CA-214898. The Automated Action was staged for all 58 counties, however the batch process to trigger this Automated Action was not modified to function for all counties.

- a. Update the batch process that triggers this Automated Action to function for all 58 counties.

14. Authorization Task Types

Update Authorization Task Types to be read only. Authorization functionality is imbedded within the logic of the CalSAWS System and will not be configurable outside of the County Authorizations page.

- a. Update the Task Type List Page to not display the remove checkbox or the Edit button for Authorization Task Types. Reference Appendix 7.1 for the specific list of Task Types.
- b. Update the Task Detail Page to not display the Edit button for Authorization Task Types. Reference Appendix 7.1 for the specific list of Task Types. These Task Types will be view only.

Note: The Authorization Task Types in Appendix 7.1 will be available for each of the 58 counties.

15. Modify the following Los Angeles County Task Types in the CalSAWS System to function as custom Task Types. With this recommendation, the Task Type List page will display a selectable checkbox for any of the below Task Types that are not associated to a Task. The selectable checkbox will allow the county to remove the Task Types via the Remove button.

- a. Clearance CalHEERS
- b. Intake CalHEERS
- c. Intake CMIPSI
- d. Intake ICT

- e. Intake YBN

Technical: End date the associated code table entries in category 399 for the 5 referenced Task Types.

16. Adoption Assistance Program: Case Created

This Automated Action was previously introduced with CA- 214898.

- a. Update the Program(s) attribute for this Automated Action to "AA".

Note: These modifications are purely cosmetic and does not affect underlying functionality.

3 SUPPORTING DOCUMENTS

N/A

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1629	The CONTRACTOR shall update the existing LRS automated tasks, as specified in the "Task Management LRS Automated Task Inventory" appendix, into the CalSAWS Software for all 58 Counties; as well as update current task configurations for Los Angeles County into the CalSAWS Software as default settings for Los Angeles County.	<ul style="list-style-type: none">- Existing thresholds for authorization based tasks will remain the same, and threshold amounts will not be configurable by county.- Support for mapping CalWIN automated tasks to LRS automated tasks is not included.	A fourth population of automated Tasks in LRS/CalSAWS are being converted into the Automated Action framework with this enhancement. This is the fourth phase of DDID 1629.

		<ul style="list-style-type: none"> - Automated tasks included in this DDID would be set to "Inactive" at cutover for CalWIN counties. - Please refer to CalSAWS Agreement Exhibit U Schedule 1 – Attachment 1 Contractor Assumptions Inventory List, worksheet 'LRS Automated Tasks' 	
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5 MIGRATION IMPACTS

N/A

6 OUTREACH

N/A

7 APPENDIX

7.1 Authorization Task Types

- Computation Request Rejected
- Deputy Authorization - Invoice
- Deputy Authorization - Issuance Replacement/Reissue
- Deputy Authorization - Payment Request (Lvl 1)
- Deputy Authorization - Payment Request (Lvl 2)
- Deputy Authorization - Transaction Refund
- Deputy Authorization - Valuable (Lvl 1)
- Deputy Authorization - Valuable (Lvl 2)
- Deputy Authorization EDBC
- External Recovery Account Disapproved
- Fraud Supervisor Authorization - Computation Request
- Generate Manual NOAs
- Interest Allocation Rejected
- Issuance Method Disapproved
- Issuance Replacement/Reissue Disapproved
- Payment Request Disapproved
- ReRun EDBC
- Supervising Clerk Authorization - Computation Request
- Supervisor Approval - Interest Allocation
- Supervisor Authorization - External Recovery Account
- Supervisor Authorization - Invoice
- Supervisor Authorization - Issuance Method
- Supervisor Authorization - Issuance Replacement/Reissue
- Supervisor Authorization - Payment Request
- Supervisor Authorization - Transaction Refund
- Supervisor Authorization - Valuable
- Supervisor Authorization EDBC
- Transaction Refund Disapproved

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-217781

Implement Auxiliary Issuance Framework in
CalSAWS

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Sidhant Garg; Esequiel Herrera-Ortiz
	Reviewed By	Kapil Santosh, Naresh Barsagade, John Besa, Eric Chu, Ravneet Bhatia, Thao Ta

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/09/2020	1.0	Initial Version	Sidhant Garg
3/31/2021	1.1	Content revision to modify the logic for creating a new EBT Account when one does not exist.	Duke Vang
4/1/2021	1.2	Added design clarification for column name changes to the data model	Duke Vang
04/13/2021	1.3	Content revision to update the Skipped Issuance Report's mockup to align with the re platforming of the report to NPrint. Updating the 'Amount' column definition on the Skipped Issuance Report. Added clarification for the new Auxiliary sheet on the Skipped Issuance Report.	Esequiel Herrera-Ortiz
4/15/2021	1.4	Content Revision to update the Comment section to only be editable during Create and Edit Mode. Also content revision on the list of programs to exclude programs that do not issue benefits (i.e. MC, etc)	Duke Vang
4/26/2021	1.5	Added design clarifications for a few typos surrounding the validation messages	Duke Vang
4/28/2021	1.6	Content Revisions to update the C-IV migration (former ISAWS) warrant print interface and eCAPS JVW Job. Fixed typos under page mappings	Duke Vang

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1 OVERVIEW

This SCR is to introduce the Auxiliary Issuance framework to the CalSAWS system which can be used by the counties to issue the benefits without any eligibility determination. Furthermore, this framework may be utilized to issue additional supplemental payments to the individuals and entities other than the primary payee associated to the program. For instance, for Adoption Assistance Program (AAP) this framework could be used to issue the split payment to a second resource where the primary payee (resource) received the benefit via EDBC authorization.

1.1 Current Design

In CalSAWS, the benefit issuances are created via EDBC authorization records (Online, Batch, Manual) and Supportive Service Payment issuances are created via Payment Request authorization records. There are daily and monthly issuance batch jobs that will attempt to create issuances for these authorization records. If an issuance fails to be created during batch, the issuance will be logged in the Skipped Issuance Report.

1.2 Requests

Introduce a framework in CalSAWS that can be used to issue payments through the system without making any significant changes for policies in the short time. Moreover, this framework can be used to issue additional supplemental payments for individuals and entities who are not the primary payee on the program.

1.3 Overview of Recommendations

1. Create a new Auxiliary Authorization List page.
2. Create a new Auxiliary Authorization Detail page.
3. Update the Issuance Detail page.
4. Create new Nightly Auxiliary Authorization Issuance Sweep procedures.
5. Update the Issuance Batch and Skip Issuance logic to process Auxiliary authorizations.
6. Create new Pre-Claiming and Claiming batches to process/claim issuances associated to the authorization type of Auxiliary.
7. Create the Auxiliary Issuance Daily Report and the Auxiliary Issuance Monthly Report.
8. Update the Skipped Issuance Report to capture skipped Auxiliary Issuance.
9. Update the C-IV Migration County (former ISAWS) Warrant Print Writer
10. Update the eCAPS JVW Batch Jobs

1.4 Assumptions

1. Given the criticality and nature of the Auxiliary pages in CalSAWS, it is recommended that the counties adapt necessary and reasonable steps to assure a careful assessment of a user's profile before granting adequate access to these pages.

2. It is critical to understand that the Issuances associated to the authorization type of Auxiliary will not be included in the Previous Potential Calculation logic when running EDBC for a program and for a month where the Auxiliary Issuance already exists.
3. The CalSAWS System will not track any OI/OP automatically for auxiliary payments/issuances. If any auxiliary payment is issued in error then, the users are expected to set up an external recovery account.
4. If an already approved Auxiliary authorization record is no longer valid and the current or ongoing auxiliary payments needs to be stopped then it would require manual intervention from the user. There are two ways of doing it:
 - First is by updating the End Month field to a valid month. This way the auxiliary payment will stop once the End Month is reached.
 - Second way is by Voiding the record using VOID button. This will stop any further auxiliary payment with immediate effect.

Note: Voided records are not considered for processing regardless of whether the End Month is populated or not.
5. If an issuance associated to the authorization type of auxiliary is already issued for a month and later user creates another auxiliary payment record for the same program, same benefit month and the same amount then the system is not going to mark the second auxiliary authorization record as the duplicate of the first. The second auxiliary authorization record would be treated as a standalone new request.
6. Issuances associated to the authorization type of Auxiliary will only accommodate a single payee per authorization record.
7. No Updates to the EBT Benefit Type Determination logic.
8. Issuances associated to the authorization type of Auxiliary will follow the existing EBT availability date staggering logic.
9. This SCR does not introduce any new Forms/NOAs for the Auxiliary Authorization framework neither it impacts any existing available Forms/NOAs in any way.
10. This SCR will not impact the current system functionality of the issuances are transmitted to the EBT vendor or an Auditor Controller. Existing functionality will be utilized to transmit Auxiliary issuances.
11. This SCR will not have any updates/impacts to how a Fund code is determined for an issuance. Existing rules will be used when assigning a Fund Code. The only change with this SCR is for LA county where the Fund Code Determination batch will be updated to find the placement type for the issuances associated to the authorization type of auxiliary from the Auxiliary Authorization Detail page when the program is Foster Care or AAP.
12. The CalSAWS system will not automate the creation of time clocks as a result of an Auxiliary Issuances. If at all time clock needs to be created, it would have to be done manually by the worker.
13. Issuances associated to the authorization type of Auxiliary will follow the existing EBT expungement and reactivation rules for Cash and Food programs. Moreover, no modifications to the existing Claiming jobs for Expunged issuances associated to the authorization type of auxiliary.

14. For reporting, the system will provide the Auxiliary Issuance Daily Report and Auxiliary Issuance Monthly Report which counties can then use to manually update any report they deem necessary of the information.

2 RECOMMENDATIONS

2.1 Auxiliary Authorization List Page

2.1.1 Overview



The Auxiliary Authorization List page will allow the user to view the list of all Auxiliary authorization records created for the case. This page would also allow the user to navigate to the Auxiliary Authorization Detail page by clicking the "Add" button.

2.1.2 Auxiliary Authorization List Page Mockup

Auxiliary Authorization List

*- Indicates required fields Close

Program: * Status: * Begin Month: End Month:

All All  

Results per Page: 25 View

Auxiliary Number	Begin Month	End Month	Program	Payee	Amount	Status
1900000001	07/2020	12/2020	CalFresh	John Doe 1	168.00	Approved
1900000002	07/2020	07/2020	CalWORKs	John Doe 1	100.00	Approved

Add Close

Figure 2.1.1 – Auxiliary Authorization List page

2.1.3 Description of Changes

1. Create a new Auxiliary Authorization List page that will be visible to users with the "Auxiliary Authorization List View" security group.
2. Users would be able to navigate to this page from the "Auxiliary Authorization List" left hand navigation link under the Case Summary context. The 'Auxiliary Authorization List' page link can be found below the 'Issuance History' left hand navigation link.
3. The First section on this page will include the following fields:

- Program: This field will provide a listing of all the programs associated to the case we are in context of. The Default Option selected would be 'ALL' on page load.
 - Status: This field will be a dropdown list of all the statuses associated to an Auxiliary Authorization Record. The Default Option selected would be 'ALL' on page load.
 - Begin Month – This field will be a date field that will allow the users to filter the results in this page based on the begin month of an Auxiliary Authorization Record.
 - End Month – This field will be a date field that will allow the users to filter the results in this page based on the end month of an Auxiliary Authorization Record.
4. The second section on this page will include the following fields:
- Auxiliary Number: This field will be a read only field that will display the number associated with an auxiliary Authorization record. This will be a hyper link that will navigate the users to Auxiliary Authorization Detail page in view mode if the user has appropriate rights for viewing it.
 - Begin Month: This field be a read only field that will display the begin month associated with an auxiliary Authorization record.
 - End Month: This field be a read only field that will display the end month associated with an auxiliary authorization record.
 - Program: This field be a read only field that will display the Program associated with an auxiliary authorization record.
 - Payee: This field be a read only field that will display the payee's name associated with an auxiliary authorization record.
 - Amount: This field be a read only field that will display the amount associated with an auxiliary authorization record.
 - Status: This field be a read only field that will display the status associated with an auxiliary authorization record.
5. The results on this page would be paginated and would have a default sort by Begin Month and program in Descending order.
6. This page will have the following buttons:
- Add – This button will allow a user with appropriate rights to navigate to the Auxiliary Authorization Detail page in create mode.
 - Close: This button will allow the user to navigate back to Case Summary page.

2.1.4 Page Location

Global: Case Info

Local: Case Summary

Task: Auxiliary Authorization List

2.1.5 Security Updates

Security Right	Right Description	Right to Group Mapping
AuxiliaryAuthorizationListView	This right grant view access to the "Auxiliary Authorization List" page on the click of "Auxiliary Authorization List" left hand navigation link under the Case Summary context.	Auxiliary Authorization List View
AuxiliaryAuthorizationDetailEdit	This right grant create/edit access to the "Auxiliary Authorization Detail" page on the click of "Edit" button on the Auxiliary Authorization Detail page or on the click of "Add" button on the Auxiliary Authorization List page.	Auxiliary Authorization Detail Edit

2.1.6 Page Mapping

	Table Name	Column	Description
Auxiliary Number	AUX_PMT	AUX_CTRL_NUM_IDENTIF	This is a system-generated unique identifier.
Begin Month	AUX_PMT	BEG_DATE	This is the begin month to which the auxiliary payment is associated.
End Month	AUX_PMT	END_DATE	This is the end month to which the auxiliary payment is associated.
Program	PGM	PGM_CODE	18 - The program code associated with a given program.
Payee	AUX_PMT	PERS_ID	This field captures the Payee information.
Amount	AUX_PMT	PMT_AMT	This is the amount associated to the auxiliary authorization record.
Status	AUX_PMT_DETL	STAT_CODE	This field captures the status of the auxiliary payment.

2.1.7 Page Usage/Data Volume Impacts

No Change.

2.2 Auxiliary Authorization Detail Page

2.2.1 Overview

The Auxiliary Authorization Detail page will allow the users to create and authorize auxiliary authorization requests without requiring any eligibility determination and it would be up to the County discretion to decide what, when, how and to whom to issue the benefits.

2.2.2 Auxiliary Authorization Detail Page Mockup

Auxiliary Authorization Detail

* - Indicates required fields

Save and Continue

Cancel

Auxiliary Number:	Case Number: L123456	County: Los Angeles
Program: * <div>- Select -</div>	Aid Code: * <div>- Select -</div>	
Pay Code: <div>- Select -</div>	Amount: * <div></div>	

Payee Details

Payee Type: *

- Select -

Issuance Method: *

- Select -

Immediacy: *

- Select -

Payout Schedule

Begin Month: *

End Month: *

Issuance Business Day: *

- Select -

Only Issue After Regular Benefit is Created: *

- Select -

Claiming Configuration Details

Claimed As:

Comments

Status History

Status	Status Date	Authorized By

Save and Continue

Cancel

Figure 2.2.1 – Auxiliary Authorization Detail page – On Page Load (Create Mode)

Auxiliary Authorization Detail

* - Indicates required fields

Save and Continue



Cancel

Auxiliary Number:	Case Number: L123456	County: Los Angeles
Program: * CalFresh ▼	Aid Code: * 09 - CalFresh ▼	
Pay Code: - Select - ▼	Amount: * <input type="text"/>	

Payee Details

Payee Type: * Person ▼	Name: * - Select - ▼
Issuance Method: * - Select - ▼	Immediacy: * - Select - ▼

Payout Schedule

Begin Month: * <input type="text"/> 	End Month: * <input type="text"/> 	Issuance Business Day: * - Select - ▼
Only Issue After Regular Benefit is Created: * - Select - ▼		

Claiming Configuration Details

Claimed As: Mixed	
Federal Person(s): * <input type="text"/>	Non-Federal Person(s): * <input type="text"/>

Comments

Status History

Status	Status Date	Authorized By

Save and Continue

Cancel

Figure 2.2.2 – Auxiliary Detail page – Person Payee Mockup (Create Mode)

Auxiliary Authorization Detail

*- Indicates required fields

Save and Continue



Cancel

Auxiliary Number:	Case Number: L123456	County: Los Angeles
Program: * CalWORKs ▾	Aid Code: * 3H - CW-Zero Parent (Mixed) ▾	
Pay Code: - Select - ▾	Amount: * <input type="text"/>	

Payee Details

Payee Type: * Resource ▾	Name: * <input type="button" value="Select"/>
Issuance Method: * - Select - ▾	Immediacy: * - Select - ▾

Payout Schedule

Begin Month: * <input type="text"/> 	End Month: * <input type="text"/> 	Issuance Business Day: * - Select - ▾
Only Issue After Regular Benefit is Created: * - Select - ▾		

Claiming Configuration Details

Claimed As: Mixed	
Federal Person(s): * <input type="text"/>	Non-Federal Person(s): * <input type="text"/>

Comments

Status History

Status	Status Date	Authorized By

Save and Continue

Cancel

Figure 2.2.3 – Auxiliary Authorization Detail page – Resource Payee Mockup (Create Mode)

Auxiliary Authorization Detail

* - Indicates required fields

Save and Continue



Cancel

Auxiliary Number:	Case Number: L123456	County: Los Angeles
Program: * Foster Care ▼	Aid Code: * 40 - AFDC-FC (State) ▼	
Pay Code: - Select - ▼	Amount: * <input type="text"/>	

Payee Details

Payee Type: * Resource ▼	Name: * John Doe Select	Placement Type: Foster Family Agency (Treatment)
Issuance Method: * - Select - ▼	Immediacy: * - Select - ▼	

Payout Schedule

Begin Month: * <input type="text"/> 	End Month: * <input type="text"/> 	Issuance Business Day: * - Select - ▼
Only Issue After Regular Benefit is Created: * - Select - ▼		

Claiming Configuration Details

Claimed As: Non-Federal

Comments

<div></div>

Status History

Status	Status Date	Authorized By

Save and Continue

Cancel

Figure 2.2.4 – Auxiliary Detail page – Resource Payee Foster Care Mockup (Create Mode)

Auxiliary Authorization Detail

* - Indicates required fields

Approve

Disapprove

Void

Edit

Close

Auxiliary Number:

1900000001

Case Number:

L123456

County:

Los Angeles

Program: *

Foster Care

Aid Code: *

40 - AFDC-FC (State)

Amount: *

100

Pay Code:

Payee Details

Payee Type: *

Resource

Name: *

JOHN DOE

Placement Type:

Foster Family Agency (Treatment)

Issuance Method: *

Warrant

Immediacy: *

Routine

Payout Schedule

Begin Month: *

09/2020

End Month: *

09/2020

Issuance Business Day: *

10

Only Issue After Regular Benefit is Issued: *

No

Claiming Configuration Details

Claimed As:

Non-Federal

Comments

Auxiliary Payment for Foster Care

Status History

Status

Status Date

Authorized By

Awaiting Approval(L1)

09/15/2020

[19DP83BS3R](#)

Approve

Disapprove

Void

Edit

Close

Figure 2.2.5 – Auxiliary Authorization Detail page – Resource Payee Foster Care Mockup (View Mode)

Auxiliary Authorization Detail

* - Indicates required fields

Void

Edit

Close

Auxiliary Number:

1900000001

Case Number:

L123456

County:

Los Angeles

Program: *

Foster Care

Aid Code: *

40 - AFDC-FC (State)

Amount: *

100

Pay Code:

Payee Details

Payee Type: *

Resource

Name: *

JOHN DOE

Placement Type:

Foster Family Agency (Treatment)

Issuance Method: *

Warrant

Immediacy: *

Routine

Payout Schedule

Begin Month: *

09/2020

End Month: *

09/2020

Issuance Business Day: *

10

Only Issue After Regular Benefit is Issued: *

No

Claiming Configuration Details

Claimed As:

Non-Federal

Comments

Auxiliary Payment for Foster Care

Status History

Status	Status Date	Authorized By
Approved	09/15/2020	19DP85BS5R
Awaiting Approval(L2)	09/15/2020	19DP84BS4R
Awaiting Approval(L1)	09/15/2020	19DP83BS3R

Void

Edit

Close

Figure 2.2.6 – Auxiliary Authorization Detail page (View Mode after Final Approval)

Auxiliary Authorization Detail

* - Indicates required fields

Close

Auxiliary Number:
1900000001

Case Number:
L123456

County:
Los Angeles

Program: *
Foster Care

Aid Code: *
40 - AFDC-FC (State)

Pay Code:

Amount: *
100

Payee Details

Payee Type: *
Resource

Name: *
JOHN DOE

Placement Type:
Foster Family Agency (Treatment)

Issuance Method: *
Warrant

Immediacy: *
Routine

Payout Schedule

Begin Month: *
09/2020

End Month: *
09/2020

Issuance Business Day: *
10

Only Issue After Regular Benefit is Issued: *
No

Claiming Configuration Details

Claimed As:
Non-Federal

Comments

Auxiliary Payment for Foster Care

Status History

Status	Status Date	Authorized By
Disapproved	09/15/2020	19DP85BS5R
Awaiting Approval(L2)	09/15/2020	19DP84BS4R
Awaiting Approval(L1)	09/15/2020	19DP83BS3R

Close

Figure 2.2.7 – Auxiliary Authorization Detail page (View Mode after Disapproved)

2.2.3 Description of Changes

1. Create a new Auxiliary Authorization Detail page that will be visible to users with the "Auxiliary Authorization Detail View" security group.
2. Users would be able to navigate to this page from the Auxiliary Authorization Issuance List page.
3. This page will include the following fields:
 - Auxiliary Number – This field will provide the number associated to the Auxiliary Issuance record. This will be a read only field. In create mode, this field will be blank. Once the record is saved, the system will define the number based on the following composition.
XX00000001, where XX is the county number for which this Auxiliary payment is being created.
 - Case Number – This field will provide the case number the system is in context of. This will always be a read only field and is not allowed to be editable in any page mode.
 - County - This field will provide the name of the county associated to the case in context. This will always be a read only field and is not allowed to be editable in any page mode.
 - Program – This field will provide a listing of all the **cash and food** programs associated to the case we are in context of. This field will be required and cannot be edited after the auxiliary authorization record is Approved or Disapproved.

