

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-50303

Update WTW/REP Sanctions from Program Level
to Person Level

CalSAWS	DOCUMENT APPROVAL HISTORY	
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1 OVERVIEW

The purpose of SCR CA-50303 is to be able to assess and track the WTW/REP sanctions at the person level. SCR CA-50303 will add an additional layer to the existing CalSAWS sanction process so that the migrating C-IV counties can keep their current process of applying sanctions through the Eligibility Non-Compliance page, instead of current functionality which only evaluates the status of the WTW/REP program. This additional layer of adding the Eligibility Non-Compliance record will integrate seamlessly with no impact to the current CalSAWS WTW/REP sanction process followed by Los Angeles County.

1.1 Current Design

In the CalSAWS current design, the individuals that are not compliant with WTW/REP requirements have sanctions imposed for WTW/REP programs, which results in a financial penalty for CalWORKs/RCA. When a sanctioned participant is discontinued, and then reapplies or moves to a different case, the sanction imposed does not follow the person to the new case. Therefore, the EDBC eligibility for CalWORKs/RCA in the new case will not apply any sanctions imposed from the previous record. This situation occurs when the WTW/REP sanctions in the previous case did not end. For the WTW/REP programs, the sanction status indicates that the participant will receive financial penalty when CalWORKs/RCA EDBC eligibility is determined.

1.2 Requests

1. Allow the users the ability to add or edit WTW and REP type Eligibility Non-Compliance records.
2. Automatically create or update Eligibility Non-Compliance records for WTW/REP program status records that are created or updated through the Online program status page.
3. Modify EDBC Summary page to display sanctioned (WTW/REP) or penalized (Cal-Learn) individuals in the "Sanctions and Penalties" section.
4. Modify EDBC logic to evaluate Eligibility Non-Compliance records instead of program status records when imposing 'FRE' role for WTW and REP sanctioned individuals.
5. Add a batch job that creates Eligibility Non-Compliance records that 'sync up' with 'Sanction' program status records created through batch programs.

6. Update EDBC batch sweep jobs to be triggered off WTW/REP Eligibility Non-Compliance records.
7. Data change to create Eligibility Non-Compliance records for existing 'Sanction' program status records.

1.3 Overview of Recommendations

1. Update the Eligibility Non-Compliance Detail page to display WTW and REP types along with the applicable reason options with the ability for users to manually add and edit records.
2. Update the WTW/REP Status Detail page to automatically create or update an Eligibility Non-Compliance record based on the program status record.
3. Update the EDBC Summary page to display and store data in a new EDBC section called "Sanctions and Penalties".
4. Update CW/RCA EDBC logic to populate the "Sanctions and Penalties" section of the EDBC Summary page and impose 'FRE' role based on WTW or REP Eligibility Non-Compliance records.
5. Update CW/RCA EDBC logic to populate the "Sanctions and Penalties" section of the EDBC Summary page based on Cal-Learn program penalty.
6. Add a new batch job that will auto create Eligibility Non-Compliance records to 'sync up' with 'Sanction' status records created by batch programs.
7. Update batch sweep job PB00E179 to trigger EDBC based on Eligibility Non-Compliance records effective next month that were created since the last batch run.
8. Update batch sweep job PB00E181 to trigger EDBC based on Eligibility Non-Compliance records that were 'end dated' since the last batch run.
9. Data change to create Eligibility Non-Compliance records for WTW/REP program individuals with existing 'Sanction' program statuses.

1.4 Assumptions

1. Fields not mentioned to be modified within the description of changes will retain their current functionality and logic.
2. No change to the existing logic of determining Cal-Learn Penalties in this SCR.
3. No Reports impact with this SCR.

4. Eligibility Non-Compliance records will not be created for 'Sanction' program status records with a reason of 'Sanction Cured', 'Sanction Denied', '2nd Instance' or '3rd Instance'.
5. If the user 'end dates' the Eligibility Non-Compliance record manually, the WTW/REP status record will not be updated.
6. Systematically created Eligibility Non-Compliance records are created via batch or a 'WTW' or 'REP' status.
7. If a worker action 'end dates' the Eligibility Non-Compliance record in a previous month, the worker is responsible for running EDBC for Eligibility redetermination.
8. NOAs that currently generate when CW/RCA program person is sanctioned based on WTW/REP program status reasons will continue to generate with this SCR.
9. The WTW 24 month time limit will be repealed with a future effort through SCR CA-217944.
10. Automation for the CalFresh WTW/REP sanction will be addressed in a future effort through SCR CA-50776.

2 RECOMMENDATIONS

2.1 Update Eligibility Non-Compliance Detail Page

2.1.1 Overview

Update the Eligibility Non-Compliance Detail page to display WTW and REP Eligibility Non-Compliance records as Types, when the program is set to 'Cash', with the ability to manually add and edit records.

2.1.2 Eligibility Non-Compliance Detail Mockup

Eligibility Non-Compliance Detail

* - Indicates required fields

Save and Return

Cancel

Program:

Cash

Name: *

Dimgol Alexander

Type: *

WTW

Reason: *

Quit a Job

Begin Date: *

10/01/2020

End Date:



Save and Return

Cancel

Figure 2.1.2.1 – Eligibility Non-Compliance Detail page (Systematically Created Record)
– Edit Mode

Eligibility Non-Compliance Detail

* - Indicates required fields

Close

Program:

Cash

Name: *

Dimgol Alexander

Type: *

WTW

Reason: *

Quit a Job

Begin Date: *

09/01/2020

End Date:

Close

Figure 2.1.2.2 – Eligibility Non-Compliance Detail page – View Mode

Eligibility Non-Compliance Detail

* - Indicates required fields

Save

Cancel

Program: Cash	
Name: * BOWNE, JUNIE 26M	
Type: * WTW	
Reason: * Quit a Job	
Begin Date: *	End Date:
<input type="text"/>	<input type="text"/>

Save

Cancel

Figure 2.1.2.3 – Eligibility Non-Compliance Detail page (Manual Created Record) – Create Mode

Eligibility Non-Compliance Detail

* - Indicates required fields

Save

Cancel

Program: Cash	
Name: * BOWNE, JUNIE 26M	
Type: * WTW	
Reason: * Quit a Job	
Begin Date: *	End Date:
<input type="text"/>	<input type="text"/>

Save

Cancel

Figure 2.1.2.3 – Eligibility Non-Compliance Detail page (Manual Created Record) – Edit Mode

2.1.3 Description of Change

1. Display WTW and REP in the 'Type' field – Add 'WTW' and 'REP' to the 'Type' field when the program is set to 'Cash'. This field will only be editable in create and edit mode for manually created records. These will be listed in alphabetical order.
2. Display the applicable reasons in the 'Reason' field for when WTW is the 'Type' – Allow the applicable reasons to be viewed in the 'Reason' field when an Eligibility Non-Compliance record is created through the System or Manually, for a 'Type' of WTW.

This field will only be editable in create and edit mode for manually created records. The following are the reasons to be available, listed in alphabetical order:

- a. Failed to sign post 24 MTC Fed plan
- b. Not accepting a job
- c. Not Participating in an activity
- d. Not providing proof of satisfactory progress
- e. Not signing the WtW plan
- f. Post WTW 24 MTC Failed to Sign Subsequent Fed Plan
- g. Post WTW 24 MTC Fed Standards Not Met - Progress
- h. Post WTW 24 MTC Fed Standards Not Met - Participation
- i. Quitting a job
- j. Reducing their earnings

3. Display the applicable reasons in the 'Reason' field for when REP is the 'Type' – Allow the applicable reasons to be viewed in the 'Reason' field when an Eligibility Non-Compliance record is created Systematically or Manually, for a 'Type' of REP. This field will only be editable in create and edit mode for manually created records. The following are the reasons to be available, listed in alphabetical order:

- a. Failed to sign post 24 MTC Fed plan
- b. Not accepting a job
- c. Not Participating in an activity
- d. Not providing proof of satisfactory progress
- e. Not signing the WtW plan
- f. Post WTW 24 MTC Failed to Sign Subsequent Fed Plan
- g. Post WTW 24 MTC Fed Standards Not Met - Progress
- h. Post WTW 24 MTC Fed Standards Not Met - Participation
- i. Quitting a job
- j. Reducing their earnings

4. When editing a Systematically created record, only the field 'End Date' will be editable in Edit Mode.

NOTE:

- The WTW and REP Eligibility Non-Compliance reasons match the Sanction reasons on the WTW Status Detail and REP Status Detail page.

- 'Sanction Cured' and 'Sanction Denied' status reasons are used to denote ends of sanctions and therefore will not be listed as a reason for WTW and REP.
- '2nd instance' and '3rd instance' status reasons will not be listed.

2.1.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** Non-Compliance

2.1.5 Page Mapping

N/A

2.1.6 Page Usage/Data Volume Impacts

No Impact

2.2 Update WTW Status Detail Page and the REP Status Detail Page

2.2.1 Overview

Update the WTW Status Detail page and the REP Status Detail page to automatically create or update an Eligibility Non-Compliance record based on 'Status' records being added.

2.2.2 WTW Status Detail Page Mockup (Applies to REP as well)

WTW Status Detail

*- Indicates required fields

Confirm

Cancel

Status:
Active
Status Reason:
Enrolled - Cured Sanction
Begin Date:
02/01/2021
End Date:

Eligibility Non-Compliance Records to Be Updated

Name	Program	Type	Reason	Current Begin Date	Current End Date	New Begin Date	New End Date
John Smith	Cash	WTW	Not Accepting a Job	01/01/2021			01/31/2021

Confirm

Cancel

Figure 2.2.2.1 – WTW Status Detail Confirmation page (Updated Table)

WTW Status Detail

*- Indicates required fields

Confirm

Cancel

Status:
Active
Status Reason:
Enrolled - Cured Sanction
Begin Date:
01/01/2021
End Date:

Eligibility Non-Compliance Records to Be Updated

Name	Program	Type	Reason	Current Begin Date	Current End Date	New Begin Date	New End Date
John Smith	Cash	WTW	Not Accepting a Job	01/01/2021			01/02/2021

Confirm

Cancel

Figure 2.2.2.2 – WTW Status Detail Confirmation page (Updated Table – Scenario where Status date encompasses the entire date range of the Eligibility Non-Compliance)

WTW Status Detail

*- Indicates required fields

Confirm

Cancel

Status:

Sanction

Status Reason:

Quitting a Job

Begin Date:

01/15/2021

End Date:

Eligibility Non-Compliance Records to Be Created

Name	Program	Type	Reason	Begin Date	End Date
John Smith	Cash	WTW	Quitting a Job	02/01/2021	

Confirm

Cancel

Figure 2.2.2.3 – WTW Status Detail Confirmation page (Created table)

2.2.3 Description of Change

1. Add logic to the WTW Status Detail page and the REP Status Detail page to create an Eligibility Non-Compliance record for the participant when a status of 'Sanction' is set, and the reason is not 'Sanction Cured' or 'Sanction Denied'. This record will only be created if there is not an existing record with the same type and reason, that would be created, with overlapping dates. New Eligibility Non-Compliance records will be created for time periods where the participant has a Sanction, and a current Eligibility Non-Compliance record does not encompass the added Sanction's date range. The following is the description of the applicable fields for the created Eligibility Non-Compliance record:
 - a. Program – This will display 'Cash' for the program.
 - b. Name – The name of the WTW or REP program person.
 - c. Type – This will display the 'Type' of the Eligibility Non-Compliance record. This will be 'WTW' or 'REP'.
 - d. Reason – This will display the 'Reason' for which the Eligibility Non-Compliance record was imposed. This will be the same reason as the 'Sanction' reason.
 - e. Begin Date – The Begin Date of the Eligibility Non-Compliance Record. This will be the 1st of the month for the 'Effective Month' of the Sanction.
 - f. End Date – The End Date of the Eligibility Non-Compliance Record. This will be the end date entered for the 'Sanction' status.

Note:

- These fields will be dependent on what page the user is on. REP is applicable to the REP Status Detail page and WTW is applicable to the WTW Status Detail page.
 - Reference section 4.1 for sample scenarios that apply to these rules
2. Add logic to create and update any Eligibility Non-Compliance records for specific WTW or REP statuses being added, so no Eligibility Non-Compliance records exist during the statuses date range:
- a. The applicable WTW or REP statuses are the following:
 - i. 'Active'
 - ii. 'Good Cause'
 - iii. 'Exempt'
 - b. When updating Eligibility Non-Compliance records due to the status update, follow effective dating logic for records to be shortened.
 - c. Eligibility Non-Compliance records will be created or updated based on the following high-level scenarios:
 - i. An Eligibility Non-Compliance record will be updated when the date range of the added status overlaps or encompasses the entire date range of the Eligibility Non-Compliance record. Section 3.c provides descriptions and definitions of the applicable fields for the updated Eligibility Non-Compliance record.
 - ii. An Eligibility Non-Compliance record will be created when the status creates a gap between the current Eligibility Non-Compliance date range. Section 3.e provides descriptions and definitions of the applicable fields for the created Eligibility Non-Compliance record.

Note:

- These fields will be dependent on what page the user is on. REP is applicable to the REP Status Detail page and WTW is applicable to the WTW Status Detail page.
- Only Eligibility Non-Compliance records under a 'Cash' program and with a type of 'WTW' or 'REP' will be updated or created in these scenarios.

- Reference section 4.1 for sample scenarios that apply to these rules
3. Add a Confirmation page to display tables for the Eligibility Non-Compliance records to be created or updated based on the logic to be added to this page. When an Eligibility Non-Compliance record will be created or updated, a Confirmation page will be loaded when the user saves a specific 'WTW' or 'REP' status. This page will only be viewable when the user is in Create mode.
 - a. The applicable WTW or REP statuses are the following:
 - i. 'Active'
 - ii. 'Good Cause'
 - iii. 'Exempt'
 - b. These tables will be dynamic and will only display when values are available. The following are the two tables and their applicable columns:
 - c. Add a table (fig 2.2.2.1) to the Confirmation page named 'Eligibility Non-Compliance Record to be Updated' when an Eligibility Non-Compliance record will be updated, because of a 'WTW' or 'REP' status. Include the following fields:
 - i. Program – This will display 'Cash' as the program.
 - ii. Name – This will display the name of the individual who has the Eligibility Non-Compliance.
 - iii. Type – This will display the 'Type' of the Eligibility Non-Compliance record. This will be 'WTW' or 'REP'.
 - iv. Reason – This will display the 'Reason' for which the Eligibility Non-Compliance record was imposed.
 - v. Current Begin Date – The Begin Date of the Eligibility Non-Compliance Record. This will be the begin date of the original Eligibility Non-Compliance record that is being updated. This table will be ordered chronologically by the Current Begin Date, starting with most recent date.
 - vi. New Begin Date – For an 'Exempt', 'Good Cause' and 'Active' status this will be the first of the month following the end date of the added status. The 10-day rule will apply for this scenario. This will occur when the added status overlaps the Begin Date of the current Eligibility Non-Compliance record, but is end dated prior to the Eligibility Non-Compliance record's end date.

- vii. Current End Date – The End Date of the Eligibility Non-Compliance Record. This will be the end date of the original Eligibility Non-Compliance record that is being updated.
- viii. New End Date –
 - 1. WTW/REP Status overlaps Current End Date of the Eligibility Non-Compliance Record - For an 'Exempt' and 'Good Cause' status this will be the last day of the month prior of the begin date for the added status. However, if the 'Good Cause' or 'Exempt' status begins in the same month of the begin date for the Eligibility Non-Compliance record, then the new end date will be the calendar day after the Eligibility Non-Compliance record's current begin date. For an 'Active' status this will be the last day of the month of the begin date of the added status unless it falls on the first of the month; then the end date will be the last day of the month for the month prior to the begin date of the status. This will occur when the added status overlaps the End Date of the current Eligibility Non-Compliance record.
 - 2. WTW/REP Status Encompasses Entire Date Range of the Eligibility Non-Compliance Record - This will be the calendar day after the Eligibility Non-Compliance record's current begin date. This will occur when the added status encompasses the entire date range of the Eligibility Non-Compliance record.
- d. Add a table (fig. 2.2.2.1) to the Confirmation page named 'Eligibility Non-Compliance Record to be Created' when an Eligibility Non-Compliance record will be created, because of a status. Include the following fields:
 - i. Program – The program will be 'Cash'.
 - ii. Name – This will display the name of the individual who has the Eligibility Non-Compliance.
 - iii. Type – This will display the 'Type' of the Eligibility Non-Compliance record. This will be 'WTW' or 'REP'.
 - iv. Reason – This will be the 'Reason' for which the Eligibility Non-Compliance record was imposed. This will be the same reason as the 'Sanction' reason.

- v. Begin Date – The Begin Date of the Eligibility Non-Compliance Record. This will be the 1st of the month for the 'Effective Month' of the new Sanction due to effective dating logic.
- vi. End Date – The End Date of the Eligibility Non-Compliance Record. This will be the end date entered for the 'Sanction' status.
- e. Confirm Button – This Button will navigate the user to the Effective Dating Confirmation List page when a program status will be updated due to effective dating and will then be saved to the database through the Effective Dating Confirmation List page.
- f. Cancel Button – This Button will navigate the user back to the WTW Status Detail List page or the REP Status Detail List page. This button will only appear in Create and Edit modes.

Note:

- These fields will be dependent on what page the user is on. REP is applicable to the REP Status Detail page and WTW is applicable to the WTW Status Detail page.
- Reference section 4.1 for sample scenarios that apply to these rules.

2.2.4 Page Location

1. WTW Status Detail page:
 - **Global:** Empl. Services
 - **Local:** Case Summary
 - **Task:** WTW
2. REP Status Detail page:
 - **Global:** Empl. Services
 - **Local:** Case Summary
 - **Task:** REP

2.2.5 Page Mapping

None, this page only renders existing data

2.2.6 Page Usage/Data Volume Impacts

No Impact

2.3 Update the EDBC Summary Page to Store and Display “Sanctions and Penalties” Data.

2.3.1 Overview

When assessing WTW, REP or Cal-Learn programs through EDBC, the CalSAWS will store and display the sanctioned (WTW/REP) or penalized (Cal-Learn) program individuals in the CW/RCA EDBC Summary page.

2.3.2 Description of Changes

1. Update the EDBC Summary page to store and display the sanctioned (WTW/REP) or penalized (Cal-Learn) program individuals in a new “Sanctions and Penalties” section which will show the following:
 - i. Name – This will display the name of the individual who has the Eligibility Non-Compliance (WTW,REP) or penalty (Cal-Learn).
 1. The Name will wrap to the next line if needed
 - ii. Type – This field will display the type of the Eligibility Non-Compliance (WTW,REP) or penalty (Cal-Learn).
 - iii. Reason/Instance – This field will display the reason for which the Eligibility Non-Compliance (WTW, REP) or penalty (Cal-Learn) has been imposed.
 1. The Reason will wrap to the next line if needed. The instance will be concatenated to the reason if it is not the first instance.
 - iv. Begin Date – This field will map to the effective begin date of the Eligibility Non-Compliance (WTW,REP) or penalty (Cal-Learn).
 - v. End Date - This field will map to the effective end date of the Eligibility Non-Compliance (WTW,REP) or penalty (Cal-Learn). This field will display as blank when end date is high dated.
 - vi. The section will be displayed below in the “Work Eligibility” section in the EDBC summary page.