Technical Note: Only programs with an "Available for EDBC Threshold" and "Available for Supportive Service Threshold" will be listed.

- Aid Code – This field will provide a listing of all the available aid codes that are mapped to the program selected. This field will be required and cannot be edited after the auxiliary authorization record is Approved or Disapproved. This field will follow the similar logic that exists today on the Service Arrangement Detail page.
- Pay Code – This field will provide a listing of all the available Pay codes that are mapped to the program and County combination. This field cannot not be edited after the auxiliary issuance record is Approved or Disapproved. This field will always be required for supportive service programs such as but not limited to Welfare to Work, Cal-Learn, GROW etc. This field will not be required for programs which allow EDBC to run such as but not limited to CalWORKs, CalFresh.
- Amount – This field will be a text box. This will be a required field and cannot be edited after the auxiliary issuance record is Approved or Disapproved. The maximum size allowed will be 8 characters. This field will only support numeric digits.
- This Page will have the 'Payee Details' section. This section will have following fields.

- a. Payee Type – will have two options 'Person' and 'Resource'. Based on the selection, the page will display the following fields. Please see figure 2.2.2 and figure 2.2.3 for reference.
- b. When Person is selected:
 - I. Name – This field will provide a listing of all the Active persons associated to the case. This field will be required and cannot be edited after the auxiliary authorization record is Approved or Disapproved.
 - II. Issuance Method - will provide a listing of all the Issuance Method types associated to the program selected in the first section. This mapping is available in Category 112 for Issuance Method. This field will be required and cannot be edited after the auxiliary authorization record is Approved or Disapproved.
 - III. Immediacy - will provide a listing of all the Issuance Immediacy types. This field will be required and cannot be edited after the auxiliary issuance record is Approved or Disapproved. The list will have the following options to select:
 - i. -Select
 - ii. Rush
 - iii. Routine
 - iv. Manually Issued
- c. When Resource is selected:
 - I. Name – This field will display the name of the Payee who is intended to receive the auxiliary payment. This will always be a Read only field.
 - II. Select – This button will only be displayed in the Create and Edit Mode. On click of this button, it will navigate the user to the 'Select Resource' page when the program is anything but Foster Care, Kin-GAP, AAP where the user may select an appropriate payee. When the program is either Foster Care, Kin-GAP, AAP, then the Select button would take the user to the 'Select Foster Care Resource' page.
 - III. Placement Type - This field will display the Placement Type selected on the Select Foster Care Resource page by the user. This field will only appear when the program selected is Foster Care, AAP, Kin-GAP. This field will be a Read-Only. Please see figure 2.2.4 for reference.
 - IV. Issuance Method – This field will provide a listing of all the Issuance Method types associated to the program selected in the first section. This mapping

is available in the Category 112 for Issuance Method. This field will be required and cannot be edited after the auxiliary authorization record is Approved or Disapproved.

NOTE: For LA County the page will have a validation when trying to 'Rush' warrants.

- V. Immediacy - will provide a listing of all the Issuance Immediacy types. This field will be required and cannot be edited after the auxiliary authorization record is Approved or Disapproved. The list will have the following options to select:

- i. -Select
- ii. Routine
- iii. Manually Issued

- This Page will have the 'Payout Schedule' section. This section will have following fields.

- a. Begin Month - This field will provide the begin month of the auxiliary authorization period. This display in the format MM/YYYY. This field will be always required. After the auxiliary authorization record has been approved, this field will no longer be editable.
- b. End Month - This field will provide the end month of the auxiliary authorization period. This display in the format MM/YYYY. After the auxiliary authorization record has been approved, this field will still be editable. Please refer to validation section for validations that pertains to editing of this field.
- c. Issuance Business Day - This field will be required and cannot be edited after the auxiliary authorization record is Approved or Disapproved. This field will always display business days ranging from 1-28.
- d. Only Issue After Regular Benefit Issuance is Created – This field will be used to make the determination to ensure if the regular EDBC benefit is issued or not before the system tries to issue the auxiliary payment. This field will be required and cannot be edited after the auxiliary authorization record is Approved or Disapproved. This field will only display for EDBC eligible programs such as but not limited to CalWORKs, CalFresh. The default value on page load would be 'Yes'. The list will have the following options to select:
 - i. -Select-
 - ii. Yes
 - iii. No

- This Page will have the 'Claiming Configuration Details' section. This section will have following fields:

- a. Claimed As: This will be a Read-Only field in all the page modes and would display the information as how an auxiliary authorization record would be claimed based either Federal, Non-Federal or mixed. This determination would be based on the Aid Code selected from the first section of the page. For Instance, for a CalWORKs program if the Aid Code is selected as '30 - CW-All Other Families (Fed)' then the value would be displayed as 'Federal'.
 - b. Federal Person(s): This field will be a text box which will be required and cannot be edited after the auxiliary authorization record is Approved or Disapproved. This field will only display when the Claimed As value is 'Mixed'. Please see figure 2.2.2 for reference.
 - c. Non-Federal Person(s): This field be a text box which will be required and cannot be edited after the auxiliary authorization record is Approved or Disapproved. This field will only display when the Claimed As value is 'Mixed'. Please see figure 2.2.2 for reference.
- This Page will have a 'Comments' section to allow a user to enter any remarks. This field will only be editable in Create and Edit mode.
 - A status history section will include the list of status changes to the Auxiliary Authorization Detail page. When the status is changed, the system will log the date of the change and create a new status history record that will be displayed. This section will include the following fields:
 - a. Status: This will be a Read Only Field and would display the status of the auxiliary authorization record. This Field will Display one of the following statuses:
 - i. Awaiting Approval (L1)
 - ii. Awaiting Approval (L2)
 - iii. Approved
 - iv. Disapproved
 - v. Voided

The Initial Status when an auxiliary authorization record is created and saved will be 'Awaiting Approval (L1)'. After which the page would load in the view mode. The users with appropriate security rights can now either "Approve" or "Disapprove" the auxiliary payment record. If the users chose to Approve it further, then the status would be updated to 'Awaiting Approval (L2)'. Once in this status in the view mode, the users with appropriate security rights can now either again "Approve" or "Disapprove" the auxiliary payment record. If the users chose to Approve it further, then the status would be updated to 'Approved'. This would be

the final status for **authorizing** an auxiliary payment record and from here the users can only Void the record provided there does not exist any Issuance associated to the Auxiliary Authorization record. Before an auxiliary payment record is authorized if "Disapprove" button is clicked, then the status of the auxiliary payment record would be updated to 'Disapproved'. This page would follow the Authorization process and each county would have the capability to administer the authorization level required for auxiliary authorization records from the County Authorization page. The capability to configure the authorization levels for auxiliary authorizations will be implemented in CalSAWS with CA-207150 in the 21.05 release.

- b. Status Date: This will be a Read Only Field and would display the date when a particular action is taken for the corresponding status. This field will display in the following format "07/25/2020 8:00:33 PM". This section will sort by the status date in descending order.
 - c. Authorized By: This will be a Read Only Field and would display the Staff Id of the person by whom the action is taken for the corresponding status. This will be a hyperlink which would navigate the user to the Worker Detail page.
- This page will also support the Task Management framework to notify the users about the approvals or disapprovals for an Auxiliary Authorization record. The following 3 types of tasks will be triggered:
- a. Level 1 (L1) Authorization Task: Upon initiation or SAVE of an Auxiliary Authorization record by the worker, the system checks the approval required, and will generate the task to L1 for approval.
 - i. The Level 1 must share a unit and office with the worker.

Trigger Condition	An Auxiliary Issuance has been requested by the worker
Task Category	Auxiliary Issuance
Task Type	Auxiliary Authorization – Awaiting Approval (L1)
Task Priority	Medium
Task Due Date	10 Business Days
Expire Tasks	No

Expiration Period	N/A
Expiration Type	N/A
Task Long Description	Auxiliary Authorization – Awaiting Approval (L1)
Office Distribution	No
Task Initial Assignment	Current Program Worker Supervisor
Task Newly Assigned Indicator	5 Days
Task Available Online	No
Task Navigation Template	Auxiliary Authorization Detail Page

- b. Level 2 task: When the status of the Auxiliary Authorization record changes from 'Awaiting Approval (L1)' to 'Awaiting Approval (L2)', a task will be generated for the Level 2 user if that user shares a section and office with the Level 1 who approved the request.

Trigger Condition	An Auxiliary Issuance has been requested by the worker, requiring a Level 2 approval
Task Category	Auxiliary Issuance
Task Type	Auxiliary Authorization – Awaiting Approval (L2)
Task Priority	Medium
Task Due Date	10 Business Days
Expire Tasks	No
Expiration Period	N/A
Expiration Type	N/A
Task Long Description	Auxiliary Authorization – Awaiting Approval (L2)
Office Distribution	No
Task Initial Assignment	Current Program Worker Supervisor
Task Newly Assigned Indicator	5 Days
Task Available Online	No

Task Navigation Template	Auxiliary Authorization Detail Page
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NOTE: Level 1 and Level 2 tasks cannot be manually cleared. Tasks remaining in "Awaiting Approval (L1)" status for more than 90 days will be automatically expired via the existing batch process.

- c. Disapproved task: This task will be generated when the status is changed from 'Awaiting Approval (L1)' to 'Disapproved' or 'Awaiting Approval (L2)' to 'Disapproved'.

When the Auxiliary Authorization record is 'disapproved', a 'Disapproved' task will be generated for the worker who initiated it, to let them know that their auxiliary request was not approved. At any point during the approval process, the task can be Disapproved, which would clear the approval task and create a Disapproved task for the worker that created it.

Trigger Condition	An Auxiliary Issuance has been Disapproved
Task Category	Auxiliary Issuance
Task Type	Auxiliary Authorization – Disapproved
Task Priority	Medium
Task Due Date	10 Business Days
Expire Tasks	No
Expiration Period	N/A
Expiration Type	N/A
Task Long Description	Auxiliary Authorization – Disapproved
Office Distribution	No
Task Initial Assignment	Current Program Worker Supervisor
Task Newly Assigned Indicator	5 Days
Task Available Online	No

Task Navigation Template	Auxiliary Authorization Detail Page
--------------------------	-------------------------------------

- This Page will have the following Buttons:
 - a. Approve – This button would be displayed when the status is either 'Awaiting Approval (L1)' or 'Awaiting Approval (L2)' and in view mode. After clicking this button, the system would again load the Auxiliary Authorization Detail page in view mode.
 - b. Disapprove - This button would be displayed when the status is either 'Awaiting Approval (L1)' or 'Awaiting Approval (L2)' and in view mode. After clicking this button, the system would again load the Auxiliary Authorization Detail page in view mode.
 - c. Edit - This button would be displayed when the status is either 'Awaiting Approval (L1)' or 'Awaiting Approval (L2)' and in view mode. After clicking this button, the system would again load the Auxiliary Authorization Detail page in edit mode.
 - d. Void - This button would be displayed when the status is 'Approved', in view mode and when there does not exist any Issuance record associated to the Auxiliary Authorization. After clicking this button, the system would again load the Auxiliary Authorization Detail page in view mode.
 - e. Save and Continue - This button would be displayed in the create or edit mode.
 - f. Cancel - This button would be displayed in the create or edit mode. In create mode, after using this button, the user would be navigated back to the Auxiliary Authorization List page. In Edit mode, after using this button, the system would again load the Auxiliary Authorization Detail page in view mode.
 - g. Close - This button would be displayed in the view mode. After clicking this button, the user would be navigated back to the Auxiliary Authorization List page.
- Add the logic to do an EBT host to host when rushing an Auxiliary authorization payment. In the event when H2H call is not successful, then that record will be sent in the Nightly EBT files to the vendor.
Also, add the logic to display skip issuance validation messages on the Auxiliary Authorization Detail when Immediacy is RUSH.
- Add the logic to initiate a Host-to-Host call to automatically Reactivate the Cash and/or CalFresh account types or create EBT accounts if one does not exist already. When creating a new EBT account, the current Program Payee will be sent as the

Payee. If a Program Payee does not exist, the parent Program's Payee will be sent as the Payee. If neither Program Payee or the Parent Program Payee exists, a null value will be sent as the Payee. This logic will be similar to the existing logic on the EDBC Detail page.

- Add a validation message when the following required fields are missing a value on saving the page. The validation message will state "Field is required. Please enter a value."
 - a. Program
 - b. Aid Code
 - c. Amount
 - d. Issuance Method
 - e. Immediacy
 - f. Begin Month
 - g. End Month
 - h. Issuance Business Day
 - i. Only Issue After Regular Benefit Issuance is Created
 - j. Federal Person(s)
 - k. Non-Federal Person(s)
- Add a page validation that will prevent an auxiliary authorization record to be saved when the program is not active even for one of the months in the duration of the auxiliary authorization record spanning across several months. The validate message will state "End Month – The program is not active for one of the months in the duration of the auxiliary authorization record."
- Add a page validation that will prevent an auxiliary authorization record to span across several months when the Immediacy Code is either 'Rush' or 'Manually Issued'. The validate message will state "End Month – The End Month cannot be span across multiple months."
- Add a page validation that will prevent the auxiliary authorization end month from being greater than twelve months from the begin month. The validate message will state "End Month – The End Month cannot greater than 12 Months from the Begin Month."
- Add a page validation that will prevent the end month from being prior to the begin month. The validation message will state "End Month – End month cannot be prior to the begin month."
- Add validation that prevents the "End Month" from being changed to prior to an already Issued Auxiliary issuance. The validation message will state "End Month – Cannot change end month to be prior to a month where an Auxiliary authorization has already been issued."

- Add a page validation that prevents users from saving an Auxiliary Authorization record with 'Person' as payee for Foster Care, Kin-GAP or AAP program. The validation message will state "Payee Type – The Payee Type is not supported for this program. Please choose a different payee type."
- Add a page validation for LA County that prevents the users from saving an Auxiliary Authorization record with Issuance Method as Warrant and Immediacy as Rush. The validation message will state" Immediacy – Rush is not allowed. Please choose a different Immediacy option".
- Add a page validation that prevents the users from saving an Auxiliary Authorization record with Issuance Method as EBT and Payee as Resource. The validation message will state" Issuance Method – EBT is not allowed. Please choose a different Issuance Method option".
- Add a validation message to restrict users from doing Rush when Issuance Method is Direct Deposit. The validation message will state" Immediacy – Rush is not allowed. Please choose a different Immediacy option".
- Add a validation message to restrict users from doing Rush for a future month. The validation message will state" " Immediacy – Unable to rush future month benefits".
- Allow the following fields/sections to be editable after an auxiliary authorization record is in Approved Status:
 - a. Comments Section
 - b. End Date
- After a record is saved from the Auxiliary Authorization Detail page, it would be saved in AUX_PMT table with the type of Auxiliary.

2.2.4 Page Location

Global: Case

Local: Case Summary

Task: Auxiliary Authorization List

2.2.5 Security Updates

Security Right	Right Description	Right to Group Mapping
AuxiliaryAuthorizationDetailView	This right grant view access to the "Auxiliary Authorization	Auxiliary Authorization Detail View

Security Right	Right Description	Right to Group Mapping
	Detail" page on the click of hyperlink for the Auxiliary Number on the Auxiliary Authorization List Page.	
AuxiliaryAuthorizationDetailEdit	This right grant create/edit access to the "Auxiliary Authorization Detail" page on the click of "Edit" button on the Auxiliary Authorization Detail page or on the click of "Add" button on the Auxiliary Authorization List page.	Auxiliary Authorization Detail Edit
AuxiliaryAuthorizationDetailDisapprove	This right grant access to the Disapprove button on the "Auxiliary Authorization Detail" page.	Auxiliary Authorization Detail Disapprove
AuxiliaryAuthorizationDetailApprovalL1	This right grant access to the Approve button on the "Auxiliary Authorization Detail" page.	Auxiliary Authorization Detail Approve L1
AuxiliaryAuthorizationDetailApprovalL2	This right grant access to the Approve button on the "Auxiliary Authorization Detail" page.	Auxiliary Authorization Detail Approve L2

2.2.6 Page Mapping

	Table Name	Column	Description
Auxiliary Number	AUX_PMT	AUX_NUM_IDENTIF	This is a system-generated unique identifier.