2.3.3 Mockup

▼ Sanctions and Penalties				
Name	Type	Reason/Instance	Begin Date	End Date
Camoes, Nicolau 40F	WTW	Quit a Job-2	10/01/2020	

Figure 2.2.3.1 – Sanction and Penalties Section of the EDBC Summary Page

2.3.4 Page Location

1. **Global:** Eligibility
2. **Local:** Customer Information
3. **Task:** Run EDBC/EDBC Results

2.3.5 Programs Impacted

1. CW
2. RCA
3. WTW
4. REP
5. Cal-Learn

2.4 Update CW/RCA EDBC to use the Eligibility Non-Compliance to set the role of 'FRE' and populate the "Sanction and Penalties" section of the EDBC Summary Page.

2.4.1 Overview

In CalSAWS, the CW/RCA EDBC logic currently imposes the role of 'FRE' on the WTW/REP mandatory participant based on the WTW/REP 'Sanction' program status record effective for the benefit period. The CW/RCA EDBC logic will be modified to instead impose the role of 'FRE' on the WTW/REP mandatory participant when there is a WTW/REP type Eligibility Non-Compliance record effective for the entire benefit month.

The Eligibility Non-Compliance record will also be used to populate the new "Sanctions and Penalties" section of the EDBC Summary page.

2.4.2 Description of Change

1. Update the CW/RCA EDBC logic to update role to 'FRE' and role reason when there exists an Eligibility Non-Compliance record effective for the entire benefit month with a type (WTW or REP) and reason per codes in table CT364 (observing the 10 day notice). This will replace the logic that currently sets the role of 'FRE' and role reason based on the program status record on the WTW or REP program under Employment Services.
2. Add the following codes and mapping to CT364 that will be used by EDBC to determine the CW/RCA program person role reason for the new Eligibility Non Compliance reasons (CT365):

Eligibility Non-Compliance Program	Eligibility Non-Compliance Type	Eligibility Non-Compliance Reason	CW/RCA Program Reason
Cash	WTW	Failed to sign post 24 MTC Fed plan	CW Non Part.
Cash	WTW	Not accepting a job	CW Non Part.
Cash	WTW	Not Participating in an activity	CW Non Part.
Cash	WTW	Not providing proof of satisfactory progress	CW Non Part.
Cash	WTW	Not signing the WtW plan	CW Non Part.
Cash	WTW	Post WTW 24 MTC Failed to Sign Subsequent Fed Plan	Post WTW 24 MTC CW Fed Requirements Not Met
Cash	WTW	Post WTW 24 MTC Fed Standards Not Met - Progress	Post WTW 24 MTC CW Fed Requirements Not Met

Eligibility Non-Compliance Program	Eligibility Non-Compliance Type	Eligibility Non-Compliance Reason	CW/RCA Program Reason
Cash	WTW	Post WTW 24 MTC Fed Standards Not Met - Participation	Post WTW 24 MTC CW Fed Requirements Not Met
Cash	WTW	Quitting a job	CW Non Part.
Cash	WTW	Reducing their earnings	CW Non Part.
Cash	REP	Failed to sign post 24 MTC Fed plan	CW Non Part.
Cash	REP	Not accepting a job	CW Non Part.
Cash	REP	Not Participating in an activity	CW Non Part.
Cash	REP	Not providing proof of satisfactory progress	CW Non Part.
Cash	REP	Not signing the WtW plan	CW Non Part.
Cash	REP	Post WTW 24 MTC Failed to Sign Subsequent Fed Plan	Post WTW 24 MTC CW Fed Requirements Not Met
Cash	REP	Post WTW 24 MTC Fed Standards Not Met - Progress	Post WTW 24 MTC CW Fed Requirements Not Met
Cash	REP	Post WTW 24 MTC Fed Standards Not Met - Participation	Post WTW 24 MTC CW Fed Requirements Not Met
Cash	REP	Quitting a job	CW Non Part.
Cash	REP	Reducing their earnings	CW Non Part.

3. Update the CW/RCA EDBC logic to populate the “Sanction and Penalties” section of the EDBC page based on the following criteria:
 - i. Name of Eligibility Non-Compliance applicant.
 - ii. The Type will be “WTW” if Eligibility Non-Compliance has type ‘WTW’ or “REP” if the Eligibility Non-Compliance has type ‘REP’.
 - iii. The WTW/REP Reason will be the same as the “WTW” or “REP” type Eligibility Non-Compliance reason.
 - iv. Begin Date - The begin date of the record will map to the effective begin date of the Eligibility Non-Compliance.
 - v. End Date – The End Date of the record will map to the effective end date of the Eligibility Non-Compliance.

2.4.3 Programs Impacted

1. CW
2. RCA
3. WTW
4. REP

2.5 Update CW/RCA EDBC Fiscal logic to populate Cal-Learn Penalty data in the “Sanctions and Penalties” Section of the EDBC Summary Page

2.5.1 Overview

The Cal-Learn penalty determined by the EDBC Fiscal logic (observing the 10 day notice) will be used to populate the “Sanctions and Penalties” section of the EDBC Summary page.

2.5.2 Description of Change

1. Update the EDBC Fiscal logic (observing the 10 day notice) to populate the following information for all non-compliance discovered within the benefit month in the “Sanction and Penalties” section of the EDBC Summary page when determining Cal-Learn penalties:
 - i. Name of penalized applicant.
 - ii. The Type will be “Cal-Learn”.

- iii. When the Cal-Learn EDBC updates the 'Sanction and Penalties' section of the EDBC the Reason will be the same as the non-compliance reason from the Cal-Learn non-compliance cause determination detail.
- iv. Begin Date - The begin date of the record will map to the effective begin date of the penalty .
- v. End Date – The End Date of the record will map to the effective end date of the penalty.

2.5.3 Mockup

▼Sanctions and Penalties				
Name	Type	Reason/Instance	Begin Date	End Date
TeenMom, CL 17F	Cal-Learn	The Participant Did Not Go to School	12/01/2020	01/31/2021

Figure 2.6.3.1 – Sanction and Penalties Section of the EDBC Summary Page for multi-month Cal-Learn penalty

2.5.4 Programs Impacted

- 1. CW
- 2. RCA
- 3. Cal-Learn

2.6 New Batch Job - Sanction Sync

2.6.1 Overview

Create a new batch job to synchronize Eligibility Non-Compliance records with WTW/REP Program Status 'Sanction' records created by batch.

2.6.2 Description of Change

- 1. Create a new Batch Job to:
 - a. Create a new Eligibility Non-Compliance record if there exists a WTW/REP program sanction status record created by batch since the last successful batch run date that is

not being cured/denied and does not have a matching Eligibility Non-Compliance record.

- i. Set the 'Program' value to 'Cash'
 - ii. Set the 'Type' to the program of the WTW/REP program sanction record (WTW or REP)
 - iii. Set the 'Reason' to the reason of the WTW/REP program sanction record (refer to section 2.1.3.2 for a complete list of Sanction Reasons)
 - iv. Set the Begin date to the effective month begin date of the WTW/REP program sanction record (observing the Online 10-day cutoff logic)
- b. New Batch Job will be county configurable

2.6.3 Execution Frequency

Daily

2.6.4 Key Scheduling Dependencies

Predecessor Batch Jobs: PB00S882, PB00S883 (Sanction Status Update Batch jobs)

Successor Batch Jobs: PB00E179

2.6.5 Counties Impacted

All Counties that opt in

2.6.6 Data Volume/Performance

The anticipated number of newly created Eligibility Non-Compliance records via this new batch job will be directly proportional to the number of batch-generated Sanction WTW/REP statuses. The anticipated number of records processed per daily execution is fewer than 100.

2.6.7 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.)

2.7 WTW Sanction Created Batch - PB00E179

2.7.1 Overview

Currently this batch job triggers EDBC for the come-up month for CalWORKs/RCA persons active the month following the batch run month and who have WTW/REP program sanction effective the month following the batch run month.

This SCR will modify PB00E179 to trigger CalWORKs/RCA EDBC when a WTW/REP type Eligibility Non-Compliance record is effective the month following the batch run month instead of triggering on WTW/REP program sanction.

2.7.2 Description of Change

1. Modify PB00E179 trigger logic to trigger CalWORKs/RCA EDBC for the come-up month:
 - a. CalWORKs/RCA persons are active the month following the batch run month.
 - b. There is an Eligibility Non-Compliance record with a Program value of "Cash" and a Type of "WTW" or "REP" that is active the month following the batch run month and associated to the CalWORKs or RCA person.

2.7.3 Execution Frequency

Monthly as of Batch 10-Day

2.7.4 Key Scheduling Dependencies

N/A

2.7.5 Counties Impacted

All Counties that opt in

2.7.6 Data Volume/Performance

N/A

2.7.7 Failure Procedure/Operational Instructions

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

2.8 WTW/REP Sanction Ended - PB00E181

2.8.1 Overview

Currently batch job PB00E181 triggers EDBC through the come-up month for CalWORKs/RCA individuals who are active the month following the batch run when a user ends the same person's WTW/REP Sanction or Non-Compliance/In process of curing sanction status.

This SCR will modify PB00E181 to trigger EDBC for CW/RCA individuals when an Eligibility Non-Compliance record is ended instead of triggering from a WTW/REP Sanction status end date.

2.8.2 Description of Change

1. Update PB00E181 Trigger Logic as follows:
 - a. CW/RCA individual is active the month following the batch run month
 - b. There does not exist an Eligibility Non-Compliance record where the "Program" value is "Cash" and the "Type" is "WTW" or "REP" that is effective greater than the Batch Date.
 - c. A previously open-ended Eligibility Non-Compliance record was ended since the last successful execution of this job, or

A WTW/REP Program Status of Non-Compliance with a reason of 'In the process of curing sanction' associated to the CW/RCA individual was ended and replaced with an Active Status.

2.8.3 Execution Frequency

Daily – No Change

2.8.4 Key Scheduling Dependencies

N/A

2.8.5 Counties Impacted

All Counties that opt in

2.8.6 Data Volume/Performance

N/A

2.8.7 Failure Procedure/Operational Instructions

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

2.9 Data Change WTW/REP- CalSAWS Only

2.9.1 Overview

In CalSAWS only, create Eligibility Non-Compliance records for WTW and REP program 'sanctioned' individuals starting with the earliest 'Sanction' status record encompassing any status records up to the next 'non sanction' status record. Eligibility Non-Compliance records will be created for all WTW and REP sanctioned individuals so that EDBC can impose fiscal penalties for sanctions added prior to this SCR being implemented.

2.9.2 Description of Change

1. In CalSAWS only, create an Eligibility Non-Compliance record with the following information:
 - a. Program – The type of program ('Cash')
 - b. Name – Name of the WTW or REP participant for the Eligibility Non-Compliance record based on Sanction person.
 - c. Type – The type for the Eligibility Non-Compliance record (WTW or REP) based on Sanction program.

- d. Reason – The applicable reason for non-compliance for the Eligibility Non-Compliance record based on Sanction reason.
- e. Begin Date – The begin date for the Eligibility Non-Compliance record based on the earliest 'Sanction' status begin date.
- f. End Date –The end date for the Eligibility Non-Compliance record based on the day before the next 'non sanction' status record begin date. Below is the list of 'non sanction' statuses:
 - 'Active' (regardless of status reason)
 - 'Exempt' (regardless of status reason)
 - 'Good Cause' (regardless of status reason)

NOTE: Eligibility Non-Compliance records will not be created for 'Sanction' status records with status reason of '2nd Instance' or '3rd instance'.

2.9.3 Estimated Number of Records Impacted

1. WTW –338,488 estimated number of WTW participant status records in CalSAWS.
2. REP – 978 estimated number of REP participant status records in CalSAWS.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.2.19	The LRS shall apply all sanctions, penalties, and disregards when performing benefit calculation(s).	EDBC will look at eligibility non-compliance records when determining WTW/REP eligibility sanctions.

4 APPENDIX

4.1 Scenarios

1. WTW/REP Sanction Scenarios for cases where the program status caused an Eligibility Non-Compliance record to be created:
 - i. Program is active from Jan to March. Sanction status is added from April to high date & Eligibility Non-Compliance record created with begin date of April 1st. Active status is added from May to High date. Eligibility Non-Compliance record is end dated April 30th & Sanction Status is end dated April 30th due to effective dating.
 - ii. Program is active from Jan to March. Sanction status is added from April to high date & Eligibility Non-Compliance record created with begin date of April 1st. Active status is added from April to high date. Eligibility Non-Compliance record is updated to the calendar day after the Eligibility Non-Compliance's begin date & Sanction Status is removed due to effective dating.
 - iii. Program is active from Jan to March. Sanction status is added from April to high date & Eligibility Non-Compliance record created with begin date of April 1st. Active status is added from January to April. The Eligibility Non-Compliance records begin date is updated to May 1st & the Sanction status is updated to May 1st due to effective dating.
 - iv. Program is active from Jan. to high date. Sanction status is added from April to May & Eligibility Non-Compliance record created with a begin date of April 1st and an end date of May 31st.
 - v. Program is active from Jan. to April. Program is Sanctioned from May to June. Another Sanction record exists from July to August and is Active from September to High date. Active status is added from June to High date. The first Eligibility Non-Compliance record will have an end date set to May 31st & the Sanction status is updated to May 31st due to effective dating. The second Eligibility Non-Compliance record will be updated to the calendar day after the Eligibility Non-Compliance's begin date along with the correlated Sanction status because of effective dating.
 - vi. Program is active from Jan. to April, program is Sanctioned from May to June. Another Sanction record exists from July to August and active from September to High date. Active status is added from June to July. The first Sanction record will have an end date set to May 31st. The second Sanction record will have the begin date set to August 1st.

- vii. Program is Sanctioned from January to High date. Active status is added for April to May. Eligibility Non-Compliance record has an end date set to March 31st; a new Eligibility Non-Compliance record will be created from June to High date.



California Statewide Automated Welfare System

Design Document

CA-207489 | DDID 106

Update Home Page Image for Counties

CalSAWS	DOCUMENT APPROVAL HISTORY	
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	Reviewed By	Matthew Lower, Srividhya Sivakumar, Christine Altavilla, Himanshu Jain

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
02/08/2021	1.0	Initial Revision	Farhat Ulain

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1 OVERVIEW

The CalSAWS system displays random arbitrary images in the CalSAWS home page for all the counties. This SCR will update the home page to display images reflecting the counties.

1.1 Current Design

The CalSAWS system display randomly selected images in the CalSAWS home page for all the counties.

1.2 Requests

Update the images for the CalSAWS home page to reflect all 58 counties.

1.3 Overview of Recommendations

Update the images displayed on CalSAWS home page to directly reflect the CalSAWS counties.

1.4 Assumptions

1. Fields not modified within the description of changes will retain their current functionality.

2 RECOMMENDATIONS

2.1 CalSAWS Home Page

2.1.1 Overview

The CalSAWS system display randomly selected images for the counties in CalSAWS home page.

2.1.2 CalSAWS Home Page Mockup



Figure 2.1.2-1 – CalSAWS Home Page Mockup – Sacramento County Image

2.1.3 Description of Change

1. Update the section under Announcements to display the 58 county images instead of the existing images.
2. A County name banner will be displayed over the county image. The specifications for the banner are as follows:
 - County Name Banner Color: #095d8c
 - Opacity: 55%
 - Font-Family: Century Gothic
 - Font-Size: 18pt
 - Font-Weight: Bold

- Font-Color: #000

Note: CalSAWS home page will display a randomly selected image for the counties. Random logic for the images selection is an existing functionality.

The images are attached in this document in the Supporting Document Section 3.

2.1.4 Page Locations

N/A

2.1.5 Security Updates

N/A


2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	Online	County Images	 Sized Images.zip

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
106	The CONTRACTOR shall update the Home page to display an Image/Logo that is applicable to all 58 counties.	<p>1.The CONSORTIUM will provide the CONTRACTOR with the new CalSAWS System Logo for the CONTRACTOR not later than the last General Design milestone.</p> <p>2. It is assumed the existing LRS logo on the LRS home page will be replaced with County images that represent the scenery, culture, and character of the 58 counties and will be submitted by end users through a County Information Transmittal (CIT)/ County Request For Information (CRFI) or similar process.</p> <p>3. The images will be provided in a size and resolution that meets the current system requirements for the CalSAWS Home page.</p>	Existing images in the system will be replaced with new 58 county images. These images will be randomly selected and displayed in the Announcement section of the CalSAWS Home Page.



California Statewide Automated Welfare System

Design Document

CA-208146

Migrate additional C-IV Automated Actions for
Task

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Mayuri Srinivas, Justin Dobbs
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
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1 OVERVIEW

This design outlines modifications to configure a population of existing CalSAWS System Automated Task functions as Automated Actions. The attributes defined for each Automated Action within this design document will be initially set up as default values based on the current logic in the CalSAWS System. The Automated Actions defined in this document will be configured to support all 58 counties.

1.1 Current Design

CA-214928 for DDID 34 introduces the Automated Action framework to the CalSAWS System. This framework allows a level of configurability of automated Tasks by the counties.

1.2 Requests

Migrate a population of C-IV System Automated Actions into the CalSAWS System.

1.3 Overview of Recommendations

1. Migrate a population of C-IV System Automated Actions into the CalSAWS System. The underlying functionality is available for Los Angeles county and will be converted into the Automated Action framework with no impact to the county.
2. Migrate a population of C-IV System Clear Task Automated Actions into the CalSAWS System. The underlying functionality is available for Los Angeles county and will be converted into the Automated Action framework with no impact to the county.

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. 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 or DDID 1787 has already accounted for the migration of C-IV System specific batch processes into the CalSAWS System.
3. The CalSAWS System stores an association between a Task and an IEVS Abstract in the TASK_ATTR table.

2 RECOMMENDATIONS

This section will outline recommendations to migrate a population of C-IV System Automated Action tasks into the CalSAWS System.

2.1 Migrate a set of C-IV System Automated Tasks into the CalSAWS System

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 migrated C-IV System Automated Actions in the CalSAWS System.

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, Source, and Scenario. The 'Task Information' section includes fields for Task Type, Task Sub-Type, Due Date, Default Due Date, Initial Assignment, Default Assignment, and Long Description. The form is styled with a blue header and footer, and a light gray background for the 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 2.1.2.1 – Automated Action Detail

2.1.3 Description of Changes

Migrate the following C-IV System Automated Actions into the CalSAWS System. (Please reference the Automated Action Detail page in Figure 2.1.2.1 for display of the Action Information and Task Information attributes.) Note: the underlying functionality of each Automated Action currently exists in the CalSAWS System for Los Angeles County. This enhancement only introduces the configurability of the Automated Action framework.