	Table Name	Column	Description
Case Number	AUX_PMT	CASE_ID	This field captures the case number associated to the auxiliary payment.
County	AUX_PMT	COUNTY_CODE	This field captures the county name associated to the auxiliary payment.
Program	PGM	PGM_CODE	18 - The program code associated with a given program.
Aid Code	AUX_PMT	AID_CODE	184-This field captures the aid code associated to the auxiliary authorization record.
Placement Type	AUX_PMT	PLACEMENT_TYPE_CODE	298-This field captures the placement type associated to the auxiliary authorization record.
Pay Code	AUX_PMT	PAY_CODE	623-This field captures the pay code associated to the auxiliary authorization record.
Payee Type	AUX_PMT	PERS_ID, ORG_ID	This field captures the type of the payee associated to the auxiliary authorization record.
Name	AUX_PMT	PERS_ID, ORG_ID	This field captures the name of the payee associated to the auxiliary authorization record.
Issuance Method	AUX_PMT	ISSUANCE_TYPE_CODE	This field captures the issuance method associated to the auxiliary authorization record.
Immediacy	AUX_PMT_PERS	IMMED_CODE	This field captures the immediacy associated to the auxiliary authorization record.
Begin Month	AUX_PMT	BEG_DATE	This is the begin month to which the auxiliary payment is associated.
End Month	AUX_PMT	END_DATE	This is the end month to which the auxiliary payment is associated.
Issuance Business Day	AUX_PMT	ISSUANCE_BUSINESS_DAY	This field captures the business day as when the auxiliary payment would be issued in a month.
Only Issue after regular benefit is Created	AUX_PMT	REG_BEN_ISSUD_IND	This field captures the information if it is required to check for regular benefit is issued for that month before issuing Auxiliary payment.
Claimed As	AUX_PMT	AID_CODE	184-This field captures the claiming information

	Table Name	Column	Description
			associated to the aid code of the auxiliary authorization record.
Federal Person(s)	AUX_PMT	FED_ADULT_QTY	This field captures the federal count of the persons when the aid code is a mixed aid code.
Non-Federal Person(s)	AUX_PMT	NON_FED_ADULT_QTY	This field captures the non-federal count of the persons when the aid code is a mixed aid code.
Status	AUX_PMT_D ETL	STAT_CODE	This field captures the status of the auxiliary payment.
Status Date	AUX_PMT_D ETL	STAT_DATE	This field captures the status date of the auxiliary payment.
Authorized By	AUX_PMT_D ETL	CREATED_BY	This field captures the Id of the user who took an action on the auxiliary payment record.

2.2.7 Page Usage/Data Volume Impacts

No Change.

2.3 Issuance Detail

2.3.1 Overview

The Issuance Detail page allows the user to view and edit the issuance details for a program and benefit month. In addition, this page also allows the user to replace EBT benefits.

2.3.2 Issuance Detail Page Mockup

Issuance Detail

*- Indicates required fields

Affidavit

External Reissue

Reissue

Replace

Edit

Close

Control Number:
1952989380

Category:
Supplemental Benefit

Benefit/Service Month:
09/2020

Case Number:
[REDACTED]

Case Name:
[REDACTED]

Program:
CalWORKs

Payee Information

Payee: *
[REDACTED]

Payee Address:
[REDACTED]
LOS ANGELES, CA 90002-1929

Reference:

Basic Information

Issuance Method:
EBT

Immediacy:
Routine

Payment Amount:
878.00

Invoice Number:

Issue Date:
09/01/2020

Available Date:
09/03/2020

Account Number:
[REDACTED]

Status:
Issued

Status Reason:
System

Financial Information

Pay Code:

Aid Code:
32 - CW-TANF-Timed Out (State)

Fund Code:
CT

EDBC:

View

Authorized Worker:
[518618](#)

Status History

Status	Reason	Date	Authorized By
Issued	System	08/31/2020 8:00:39 PM	System
Submitted	System	08/31/2020 8:00:39 PM	System
Ready For Issuance	New	08/31/2020 8:00:39 PM	System

Pay Code History

Figure 2.3.2.1 – Issuance Detail page (EDBC)

Issuance Detail

* - Indicates required fields

Close

Control Number: 1956180325	Category: Service Payment	Benefit/Service Month: 11/2020
Case Number: [REDACTED]	Case Name: [REDACTED]	Program: Welfare to Work

Payee Information

Payee: * [REDACTED]	Payee Address: [REDACTED] LOS ANGELES, CA 90011-3009	Reference:
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Basic Information

Issuance Method: EBT	Immediacy: Rush	Payment Amount: 100.00	Invoice Number:
Issue Date: 11/06/2020	Available Date: 11/06/2020	Account Number: [REDACTED]	
Status: Issued	Status Reason: System		

Financial Information

Pay Code: * WT FE TR EM	
Aid Code: 30 - CW-All Other Families (Fed)	Fund Code: WA
Payment Request: View	Authorized Worker: 509705

Status History

Status	Reason	Date	Authorized By
Issued	System	11/06/2020 3:47:00 PM	System
Submitted	System	11/06/2020 3:47:00 PM	System
Ready For Issuance	New	11/06/2020 3:47:00 PM	19ESWD8K00

► Pay Code History

Figure 2.3.2.2 – Issuance Detail page (Payment Request)

Issuance Detail

*- Indicates required fields

Close

Control Number: 1956140840	Category: Reactivated Expungement	Benefit/Service Month: 09/2005
Case Number: [REDACTED]	Case Name: [REDACTED]	Program: CalWORKs

Payee Information

Payee: * [REDACTED]	Payee Address: [REDACTED] GLENDALE, CA 91209-1187	Reference:
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Basic Information

Issuance Method: EBT	Immediacy: Routine	Payment Amount: 0.46	Invoice Number:
Issue Date: 11/03/2020	Available Date: 11/04/2020	Account Number: [REDACTED]	
Status: Issued	Status Reason: System		

Financial Information

Pay Code:	
Aid Code: 30 - CW-All Other Families (Fed)	Fund Code: CA
Expungement: View	Authorized Worker:

Status History

Status	Reason	Date	Authorized By
Issued	System	11/03/2020 8:01:26 PM	System
Submitted	System	11/03/2020 8:01:26 PM	System
Ready For Issuance	Reactivation	11/03/2020 8:01:26 PM	System

► Pay Code History

Figure 2.3.2.3 – Issuance Detail page (Expungement)

Issuance Detail

* - Indicates required fields

Close

Control Number: 0029738873	Category: Collections Refund	Benefit/Service Month: 12/2019
Case Number: [REDACTED]	Case Name: [REDACTED]	Program: CalWORKs

Payee Information

Payee: * [REDACTED]	Payee Address: [REDACTED] POMONA, CA 91767-3525	Reference: [REDACTED]
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Basic Information

Issuance Method: Warrant	Immediacy: Routine	Payment Amount: 382.00	Invoice Number:
Issue Date: 09/21/2020	Expiration Date:	Delivery Method: Mail	
Status: Paid	Status Reason:	Paid Date: 09/24/2020	

Financial Information

Document ID: ST202620018	
Pay Code:	
Aid Code: 30 - CW-All Other Families (Fed)	Fund Code: 4M
Recovery Account Transaction: View	Authorized Worker:

Status History

Status	Reason	Date	Authorized By
Paid		09/26/2020 8:01:27 PM	System
Issued		09/21/2020 8:00:45 PM	System
Submitted	New	09/18/2020 7:00:24 PM	System
Ready For Issuance	New	09/18/2020 7:00:24 PM	System

Figure 2.3.2.4 – Issuance Detail page (Recovery Account Transaction)

Issuance Detail

***- Indicates required fields**

Affidavit**Replace****Edit****Close**

Control Number:	Category: Supplemental Benefit	Benefit/Service Month: 09/2020
Case Number: L123456	Case Name: JOHN DOE	Program: CalWORKs

Payee Information

Payee: * JOHN DOE	Payee Address: 1211 ABC STREET LOS ANGELES, CA 90002-1929	Reference:
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Basic Information

Issuance Method: EBT	Immediacy: Routine	Payment Amount: 878.00	Invoice Number:
Issue Date: 09/01/2020	Available Date: 09/03/2020	Account Number: 1901L123456	
Status: Issued	Status Reason: System		

Financial Information

Pay Code:	
Aid Code: 32 - CW-TANF-Timed Out (State)	Fund Code:
Auxiliary Authorization: View	Authorized Worker: 518618

Status History

Status	Reason	Date	Authorized By
Ready For Issuance	New	08/31/2020 8:00:39 PM	System

Pay Code History

Affidavit History

Figure 2.3.2.5 – Issuance Detail page (Auxiliary Authorization)

2.3.3 Description of Changes

1. Update Issuance Detail page to enable the EBT host to host when rushing an Auxiliary payment.
2. Update the Financial Section on the Issuance Detail page to provide a 'View' button for each type of authorization that results into an

issuance record. The fields will be dynamic based on the associated authorization and will display following:

- EDBC – If the issuance is associated to EDBC authorization. The 'View' button will navigate the user to the appropriate EDBC Detail page in View mode. Please refer to the page mockup Figure 2.3.2.1
 - Payment Request - If the issuance is associated to Payment Request authorization. The 'View' button will navigate the user to the appropriate Payment Request Detail page in View mode. Please refer to the page mockup Figure 2.3.2.2
 - Expungement - If the issuance is associated to expungement authorization. The 'View' button will navigate the user to the appropriate Expungement Detail page in View mode. Please refer to the page mockup Figure 2.3.2.3
 - Recovery Account Transaction - If the issuance is associated to recovery account transaction authorization. The 'View' button will navigate the user to the appropriate Transaction Detail page in View mode. Please refer to the page mockup Figure 2.3.2.4
 - Auxiliary Authorization - If the issuance is associated to Auxiliary authorization. The 'View' button will navigate the user to the appropriate Auxiliary Authorization Detail page in View mode. Please refer to the page mockup Figure 2.3.2.5
3. Update Issuance Detail page to not allow Pay Code field to be editable for Issuances associated to authorization type of Auxiliary.
 4. Update the Issuance Detail Page to **not display** the following buttons when the issuance is associated an authorization type of 'Auxiliary'.
 - Collect
 - External Reissue
 5. Update the Issuance Detail Page to **display** the following buttons when the issuance is associated an authorization type of 'Auxiliary'.
 - Replace
 - Reissue
 - Cancel
 - Close
 - Edit
 - Affidavit
 - Print

NOTE: There is no change being introduced with any of these buttons existing functionality that exists today in CalSAWS and same would be used for the Auxiliary Issuances.

2.3.4 Page Location

Global: Case Info

Local: Case Summary

Task: Issuance History

2.3.5 Security Updates

No Change.

2.3.6 Page Mapping

No Change.

2.3.7 Page Usage/Data Volume Impacts

No Change.

2.4 Nightly Auxiliary Issuance Sweep Batch

2.4.1 Overview

The Issuance Sweep procedures scan and identify all authorized EDBC's or Payment Requests that have not been processed for payments/issuances. All eligible authorization records are then inserted into the ISSUANCE_TRANSACTION table to be processed by Issuance Batch. This update is to create a new issuance sweep job to process the Auxiliary Payments.

2.4.2 Description of Changes

1. Create a new nightly Auxiliary Sweep job that will identify all Auxiliary authorization records with the following conditions.
 - The Approved Status Date or End Date of an Auxiliary Authorization is within past 12 months.
 - Program status is active for the benefit month.
 - No auxiliary issuance has been created for the benefit month.
 - The payment amount is greater than zero.
 - Issuance Business Day is on or before the nightly batch run date.

For example, if 'Issuance Business Day' is set to the 4th business day for the Auxiliary record on the Auxiliary Authorization Detail page, then for Oct 2020 benefit month the system will first attempt to issue this auxiliary record on 6th October 2020 and would continue to process every night until the payment is successfully processed.

If an Auxiliary Authorization record is created today on 10/20/2020 for October 2020 benefit month and the 'Issuance Business Day' is set to the 4th business day for the Auxiliary record on the Auxiliary Authorization Detail page, then for Oct 2020 benefit month the system will first attempt to issue this auxiliary record on 10/20/2020 as this date is after the set

'Issuance Business Day' and would continue to process every night until the payment is successfully processed.

- The EDBC benefits for the same benefit month and the same program already exist when regular benefit is required to be issued first. This requirement is indicated by the value of 'Only Issue After Regular Benefits Is Created' field.
2. Insert sweep results into Issuance_Transact table with Authorization Type 'AUX' and the Batch Type is 'Nightly'.

2.4.3 Programs Impacted

All

2.4.4 Execution Frequency

No change.

2.4.5 Key Scheduling Dependencies

All days except holidays and Sunday.

2.4.6 Counties Impacted

All CalSAWS Counties

2.4.7 Data Volume/Performance

No Change.

2.4.8 Failure Procedure/Operational Instructions

No Change.

2.5 Issuance Batch

2.5.1 Overview

Issuance Batch is responsible for creating an Issuance record for each authorization that is subject to be paid on a Monthly/Nightly basis. This update is to configure the Issuance Batch to process authorizations for the Auxiliary payments.

2.5.2 Description of Change

1. Update Issuance Batch to create Issuances for auxiliary Authorization.

2. Update the Skip Issuance logic in the Issuance Batch **to exclude** the Auxiliary authorizations associated to the following Periodic Reporting and Redetermination/Recertification Skip Issuance reasons:
 - Periodic Report Does Not Exist for the Reporting Period
 - Periodic Report Incomplete
 - Periodic Report Not Received for the Reporting Period
 - Periodic Report Received After 10 Day is Not Complete
 - Redetermination/Recertification Does Not Exist for submit month
 - Redetermination/Recertification not received for submit month
 - Redetermination/Recertification received is not complete
 - Child Placement Does Not Match Placement/Payee on Authorization Record
 - End Dated SCI Exists on EDBC
 - First Month CalFresh Cannot be Created Before Third Business Day
 - Future Month Issuance Cannot be Created Before Last Business Day
 - Invalid Authorized Amount on Authorization Record
 - KG3 not on file
 - SUAS Benefit Cannot be Created Before Third Business Day
 - Homeless Payment Already Issued (This skip reason is specific to LA County)
 - Payment 7 days before Service Arrangement start (This skip reason is specific to LA County)
 - CMS/CWS Vendor Number Does Not Exist for the Vendor (This skip reason is specific to LA County)
 - Child Placement End Dated Prior to the Benefit Month (This skip reason is specific to LA County)
 - Voucher Not Received for the Benefit Month (This skip reason is specific to LA County)
3. Update the Skip Issuance logic in the Issuance Batch **to apply** the following skip issuance reasons to the Auxiliary authorizations:
 - 3A/3C aid code is invalid for benefit/service month after 11/2013
 - 3F/K1 aid code is invalid for benefit/service month before 12/2013
 - Aid Code Does Not Exist on Authorization Record
 - Primary Applicant Does Not Exist for the Benefit Month
 - Payee Does Not Exist for the Benefit Month
 - Payee Mailing Address Cannot be Determined
 - Aid Code Does Not Exist on Authorization Record
 - No Payment Method Assigned
 - Payment Hold Exists on Foster Care Program
 - Payment Hold Exists on AAP Program
 - Payment Hold Exists on Kin-GAP Program
 - Extended CalWORKs – NMD
 - Unknown
 - Vendor is Suspended
 - Payment cannot be submitted as vendor is not established in eCAPS (This skip reason is specific to LA County)

- No Secondary Payee for Homeless (This skip reason is specific to LA County)
- Warrant mailing address is District Office (This skip reason is specific to LA County)
- 4. Update the issuance batch to populate following values from the details that are stored on the Auxiliary Detail page:
 - Program
 - Aid code
 - Placement Type
 - Pay Code
 - Amount
 - Payee
 - Issuance Method
- 5. Add the logic to update the Issuance Method to 'Warrant', if the issuance method associated to the authorization type of auxiliary is Direct Deposit and the payee do not have the Direct Deposit set up yet.
- 6. Update the Issuance Batch to populate the address on the issuance from the Mailing Address associated to the person for the benefit month.
- 7. Update the issuance batch to populate the EBT Account type based on the program associated to the auxiliary authorization record. If the program is a food program, then populate the account type as 'Food'. If the program is a cash program, then populate the account type as 'Cash'.
- 8. Update the Issuance Batch to create the issuances associated to Auxiliary Authorizations with the category of 'Supplemental Benefit'.

2.5.3 Execution Frequency

No Change.

2.5.4 Key Scheduling Dependencies

No Change.

2.5.5 Counties Impacted

All CalSAWS Counties

2.5.6 Data Volume/Performance

No Change.

2.5.7 Failure Procedure/Operational Instructions

No Change.

2.6 Fund Code Determination

2.6.1 Overview

Fund codes are used to store the accounting string information for a County. This update is to add the logic to find the placement type for the issuances associated to the authorization type of auxiliary.

2.6.2 Description of Change

1. Update the Fund Code Determination batch to find the placement type for the issuances associated to the authorization type of auxiliary from the Auxiliary Authorization Detail page when the program is Foster Care or AAP.

NOTE: This update is specific to LA County as for LA county fund code determination for FC/AAP program the placement type is required.

2.6.3 Execution Frequency

No Change.

2.6.4 Key Scheduling Dependencies

No Change.

2.6.5 Counties Impacted

All CalSAWS Counties.

2.6.6 Data Volume/Performance

No Change.

2.6.7 Failure Procedure/Operational Instructions

No Change

2.7 Auxiliary Issuance Pre-Claiming Batch (PBXXF201)

2.7.1 Overview

Update the existing IssuancePreClaimingBatch module to identify all the issuances associated to the authorization type of Auxiliary that were set to a status of Issued between the LAST_SUCCESS_DATE and BATCH_DATE.

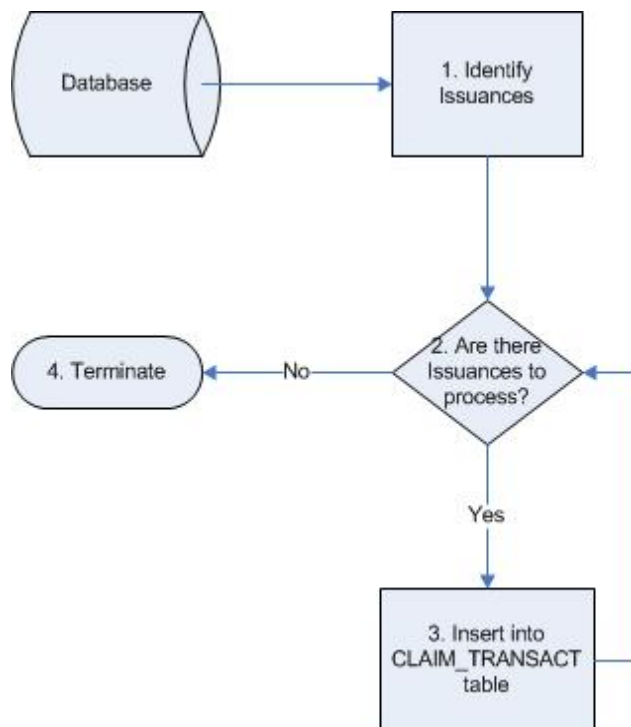
Once these Issuances are identified, they will be inserted into the CLAIM_TRANSACT table in the order of their ISSUANCE_ID and Status Date to be processed by the appropriate Claiming modules. If an Issuance is Issued and Cancelled on the same day, the statuses will be processed in the order that they occur.

2.7.2 Description of Changes

1. This process will identify all Issuances associated to the authorization type of Auxiliary in CLAIM_TRANSACT and ISSUANCE_CLAIM_TRANSACT that meet the following criteria:
 - Issuance has a Status of Issued.
 - Issuance has a Status Date between the LAST_SUCCESS_DATE and BATCH_DATE.

2.7.3 Technical Flow

The technical flow for this batch module is shown in Figure 1.



2.7.4 Programs Impacted

All programs

2.7.5 Execution Frequency

All days except holidays and Sunday.

2.7.6 Key Scheduling Dependencies

This job will be configured to run sequentially with other Claiming jobs.

2.7.7 Counties Impacted

All CalSAWS Counties

2.7.8 Data Volume/Performance

No Change.

2.7.9 Failure Procedure/Operational Instructions

No Change.

2.8 Auxiliary Issuance Claiming Batch (PBXXF__)

2.8.1 Overview

Create a new batch module under Claiming called the Auxiliary Issuance Claiming batch. This batch job will process Issuances associated to the authorization type of Auxiliary from the CLAIM_TRANSACT table where the Process Date is between the LAST_SUCCESS_DATE and BATCH_DATE. Only Auxiliary Issuances that have not been previously processed will be included.

Note: Any reference to an Aid Code in this document implies distinct Aid Code and Pay Code combination.

2.8.2 Description of Changes

1. This process will identify all Auxiliary Issuances in CLAIM_TRANSACT that meet the following criteria:
 - The Issuance is associated to the authorization type of 'Auxiliary'.
 - The Process date in CLAIM_TRANSACT is between the LAST_SUCCESS_DATE and BATCH_DATE.
 - The Status Code in CLAIM_TRANSACT_DETL is Unprocessed (UC).

Note: If there is more than one Auxiliary Issuance for the same Program and Benefit Month, the issuances will be ordered by the time they are created.

2. This process will set the Person counts as 0 for the issuances associated to the authorization type of 'Auxiliary'.

Note: The CFAP amount for CalFresh and State Grant Amount for cla programs will not be included for Auxiliary issuances as these will

ideally be claimed under the regular monthly benefit through EDBC issuances.

3. This process will set the Payment Amount as Federal or Non-Federal based on the Aid Code of the Issuance. If the Aid Code is a federal Aid Code, then the Payment Amount will be claimed as Federal. If the Aid Code is a Non-Federal Aid Code, then the Payment Amount will be claimed as Non-Federal. If the Aid Code is a mixed Aid Code, the payment amount will be split between Federal and Non-Federal based on the counts of the Federal to Non-Federal individuals defined on the Auxiliary Issuance detail page with the same Program and Benefit Month.
4. This process will get the Non-Zero records from Claiming for the Issuance. This is done by summing all Claiming records with the same ISSUANCE_ID as the current Issuance by distinct combination of Aid Code and Pay Code. Once grouped, the records that have non-zero values for Federal Adult Quantity, Federal Child Quantity, Federal Amount, Non-Federal Adult Quantity, Non-Federal Child Quantity, Non-Federal Amount, Payment Amount, or FBU Quantity will be identified as Non-Zero records for the Issuance.
5. Claiming Adjustments: For Auxiliary issuances, no aid code and pay code adjustments will be allowed. Only Cancellations will be allowed via the Issuance detail page which would then be adjusted/claimed accordingly.
6. Create the records in the CLAIM_HIST table with the transaction type of 'Auxiliary Benefit Issuance' to identify these issuances.

2.8.3 Programs Impacted

All programs

2.8.4 Execution Frequency

All days except holidays and Sunday.

2.8.5 Key Scheduling Dependencies

This job will be configured to run sequentially with other Claiming jobs.

2.8.6 Counties Impacted

All CalSAWS Counties

2.8.7 Data Volume/Performance

No Change.

2.8.8 Failure Procedure/Operational Instructions

No Change.

2.9 C-IV Migration (Former ISAWS) Warrant Print

2.9.1 Overview

Data mapping updates for the Authorized Date and Aid Amount will be updated for Auxiliary Authorized Issuances.

2.9.2 Description of Change

1. Update the data mapping for the Authorized Date to the Status Date of the Approved record on the Auxiliary Authorization record for Auxiliary Issuances.
2. Update the data mapping for Aid Amount to the Amount on the Auxiliary Authorization record for Auxiliary Issuances.

2.9.3 Execution Frequency

No Change

2.9.4 Key Scheduling Dependencies

No Change

2.9.5 Counties Impacted

C-IV Former ISAWS Counties

2.9.6 Data Volume/Performance

No Change

2.9.7 Interface Partner

No Change

2.9.8 Failure Procedure/Operational Instructions

No Change

2.10 eCAPS JVW Batch Jobs (PO19F410 and PB19R1401)

2.10.1 Overview

Data mapping updates for the eCAPS JVW Batch Jobs will be updated for Auxiliary Authorized Issuances.

2.10.2 Description of Change

1. Update the eCAPS JVW Batch Job (PO19F410) to process the new Auxiliary Issuance claiming transactions.
2. Update the eCAPS JVW Reports Batch job (PB19R1401) to process the new Auxiliary Issuance claiming transactions.

2.10.3 Execution Frequency

No Change

2.10.4 Key Scheduling Dependencies

No Change

2.10.5 Counties Impacted

Los Angeles

2.10.6 Data Volume/Performance

No Change

2.10.7 Interface Partner

No Change

2.10.8 Failure Procedure/Operational Instructions

No Change

2.11 Database Change Request (DBCR) and Code Table Change Request (CTCR)

1. Add a new AUX_PMT_DETL Table. This table will have the following fields:
 - ID
 - AUX_PMT_ID
 - STAT_CODE
 - STAT_DATE

- DESCR
 - CREATED_BY
 - UPDATED_BY
 - CREATED_ON
 - UPDATED_ON
2. Add following fields to the AUX_PMT table:
 - AUX_NUM_IDENTIF
 - PGM_ID
 - AID_CODE
 - PAY_CODE
 - ISSUANCE_BUSINESS_DAY
 - REG_BEN_ISSUD_IND
 - PERS_ID
 - ORG_ID
 - ISSUANCE_TYPE_CODE
 - IMMED_CODE
 - PLACENT_TYPE_CODE
 - FED_ADULT_QTY
 - NON_FED_ADULT_QTY
 3. Add following field to the ISSUANCE, SKIP_ISSUANCE table:
 - AUX_PMT_ID
 4. Add a new following Code to the Category 566:
 - Auxiliary
 5. Add a new Claiming Transaction type code for Auxiliary Issuances to CT 420.
This code will be used when claiming issuances with a type of Auxiliary.
 - CODE_NUM_IDENTIF: AX
 - SHORT_DECODE_NAME: Auxiliary Benefit Issuance
 - LONG_DEOCDE_NAME: Auxiliary Benefit Issuance

2.12 Auxiliary Issuance Daily Report

2.12.1 Overview

The new Auxiliary Issuance Daily Report captures all Auxiliary Issuances which are Issued, Cancelled, Reactivated or Expunged in the report date. This allows counties to make manual adjustments wherever necessary.

2.12.2 Auxiliary Issuance Daily Report – Summary Sheet Screenshot

CalSAWS Auxiliary Issuance Daily Report

Los Angeles

Run Date: JUL-28-2020 12:16 AM

Date: 07/27/2020

Issued Summary						
Program	Aid Code	Transaction Total	Fed Amt	NFed Amt	Issued Amount	
Adoption Assistance Program	03	1	\$205.00	\$0.00	\$205.00	
CalWORKs	30	1	\$857.00	\$0.00	\$857.00	
Foster Care	40	1	\$438.00	\$0.00	\$438.00	
Totals		3	\$1,500.00	\$0.00	\$1,500.00	
Cancelled Summary						
Program	Aid Code	Transaction Total	Fed Amt	NFed Amt	Issued Amount	
CalWORKs	30	1	\$755.00	\$0.00	\$755.00	
Totals		1	\$755.00	\$0.00	\$755.00	
Expungement Summary						
Program	Aid Code	Transaction Total	Amount			
Totals		0	\$0.00			
Reactivation Summary						
Program	Aid Code	Transaction Total	Amount			
CalWORKs	30	1	\$205.00			
Totals		1	\$205.00			
Summary		Issued Details	Cancelled Details	Expungement Details	Reactivation Details	+

2.12.3 Auxiliary Issuance Daily Report – Issued Details Sheet Screenshot

CalSAWS Auxiliary Issuance Daily Report																
Los Angeles																
Run Date: JUL-28-2020 12:16 AM																
Date: 07/27/2020																
															Summary	
															Transaction Total	3
															Total	\$1,500.00
																\$0.00
																\$1,500.00
Control Number	Auxiliary Number	Case Number	Case Name	Payee Name	Program	Aid Code	Pay Code	Fund Code	Placement Type	EBT Benefit Type	Issuance Method	Immediacy	Claimed Indicator	Benefit Month	Auth Worker ID	Fed Amt.
1000000001	AU1900000001	B0000002	Case Name1	Payee Name1	CalWORKs	30					EBT	Routine	Y	07/2020	190000000Y	\$857.00
1000000002	AU1900000002	B0000001	Case Name2	Payee Name2	Foster Care	40	OZ	U4	Foster Family Agency (Treatment)	Warrant	Rush	Y	Y	07/2020	190000000Y	\$438.00
1000000003	AU1900000003	B0000005	Case Name3	Payee Name3	Adoption Assistance Program	03		AD			Direct Deposit	Manually Issued	Y	07/2020	190000000Y	\$205.00

*Please see the attached mockup in the Supporting Documents section.

2.12.4 Description of Change

1. Report Header – Create the following header for every sheet:

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 generated. Format: Run Date: MON-DD-YY HH:MM AM/PM
4	Date	The reporting date the data was captured for. Format: Date: MM/DD/YYYY

2. Summary Sheet - Create the 'Summary' Sheet for the Auxiliary Issuance Daily Report. This sheet will provide the following four summary sections:

Field Name	Field Description
Issued Summary	<p>Provides static totals of all the auxiliary issuance listed in the 'Issued Details' sheet grouped by Program and Aid Code. The following fields are provided:</p> <ul style="list-style-type: none"> • Program – The program associated to the issued auxiliary issuances. • Aid Code – The aid code associated to the issued auxiliary issuances. • Transaction Total – The count of all the issued auxiliary issuances for the given program and aid code pair. • Fed Amt - The sum of all the issued auxiliary issuance's federal amount for the given program and aid code pair. Format: \$0.00 • NFed Amt - The sum of all the issued auxiliary issuance's nonfederal amount for the given program and aid code pair. Format: \$0.00 • Issued Amount - The sum of all issued amount of all the auxiliary issuance's issued amount for the given program and aid code pair. Format: \$0.00

	Note the Program and Aid Code totals will be sorted by Program ascending followed by Aid Code ascending. The program and aid code will only be listed if data exists for the given pair.
Cancelled Summary	<p>Provides static totals of all the auxiliary issuance listed in the 'Cancelled Details' sheet grouped by Program and Aid Code. The following fields are provided:</p> <ul style="list-style-type: none"> • Program – The program associated to the cancelled auxiliary issuances. • Aid Code – The aid code associated to the cancelled auxiliary issuances. • Transaction Total – The count of all the cancelled auxiliary issuances for the given program and aid code pair. • Fed Amt - The sum of all the cancelled auxiliary issuance's federal amount for the given program and aid code pair. Format: \$0.00 • NFed Amt - The sum of all the cancelled auxiliary issuance's nonfederal amount for the given program and aid code pair. Format: \$0.00 • Issued Amount - The sum of all cancelled auxiliary issuance's federal amount for the given program and aid code pair. Format: \$0.00 <p>Note the Program and Aid Code totals will be sorted by Program ascending followed by Aid Code ascending. The program and aid code will only be listed if data exists for the given pair.</p>
Expungement Summary	<p>Provides static totals of all the expungement related to auxiliary issuance listed in the 'Expungement Details' sheet grouped by Program and Aid Code. The following fields are provided:</p> <ul style="list-style-type: none"> • Program – The program associated to the expungements. • Aid Code – The aid code associated to the reactivated auxiliary issuances. • Transaction Total – The count of all the expungements for the given program and aid code pair. • Amount - The sum of all expungements' amounts given program and aid code pair.

	<p>Format: \$0.00</p> <p>Note the Program and Aid Code totals will be sorted by Program ascending followed by Aid Code ascending. The program and aid code will only be listed if data exists for the given pair.</p>
Reactivation Summary	<p>Provides static totals of all the reactivation of expungement related to auxiliary issuance listed in the 'Reactivation Detail' sheet grouped by Program and Aid Code. The following fields are provided:</p> <ul style="list-style-type: none"> • Program – The program associated to the reactivated auxiliary issuances. • Aid Code – The aid code associated to the reactivated auxiliary issuances. • Transaction Total – The count of all the reactivations of auxiliary issuances for the given program and aid code pair. • Amount - The sum of all reactivations' amounts given program and aid code pair. <p>Format: \$0.00</p> <p>Note the Program and Aid Code totals will be sorted by Program ascending followed by Aid Code ascending. The program and aid code will only be listed if data exists for the given pair.</p>

3. Create the 'Issued Details' sheet.

I. Base Population – The sheet captures all auxiliary issuances that meet the following condition:

- i. The Issuance is an Auxiliary Issuance.
*Technical Note – An auxiliary issuance can be identified by looking at the new auxiliary id column on the issuance table.
- ii. The issuance was issued during the report date.

Code-111	Short Description
IS	Issued
MI	Manually Issued

*Note This looks at the 'Issued' status date of the issuance.

- iii. The issuance County Code is equal to the county the report is generated for.
Please see the

Note: Please see Appendix 7.1 for examples.

- II. Totals – The sheet provides the following Totals at the top right of the sheet:

Total	Short Description
Transaction Total	A dynamic row count over the Case Number column. The count represents the transaction total displayed in the detail sheet.
Fed Amt.	A dynamic summation over the Fed Amt. column.
NFed Amt.	A dynamic summation over the NFed Amt. column.
Benefit Amount	A dynamic summation over the Benefit Amount column.

- III. Column Definition – The sheet will provide the following columns:

Field Name	Short Description
Control Number	Displays the system-generated unique identifier control number for the auxiliary issuance.
Auxiliary Number	Displays the system-generated unique identifier assigned to the auxiliary issuance.
Case Number	Displays the case number of the case associated to the auxiliary payment.
Case Name	Displays the case name of the case associated to the auxiliary issuance.
Payee Name	Displays the name of the payee associated to the auxiliary issuance. Format: [First Name] [Last Name]
Program	18 – Displays the program associated to the auxiliary issuance.
Aid Code	184 – Displays the aid code associated to the auxiliary issuance.
Pay Code	623 - Displays the pay code associated to the auxiliary issuance.
Fund Code	522 – Displays the fund code associated to the auxiliary issuance.
Placement Type	298 – Displays the Foster Care placement type associated to the auxiliary issuance if one exists.

EBT Benefit Type	2055 – Displays the EBT benefit type of the auxiliary issuance if one exists.
Issuance Method	<p>112 – Displays the type of payment for the auxiliary issuance.</p> <p>Possible values:</p> <ul style="list-style-type: none"> • Warrant • Direct Deposit • EBT <p>These are the current available values. The report will not restrict to these values.</p>
Immediacy	<p>314 – Displays whether the auxiliary issuance was rushed or regular.</p> <p>Possible Values:</p> <ul style="list-style-type: none"> • Manually Issued • Routine • Rush <p>These are the current possible values. The report will not restrict to these values.</p>
Claimed Indicator	<p>Indicates whether the auxiliary issuance was claimed.</p> <p>Possible Values:</p> <p>'Y' – The auxiliary issuance was claimed.</p> <p>'N' – The auxiliary issuance was not claimed.</p> <p>*Note When claimed, an auxiliary issuance can be found on the Fiscal History Search page.</p>
Benefit Month	<p>Displays the benefit month on the auxiliary issuance.</p> <p>Format:</p> <p>MM/YYYY</p>
Fed Amt.	<p>Displays the amount that is claimed by the federal government on the auxiliary issuance.</p> <p>Format:</p> <p>\$0.00</p> <p>The field will be blank if the issuance has not been claimed.</p>
NFed Amt.	<p>Displays the amount that is claimed by the state or county on the auxiliary issuance.</p> <p>Format:</p> <p>\$0.00</p>

	The field will be blank if the auxiliary issuance has not been claimed.
Auth Worker ID	Displays the Worker ID of the worker who approved the auxiliary issuance.
Benefit Amount	The benefit amount for the auxiliary issuance. Format: \$0.00

4. Create the 'Cancelled Details' sheet.

I. Base Population – The sheet captures all auxiliary issuances that meet the following condition:

i. The Issuance is an Auxiliary Issuance.

*Technical Note – An auxiliary issuance can be identified by looking at the new auxiliary id column on the issuance table.

ii. The issuance was cancelled during the report date.

Code-111	Short Description
CA	Cancelled

iii. The issuance County Code is equal to the county the report is generated for.

Note: Please see Appendix 7.2 for examples.

II. Totals – The sheet provides the following Totals at the top right of the sheet:

Total	Short Description
Transaction Total	A dynamic row count over the Case Number column. The count represents the transaction total displayed in the detail sheet.
Fed Amt.	A dynamic summation over the Fed Amt. column.
NFed Amt.	A dynamic summation over the NFed Amt. column.
Benefit Amount	A dynamic summation over the Benefit Amount column.

III. Column Definition – The sheet will provide the following columns:

Field Name	Short Description
Control Number	Displays the system-generated unique identifier control number for the auxiliary issuance.

Auxiliary Number	Displays the system-generated unique identifier assigned to the auxiliary issuance.
Case Number	Displays the case number of the case associated to the auxiliary payment.
Case Name	Displays the case name of the case associated to the auxiliary issuance.
Payee Name	Displays the name of the payee associated to the auxiliary issuance. Format: [First Name] [Last Name]
Program	18 – Displays the program associated to the auxiliary issuance.
Aid Code	184 – Displays the aid code associated to the auxiliary issuance.
Pay Code	623 - Displays the pay code associated to the auxiliary issuance.
Fund Code	522 – Displays the fund code associated to the auxiliary issuance.
Placement Type	298 – Displays the Foster Care placement type associated to the auxiliary issuance if one exists.
EBT Benefit Type	2055 – Displays the EBT benefit type of the auxiliary issuance if one exists.
Issuance Method	112 – Displays the type of payment for the auxiliary issuance. Possible values: <ul style="list-style-type: none"> • Warrant • Direct Deposit • EBT These are the current available values. The report will not restrict to these values.
Immediacy	314 – Displays whether the auxiliary issuance was rushed or regular. Possible Values: <ul style="list-style-type: none"> • Manually Issued • Routine • Rush These are the current possible values. The report will not restrict to these values.

Claimed Indicator	Indicates whether the auxiliary issuance was claimed. Possible Values: 'Y' – The auxiliary issuance was claimed. 'N' – The auxiliary issuance was not claimed. *Note When claimed, an auxiliary issuance can be found on the Fiscal History Search page.
Benefit Month	Displays the benefit month on the auxiliary issuance. Format: MM/YYYY
Fed Amt.	Displays the amount that is claimed by the federal government on the auxiliary issuance. Format: \$0.00 The field will be blank if the issuance has not been claimed.
NFed Amt.	Displays the amount that is claimed by the state or county on the auxiliary issuance. Format: \$0.00 The field will be blank if the auxiliary issuance has not been claimed.
Auth Worker ID	Displays the Worker ID of the worker who approved the auxiliary issuance.
Benefit Amount	The benefit amount for the auxiliary issuance. Format: \$0.00

5. Create the 'Expungement Details' sheet.

I. Base Population – The sheet captures all expungements of auxiliary issuances that meet the following condition:

i. The expungement is for an issued Auxiliary Issuance.