Technical: For Los Angeles county, the Status will initially be Active with the appropriate Task Type associated resulting in no change in current functionality. As for the C-IV county entries, the Automated Action information will become available through the Automated Action pages with conversion as each county will have the ability to change configurations up until cutover into CalSAWS. For the CalWIN counties, the Status will initially be Inactive with a blank Task Type. If 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.

1. Stop Student Exemption
 - a. Action Information
 - i. Name: Stop Student Exemption
 - ii. Type: Create Task
 - iii. Status: Active
 - iv. Program(s): CF
 - v. Run Date: Monthly - First Business Day
 - vi. Source: Batch
 - vii. Scenario: Stop Student Exemption - Person turned Age 50
 - b. Task Information
 - i. Task Type: Stop Student Exemption
 - ii. Task Sub-Type: BLANK
 - iii. Due Date: Default Due Date
 - iv. Default Due Date: 30 days
 - v. Initial Assignment: Default Assignment
 - vi. Default Assignment: Current Program Worker
 - vii. Long Description: {personName} is turning age 50 and now meets the 50+ age eligibility exemption. Review CalFresh eligibility.
 - c. Update the batch process that triggers the Stop Student Exemption Task for Los Angeles County (PB00A150) to function for all 58 counties. The batch process name will not be changed.
2. MAGI Conditionally Eligible Received
 - a. Action Information

- i. Name: MAGI Conditionally Eligible Received
 - ii. Type: Create Task
 - iii. Status: Active
 - iv. Program(s): MC
 - v. Run Date: Daily(Mon-Sat)
 - vi. Source: Batch
 - vii. Scenario: A DER with MAGI Conditionally Eligible status is received from CalHEERS
 - b. Task Information
 - i. Task Type: MAGI Conditionally Eligible Status
 - ii. Task Sub-Type: BLANK
 - iii. Due Date: Default Due Date
 - iv. Default Due Date: 90 days
 - v. Initial Assignment: Default Assignment
 - vi. Default Assignment: Office Distribution
 - vii. Long Description: Individual in the Case is MAGI Conditionally Eligible, please review and take appropriate action.
 - c. Update the batch process that triggers the MAGI Conditionally Eligible Status Task for Los Angeles County (PB00E910) to function for all 58 counties. The batch process name will not be changed.
3. IEVS NHR Combo Case Review
- a. Action Information
 - i. Name: IEVS NHR Combo Case Review
 - ii. Type: Create Task
 - iii. Status: Active
 - iv. Program(s): MC
 - v. Run Date: Daily(Mon-Fri)
 - vi. Source: Batch
 - vii. Scenario: Batch has loaded NHR Abstracts on a CalWORKs/CalFresh and Medi-Cal combo case.
 - b. Task Information
 - i. Task Type: IEVS NHR combo case review
 - ii. Task Sub-Type: BLANK
 - iii. Due Date: Default Due Date
 - iv. Default Due Date: 30 Calendar days.
 - v. Initial Assignment: Default Assignment
 - vi. Default Assignment: Current Program Worker
 - vii. Long Description: NHR Abstract/report is dispositioned/closed for a CalWORKs/CalFresh and Medi-Cal combo case. Please review.

2.2 Migrate a set of C-IV System Clear Task Automated Actions into the CalSAWS System

2.2.1 Overview

The Complete Task Automated Action framework allows county users to activate or inactivate automated system functionality to complete Tasks when a specific trigger event occurs. For example, the county can choose to deactivate a specific automated action within their county outside of the project enhancement process. (Reference CA-214928 – DDID 34 for the specifics of the Automated Action pages).

This section outlines the modifications required to support a population of migrated C-IV System Automated Actions in the Automated Action framework in the CalSAWS System.

2.2.2 Automated Action Detail – Reference Example

Automated Action Detail

EditClose

Action Information		
Name: IEVS Report: PVS Report Disposition Status Closed	Type: Complete Task	Status: * Active
Program(s): CW, CF, MC, RC, CP, FC	Run Date: Real Time	Source: Online
Scenario: A PVS report has been updated with the disposition status of Impact or No Impact.		

EditClose

Figure 2.2.2.1 – Automated Action Detail Reference

2.2.3 Description of Changes

Migrate the following C-IV System Automated Actions into the CalSAWS System. (Please reference the Automated Action Detail page in Figure 2.2.2.1 for display of the Action Information attributes.) The Task Information section of the page is not applicable and does not display for Automated Actions of type "Complete Task."

Technical: For Los Angeles County the Status will initially be Active. As for the C-IV county entries, the Automated Action information will become available through the Automated Action pages with conversion as each

county will have the ability to update the Status field up until cutover into CalSAWS. For the CalWIN counties, the Status will initially be Inactive.

1. Update the "Clear Task" Automated Action type to be "Complete Task". This change is strictly cosmetic.
2. IEVS Report: PVS Report Disposition Status Closed
 - a. Action Information
 - i. Name: IEVS Report: PVS Report Disposition Status Closed
 - ii. Type: Complete Task
 - iii. Status: Active
 - iv. Program(s): CW, CF, MC, RC, CP, FC
 - v. Run Date: Real Time
 - vi. Source: Online
 - vii. Scenario: A PVS report has been updated with the disposition status of Impact or No Impact.
 - b. Update the CalSAWS System to trigger this Automated Action when the IEVS Review Case Disposition Detail Page disposition status is set to Impact or No Impact and the abstract type is PVS. If the Automated Action is Active for the county and a Task is associated, the Task will be automatically completed. If the Task Detail Pop-Up window initiated from the Guided Navigation process is open, it will be closed.

Technical: The Automated Action will trigger with the scenario code "133".

3. IEVS Report: New Hire Report Disposition Status Closed
 - a. Action Information
 - i. Name: IEVS Report: New Hire Report Disposition Status Closed
 - ii. Type: Complete Task
 - iii. Status: Active
 - iv. Program(s): CW, CF, MC, RC, CP, FC
 - v. Run Date: Real Time
 - vi. Source: Online
 - vii. Scenario: A New Hire report has been updated with the disposition status of Impact or No Impact.
 - b. Update the CalSAWS System to trigger this Automated Action when the IEVS Review Case Disposition Detail Page disposition status is set to Impact or No Impact and the abstract type is NHR. If the Automated Action is Active for the county and a Task is associated, the Task will be automatically completed. If the Task Detail Pop-Up window initiated from the Guided Navigation process is open, it will be closed.

Technical: The Automated Action will trigger with the scenario code "134".

4. IEVS Report: IFDS Report Disposition Status Closed
 - a. Action Information
 - i. Name: IEVS Report: IFDS Report Disposition Status Closed
 - ii. Type: Complete Task
 - iii. Status: Active
 - iv. Program(s): CW, CF, MC, RC, CP, FC
 - v. Run Date: Real Time
 - vi. Source: Online
 - vii. Scenario: An IFDS report has been updated with the disposition status of Impact or No Impact.
 - b. Update the CalSAWS System to trigger this Automated Action when the IEVS Review Case Disposition Detail Page disposition status is set to Impact or No Impact and the abstract type is IFDS. If the Automated Action is Active for the county and a Task is associated, the Task will be automatically completed. If the Task Detail Pop-Up window initiated from the Guided Navigation process is open, it will be closed.

Technical: The Automated Action will trigger with the scenario code "135".

5. IEVS Report: IEVS Applicant Discrepancy Completed
 - a. Action Information
 - i. Name: IEVS Report: IEVS Applicant Discrepancy Completed
 - ii. Type: Complete Task
 - iii. Status: Active
 - iv. Program(s): CW, CF, MC, RC, CP, FC
 - v. Run Date: Real Time
 - vi. Source: Online
 - vii. Scenario: An Earnings Clearance report has been updated with the disposition status of Impact or No Impact.
 - b. Update the CalSAWS System to trigger this Automated Action when the IEVS Applicant Detail Page Discrepancies field within the Sign-Off Section panel is set to Yes or No. If the Automated Action is Active for the county and a Task is associated, the Task will be automatically completed. If the Task Detail Pop-Up window initiated from the Guided Navigation process is open, it will be closed.

Technical: The Automated Action will trigger with the scenario code "136".

2.3 Automated Regression Test

2.3.1 Overview

Create new regression test scripts to verify the initial state of the new Automated Actions.

Note: If/when the Automated Action status or details are updated via worker action in production, verification of those specific data points will be removed from the associated regression test script(s). These scripts will not be updated to verify status or value changes that are implemented outside of the SCR process.

2.3.2 Description of Changes

Script / Set 1: Create new scripts to verify the following Action Information and Task Information details via the Automated Action Detail page:

1. Stop Student Exemption
 - a. Action Information
 - i. Name: Stop Student Exemption
 - ii. Type: Create Task
 - iii. Status: Active
 - iv. Program(s): CF
 - v. Run Date: Monthly - First Business Day
 - vi. Source: Batch
 - vii. Scenario: Stop Student Exemption - Person turned Age 50
 - b. Task Information
 - i. Task Type: Stop Student Exemption
 - ii. Task Sub-Type: BLANK
 - iii. Due Date: Default Due Date
 - iv. Default Due Date: 30 days
 - v. Initial Assignment: Default Assignment
 - vi. Default Assignment: Current Program Worker
 - vii. Long Description: {personName} is turning age 50 and now meets the 50+ age eligibility exemption. Review CalFresh eligibility.
2. MAGI Conditionally Eligible Received
 - a. Action Information
 - i. Name: MAGI Conditionally Eligible Received
 - ii. Type: Create Task
 - iii. Status: Active
 - iv. Program(s): MC
 - v. Run Date: Daily(Mon-Sat)
 - vi. Source: Batch

- vii. Scenario: A DER with MAGI Conditionally Eligible status is received from CalHEERS
 - b. Task Information
 - i. Task Type: MAGI Conditionally Eligible Status
 - ii. Task Sub-Type: BLANK
 - iii. Due Date: Default Due Date
 - iv. Default Due Date: 90 days
 - v. Initial Assignment: Default Assignment
 - vi. Default Assignment: Office Distribution
 - vii. Long Description: Individual in the Case is MAGI Conditionally Eligible, please review and take appropriate action.
- 3. IEVS NHR Combo Case Review
 - a. Action Information
 - i. Name: IEVS NHR Combo Case Review
 - ii. Type: Create Task
 - iii. Status: Active
 - iv. Program(s): MC
 - v. Run Date: Daily(Mon-Fri)
 - vi. Source: Batch
 - vii. Scenario: Batch has loaded NHR Abstracts on a CalWORKs/CalFresh and Medi-Cal combo case.
 - b. Task Information
 - i. Task Type: IEVS NHR combo case review
 - ii. Task Sub-Type: BLANK
 - iii. Due Date: Default Due Date
 - iv. Default Due Date: 30 Calendar days.
 - v. Initial Assignment: Default Assignment
 - vi. Default Assignment: Current Program Worker
 - vii. Long Description: NHR Abstract/report is dispositioned/closed for a CalWORKs/CalFresh and Medi-Cal combo case. Please review.

Script / Set 2: Create new scripts to verify the following Action Information details via the Automated Action Detail page:

- 1. IEVS Report: PVS Report Disposition Status Closed
 - a. Action Information
 - i. Name: IEVS Report: PVS Report Disposition Status Closed
 - ii. Type: Complete Task
 - iii. Status: Active
 - iv. Program(s): CW, CF, MC, RC, CP, FC
 - v. Run Date: Real Time
 - vi. Source: Online

- vii. Scenario: A PVS report has been updated with the disposition status of Impact or No Impact.
 - 2. IEVS Report: New Hire Report Disposition Status Closed
 - a. Action Information
 - i. Name: IEVS Report: New Hire Report Disposition Status Closed
 - ii. Type: Complete Task
 - iii. Status: Active
 - iv. Program(s): CW, CF, MC, RC, CP, FC
 - v. Run Date: Real Time
 - vi. Source: Online
 - vii. Scenario: A New Hire report has been updated with the disposition status of Impact or No Impact.
3. IEVS Report: IFDS Report Disposition Status Closed
 - a. Action Information
 - i. Name: IEVS Report: IFDS Report Disposition Status Closed
 - ii. Type: Complete Task
 - iii. Status: Active
 - iv. Program(s): CW, CF, MC, RC, CP, FC
 - v. Run Date: Real Time
 - vi. Source: Online
 - vii. Scenario: An IFDS report has been updated with the disposition status of Impact or No Impact.
4. IEVS Report: IEVS Applicant Discrepancy Completed
 - a. Action Information
 - i. Name: IEVS Report: IEVS Applicant Discrepancy Completed
 - ii. Type: Complete Task
 - iii. Status: Active
 - iv. Program(s): CW, CF, MC, RC, CP, FC
 - v. Run Date: Real Time
 - vi. Source: Online
 - vii. Scenario: An Earnings Clearance report has been updated with the disposition status of Impact or No Impact.

3 SUPPORTING DOCUMENTS

N/A – No Supporting Documents

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1628	The CONTRACTOR shall migrate the existing C-IV automated tasks, as specified in the "Task Management C-IV Automated Task Inventory" appendix, into the CalSAWS Software for all 58 Counties; as well as migrate current task configurations for 39 C-IV Migration Counties into the CalSAWS Software as default settings for the 39 C-IV Migration Counties.	<ul style="list-style-type: none">-Approximately 22 C-IV automated actions directly overlap with LRS automated tasks.- Support for mapping CalWIN automated tasks to C-IV automated tasks is not included.- 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 'C-IV Automated Tasks'	This design will migrate a population of C-IV System automated actions into the CalSAWS System. This functionality exists for Los Angeles county and will now take advantage of the new framework.

5 MIGRATION IMPACTS

N/A

6 OUTREACH

N/A

7 APPENDIX

N/A



California Statewide Automated Welfare System

Design Document

SCR CA-209638 Add Threshold Languages for
FC/KG COLA NOA Fragments

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Phong Xiong
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
8/20/2020	1.0	Initial Draft	Phong Xiong
8/27/2020	1.1	Updated as per Build and System Test review	Phong Xiong

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2.4.1	Overview	7
2.4.2	Description of Template Update	7
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1 OVERVIEW

This document details the changes necessary in LRS/CalSAWS for the FC/KG COLA NOA fragments implemented as a part of SCRs CA-206310/CIV-100485 to be translated into all threshold languages.

Note: These changes will only be implemented to LRS/CalSAWS.

1.1 Current Design

Currently, the NOA fragments implemented with SCRs CA-206310/CIV-100485 are only available in English and Spanish.

1.2 Requests

Add the FC/KG COLA NOA fragments in all threshold languages.

1.3 Overview of Recommendations

Translate the FC/KG COLA NOA fragments and title from SCRs CA-206310/CIV-100485 to all threshold languages.

The template that holds the FC/KG COLA NOA fragments must also be translated.

1.4 Assumptions

The triggering conditions of the original FC/KG NOA fragments implemented with SCRs CA-206310/CIV-100485 remain not updated with this SCR.

The existing variables will not be updated with this SCR.

There is no change to the template except for the translations.

2 RECOMMENDATIONS

The recommendations are to translate the NOA fragments and FC/KG NOA title implemented with SCRs CA-206310/CIV-100485 into all threshold languages. The FC/KG COLA NOA template will also be translated.

2.1 Update FC/KG COLA NOA Fragments

2.1.1 Overview

The NOA fragments initially implemented with SCR CA-206310 is to be added in all other threshold languages.

Fragment Name and ID: FC_KG_CH_COLA_ACTION5 & 4128

KG_CH_COLA_RSN & 7620

FC_CH_COLA_RSN & 7619

Current Program(s): Foster Care & Kin-GAP

Current Action Type: Update for EDBC Online & Batch in a COLA month with an increase in COLA rate.

Current Fragment Level: Program Level

Currently Repeatable: Yes, the FC/KG EDBC (online and/or batch) is run for COLA month and there is an increase in FC/KG monthly rate amount compared to the monthly rate amount of previous Accepted and Saved EDBC.

Existing Languages:

English and Spanish

Note: Fragments KG_CH_COLA_RSN and FC_CH_COLA_RSN have the same exact text. Both fragments will need to be updated with the translations.

2.1.2 Description of Updates

The NOA fragments will be translated into the following "Updated Languages."

Note: Please see translated verbiage in JIRA under "Action Fragment Translations" and "Reason Fragment Translation."

Updated Languages:

Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

Current Fragment Text:

FC_KG_CH_COLA_ACTION5 & 4128	"As of {Date}, your rate has increased from {PriorAmount} to {NewAmount}. Here's why:
KG_CH_COLA_RSN & 7620 FC_CH_COLA_RSN & 7619	"The California Necessities Index (CNI) has increased."

2.2 Update FC/KG COLA NOA Title

2.2.1 Overview

As per SCR CA-209638, the NOA title initially implemented with SCR CA-206310 is to be added in all other threshold languages.

NOA Title for FC/KG COLA NOA – 'Rate Change'

Fragment Name and ID: FC_CH_NOA_TYPE_EN.xdp & 3121

Existing Languages:

English and Spanish

2.2.2 Description of Title Update

The NOA title will be translated into the following "Updated Languages."

Note: Please see translated verbiage in JIRA under "Title Fragment Translations."

Updated Languages:

Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

2.3 Update FC/KG COLA NOA Template – FC_KG_COLA_NOA_TEMPLATE.xdp

2.3.1 Overview

The FC_KG_COLA_NOA_TEMPLATE.xdp holds the FC/KG COLA NOA fragments and will need to be translated as well.

State Form/NOA: N/A

Existing Template Revision Date: N/A

Current Program(s): Foster Care & Kin-GAP

Includes NA Back 9: Yes

Existing Languages:

English

2.3.2 Description of Template Update

The FC_KG_COLA_NOA_TEMPLATE.xdp will be translated into the following "Updated Languages."

Note: Please see translated verbiage in JIRA under "Template Fragment Translations."

Updated Languages:

Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Spanish, Tagalog, Vietnamese

2.4 Update FC/KG COLA NOA Approval Budget – BUDGT_FC_APPROVAL.xdp

2.4.1 Overview

The FC approval budget displays on the NOA for an approval action type. This budget will populate on the FC/KG COLA NOA when the rate has increased.

State Form/NOA: N/A

Existing Template Revision Date: N/A

Current Program(s): Foster Care & Kin-GAP

Includes NA Back 9: Yes

Existing Languages:

English and Spanish

2.4.2 Description of Template Update

The BUDGT_FC_APPROVAL.xdp will be translated into the following "Updated Languages."

Your monthly payment was computed as follows:

Monthly Rate:	VARIABLE
Facility Rate Frequency	VARIABLE
Prorated (per day) Rate	VARIABLE
Number of Days	VARIABLE
Rate Payment	VARIABLE
Unearned Income	VARIABLE
Earned Income	VARIABLE
Earned Income Disregard	VARIABLE
Special Care Increment	VARIABLE
Infant Supplemental Payment	VARIABLE
Eligible Amount*	

*This payment is rounded down to the nearest dollar.