*Technical Note – The expungements can be identified by joining the EXPNGMNT record to the ISSUANCE table and verifying the ISSUANCE record has a populated auxiliary id.

ii. The Expungement has a status of 'Received' with a status date in the report date.

Code-2011	Short Description
RC	Received

- iii. The issuance County Code is equal to the county the report is generated for.

Please see Appendix 7.3 for examples.

- II. Totals – The sheet provides the following Totals at the top right of the sheet.:

Total	Short Description
Transaction Total	A dynamic row count over the Case Number column. The count represents the transaction total displayed in the detail sheet.
Amount	A dynamic summation over the Amount column.

- III. Column Definition – The sheet will provide the following columns:

Field Name	Short Description
Control Number	Displays the system-generated unique identifier control number for the auxiliary issuance.
Auxiliary Number	Displays the system-generated unique identifier assigned to the auxiliary issuance.
Case Number	Displays the case number of the case associated to the auxiliary payment.
Case Name	Displays the case name of the case associated to the auxiliary issuance.
Payee Name	Displays the name of the payee associated to the auxiliary issuance. Format: [First Name] [Last Name]
Program	18 – Displays the program associated to the auxiliary issuance.
Aid Code	184 – Displays the aid code associated to the auxiliary issuance.
Pay Code	623 - Displays the pay code associated to the auxiliary issuance.
Fund Code	522 – Displays the fund code associated to the auxiliary issuance.

EBT Benefit Type	2055 – Displays the EBT benefit type of the auxiliary issuance if one exists.
Benefit Month	Displays the benefit month on the auxiliary issuance. Format: MM/YYYY
Auth Worker ID	Displays the Worker ID of the worker who approved the auxiliary issuance.
Amount	The amount of the expungement for the auxiliary issuance. Format: \$0.00

6. Create the 'Reactivation Details' sheet.

- I. Base Population – The sheet captures all reactivation of expungements related to auxiliary issuances that meet the following condition:
 - i. The reactivation is for an Auxiliary Issuance.
*Technical Note – The reactivations can be identified by joining the EXPNGMNT record to the ISSUANCE table and verifying the ISSUANCE record has a populated auxiliary id.
 - ii. The Expungement has a status of 'Reactivated' with a status date in the report date.

Code-2011	Short Description
RA	Reactivated

- iii. The issuance County Code is equal to the county the report is generated for.

Please see Appendix 7.4 for examples.

- II. Totals – The sheet provides the following Totals at the top right of the sheet.:

Total	Short Description
Transaction Total	A dynamic row count over the Case Number column. The count represents the transaction total displayed in the detail sheet.
Amount	A dynamic summation over the Amount column.

- III. Column Definition – The sheet will provide the following columns:

Field Name	Short Description
------------	-------------------

Control Number	Displays the system-generated unique identifier control number for the auxiliary issuance.
Auxiliary Number	Displays the system-generated unique identifier assigned to the auxiliary issuance.
Case Number	Displays the case number of the case associated to the auxiliary payment.
Case Name	Displays the case name of the case associated to the auxiliary issuance.
Payee Name	Displays the name of the payee associated to the auxiliary issuance. Format: [First Name] [Last Name]
Program	18 – Displays the program associated to the auxiliary issuance.
Aid Code	184 – Displays the aid code associated to the auxiliary issuance.
Pay Code	623 - Displays the pay code associated to the auxiliary issuance.
Fund Code	522 – Displays the fund code associated to the auxiliary issuance.
EBT Benefit Type	2055 – Displays the EBT benefit type of the auxiliary issuance if one exists.
Benefit Month	Displays the benefit month on the auxiliary issuance. Format: MM/YYYY
Auth Worker ID	Displays the Worker ID of the worker who approved the auxiliary issuance.
Amount	The reactivation amount for the auxiliary issuance. Format: \$0.00

- The report will be generated and made available every scheduled batch night. For holidays or Sundays, the report will be generated on the next scheduled batch night.

2.12.5 Report Location

- **Global: Reports**
- **Local: Scheduled**
- **Task: Fiscal**

2.12.6 Counties Impacted

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

2.12.7 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
AuxiliaryIssuanceDailyReport	Provides access to the Auxiliary Issuance Daily Report.	Auxiliary Issuance Reports

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Auxiliary Issuance Reports	Provides access to the Auxiliary Issuance Daily Report and the Auxiliary Issuance Monthly Report.	<ul style="list-style-type: none">• Fiscal Staff• Fiscal Supervisor• View Only• System Administrator

2.12.8 Report Usage/Performance

Similar fiscal reports are accessed less than 50 times a month. This report is expected to be accessed around the same.

2.13 Auxiliary Issuance Monthly Report

2.13.1 Overview

The new Auxiliary Issuance Monthly Report captures all Auxiliary Issuances which are Issued, Cancelled, Reactivated or Expunged in the report month. This allows counties to make manual adjustments wherever necessary.

2.13.2 Auxiliary Issuance Monthly Report – Summary Sheet Screenshot

[illegible]

2.13.3 Auxiliary Issuance Monthly Report – Issued Details Sheet Screenshot

CalSAWS Auxiliary Issuance Monthly Report

Los Angeles

Run Date: AUG-01-2020 12:16 AM

Report Month: 07/2020

Transaction Total3

Total\$1,500.00\$0.00\$1,500.00

Control Number	Auxiliary Number	Case Number	Case Name	Payee Name	Program	Aid Code	Pay Code	Fund Code	Placement Type	EBT Benefit Type	Issuance Method	Immediacy	Claimed Indicator	Benefit Month	Issue Date	Auth. Worker ID	Fed Amt.	NFed Amt.	Benefit Amount
1000000001	AU1900000001	8000002	Case Name1	Payee Name1	CalWORKS	30					EBT	Routine	Y	07/2020	07/02/2020	19D000000Y	\$857.00	\$0.00	\$857.00
1000000002	AU1900000002	8000001	Case Name2	Payee Name2	Foster Care	40	OZ	U4	Foster Family Agency (Treatment)		Warrant	Rush	Y	07/2020	07/03/2020	19D000000Y	\$438.00	\$0.00	\$438.00
1000000003	AU1900000003	8000005	Case Name3	Payee Name3	Adoption Assistance Program	53		AD			Direct Deposit	Manually Issued	Y	07/2020	07/04/2020	19D000000Y	\$205.00	\$0.00	\$205.00

*Please see the attached mockup in the Supporting Documents section.

2.13.4 Description of Change

- Report Header – Create the following header for every sheet:

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 generated. Format: Run Date: MON-DD-YY HH:MM AM/PM
4	Report Month	The reporting month the data is captured for. Format: Report Month: MM/ YYYY

- Summary Sheet - Create the 'Summary' Sheet for the Auxiliary Issuance Monthly Report. This sheet will provide the following four summary sections:

Field Name	Field Description
Issued Summary	Provides static totals of all the auxiliary issuance listed in the 'Issued Details' sheet grouped by Program and Aid Code. The following fields are provided: <ul style="list-style-type: none"> Program – The program associated to the issued auxiliary issuances. Aid Code – The aid code associated to the issued auxiliary issuances. Transaction Total – The count of all the issued auxiliary issuances for the given program and aid code pair.

	<ul style="list-style-type: none"> • Fed Amt - The sum of all the issued auxiliary issuance's federal amount for the given program and aid code pair. Format: \$0.00 • NFed Amt - The sum of all the issued auxiliary issuance's nonfederal amount for the given program and aid code pair. Format: \$0.00 • Issued Amount - The sum of all issued amount of all the auxiliary issuance's issued amount for the given program and aid code pair. Format: \$0.00 <p>Note the Program and Aid Code totals will be sorted by Program ascending followed by Aid Code ascending. The program and aid code will only be listed if data exists for the given pair.</p>
Cancelled Summary	<p>Provides static totals of all the auxiliary issuance listed in the 'Cancelled Details' sheet grouped by Program and Aid Code. The following fields are provided:</p> <ul style="list-style-type: none"> • Program – The program associated to the cancelled auxiliary issuances. • Aid Code – The aid code associated to the cancelled auxiliary issuances. • Transaction Total – The count of all the cancelled auxiliary issuances for the given program and aid code pair. • Fed Amt - The sum of all the cancelled auxiliary issuance's federal amount for the given program and aid code pair. Format: \$0.00 • NFed Amt - The sum of all the cancelled auxiliary issuance's nonfederal amount for the given program and aid code pair. Format: \$0.00 • Issued Amount - The sum of all cancelled auxiliary issuance's federal amount for the given program and aid code pair. Format: \$0.00

	Note the Program and Aid Code totals will be sorted by Program ascending followed by Aid Code ascending. The program and aid code will only be listed if data exists for the given pair.
Expungement Summary	<p>Provides static totals of all the expungement related to auxiliary issuance listed in the 'Expungement Details' sheet grouped by Program and Aid Code. The following fields are provided:</p> <ul style="list-style-type: none"> • Program – The program associated to the expungements. • Aid Code – The aid code associated to the reactivated auxiliary issuances. • Transaction Total – The count of all the expungements for the given program and aid code pair. • Amount - The sum of all expungements' amounts given program and aid code pair. <p>Format: \$0.00</p> <p>Note the Program and Aid Code totals will be sorted by Program ascending followed by Aid Code ascending. The program and aid code will only be listed if data exists for the given pair.</p>
Reactivation Summary	<p>Provides static totals of all the reactivation of expungement related to auxiliary issuance listed in the 'Reactivation Details' sheet grouped by Program and Aid Code. The following fields are provided:</p> <ul style="list-style-type: none"> • Program – The program associated to the reactivation of auxiliary issuances. • Aid Code – The aid code associated to the reactivated auxiliary issuances. • Transaction Total – The count of all the reactivations of auxiliary issuances for the given program and aid code pair. • Amount - The sum of all reactivations' amounts given program and aid code pair. <p>Format: \$0.00</p> <p>Note the Program and Aid Code totals will be sorted by Program ascending followed by Aid Code ascending. The program and aid code will only be listed if data exists for the given pair.</p>

3. Create the 'Issued Details' sheet.

- I. Base Population – The sheet captures all auxiliary issuances that meet the following condition:
 - i. The Issuance is an Auxiliary Issuance.
*Technical Note – An auxiliary issuance can be identified by looking at the new auxiliary id column on the issuance table.
 - ii. The issuance was issued during the report month.

Code-111	Short Description
IS	Issued
MI	Manually Issued

- iii. The issuance County Code is equal to the county the report is generated for.

Please see Appendix 7.4 for examples.

- II. Totals – The sheet provides the following Totals at the top right of the sheet:

Total	Short Description
Transaction Total	A dynamic row count over the Case Number column. The count represents the transaction total displayed in the detail sheet.
Fed Amt.	A dynamic summation over the Fed Amt. column.
NFed Amt.	A dynamic summation over the NFed Amt. column.
Benefit Amount	A dynamic summation over the Benefit Amount column.

- III. Column Definition – The sheet will provide the following columns:

Field Name	Short Description
Control Number	Displays the system-generated unique identifier control number for the auxiliary issuance.
Auxiliary Number	Displays the system-generated unique identifier assigned to the auxiliary issuance.
Case Number	Displays the case number of the case associated to the auxiliary payment.
Case Name	Displays the case name of the case associated to the auxiliary issuance.
Payee Name	Displays the name of the payee associated to the auxiliary issuance. Format:

	[First Name] [Last Name]
Program	18 – Displays the program associated to the auxiliary issuance.
Aid Code	184 – Displays the aid code associated to the auxiliary issuance.
Pay Code	623 - Displays the pay code associated to the auxiliary issuance.
Fund Code	522 – Displays the fund code associated to the auxiliary issuance.
Placement Type	298 – Displays the Foster Care placement type associated to the auxiliary issuance if one exists.
EBT Benefit Type	2055 – Displays the EBT benefit type of the auxiliary issuance if one exists.
Issuance Method	<p>112 – Displays the type of payment for the auxiliary issuance.</p> <p>Possible values:</p> <ul style="list-style-type: none"> • Warrant • Direct Deposit • EBT <p>These are the current available values. The report will not restrict to these values.</p>
Immediacy	<p>314 – Displays whether the auxiliary issuance was rushed or regular.</p> <p>Possible Values:</p> <ul style="list-style-type: none"> • Manually Issued • Routine • Rush <p>These are the current possible values. The report will not restrict to these values.</p>
Claimed Indicator	<p>Indicates whether the auxiliary issuance was claimed.</p> <p>Possible Values:</p> <p>'Y' – The auxiliary issuance was claimed.</p> <p>'N' – The auxiliary issuance was not claimed.</p> <p>*Note When claimed, an auxiliary issuance can be found on the Fiscal History Search page.</p>

Benefit Month	Displays the benefit month on the auxiliary issuance. Format: MM/YYYY
Issue Date	Displays the date the auxiliary issuance was issued. Format: MM/DD/YYYY
Fed Amt.	Displays the amount that is claimed by the federal government on the auxiliary issuance. Format: \$0.00 The field will be blank if the issuance has not been claimed.
NFed Amt.	Displays the amount that is claimed by the state or county on the auxiliary issuance. Format: \$0.00 The field will be blank if the auxiliary issuance has not been claimed.
Auth Worker ID	Displays the Worker ID of the worker who approved the auxiliary issuance.
Benefit Amount	The benefit amount for the auxiliary issuance. Format: \$0.00

4. Create the 'Cancelled Details' sheet.

I. Base Population – The sheet captures all auxiliary issuances that meet the following condition:

i. The Issuance is an Auxiliary Issuance.

*Technical Note – An auxiliary issuance can be identified by looking at the new auxiliary id column on the issuance table.

ii. The issuance was cancelled during the report month.

Code-111	Short Description
CA	Cancelled

iii. The issuance County Code is equal to the county the report is generated for.

Please see Appendix 7.5 for examples.

II. Totals – The sheet provides the following Totals at the top right of the sheet:

Total	Short Description
Transaction Total	A dynamic row count over the Case Number column. The count represents the transaction total displayed in the detail sheet.
Fed Amt.	A dynamic summation over the Fed Amt. column.
NFed Amt.	A dynamic summation over the NFed Amt. column.
Benefit Amount	A dynamic summation over the Benefit Amount column.

III. Column Definition – The sheet will provide the following columns:

Field Name	Short Description
Control Number	Displays the system-generated unique identifier control number for the auxiliary issuance.
Auxiliary Number	Displays the system-generated unique identifier assigned to the auxiliary issuance.
Case Number	Displays the case number of the case associated to the auxiliary payment.
Case Name	Displays the case name of the case associated to the auxiliary issuance.
Payee Name	Displays the name of the payee associated to the auxiliary issuance. Format: [First Name] [Last Name]
Program	18 – Displays the program associated to the auxiliary issuance.
Aid Code	184 – Displays the aid code associated to the auxiliary issuance.
Pay Code	623 - Displays the pay code associated to the auxiliary issuance.
Fund Code	522 – Displays the fund code associated to the auxiliary issuance.
Placement Type	298 – Displays the Foster Care placement type associated to the auxiliary issuance if one exists.
EBT Benefit Type	2055 – Displays the EBT benefit type of the auxiliary issuance if one exists.

Issuance Method	<p>112 – Displays the type of payment for the auxiliary issuance.</p> <p>Possible values:</p> <ul style="list-style-type: none"> • Warrant • Direct Deposit • EBT <p>These are the current available values. The report will not restrict to these values.</p>
Immediacy	<p>314 – Displays whether the auxiliary issuance was rushed or regular.</p> <p>Possible Values:</p> <ul style="list-style-type: none"> • Manually Issued • Routine • Rush <p>These are the current possible values. The report will not restrict to these values.</p>
Claimed Indicator	<p>Indicates whether the auxiliary issuance was claimed.</p> <p>Possible Values:</p> <p>'Y' – The auxiliary issuance was claimed.</p> <p>'N' – The auxiliary issuance was not claimed.</p> <p>*Note When claimed, an auxiliary issuance can be found on the Fiscal History Search page.</p>
Benefit Month	<p>Displays the benefit month on the auxiliary issuance.</p> <p>Format:</p> <p>MM/YYYY</p>
Cancelled Date	<p>Displays the date the auxiliary issuance was cancelled.</p> <p>Format:</p> <p>MM/DD/YYYY</p>
Fed Amt.	<p>Displays the amount that is claimed by the federal government on the auxiliary issuance.</p> <p>Format:</p> <p>\$0.00</p> <p>The field will be blank if the issuance has not been claimed.</p>
NFed Amt.	<p>Displays the amount that is claimed by the state or county on the auxiliary issuance.</p>

	Format: \$0.00 The field will be blank if the auxiliary issuance has not been claimed.
Auth Worker ID	Displays the Worker ID of the worker who approved the auxiliary issuance.
Benefit Amount	The benefit amount for the auxiliary issuance. Format: \$0.00

5. Create the 'Expungement Details' sheet.

- I. Base Population – The sheet captures all expungements of auxiliary issuances that meet the following condition:
 - i. The expungement is for an issued Auxiliary Issuance.
*Technical Note – The expungements can be identified by joining the EXPNGMNT record to the ISSUANCE table and verifying the ISSUANCE record has a populated auxiliary id.
 - ii. The Expungement has a status of 'Received' with a status date in the report month.

Code-2011	Short Description
RC	Received

- iii. The issuance County Code is equal to the county the report is generated for.

Please see Appendix 7.5 for examples

- II. Totals – The sheet provides the following Totals at the top right of the sheet.:

Total	Short Description
Transaction Total	A dynamic row count over the Case Number column. The count represents the transaction total displayed in the detail sheet.
Amount	A dynamic summation over the Amount column.

- III. Column Definition – The sheet will provide the following columns:

Field Name	Short Description
Control Number	Displays the system-generated unique identifier control number for the auxiliary issuance.

Auxiliary Number	Displays the system-generated unique identifier assigned to the auxiliary issuance.
Case Number	Displays the case number of the case associated to the auxiliary payment.
Case Name	Displays the case name of the case associated to the auxiliary issuance.
Payee Name	Displays the name of the payee associated to the auxiliary issuance. Format: [First Name] [Last Name]
Program	18 – Displays the program associated to the auxiliary issuance.
Aid Code	184 – Displays the aid code associated to the auxiliary issuance.
Pay Code	623 - Displays the pay code associated to the auxiliary issuance.
Fund Code	522 – Displays the fund code associated to the auxiliary issuance.
EBT Benefit Type	2055 – Displays the EBT benefit type of the auxiliary issuance if one exists.
Benefit Month	Displays the benefit month on the auxiliary issuance. Format: MM/YYYY
Expungement Date	Displays the date the auxiliary issuance was expunged. Format: MM/DD/YYYY
Auth Worker ID	Displays the Worker ID of the worker who approved the auxiliary issuance.
Amount	The amount of the expungement for the auxiliary issuance. Format: \$0.00

6. Create the 'Reactivation Details' sheet.

- I. Base Population – The sheet captures all reactivation of expungements related to auxiliary issuances that meet the following condition:
 - i. The reactivation is for an Auxiliary Issuance.
 *Technical Note – The reactivations can be identified by joining the EXPNGMNT record to the ISSUANCE table and verifying the ISSUANCE record has a populated auxiliary id.
 - ii. The Expungement has a status of 'Reactivated' with a status date in the report month.

Code-2011	Short Description
RA	Reactivated

- iii. The issuance County Code is equal to the county the report is generated for.