Note: Please see translated verbiage in JIRA under "Budget Fragment Translation."

Updated Languages:

Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.1.3 CAR-1207	The LRS shall include the ability to add threshold languages for written material, including notices, NOAs, forms, flyers, letters, and stuffers, as required by COUNTY, as well as for any other language for which the State provides a translation.	Adding translated NOA fragments and template to template repository in all threshold languages.



California Statewide Automated Welfare System

Design Document

CA-215044

DDID 2605: Add CSF 167 – Aid Paid Pending
Informing Letter (12/20)

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/31/2020	0.1	Initial Draft	Maria Jensen
01/22/2021	0.2	BA Comments: Changed Programs to All Added note for Chinese languages Compacted Supporting Documents description	Maria Jensen

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1 OVERVIEW

This SCR will add the CSF 167 – Aid Paid Pending Informing Letter (12/20) non state form to the CalSAWS system.

1.1 Current Design

Currently the CSF 167 non state form does not exist in the CalSAWS system.

1.2 Requests

1. Add new Non State Form CSF 167 - Aid Paid Pending Informing Letter in the CalSAWS system. (See Supporting Documents #1-2)
2. This form will be available in the Template Repository in all threshold languages, including:
Arabic, Armenian, Cambodian, Cantonese, Chinese, Farsi, Hmong, Korean, Lao, Other Chinese Language, Russian, Tagalog, Vietnamese.

1.3 Overview of Recommendations

1. Add new Non State Form CSF 167 - Aid Paid Pending Informing Letter.
2. Make the form available in the Template Repository for all 58 Counties with the CalSAWS standard header information, in all threshold languages.

1.4 Assumptions

1. When generated in the context of a case, the body fields will be editable for all counties, as per CalSAWS standards.

2 RECOMMENDATIONS

2.1 Add Form CSF 167 - Aid Paid Pending Informing Letter

2.1.1 Overview

This SCR will add the non state form CSF 167 – Aid Paid Pending Informing Letter (revision 12/20) to the CalSAWS system.

Non State Form: CSF 167 (12/20)

Programs: All

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: All Counties

Languages:

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

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

2.1.2 Create Form CSF 167 XDP

1. The new form will have 1 impression which will consist of static verbiage provided by the state. Please see the Supporting Documents #1-2 for details.

Form Header: CalSAWS Standard Header #1

Form Title (Document List Page Displayed Name): Aid Paid Pending Informing Letter

Template Description: This form is used to inform customers that their benefits will not change until their hearing.

Form Number: CSF 167

Include NA Back 9: No

Imaging Form Name: Aid Paid Pending Informing Letter

Imaging Document Type: Court/Hearings Document

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

2. Barcode options for the CSF 167 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

3. Add Form CSF 167 to the Template Repository in all threshold languages for all 58 counties.

Required Document Parameters: Case Number, Customer Name, Program, Language

4. Include the following Print Options and Mailing Requirements for Form CSF 167:

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

Mailing Requirements:

Mail-To (Recipient): Participant selected on the document parameters page

Mailed From (Return): Standard Population

Mail-back-to Address: N/A

Outgoing Envelope Type: Standard Outgoing Mail

Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: No

Electronic Signature: No

Post to SSP: Yes

Clock Indicator: N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 167 Existing Languages	CSF167_EN.pdf
2	Correspondence	CSF 167 Threshold Languages	CSF167_AR.pdf CSF167_AE.pdf CSF167_CA.pdf CSF167_CH.pdf CSF167_FA.pdf CSF167_HM.pdf CSF167_KO.pdf CSF167_LA.pdf CSF167_RU.pdf CSF167_SP.pdf CSF167_TG.pdf CSF167_VI.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2605	<p>The CONTRACTOR shall add a new form to the CalSAWS Software based on the CSC 55 Medi-Cal Aid Paid Pending Notice with the following content:</p> <p>1) Add the CalSAWS standard header information.</p> <p>2) Add title "Aid Paid Pending Informing Letter"</p> <p>3) Add the following text language:</p> <p>"Effective <Date>, your benefits will continue for the following programs:</p> <p><checkbox> CalFresh</p> <p><checkbox> CalWORKs</p> <p><checkbox> Medi-Cal</p> <p><checkbox> Other <text line>"</p> <p>3) Add the following text language below the "Other" checkbox:</p> <p>"You filed a timely request for a State Hearing and the county has determined that your aid can continue pending your hearing. This action does not reflect a decision on the matter at issue.</p> <p>At the hearing, the Administrative Law Judge will determine whether or not you will continue to receive aid pending the final decision."</p> <p>4) Add Comments Section at towards the bottom of the document</p> <p>5) Add form number using CalSAWS standard</p>	<p>1. Estimate is for implementing the new form in English and Spanish.</p> <p>2. Spanish translations will be provided by the Consortium.</p> <p>3. See DDID 2664 assumption for listing of the threshold languages included in the estimate.</p> <p>4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.</p>	<p>With SCR CA-215044, form CSF 167 – Aid Paid Pending Informing Letter will be added to the CalSAWS system.</p>

	naming/numbering format NOTE: See template titled "Aid Paid Pending Informing Letter" for formatting and content.		
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California Statewide Automated Welfare System

Design Document

CA-215046

DDID 2606: Add CSF 168 – Medi-Cal/Health
Coverage Application Reminder Letter (12/20)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Maria Jensen
	Reviewed By	Harish Katragadda

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/05/2021	0.1	Initial Draft	Maria Jensen
01/22/2021	0.2	BA comments: Added note for Chinese languages Added mention of 12 supported threshold langs Compacted Supporting Documents description	Maria Jensen
02/02/2021	0.3	QA fixes: Clarified variable calculation Cleaned up Supporting Documents	Maria Jensen

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1 OVERVIEW

This SCR will add the CSF 168 – Medi-Cal/Health Coverage Application Reminder Letter (12/20) non State form to the CalSAWS system.

1.1 Current Design

Currently the CSF 168 non State form does not exist in the CalSAWS system.

1.2 Requests

1. Migrate new CSF 168 - Medi-Cal/Health Coverage Application Reminder Letter to the CalSAWS system. (See Supporting Documents #1-2)
2. This form will be available in the Template Repository in English and the 12 supported threshold languages.

1.3 Overview of Recommendations

1. Add new Non State Form CSF 168 - Medi-Cal/Health Coverage Application Reminder Letter.
2. Make the form available in the Template Repository for all 58 Counties with the CalSAWS standard header information in English and the 12 system-supported threshold languages.

1.4 Assumptions

1. When generated in the context of a case, the body fields will be editable for all counties, as per CalSAWS standards.

2 RECOMMENDATIONS

2.1 Add Form CSF 168 - Medi-Cal/Health Coverage Application Reminder Letter

2.1.1 Overview

This SCR will add the non State form CSF 168 – Medi-Cal/Health Coverage Application Reminder Letter (revision 12/20) to the CalSAWS system.

Non State Form: CSF 168 (12/20)

Programs: Medi-Cal

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: All Counties

Languages:

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

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

2.1.2 Create Form CSF 168 XDP

1. The new form will have 1 impression which will consist of static verbiage provided by the State and several input fields. Please see the Supporting Documents #1-2 for details.

Form Header: CalSAWS Standard Header #1

Form Title (Document List Page Displayed Name): Medi-Cal/Health Coverage Application Reminder Letter

Template Description: This form is used to request more information from customers that have an incomplete health coverage application.

Form Number: CSF 168

Include NA Back 9: No

Imaging Form Name: MC/Health Coverage Appl Reminder Letter

Imaging Document Type: Medi-Cal (MC)

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

2. Barcode options for the CSF 168 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

3. Add Form CSF 168 to the Template Repository in English and the 12 supported threshold languages for all 58 counties.

Required Document Parameters: Case Number, Customer Name, Program, Language

4. Include the following Print Options and Mailing Requirements for Form CSF 168:

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

Mailing Requirements:

Mail-To (Recipient): Participant selected on the document parameters page

Mailed From (Return): Standard Population

Mail-back-to Address: N/A

Outgoing Envelope Type: Standard Outgoing Mail

Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: No

Electronic Signature: No

Post to SSP: Yes

Clock Indicator: N/A

5. Form Variable Population

The current date and the calculated return date will be prepopulated on the form.