Please see Appendix 7.5 for examples

- II. Totals – The sheet provides the following Totals at the top right of the sheet.:

Total	Short Description
Transaction Total	A dynamic row count over the Case Number column. The count represents the transaction total displayed in the detail sheet.
Amount	A dynamic summation over the Amount column.

- III. Column Definition – The sheet will provide the following columns:

Field Name	Short Description
Control Number	Displays the system-generated unique identifier control number for the auxiliary issuance.
Auxiliary Number	Displays the system-generated unique identifier assigned to the auxiliary issuance.
Case Number	Displays the case number of the case associated to the auxiliary payment.
Case Name	Displays the case name of the case associated to the auxiliary issuance.
Payee Name	Displays the name of the payee associated to the auxiliary issuance. Format: [First Name] [Last Name]
Program	18 – Displays the program associated to the auxiliary issuance.

Aid Code	184 – Displays the aid code associated to the auxiliary issuance.
Pay Code	623 - Displays the pay code associated to the auxiliary issuance.
Fund Code	522 – Displays the fund code associated to the auxiliary issuance.
EBT Benefit Type	2055 – Displays the EBT benefit type of the auxiliary issuance if one exists.
Benefit Month	Displays the benefit month on the auxiliary issuance. Format: MM/YYYY
Reactivation Date	Displays the date the expungement was reactivated. Format: MM/DD/YYYY
Auth Worker ID	Displays the Worker ID of the worker who approved the auxiliary issuance.
Amount	The reactivation amount for the auxiliary issuance. Format: \$0.00

7. The report will be generated monthly. The report month will be the prior month of the current month. The report will be scheduled to be available on or before the 3rd business day of every month. For example, on or before August 5, 2020 the report will be available for the report month of July 2020.

2.13.5 Report Location

- **Global: Reports**
- **Local: Scheduled**
- **Task: Fiscal**

2.13.6 Counties Impacted

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

2.13.7 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
AuxiliaryIssuanceMonthlyReport	Provides access to the Auxiliary Issuance Monthly Report.	Auxiliary Issuance Reports

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Auxiliary Issuance Reports	Provides access to the Auxiliary Issuance Daily Report and the Auxiliary Issuance Monthly Report.	<ul style="list-style-type: none">• Fiscal Staff• Fiscal Supervisor• View Only• System Administrator

2.13.8 Report Usage/Performance

Similar fiscal reports are accessed less than 50 times a month. This report is expected to be accessed around the same.

2.14 Skipped Issuance Report

2.14.1 Overview

The Skipped Issuance Report provides a breakdown of Skipped Issuances, and the Skipped Issuance reasons that have a batch date equal to the Report Date. The logic used to populate the skipped issuance report is determined by the Skipped Issuance Batch Job. Currently the Skipped Issuance Reports provides information for the following skipped issuance:

- EDBC – Actionable
- EDBC – Informational
- Payment Request
- Recovery Account

- Reactivated Expungements

The report will be updated to include a new sheet as well as summary counts for Auxiliary issuances.

2.14.2 Skipped Issuance Report – Summary Sheet Screenshot

CalSAWS

Skipped Issuance Report

Los Angeles

Run Date: APR-13-21 09:15 AM

Date: 04/08/2021

Type Summary		Total Count	Total Amount
	EDBC – Actionable Total:	1	\$334.00
	EDBC – Informational Total:	1	\$595.00
	Payment Request Total:	1	\$256.00
	Recovery Account Total:	2	\$69.00
	Reactivated Expungement Total:	0	\$0.00
	Auxiliary	1	\$595.00
	Grand Total:	6	\$1,849.00

Skipped Reason Summary

Type	Category	Reason	Total Count	Total Amount
EDBC	Supplemental Benefit	CMS/CWS Vendor Number Does Not Exist for the Vendor	1	\$334.00
EDBC	Supplemental Benefit	Homeless Payment Already Issued	1	\$595.00
Payment Request	Supplemental Benefit	Payment cannot be submitted as vendor is not established in eCAPS.	1	\$256.00
Recovery Account	Supplemental Benefit	Aid Code Does Not Exist on Authorization Record	5	\$69.00
Auxiliary	Supplemental Benefit	Homeless Payment Already Issued	1	\$595.00

*Please see the attached mockup in the Supporting Documents section.

2.14.3 Skipped Issuance Report – Auxiliary Sheet Screenshot

CalSAWS Skipped Issuance Report											
Los Angeles											
Run Date: APR-13-21 09:15 AM											
Date: 04/08/2021											
Auxiliary											
											Summary
											Total Count:
											\$485.00
											Total Amount:
											\$485.00
Category	Office	Worker Number	Worker Name	Case Number	Reason	Program	Benefit Month	Auxiliary Number	Auxiliary Rep-Date	Authorized Date	Amount
Supplemental Benefit	070 Metro Special Office			L635090	Primary Applicant Does Not Exist for the Benefits Month	CalFresh	04/2021	1900000032	04/01/2021	04/08/2021	\$485.00

*Please see the attached mockup in the Supporting Documents section.

2.14.4 Description of Change

1. Create a new sheet titled 'Auxiliary' which will capture all skipped Auxiliary Issuance that meet the following conditions:
 - a. The Skipped Issuance's Batch Date is equal to the report date.
 - b. The issuance is associated to the county which the report was generated for.
 - c. The Skipped Issuance must be marked as Display on Report. This logic is defined by the skipped issuance batch job.

Technical Note – This is identified by looking at the Reference Column 1 = 'Y' in the code_detl table for the Skip Reason value.

2. The new 'Auxiliary' sheet will have the following columns:

Field Name	Short Description
Category	313 – Displays the skipped issuance category.
Office	Displays the office name of the worker associated to auxiliary issuance.
Worker Number	Displays the worker number of the program assigned worker or last known program assigned worker during the report date associated to the skipped issuance.
Worker Name	Displays the worker name of the program assigned worker or last known program assigned worker during the report date associated skipped issuance.
Case Number	The case number on the case associated to the auxiliary authorization record.
Reason	1642- Displays the skipped issuance reason.
Program	Displays the program name of the program.
Benefit Month	The benefit month of the auxiliary skipped issuance. *Technical Note – This is the effective date column in the skipped issuance table. Format: MM/YYYY
Auxiliary Number	Displays the system-generated unique identifier assigned to the auxiliary payment .
Auxiliary Issuance Begin Date	The begin month of the auxiliary authorization period. Format: MM/DD/YYYY
Authorized Date	The date the auxiliary payment was approved. Format: MM/DD/YYYY
Amount	The authorized amount on the auxiliary payment. Format: \$0.00

3. The new 'Auxiliary' sheet provides the following totals at the top right of the sheet:
 - a. Total Count – A dynamic count over the Case Number column of the corresponding detail sheet.
 - b. Total Amount – A dynamic summation over the Amount column of the corresponding detail sheet.
4. The data on the 'Auxiliary' detail sheet will be ordered by default as follows:
 - a. Category (Ascending)
 - b. Office (Ascending)
 - c. Worker Number (Ascending)
 - d. Worker Name (Ascending)
 - e. Case Number (Ascending)
5. Update the 'Type Summary' sheet to include Skipped Auxiliary Issuance information
 - a. Include a summary total titled 'Auxiliary' right below 'Reactivated Expungement Total'. The total will include the following:
 - i. Total Count – The total skipped auxiliary authorization records identified in the report date.
 - ii. Total Amount – The summation of authorized amount of all the identified skipped auxiliary authorization records identified in the report date.
 - b. Update the 'Grand Total – Total Count' and 'Grand Total – Total Amount' to include the Auxiliary totals.
 - c. Update the Skipped Reason Summary list in to include skipped auxiliary Issuance information. Each row presents the total count and total amount related to all skipped issuance identified in the report date grouped by type, skipped issuance category, and skipped issuance reason.
 - i. The Type column will be updated to include 'Auxiliary' as a possible option. All other columns will continue to pull data form the same source.

Field Name	Short Description
Type	Displays the type related to the skipped issuance. Possible Values: <ul style="list-style-type: none"> • EDBC • Payment Request • Recovery Account • Reactivated Expungement • Auxiliary

6. Make cosmetic update to the report's template as presented in the attached mockup.

7. Update the 'Total Count' total on every detail sheet to be a dynamic count over the Case Number column in the corresponding detail sheet.
8. Update the 'Total Amount' total on every detail sheet to be a dynamic count over the Amount column in the corresponding detail sheet.

2.14.5 Report Location

- **Global: Reports**
- **Local: Scheduled**
- **Task: Fiscal**

2.14.6 Counties Impacted

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




2.14.7 Security Updates


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

2.14.8 Report Usage/Performance

No noticeable impact to performance is expected with the changes outlined in this section.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Fiscal	Security Matrix	 CA 217781 Auxiliary Issuance Framework
2	Reports	Auxiliary Issuance Daily Report	 Auxiliary Issuance Daily Report Mockup
3	Reports	Auxiliary Issuance Monthly Report	 Auxiliary Issuance Monthly Report Mockup

4	Reports	Skipped Issuance Report	 Skipped Issuance Report Mockup.xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.10.1.11	The LRS shall include a method for issuing benefits outside of the regular issuance process for accrual months prior to LRS implementation for participants and Vendors.	This requirement is met by introducing a framework in CalSAWS that can be used to issue payments through the system without making any significant changes for policies in the short time. Moreover, this framework can be used to issue additional supplemental payments for individuals who are not the primary payee on the program.

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

Given the criticality and nature of the Auxiliary pages in CalSAWS, it is recommended that the counties adapt necessary and reasonable steps to assure a careful assessment of a user's profile before granting adequate access to these pages.

7 APPENDIX

7.1 Auxiliary Issuance Daily Report – Issued Details - Examples

Assume the report is generated for county 19 and the report date is 11/01/2020.

Control Number	Case Number	County Code	Is Aux Pmt?	Issue Date	Cancelled Date	Ben Month	Appears on the Sheet?
10000001	A0000001	19	Y	11/01/2020		11/2020	Yes, the Issue Date is equal to the reporting date.
10000002	A0000002	19	Y	11/31/2020		11/2020	No, the Issue Date is not equal to 11/01/2020. The benefit month is not considered.
10000003	A0000003	19	Y	11/01/2020	11/01/2020	11/2020	Yes, this issuance will be reported as Issued as well as cancelled since both actions happened in the report date.
10000004	A0000004	19	Y	11/01/2020		08/2020	Yes, the Issue Date is equal to 11/01/2020. The benefit month is not considered. Note this case appears twice due to Issuance 10000004 and 10000005
10000005	A0000004	19	Y	11/01/2020		09/2020	

10000006	A0000005	18	Y	11/01/2020		11/2020	No, the county code of the issuance is not equal to the county for which the report was generated for.
10000007	A0000006	19	N	11/01/2020		11/2020	No, the issued issuance is not an auxiliary issuance.

7.2 Auxiliary Issuance Daily Report – Cancelled Details - Examples

Assume the report is generated for county 19 and the report date is 11/01/2020.

Control Number	Case Number	County Code	Is Aux Pmt?	Issue Date	Cancelled Date	Ben Month	Appears on the Sheet?
10000001	A0000001	19	Y	11/01/2020	11/01/2020	11/2020	Yes, the issuance appears on both the Issued Details sheet as well as the Cancelled Details sheet due to both actions occurring in the report date.
10000002	A0000002	19	Y	10/10/2020	11/01/2020	11/2020	Yes, due to the cancellation happening on 11/01/2020.
10000003	A0000003	19	Y	10/01/2020	10/05/2020	11/2020	No, due to the cancellation happening on 10/05/2020. The benefit month is not looked at.
10000004	A0000004	19	Y	10/10/2020	11/01/2020	08/2020	Yes. Both these cancellations for this case will be captured on the sheet due to the cancellations happening in the report date.
10000005	A0000004	19	Y	10/10/2020	11/01/2020	09/2020	
10000006	A0000005	19	N	11/01/2020	11/01/2020	11/2020	No, the cancelation is not for an auxiliary issuance.
10000007	A0000006	24	Y	10/10/2020	11/01/2020	11/2020	No, the issuance is not associated to the county the report was generated for.

7.3 Auxiliary Issuance Daily Report – Expungement Details - Examples

Assume the report is generated for county 19 and the report date is 11/01/2020.

Control Number	Case Number	County Code	Is for an Aux Pmt?	Issue Date	Expungement Date	Reactivation Date	Appears on the Sheet?
10000001	A0000001	19	Y	08/14/2019	11/01/2020		Yes, the issuance appears on the Expungement Detail sheet.
10000002	A0000002	19	Y	08/14/2019	11/01/2020	11/01/2020	Yes, this issuance will appear on the Expungement Detail Sheet as well as the Reactivation Detail sheet since both actions happen in the report date (This is not a rare scenario).
10000003	A0000003	19	Y	07/20/2019	10/31/2020		No, the issuance expungement Date is not in the report date.
10000003	A0000004	24	Y	08/10/2019	11/01/2020		No, the associated county code is outside the report date.
10000003	A0000004	19	N	08/11/2019	11/01/2020		No, the expungement is not for an auxiliary issuance.

7.4 Auxiliary Issuance Daily Report – Reactivation Details - Examples

Assume the report is generated for county 19 and the report date is 11/01/2020.

Control Number	Case Number	County Code	Is for an Aux Pmt?	Issue Date	Expungement Date	Reactivation Date	Appears on the Sheet?
10000001	A0000001	19	Y	08/14/2019	10/25/2020	11/01/2020	Yes, the issuance appears on the Reactivation Details sheet.
10000002	A0000002	19	Y	08/14/2019	11/01/2020	11/01/2020	Yes, this issuance appears on the Expungement Detail Sheet as well as the Reactivation Detail sheet since both

							actions happen in the report date (This is not a rare scenario).
10000003	A0000003	19	Y	07/20/2019	10/25/2020	10/31/2020	No, the issuance reactivation date is not in the report date.
10000003	A0000004	24	Y	08/10/2019	10/01/2020	11/01/2020	No, the issuance is not associated the county the report was generated for.
10000003	A0000004	19	N	08/11/2019	10/01/2020	11/01/2020	No, the reactivation is not for an auxiliary issuance.

7.5 Auxiliary Issuance Monthly Report – Examples

Assume the report is generated for county 19 and the report month is 11/2020.

Control Number	County Code	Is for an Aux Pmt?	Issue Date	Cancelled Date	Expungement Date	Reactivation Date	Appears on the Sheet?
10000001	19	Y	08/14/2019		10/25/2020	11/01/2020	Yes, the issuance appears on the Reactivation Details sheet.
10000002	19	Y	08/14/2019		11/01/2020	11/20/2020	Yes, this issuance appears in both the Expungement Detail sheet and the Reactivation Detail sheet.
10000003	19	Y	11/02/2020	11/20/2020			Yes, this issuance is captured under the Issued Detail sheet as well as the Cancelled Detail sheet.
10000006	19	Y	09/20/2017		10/31/2020	12/01/2020	No, the Issuance Date, Expungement Date or Reactivation Date are not within the report month.
10000007	24	Y	08/10/2019		10/01/2020	11/01/2020	No, the issuance is not associated the county the report was generated for.

10000008	19	N	08/11/2019		10/01/2020	11/01/2020	No, the issuance is not an Auxiliary Issuance.
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California Statewide Automated Welfare System

Design Document

CA-223832 | DDID 1967,1955

Updates to Automated Tasks for MEDS Alerts

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Mayuri Srinivas, Justin Dobbs
	Reviewed By	Justin Dobbs, Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
1/21/2021	1.0	Initial Revision	Mayuri Srinivas
04/05/2021	1.1	Content Revision #1 <ul style="list-style-type: none"> Corrected verbiage for a Task listed in section 2.1.3.3. 	Mayuri Srinivas

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1 OVERVIEW

This design outlines modifications to the MEDS Alert Admin Detail page to incorporate functionality for counties to configure automated Task attributes based on MEDS Alerts. Reference the CA-210615 design document for specifics of the MEDS Alert Admin Detail page.

1.1 Current Design

The Medi-Cal Eligibility Data System (MEDS) outbound interface and online transactions sent to MEDS often generate MEDS Alert records in response. These MEDS Alert records are sent from MEDS to LRS/CalSAWS using the MEDS Alert inbound interface. A MEDS Alert record contains an exception, a fatal and/or non-fatal error or warning, etc., that should be addressed by the county.

CA-210615 introduces functionality that allows individual counties to enable or disable MEDS Alerts and/or the associated automated Tasks.

1.2 Requests

Modify the Task Information section of the MEDS Alert Admin Detail page to allow for more configurability other than just enabling/disabling the Task.

1.3 Overview of Recommendations

1. Update the Task Information section of the MEDS Alert Admin Detail page to offer a level of MEDS Alert Task configurability similar to the Task Information section available on the Automated Action Detail page per CA-214928 (DDID 34).

1.4 Assumptions

1. CA-210615 that introduces the MEDS Alert Admin Detail page will be available in the LRS/CalSAWS System with the same release or prior to the deployment of this enhancement.
2. Existing functionality will remain unchanged unless it is mentioned in the Description of Changes section below.

2 RECOMMENDATIONS

This section will describe the modifications that are necessary to update the Task Information section of the MEDS Alert Admin Detail page to offer more configurability.

2.1 MEDS Alert Admin Detail Page

2.1.1 Overview

The MEDS Alert Admin Detail page displays configuration information of MEDS Alerts in the LRS/CalSAWS System. A population of MEDS Alerts available on this page include a Task Information section that allow users to enable or disable the creation of a Task for these MEDS Alerts. The remaining MEDS Alerts do not include a Task Information section at all on this page. This section will describe recommendations needed to stage the configurability of automated Tasks for every MEDS Alert available on the MEDS Alert Admin Detail page. The section will also describe modifications to the Task Information section to allow for more configuration other than just enabling and disabling the Task.

2.1.2 MEDS Alert Admin Detail Page Mockup

MEDS Alert Admin Detail

*- Indicates required fields

EditClose

MEDS Alert Information

Alert ID: 9004	Alert Description: ACTIVE MEDI-CAL RECIPIENT - DECEASED PER SSA BUY-IN
Alert Type: PRI-ALT	Alert Status: Active

Case Update Information

Case Update: Update Household status, deceased date and verification details for a matched person actively enrolled any of the programs (CW, CF, GR, CAPI, RCI and MC); Automation is performed when MEDS reports that the Source of Death Information is any of these: (Medicare Buy-In System Reported Death, SDX Reported Title XVI Death Date or CA Vital Records Reported Death Date).	Case Update Status: * Active
Journal Entry: On {fileRunDate}, {Deceased Individual Name} - {CIN} was matched to the {agencyName} file as he/she is deceased as of {deceasedDate}.	

Task Information

Type: Head of Household/Case Payee Deceased	Sub-Type:	Status: * Inactive
Due Date: Default Due Date	Default Due Date: 10 Days	
Initial Assignment: Default Assignment	Default Assignment: MEDS Alert Task Distribution	
Long Description: {Deceased Individual Name} died on {deceasedDate}.Please take appropriate action to change the case payee.		

History

No Data Found

EditClose

2.1.2.1 – MEDS Alert Admin Detail Page Reference: View Mode

MEDS Alert Admin Detail

* - Indicates required fields

Save and Return
Cancel

MEDS Alert Information

Alert ID: 9004	Alert Description: ACTIVE MEDI-CAL RECIPIENT - DECEASED PER SSA BUY-IN
Alert Type: PRI-ALT	Alert Status: Active

Case Update Information

Case Update: Update Household status, deceased date and verification details for a matched person actively enrolled any of the programs (CW, CF, GR, CAPI, RCI and MC); Automation is performed when MEDS reports that the Source of Death Information is any of these: (Medicare Buy-In System Reported Death, SDX Reported Title XVI Death Date or CA Vital Records Reported Death Date).	Case Update Status: * Active
Journal Entry: On {fileRunDate}, {Deceased Individual Name} - {CIN} was matched to the {agencyName} file as he/she is deceased as of {deceasedDate}.	

Task Information

Type: Head of Household/Case Payee Deceased	Sub-Type: 	Status: * Active
Due Date: Default Due Date	Default Due Date: 10 Days	
Initial Assignment: Default Assignment	Default Assignment: MEDS Alert Task Distribution	
Long Description: {Deceased Individual Name} died on {deceasedDate}. Please take appropriate action to change the case payee.		

History

Save and Return
Cancel

Figure 2.1.2.2 – MEDS Alert Admin Detail Page Reference: Edit Mode

2.1.3 Description of Changes

- Update the Task Information Section of the MEDS Alert Admin Detail page as follows:
 - Update the Task Type field to editable when the page is in Edit mode. This field will display a dropdown list containing Task Types that are available for the county. This field will be required

and enforced with a page validation message when the "Status" field in this section is set to "Active". When the page is in View mode, this field will display the Task Type associated to the MEDS Alert if one has been selected, otherwise this field will be blank. Page Validations can be found in Section 2.1.4.

- b. Add an optional Task Sub-Type field called "Sub-Type:" that will display if the selected Task Type contains one or more Task Sub-Type values. This field will display a dropdown list containing Task Sub-Types associated to the selected Task Type when the page is in Edit mode. When the page is in View mode, this field will display the Task Sub-Type associated to the MEDS Alert if one has been selected, otherwise the entire field, including the label, will not display.
- c. Update the label of the "Task Status:" field to be "Status:". This recommendation is strictly cosmetic and will not change the values available in this field or the underlying functionality.
- d. Modify the existing Due Date field to display the following two fields that will allow configuration of the Task Due Date:
 - i. Due Date – This field will drive a dynamic field which will be referenced in this document as "Due Date Details" below.

This field will display the value of the Due Date field when the page is in View mode. When the page is in Edit mode, this field will display as a dropdown list containing the following options available for the determination of the Task due date:

 1. Default Due Date – Will set the due date to the default value specified for the MEDS Alert Task.
 2. After Number of Calendar Days – Will set the due date based on the System date plus the number of calendar days specified by the User.
 3. After Number of Business Days – Will set the due date based on the System date plus the number of business days specified by the User. Business days exclude weekends and County specific holidays.
 4. Last Day of Month – Will set the due date to the last calendar day of the month of the System date.
 5. Last Day of Following Month - Will set the due date to the last calendar day of the month following the month of the System date.
- e. Due Date Details – This references the section on the page to the right of the "Due Date" field. This section will display field(s) dynamically based on the value chosen in the Due Date field. The table below describes the fields that will display dynamically for each option available in the Due Date field.

Due Date Value	Due Date Details Will Display
Default Due Date	A "Default Due Date" field will display. The field value contains text to describe the value for how logic will determine the Due Date. Example values are "5 days" or "10 days".
After Number of Calendar Days	A required "Number of Calendar Days" field will display. The input value must be a number from 0 – 999.
After Number of Business Days	A required "Number of Business Days" field will display. The input value must be a number from 0 – 999.

- f. Add the following fields to allow configuration of the assignment rules of the MEDS Alert Task:
- i. Initial Assignment – When the page is in View mode, this field will display the selected Initial Assignment value. When the page is in Edit mode, this field will display a dropdown that allows the User to choose the method for how Tasks generated by the MEDS Alert are assigned. Options included are:
 1. Default Assignment – Will assign the Task based on the default value that is available for the MEDS Alert Task.
 2. Case Carrying Worker/Bank – Will allow the user to add specific instructions regarding assignment to the Case Carrying Worker or Bank.
 Note: Current LRS/CalSAWS System logic evaluates for a "Case Carrying Worker" as part of the Office Distribution assignment logic. The Case Carrying Worker is found by evaluating a hierarchy of all programs on the Case. The worker associated to the highest priority program on the Case is considered the Case Carrying Worker.
 - ii. If the Initial Assignment value is "Default Assignment", a "Default Assignment" field will display containing a read only description of the default assignment method. MEDS Alerts Tasks will have a Default Assignment value of "MEDS Alert Task Distribution". This term describes the current assignment logic in place to assign MEDS Alert Tasks in the LRS/CalSAWS System. If the MEDS Alert Task is being created for Los Angeles County, this logic will

initially perform a lookup for a specific Office if the MEDS Alert is a ZZZ Alert or related to a Case with a Foster Care, Kin-Gap or Adoption Assistance Program; otherwise the Office associated to the MEDS Alert will be used. This Office will be evaluated to find a Position within the Office that has been configured to receive MEDS Alert Tasks. A Position can receive MEDS Alert Tasks if the Position Detail page has a checkmark in the “MEDS Alert” box of the “Tasks” section of the page.

If the Initial Assignment value is “Case Carrying Worker/Bank”, the following 2 fields will display:

Initial Assignment: <input type="text" value="Case Carrying Worker/Bank"/>	Case Carrying Worker: <input type="text" value="Most Recent Worker"/>
	Default Bank ID: <input type="text"/> <input type="button" value="Select"/>

1. Case Carrying Worker – This field will display the Case Carrying Worker value when the page is in View mode. If the page is in Edit mode, this field will display a dropdown box with the following options:

- Currently Assigned Worker
- Most Recent Worker Within 30 Days
- Most Recent Worker Within 60 Days
- Most Recent Worker Within 90 Days
- Most Recent Worker Within 120 Days
- Most Recent Worker
- No Case Carrying Worker

The options above will apply the appropriate rules to the Case Carrying Worker during the Task Assignment. For Example, if the Case Carrying Worker value is “Most Recent Worker Within 30 Days”, the highest priority program on the Case will be evaluated to find the most recently assigned worker within the last 30 days.

2. Default Bank ID – This field will display the Default Bank ID value when the page is in View mode. If the page is in Edit mode, this field will display a text box and a “Select” BUTTON that will navigate to the Select Bank page allowing the User to search for and select a Bank. If a worker cannot be determined from the Case Carrying Worker rule, the Task will be assigned to the Bank specified in this field. If a Worker or a Bank cannot be

determined for assignment, the Task will not be created.

- g. Long Description – A text field indicating the long description that will be used when the Task is created. This field will not be modified and will remain read only.
 - h. Remove the Expiration Date field from the page. Expiration Date information will be housed and configurable on the Task Type Detail page per DDID 34 (CA-214928). The Task Type Detail page can be referenced for any attributes related to the selected Task Type.
 - i. Each of the editable fields within the Task Information section will create the appropriate transactions to be displayed in the History section of the page if the values are modified. For Example, if the “Type” within the Task Information section is changed from “Value One” to “Value Two”, the History section of the page will display the appropriate information for this change.
2. Configure MEDS Alerts that currently display the Task Information section to have appropriate default values for the new fields being added in the above recommendation. This recommendation will not change current functionality or logic of these MEDS Alert Tasks. The following are the initial editable values for the 14 MEDS Alert Tasks:

Note: Long Description is not included because the value is not editable. Status is also not included because the value will not be changed and users can change this field currently today, so the value that is available in the Status field will remain.

Alert ID	Alert Description	Task Information Attributes
1503	CLIENT INDEX NUMBER/MEDS-ID CONFLICT	<ul style="list-style-type: none">• Type: 1503- Client Index Number/MEDS-ID conflict• Sub-Type: null• Due Date: Default Due Date• Default Due Date: If the alert is received before the first of the month + 10 business days, the task is due on the first day of the next MEDS renewal period or else the task is due the first day of the following renewal period.• Initial Assignment: Default Assignment• Default Assignment: MEDS Alert Task Distribution
1504	CLIENT INDEX NUMBER/MEDS-ID CS COUNTY-	<ul style="list-style-type: none">• Type: 1504-CIN/MEDS ID County-ID/MEDS conflict• Sub-Type: null• Due Date: Default Due Date

Alert ID	Alert Description	Task Information Attributes
	ID/MEDS-ID CONFLICT	<ul style="list-style-type: none"> • Default Due Date: If the alert is received before the first of the month + 10 business days, the task is due on the first day of the next MEDS renewal period or else the task is due the first day of the following renewal period. • Initial Assignment: Default Assignment • Default Assignment: MEDS Alert Task Distribution
1510	TRANSACTION FAILED MEDS NAME/BIRTHDATE MATCH CRITERIA	<ul style="list-style-type: none"> • Type: 1510- Transaction Failed Meds Name/Birthdate match criteria • Sub-Type: null • Due Date: Default Due Date • Default Due Date: If the alert is received before the first of the month + 10 business days, the task is due on the first day of the next MEDS renewal period or else the Task is due the first day of the following renewal period. • Initial Assignment: Default Assignment • Default Assignment: MEDS Alert Task Distribution
2005	TRANSACTION COUNTY-ID DOES NOT MATCH MEDS	<ul style="list-style-type: none"> • Type: 2005-Transaction County ID does not match MEDS • Sub-Type: null • Due Date: Default Due Date • Default Due Date: If the alert is received before the first of the month + 10 business days, the task is due on the first day of the next MEDS renewal period or else the Task is due the first day of the following renewal period. • Initial Assignment: Default Assignment • Default Assignment: MEDS Alert Task Distribution
2130	DECEASED PER MEDS – CONTACT YOUR MEDS LIASON	<ul style="list-style-type: none"> • Type: Head of Household/Case Payee Deceased • Sub-Type: null • Due Date: Default Due Date • Default Due Date: 10 Days • Initial Assignment: Default Assignment • Default Assignment: MEDS Alert Task Distribution
6005	RECON RECORD ON MEDS/NOT ON COUNTY – RECON HOLD GENERATED	<ul style="list-style-type: none"> • Type: 6005- Recon record on MEDS/Not on County recon hold generated • Sub-Type: null • Due Date: Default Due Date • Default Due Date: If the alert is received before the first of the month + 10 business days, the task is due on the first day of the next MEDS renewal

Alert ID	Alert Description	Task Information Attributes
		<p>period or else the Task is due the first day of the following renewal period.</p> <ul style="list-style-type: none"> Initial Assignment: Default Assignment Default Assignment: MEDS Alert Task Distribution
6006	DUP RECORDS ON COUNTY RECON FILE – RECON HOLD GENERATED	<ul style="list-style-type: none"> Type: 6006- Dup records on County Recon file Recon hold generated Sub-Type: null Due Date: Default Due Date Default Due Date: If the alert is received before the first of the month + 10 business days, the task is due on the first day of the next MEDS renewal period or else the Task is due the first day of the following renewal period. Initial Assignment: Default Assignment Default Assignment: MEDS Alert Task Distribution
6008	DUP RECORDS ON COUNTY RECON FILE – NO MATCH ON MEDS	<ul style="list-style-type: none"> Type: 6008-Dup records on County Recon file. No Match on MEDS. Sub-Type: null Due Date: Default Due Date Default Due Date: If the alert is received before the first of the month + 10 business days, the task is due on the first day of the next MEDS renewal period or else the Task is due the first day of the following renewal period. Initial Assignment: Default Assignment Default Assignment: MEDS Alert Task Distribution
9003	DEATH REPORTED TO MEDS – MEDS/CDB ELIGIBILITY TERMINATED	<ul style="list-style-type: none"> Type: Head of Household/Case Payee Deceased Sub-Type: null Due Date: Default Due Date Default Due Date: 10 Days Initial Assignment: Default Assignment Default Assignment: MEDS Alert Task Distribution
9004	ACTIVE MEDI-CAL RECIPIENT - DECEASED PER SSA BUY-IN	<ul style="list-style-type: none"> Type: Head of Household/Case Payee Deceased Sub-Type: null Due Date: Default Due Date Default Due Date: 10 Days Initial Assignment: Default Assignment Default Assignment: MEDS Alert Task Distribution
9532	OVER 3 EDWARDS MONTHS – MEDI-CAL	<ul style="list-style-type: none"> Type: 9532- Over 3 edwards Months Medi_CAL determination overdue criteria Sub-Type: null Due Date: Default Due Date

Alert ID	Alert Description	Task Information Attributes
	DETERMINATION OVERDUE	<ul style="list-style-type: none"> Default Due Date: If the alert is received before the first of the month + 10 business days, the task is due on the first day of the next MEDS renewal period or else the Task is due the first day of the following renewal period. Initial Assignment: Default Assignment Default Assignment: MEDS Alert Task Distribution
9546	OVER 2 MONTHS ACCEL/PE ENROLL – AP DETERMIANTION OVER DUE	<ul style="list-style-type: none"> Type: 9546- Over 2 months Accel App Determination overdue Sub-Type: null Due Date: Default Due Date Default Due Date: If the alert is received before the first of the month + 10 business days, the task is due on the first day of the next MEDS renewal period or else the Task is due the first day of the following renewal period. Initial Assignment: Default Assignment Default Assignment: MEDS Alert Task Distribution
9548	OVER 2 MONTHS EXTENDED ELIG – MEDI-CAL DETERM OVERDUE	<ul style="list-style-type: none"> Type: 9548- Over 2 months Extended Elig – MEDI-CAL determ overdue Sub-Type: null Due Date: Default Due Date Default Due Date: If the alert is received before the first of the month + 10 business days, the task is due on the first day of the next MEDS renewal period or else the Task is due the first day of the following renewal period. Initial Assignment: Default Assignment Default Assignment: MEDS Alert Task Distribution
9550	ONGOING BURMAN ELIGIBLE – MEDS ELIGIBILITY UPDATE OVERDUE	<ul style="list-style-type: none"> Type: 9550- Ongoing Burman Eligible MEDS Eligibility Update overdue Sub-Type: null Due Date: Default Due Date Default Due Date: If the alert is received before the first of the month + 10 business days, the task is due on the first day of the next MEDS renewal period or else the Task is due the first day of the following renewal period. Initial Assignment: Default Assignment Default Assignment: MEDS Alert Task Distribution

- Update the Long Description of the following MEDS Alert Tasks to no longer reference "LRS":

Alert ID	Current Long Description	Updated Long Description
1503	There is a discrepancy in MEDS or LRS involving the SSN associated with the CIN	There is a discrepancy with MEDS involving the SSN associated with the CIN.
1504	There is a data discrepancy On MEDS and LRS involving the SSN or CIN	There is a data discrepancy with MEDS involving the SSN or CIN.
1510	There is a data discrepancy On MEDS and LRS involving the name and birthdate	There is a data discrepancy with MEDS involving the name and birthdate.
2005	There is a data discrepancy between MEDS and LRS involving the County ID	There is a data discrepancy with MEDS involving the County ID.
9003, 9004, 2130	{Deceased Individual Name} died on {deceasedDate}. Please take appropriate action to change the case payee in the LRS.	{Deceased Individual Name} died on {deceasedDate}. Please take appropriate action to change the case payee.
6005	A MEDS record does not have a matching record on LRS but there has been activity on MEDS within the last six months that affects the person share of cost or eligibility status	A MEDS record cannot be matched but there has been activity on MEDS within the last six months that affects the person share of cost or eligibility status.
6006, 6008	LRS displays more than one record with the same MEDS ID (SSN) and there is a matching record on MEDS.	There is more than one record with the same MEDS ID (SSN) and there is a matching record on MEDS.
9550	A beneficiary has been placed in a forced eligibility status from a MEDS hold for more than one month. This generally as a result of data discrepancy between MEDS and LRS	A beneficiary has been placed in a forced eligibility status from a MEDS hold for more than one month. This generally is a result of data discrepancy with MEDS.

- Enable the Task Information section with default values for all MEDS Alerts that do not currently display the Task Information section.

- a. The "Status" will be initially set to "Inactive".
- b. The Task Type and Task Sub-Type values will initially be set to blank. If a user updates the Status field in this section to be "Active", page validation will enforce the selection of a Task Type value. This approach will allow each county to specify a county specific Task Type as needed rather than a prescribed Task Type. Page Validations can be found in Section 2.1.4.
- c. The Long Description that will be associated to each of these tasks will be:

MEDS Alert {Alert ID} – {Alert Description} has been received.

For example: If a Task is created for MEDS Alert 0515, the Text Description will display as "MEDS Alert 0515 – INVALID PRIMARY LANGUAGE CODE has been received."

- d. The remaining attributes within the section will be initially configured as follows:
 - i. Due Date: Default Due Date
 - ii. Default Due Date: 10 Days
 - iii. Initial Assignment: Default Assignment
 - iv. Default Assignment: MEDS Alert Task Distribution
5. Update the MEDS Alert processing logic that evaluates the MEDS Alert Admin Detail page Task Information section to function for each MEDS Alert that is accessible on the MEDS Alert Admin Detail page. This modification is necessary so that the Task Information section being introduced in recommendation #4 for MEDS Alerts that don't currently have this section will also be evaluated during the MEDS Alert processing.
6. **Technical:** Update the data model supporting the MEDS Alert Admin Detail page to link to the TASK_TYPE table to retrieve the appropriate attributes for the page that are associated to a specific Task Type. This data link will need to initially be loaded for the 14 MEDS Alerts that currently display the Task Information section. Similarly, the default due date information will be housed in the appropriate reference column in the codes table for Category 399.

2.1.4 Page Validations

- 1. "Type – A Task Type must be selected."
 - a. Updating the Task Information section of the MEDS Alert Admin Detail page to have a Status of "Active" will display a validation message on Save when a Task Type has not been selected.

2. "Number of Calendar Days - Value must be a number from 0 – 999. Please enter a different value."
 - a. When the User attempts to save a value other than a number from 0 – 999 in the Number of Calendar Days field, a validation message is triggered.
3. "Number of Business Days - Value must be a number from 0 – 999. Please enter a different value."
 - a. When the User attempts to save a value other than a number from 0 – 999 in the Number of Business Days field, a validation message is triggered.
4. "Default Bank ID – Bank ID does not exist."
 - a. Add a validation to display when the User attempts to save the page with the Bank ID field populated with an ID that does not correspond to an existing Bank in the LRS/CalSAWS System.
5. "Case Carrying Worker – Tasks must be assigned to a Position or a Bank."
 - a. Add a validation to display when the User attempts to save the page with "No Case Carrying Worker" selected in the Case Carrying Worker field, and no Bank ID populated in the Bank ID field.

2.1.5 Page Location

- **Global:** Admin Tools
- **Local:** Admin
- **Task:** MEDS Alert Admin > Search for an Alert > Click on the desired results from the List page to navigate to the MEDS Alert Admin Detail page

2.1.6 Security Updates

N/A

2.1.7 Page Mapping

Implement page mapping for the Task Information section of the MEDS Alert Admin Detail page.

2.1.8 Page Usage/Data Volume Impacts

N/A

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1967	<p>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.</p> <p>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.</p> <p>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.</p>	<ul style="list-style-type: none">- 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.	<p>The MEDS Alert Admin Detail page will be modified to allow configuration of MEDS Alert Task information by each county.</p>
1955	<p>The CONTRACTOR shall create automated tasks for MEDS alerts specified in the "MEDS Alert Message Inventory" appendix, that are received by the CalSAWS Software and do not generate tasks currently. The</p>	<ul style="list-style-type: none">- This requirement will be met with the implementation of DDID 1964 and Automated Action SCR associated with from DDID 1967.	<p>The MEDS Alert Admin Detail page will be modified to allow configuration of MEDS Alert Task</p>

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
	automated tasks from MEDS alerts must be county configurable to allow authorized users to enable or disable the individual tasks.	- Please refer to CalSAWS Agreement Exhibit U Schedule 1 - Attachment 1 Contractor Assumptions Inventory List, worksheet 'MEDS Alert Message Inv'	information by each county.



California Statewide Automated Welfare System

Design Document

CA-224407

Add option of 'No' to the County Authorizations
Page

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jimmy Tu
	Reviewed By	John B, Kapil S

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
2/3/2021	1.0	Initial Version	Jimmy Tu
2/26/2021	1.1	Added section to update Issuance Method Detail Page to generate tasks.	Jimmy Tu
3/26/2021	1.2	Add a new recommendation to include the Auxiliary Detail page. A new page flow will need to be introduced so the same user can save and approve their own Auxiliary Authorization records. Add a new Auxiliary Automation Payment Status.	Jimmy Tu

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1 OVERVIEW

1.1 Current Design

In the CalSAWS system the County Authorizations page Fiscal Section allows the County to set the level of authorization required for specific requests (approving an EDBC, creating an External Recovery Account, reissuing an Issuance ... etc.) Requests can go through one of the following Authorization processes:

1. '1st Level Authorization' which would require worker and 1st Level authorization.
2. '2nd Level Authorization' which would require Worker, 1st Level authorization, and 2nd Level Authorization.

1.2 Requests

SCR # CA-213493, did not include an option of 'No' in the drop-down list. Only '1st Level Authorization' and '2nd Level Authorization' were documented to be in the drop-down list for the Fiscal "County Authorizations".

This SCR is to add the "No" option in the dropdown list for Fiscal Section on the County Authorizations Page.

1.3 Overview of Recommendations

1. Add the 'No' option to the Fiscal Section of the County Authorizations Page.
2. Update logic to not have an authorization approval process if the required approval level on the County Authorizations page is set to "No."
3. Add logic on the Issuance Method Detail page for the 57 counties (39 C-IV Counties and 18 CalWIN Counties) to generate tasks for supervisor's approval when the "Issuance Method" field on the County Authorizations page is set to '1st Level Authorization.'
4. Update CT 10632 to include a new Auxiliary Authorization Payment Status of 'Pending Authorization'.

1.4 Assumptions

None.

2 RECOMMENDATIONS

2.1 County Authorizations Page

2.1.1 Overview

The County Authorizations page is used to configure supervisor authorizations as appropriate for each county.

2.1.2 County Authorizations Mockup

Fiscal	
Auxiliary Authorization	2nd Level Authorization ▼
External Recovery Account	No ▼
Interest Allocation	1st Level Authorization ▼
Invoice	1st Level Authorization ▼
Issuance Method	No ▼
Issuance Reissue	2nd Level Authorization ▼
Issuance Replacement	2nd Level Authorization ▼
Transaction Refund	2nd Level Authorization ▼

Fiscal - Payment/Valuable Request	
	2nd Level Authorization ▼
	No
	1st Level Authorization
	2nd Level Authorization

Figure 2.1.1 – County Authorizations Page

2.1.3 Description of Changes

1. Add the 'No' option on the dropdown for the Fiscal Section of the "County Authorizations" page for the following fields:
 - a. Auxiliary Authorizations
 - b. External Recovery Account
 - c. Interest Allocation
 - d. Invoice
 - e. Issuance Method
 - f. Issuance Reissue
 - g. Issuance Replacement
 - h. Transaction Refund

2.1.4 Page Location

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

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping

2. Security Groups

Security Group	Group Description	Group to Role Mapping

2.1.6 Page Mapping

N/A.

2.1.7 Page Usage/Data Volume Impacts

N/A.

2.2 Modify Logic for Authorization Approval Process

2.2.1 Overview

This section is to modify the logic for the following pages to not have an approval process when the required approval level on the County Authorizations page is set to No:

- Recovery Account Detail Page
- FC Interest Allocation Detail Page
- Invoice Detail Page
- Issuance Method Detail Page
- Issuance Detail
- Transaction Detail Page

2.2.2 Description of Changes

1. Update the logic for the following pages to not have an authorization approval process if the required approval level on the County Authorization is set to "No."
 - a. Recovery Account Detail Page
 - b. FC Interest Allocation Detail Page
 - c. Invoice Detail Page
 - d. Issuance Method Detail Page
 - e. Issuance Detail
 - f. Transaction Refund Detail Page

2.2.3 Page Location

Recovery Account Detail Page

- **Global:** Fiscal
- **Local:** Collections
- **Task:** Create External Recovery Account

FC Interest Allocation Detail Page

- **Global:** Fiscal
- **Local:** Collections
- **Task:** FC Interest Allocation Detail Page

Invoice Detail Page

- **Global:** Fiscal
- **Local:** Invoice
- **Task:** Invoice Search

Issuance Method Detail Page

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

Issuance Detail Page

- **Global:** Fiscal
- **Local:** Issuance
- **Task:** Issuance Search

Transaction Refund Detail Page

- **Global:** Fiscal
- **Local:** Collections
- **Task:** Transaction Summary

2.2.4 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping

2. Security Groups

Security Group	Group Description	Group to Role Mapping

2.2.5 Page Mapping

N/A.

2.2.6 Page Usage/Data Volume Impacts

N/A.

2.3 Issuance Method Detail Page

2.3.1 Overview

The Issuance Method Detail page is used to add, edit, or view the issuance method information for a specific case and program.

2.3.2 Issuance Method Detail Page Mockup

Issuance Method Detail

* - Indicates required fields

Disapprove Approve Close

Payee:	Issuance Method:	New Issuance Method: *	Status Reason: *
	EBT	Warrant	Direct Deposit - Start

Status History				
Issuance Method	Status	Status Date	Reason	Authorized By
Warrant	Pending Approval	02/26/2021	Direct Deposit - Start	999021

Disapprove Approve Close

Figure 2.3.1 – Issuance Method Detail Page

2.3.3 Description of Changes

1. Add logic on the Issuance Method Detail page for the 57 counties (39 C-IV Counties and 18 CalWIN Counties) to generate tasks for supervisor's approval when the "Issuance Method" field on the County Authorizations page is set to '1st Level Authorization.'

Note: If the Issuance Method field on the County Authorizations page is set to '1st Level Authorization' and the worker making changes on the Issuance Method Detail page has 1st or 2nd level authorization rights, then the authorization process will be bypassed and approved.

2.3.4 Page Location

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

2.3.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping

2. Security Groups

Security Group	Group Description	Group to Role Mapping

2.3.6 Page Mapping

N/A.

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 Auxiliary Authorization Detail Page

2.4.1 Overview

The Auxiliary Authorization Detail page is used to create Auxiliary Authorization issuances. This page is being modified to not have an approval process when the 'Auxiliary Authorization' field is set to 'No' on the County Authorizations page.

2.4.2 Auxiliary Authorization Detail Page Mockup

Auxiliary Authorization Detail

*- Indicates required fields

Approve

Disapprove

Edit

Close

Auxiliary Number: 1900000063	Case Number: L552107	County: Los Angeles
Program: * CalWORKs	Aid Code: * 30 - CW-All Other Families (Fed)	
Pay Code: FE TR UE FS	Amount: * 100	

Payee Details

Payee Type: * Person	Name: * [REDACTED]
Issuance Method: * Direct Deposit	Immediacy: * Routine

Payout Schedule

Begin Month: * 04/2021	End Month: * 05/2021	Issuance Business Day: * 1
Only Issue After Regular Benefit is Created: * Yes		

Claiming Configuration Details

Claimed As: Federal

Comments

Comments:

Status History

Status	Status Date	Authorized By
Pending Approval	04/09/2021 04:06:01 PM	998830

Approve

Disapprove

Edit

Close

Figure 2.4.1 – Auxiliary Authorization Detail Page Pending Approval

2.4.3 Description of Changes

1. Update the Auxiliary Authorization Detail page so the same user can save and approve their own Auxiliary Authorization records when Auxiliary Authorization is set to 'No' on the County Authorizations page.
 - a. Worker creates an Auxiliary Authorization. Upon clicking 'Save', the record will be created in 'Pending Approval' status and will need to be approved.
 - b. The Auxiliary Authorization Detail page will show an approve button for the worker to approve the Auxiliary Authorization on their own.

Notes:

- i. This page will not generate any tasks. If worker leaves the page and wants to come back to approve or disapprove the Auxiliary Authorization, they can do it from the Auxiliary Authorization List page.
- ii. Any worker with the security right for AuxiliaryAuthorizationDetailEdit will be able to create and approve Auxiliary Authorizations.

2.4.4 Page Location

- **Global:** Case Info
- **Local:** Case Summary
- **Task:** Auxiliary Authorization List

2.4.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping

2. Security Groups

Security Group	Group Description	Group to Role Mapping

2.4.6 Page Mapping

N/A.

2.4.7 Page Usage/Data Volume Impacts

N/A.

2.5 Code Table Change Request

2.5.1 Overview

Update CT 10632 Auxiliary Payment Status Code to have a new status for Auxiliary Authorizations in Pending Authorizations status.

2.5.2 Description of Change

1. Update CT 10632 to include a new Auxiliary Authorization Payment Status of 'Pending Authorization'.

2.5.3 Estimated Number of Records Impacted/Performance

1 additional record created in CT 10632.

3 SUPPORTING DOCUMENTS

None.

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.10.5.20	The LRS shall maintain what approval levels are required for each type of invoice/authorizations and the maximum invoice amount that may be issued for each approval level.	This SCR meets the requirement as it is allowing counties to configure needed requirement levels for specific authorizations types.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
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5 MIGRATION IMPACTS

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

6 OUTREACH

None.

7 APPENDIX

None.



California Statewide Automated Welfare System

Design Document

CA-225257

Default Address and Phone Number on
Correspondence

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Rainier Dela Cruz
	Reviewed By	Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
02/19/2021	1.0	Initial Revision	Rainier Dela Cruz
03/15/2021	1.1	Added a recommendation to populate the Collection Physical address on the form for the Migration Counties.	Rainier Dela Cruz
03/18/2021	1.2	Added a recommendation to update the form number that populates on the footer of the NOA and the hyperlinks on the Distributed Documents page to not have a reference to Los Angeles County.	Rainier Dela Cruz
04/01/2021	1.3	Updated the population logic for the DFA 377.7G and CF 377.7E1 to populate the Collection Physical address when the form is generated by a migration county.	Rainier Dela Cruz
04/07/2021	1.4	Updated the details in section 2.2.3.4 to match what is current in productions.	Rainier Dela Cruz

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1 OVERVIEW

1.1 Current Design

When correspondence is generated for a program with no worker assigned, the default county address populates the return address, and the default phone number populates the worker phone number field on the form or Notice of Action (NOA). Currently, default county address is visible on the Correspondence List page, however, the 'Type' column is not populated. Additionally, the 'Default' value does not display in the 'Type' dropdown on the Correspondence Detail page. Lastly, the default phone number for Los Angeles County populates on correspondence generated for Migration Counties.

The form number that populates on the footer of the Notice of Action (NOA) and the hyperlinks on the Distributed Documents page have a reference to Los Angeles County.

1.2 Requests

Update the Correspondence List and Correspondence Detail pages to populate the 'Type' column and dropdown with the 'Default' value. Update the population logic to populate the correct default phone number.

The Migration Counties are inheriting the current NOAs in CalSAWS and should not have references to Los Angeles County.

1.3 Overview of Recommendations

1. Update the Correspondence List page to populate the 'Type' column with the 'Default' value.
2. Update the Correspondence Detail page to populate the 'Type' dropdown with the 'Default' value.
3. Update the population logic for the header fields to populate the default address and default phone number by county.
4. Update the population logic for the specified forms to determine which Collection Mail address, DCFS or DPSS, to populate if the form is generated by Los Angeles County.
5. Update the population logic for the CF 377.7C, **DFA 377.7G**, and **CF 377.7E1** to populate the Collection Physical address for the Migration Counties.

6. Update the form number that populates on the footer of the NOA and the hyperlinks on the Distributed Documents page to not have a reference to Los Angeles County.

1.4 Assumptions

N/A

2 RECOMMENDATIONS

2.1 Correspondence List

2.1.1 Overview

The 'Type' column on the Correspondence List page is not populated when the type is 'Default'. Update the page to populate the column for the 'Default' type.

2.1.2 Correspondence List Mockup

Correspondence List

Search Results Summary Results 1 - 7 of 7

Display

From: To:

[View](#) [Add](#)

Type	Organization Name	Address	Begin Date	End Date
Default	San Bernardino County	265 E 4TH STREET	01/01/1000	Edit
Hearing	San Bernardino	PO BOX 1409	03/25/2013	Edit
Legal Aid	High Desert (760) 241-7073 West End (909) 980-0982	San Bernardino Area (909) 884-8615	03/25/2013	Edit

Figure 2.1.1 – Correspondence List for Migration Counties

Correspondence List

Search Results Summary Results 1 - 25 of 234

1 2 3 4 5 6 7 8 9 10 Next

Display

From: To:

[View](#) [Add](#)

Type	Organization Name	Address	Begin Date	End Date
Default	Department of Children & Family Services	725 S GRAND AVE	01/01/1000	Edit
Default	Medi-Cal Mail-In Applications District, DPSS	2615 S. Grand Ave., 2nd floor	01/01/1000	Edit

Figure 2.1.2 – Correspondence List for Los Angeles County

2.1.3 Description of Changes

1. Update the page to populate the 'Type' column when the type is 'Default'.

Note: There are two 'Default' records listed on the Correspondence page for Los Angeles County, one contains the default Department of Public Social Services (DPSS) address, and the other the default Department of Children and Family Services (DCFS) address.

2. Remove the duplicate default office records for the Migration Counties.

Technical Note: There are currently two records for the migration counties with the office type code of 'DFT' that have the same address information. They are differentiated by the different values on the office number identifier column. Remove one of the records and remove the value in the office number identifier column for the remaining record.

2.1.4 Page Location

- **Global: Admin Tools**
- **Local: Admin**
- **Task: Correspondence**

2.1.5 Security Updates

No change.

2.1.6 Page Mapping

No change.

2.1.7 Page Usage/Data Volume Impacts

No change.

2.2 Correspondence Detail

2.2.1 Overview

The 'Default' type is not available in the 'Type' dropdown on the Correspondence Detail page and the 'County Contact Number' is not available in the dropdown for the Migration Counties. Update the dropdown to display the 'Default' and 'County Contact Number' types.

2.2.2 Correspondence Detail Mockup

No update to the page.

2.2.3 Description of Changes

1. Update the 'Type' dropdown to display the 'Default' and 'County Contact Number' types for the Migration Counties and the 'Default' type for Los Angeles County. The values in the dropdown display in alphabetical order.

Note: The 'County Contact Number' currently displays in the dropdown for Los Angeles County.

2. Populate the 'Primary Number' field on the 'Default' record with the phone number listed in the attached supporting document (**CA-225257 Default Address and Phone Numbers.xlsx**) for each migration county.
3. Update the address information on the 'Default' record with the address listed in the attached supporting document for the following counties:
 - a. Inyo
 - b. Monterey
 - c. San Joaquin
 - d. Shasta
4. Update the Collection Mail address for Los Angeles County.
 - a. Update the existing DCFS Collection Mail record in the Document Data table to update the value in the Office Type Code column to 'CML' (Collection Mail) and populate the Office Number Identifier column with 'DCF'. This will align it with the DPSS Collection Mail record.
Technical Note: Currently, the value in the Office Type Code column is 'CGH'.
 - b. Remove the duplicate DPSS Collection Mail address record from the Document Data.
Technical Note: Currently, the duplicate record has the 'CCR' value in the Office Type Code column.

2.2.4 Page Location

- **Global: Admin Tools**
- **Local: Admin**
- **Task: Correspondence**

2.2.5 Security Updates

No change.

2.2.6 Page Mapping

No change.

2.2.7 Page Usage/Data Volume Impacts

No change.

2.3 Update Correspondence Header Population

2.3.1 Overview

Update the population logic for the header fields to populate the default phone number and return address by county. Update the population logic to determine which Collection Mail address, DCFS or DPSS, to populate on a form for Los Angeles County.

2.3.2 Description of Changes

1. Update the header field population logic to populate the default address and phone number based on which county is generating the form/NOA.
 - a. If the form/NOA is generated by Los Angeles County, use the existing logic of populating the default address and phone number.
 - b. If the form/NOA is generated by a migration county, retrieve the address and primary phone number from the 'Default' record on the Correspondence page.
2. Update the population logic for the following forms to determine which Collection Mail address, DCFS or DPSS, to populate if the form is generated by Los Angeles County:
 - a. CSF 104
 - b. CSF 132
 - c. CSF 133
 - d. CSF 134
 - e. CSF 135
 - f. FIN 102
 - g. SOC 841
 - h. CalFresh IHE Packet
 - i. CalFresh AE Packet
 - j. CalFresh IPV Packet

3. Update the population logic for the CF 377.7C, DFA 377.7G, and CF 377.7E1 to populate the Collection Physical address on the form for the Migration Counties.
 - a. Update the DFA 377.7G form to remove the hard coded addressee and update it to a dynamically populated field.
 - b. Populate the Collection Physical address on the CF 377.7C, DFA 377.7G, and CF 377.7E1 forms if the form is generated for a case managed in a migration county. Populate the Fiscal Operations address on the form if generated for a case managed in Los Angeles County.

2.4 Update Notice of Action

2.4.1 Overview

The information that populates the form number in the footer of the NOA and used in the creation of the hyperlink that is displayed on the Distributed Documents page is retrieved from NOA Snippet Configuration table. Some of the values contain a reference to Los Angeles County. Update the values to remove the reference to Los Angeles County.

2.4.2 Description of Changes

1. Update the following form number to remove the reference to Los Angeles County:

Reason Fragment Id	Reason Fragment Name	Current Form Number	Updated Form Number
6543	MC_TN_COUNTY_RES_VERIF_FAIL_M080	MC 239 A-DE-LA	MC 239 A-DE

2. Update the following values used in the Distributed Document hyperlink to remove the reference to Los Angeles County:

Reason Fragment Id	Reason Fragment Name	Current NOA Description	Updated NOA Description
6042	CF_TN_NOT_LA_CA_RESĐT_F061	NOT LA/CA RESIDENT	NOT COUNTY/CA RESIDENT
6210	FC_CH_NOT_IN_LA_COUNTY_T029	NOT IN LA COUNTY	NOT IN COUNTY

6453	CF_DN_NOT_CNTY_RESIDENT_F061	NOT LA/CA RESIDENT	NOT COUNTY/CA RESIDENT
6515	MC_TN_ICT_OUT_TERM_M033	Not in LA County/ICT OUT	NOT IN COUNTY/ICT OUT
6543	MC_TN_COUNTY_RES_VERIF_FAIL_M080	DE CHILD NOT LA/CA RESIDENT	DE CHILD NOT COUNTY/CA RESIDENT

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	List of default address and phone numbers for the Migration Counties.	CA-225257 Default Address and Phone Numbers.xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.1.15	The LRS shall pre-populate fields of notices, NOAs, forms, and letters with designated applicant, participant, caregiver, sponsor, authorized representative, and/or any other entity's information.	The default phone number populates the correct phone number per county.