IMPORTANT: YOUR MEDI-CAL APPLICATION MAY BE DENIED IF YOU DO NOT RESPOND TO THIS LETTER

<CURRENT_DATE>

As of [REDACTED], we have not received your completed Medi-Cal/Health Coverage application. We cannot decide if you are eligible without your completed application. Your completed application is due no later than [REDACTED]. You may return the information/forms in the following ways:

<TEN_DAY_DATE>

Figure 2.1.2.5 – Form CSF 168 body

Form Body Variables:

Variable Name	Population	Formatting	Editable*	Template Repository Population
CURRENT_DATE	Current system date when the form is generated	Arial Font Size 10	Y	Y
TEN_DAY_DATE	Current date plus 10 calendar days (if this falls on a holiday or weekend, pick next business day)	Arial Font Size 10	Y	Y

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

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 168 (English)	CSF168_EN.pdf
2	Correspondence	CSF 168 Threshold Languages	CSF168_AE.pdf CSF168_AR.pdf CSF168_CA.pdf CSF168_CH.pdf CSF168_FA.pdf CSF168_HM.pdf CSF168_KO.pdf CSF168_LA.pdf CSF168_RU.pdf CSF168_SP.pdf CSF168_TG.pdf CSF168_VI.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2606	<p>The CONTRACTOR shall add a new form to the CalSAWS Software based on the CSF 80 Medi-Cal Mail in Reminder with the following content:</p> <ol style="list-style-type: none">1) Add the CalSAWS standard header information2) Add form title "Medi-Cal/Health Coverage Application Reminder Letter"3) Add the following paragraph: "As of <Current Date>, we have not received your completed Medi-Cal/Health Coverage application. We cannot decide if you are eligible without your completed application. Your completed application is due no later than <Date>. You may return the information/forms in the following ways: <bullet> Mail <text line> <bullet> Phone <text line> <bullet> Fax <text line> <bullet> Online <text line> <bullet> In person at your local county office <text line>"4) Add the following sentence, with free form text box below it? "We need the following forms and information from you in order to evaluate your eligibility."5) Add the following text language below the text box: "If we do not hear from you within 10 days of the date of this letter we will deny your	<ol style="list-style-type: none">1. Estimate is for implementing the new form in English and Spanish.2. Spanish translations will be provided by the Consortium.3. See DDID 2664 assumption for listing of the threshold languages included in the estimate.4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.	<p>With SCR CA-215046, form CSF 168 – Medi-Cal/Health Coverage Application Reminder Letter will be added to the CalSAWS system.</p>

<p>application. You may reapply at any time."</p> <p>Once you have given us what we asked for, you may be asked to give more information."</p> <p>If you have questions or need assistance, please contact the county at the number listed above."</p> <p>We are looking forward to hearing from you!"</p> <p>6) Add form number using CalSAWS standard naming/numbering format</p> <p>NOTE: See template titled "MC Application Reminder Letter" for formatting and content.</p>		
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California Statewide Automated Welfare System

Design Document

CA-215048

DDID 2607: Add CSF 172 – Medi-Cal Benefits
Identification Card (BIC) Replacement (12/20)

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/06/2021	0.1	Initial Draft	Maria Jensen
02/16/2021	0.2	BA comments fixes	Maria Jensen
02/26/2021	0.3	QA comments fixes: Edited Request section Added Revised section in DDID Recommendations	Maria Jensen

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1 OVERVIEW

This SCR will add the CSF 172 – Medi-Cal Benefits Identification Card (BIC) Replacement (12/20) Non State form to the CalSAWS system.

1.1 Current Design

Currently the CSF 172 - Medi-Cal Benefits Identification Card (BIC) Replacement Non State form does not exist in the CalSAWS system.

1.2 Requests

1. Implement new Non State Form CSF 172 - Medi-Cal Benefits Identification Card (BIC) Replacement to the CalSAWS system. (See Supporting Documents #1-2)
2. This form will be available in the Template Repository in English and the system supported threshold languages which include Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, and Vietnamese.

1.3 Overview of Recommendations

1. Add new Non State Form CSF 172 - Medi-Cal Benefits Identification Card (BIC) Replacement.
2. Make the form available in the Template Repository for all 58 Counties with the CalSAWS standard header information, in English and the 12 system-supported threshold languages.

1.4 Assumptions

1. When generated in the context of a case, the body fields will be editable for all counties, as per CalSAWS standards.

2 RECOMMENDATIONS

2.1 Add Form CSF 172 - Medi-Cal Benefits Identification Card (BIC) Replacement

2.1.1 Overview

This SCR will add the Non State form CSF 172 – Medi-Cal Benefits Identification Card (BIC) Replacement (revision 12/20) to the CalSAWS system.

Non State Form: CSF 172 (12/20)

Programs: Medi-Cal

Attached Forms: None

Forms Category: Forms

Template Repository Visibility: All Counties

Languages:

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

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

2.1.2 Create Form CSF 172 XDP

1. The new form will have 1 impression which will consist of static verbiage provided by the State and a few input fields. Please see the Supporting Documents #1-2 for details.

Form Header: CalSAWS Standard Header #1

Form Title (Document List Page Displayed Name): Medi-Cal Benefits Identification Card (BIC) Replacement

Template Description: This form is used to inform customers about their Medi-Cal Benefits Identification Card Replacement or Cancellation.

Form Number: CSF 172

Include NA Back 9: No

Imaging Form Name: MC BIC Replacement

Imaging Document Type: Customer Verification Forms

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

2. Barcode options for the CSF 172 - Medi-Cal Benefits Identification Card (BIC) Replacement Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

3. Add Form CSF 172 - Medi-Cal Benefits Identification Card (BIC) Replacement to the Template Repository in all threshold languages for all 58 counties.

Required Document Parameters: Case Number, Customer Name, Program, Language

4. Include the following Print Options and Mailing Requirements for Form CSF 172 - Medi-Cal Benefits Identification Card (BIC) Replacement:

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

Mailing Requirements:

Mail-To (Recipient): Participant selected on the document parameters page
Mailed From (Return): Standard Population
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard Outgoing Mail
Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A
Enclosures: No
Electronic Signature: No
Post to SSP: Yes
Clock Indicator: N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 172 (English)	CSF172_EN.pdf
2	Correspondence	CSF 172 Threshold Languages	CSF172_AR.pdf CSF172_AE.pdf CSF172_CA.pdf CSF172_CN.pdf CSF172_FA.pdf CSF172_HM.pdf CSF172_KO.pdf CSF172_LA.pdf CSF172_RU.pdf CSF172_SP.pdf CSF172_TG.pdf CSF172_VI.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2607	<p>Original:</p> <p>The CONTRACTOR shall add a new form to the CalSAWS Software based on the Orange - 742 A (R06/15) with the following content:</p> <p>1) Add the CalSAWS standard header information.</p> <p>2) Add form title "Medi-Cal Benefits Identification Card (BIC) Replacement"</p> <p>3) Add the following language:</p> <p>"This notice is to inform you that the following changes were made for<text line>.</p> <p><bold font> Medi-Cal Benefits Identification Card (BIC) Replacement:</p> <p><checkbox> As you asked, a replacement card will be mailed to you.</p> <p><checkbox> We have corrected information that appears on the front of your BIC. A new BIC will be mailed to you.</p> <p><bold font> BIC Cancellation:</p> <p><checkbox> Destroy/Cut up the card with ID No. <ID Number> and issue date <issue date>. It is no longer valid.</p> <p><checkbox> You were issued more than one BIC. We have corrected our records and the BIC with ID No.<ID number> and issue date <issue date> has been cancelled. Cut up this card to prevent fraudulent use and access to your Medi-Cal</p>	<p>1. Estimate is for implementing the new form in English and Spanish.</p> <p>2. Spanish translations will be provided by the Consortium.</p> <p>3. See DDID 2664 assumption for listing of the threshold languages included in the estimate.</p> <p>4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated/created. Consortium staff will be modifying or creating FDDs.</p>	<p>With SCR CA-215048, form CSF 172 – Medi-Cal Benefits Identification Card (BIC) Replacement will be added to the CalSAWS system.</p>

<p>benefits.</p> <p>If you lose your Medi-Cal card, report the loss to the county right away. If you need a card before your new card arrives, you may ask the county for a temporary paper card. If your Medi-Cal benefits stop, do not throw away your card. You can use it if you become eligible for Medi-Cal again, or to correct any negative actions to your Medi-Cal coverage, or if you are wrongly billed for services that should have been covered by your Medi-Cal.</p> <p>If you have questions, please contact the county at the number listed above.”</p> <p>4) Add form number using CalSAWS standard naming/numbering format NOTE: See template titled “BIC Replacement” for formatting and content.</p> <p>Revised:</p> <p>The CONTRACTOR shall add a new form to the CalSAWS Software based on the Orange - 742 A (R06/15) with the following content:</p> <p>1) Add the CalSAWS standard header information.</p> <p>2) Add form title “Medi-Cal Benefits Identification Card (BIC) Replacement”</p> <p>3) Add the following language: “This notice tells you about changes for <text line>. <bold font> Medi-Cal Benefits Identification Card (BIC) Replacement: <checkbox> As you asked, a replacement card will be mailed to you.</p>		
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<p><checkbox> We have corrected information that appears on the front of your BIC. A new BIC will be mailed to you.</p> <p> BIC Cancellation:</p> <p><checkbox> Destroy/Cut up the card with ID No. <ID Number> and issue date <issue date>. It is no longer valid.</p> <p><checkbox> You were issued more than one BIC. We have corrected our records and the BIC with ID No.<ID number> and issue date <issue date> has been cancelled. Cut up this card to prevent fraudulent use and access to your Medi-Cal benefits.</p> <p>If you lose your Medi-Cal card, report the loss to the county right away. If you need a card before your new card arrives, you may ask the county for a temporary paper card. If your Medi-Cal benefits stop, do not throw away your card. You can use it if you become eligible for Medi-Cal again, or to correct any negative actions to your Medi-Cal coverage, or if you are wrongly billed for services that should have been covered by your Medi-Cal.</p> <p>If you have questions, please contact the county at the number listed above."</p> <p>4) Add form number using CalSAWS standard naming/numbering format</p> <p>NOTE: See template titled "BIC Replacement" for formatting and content.</p>		
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California Statewide Automated Welfare System

Design Document

CA-215050 | DDID 2608

FDS: Non-State Forms - Add New Form Board and
Care Statement

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/18/2021	1.0	Original	Harish Katragadda
03/07/2021	2.0	Updated File Name	Harish Katragadda

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1 OVERVIEW

The purpose of this change is to add Non-State form CSF 169 (10/2020) Board and Care Statement Form in CalSAWS system and make this form available for all 58 counties.

1.1 Current Design

Non-State form CSF 169 (10/2020) is currently not available in CalSAWS Template Repository.

1.2 Requests

1. Add Non-State form CSF 169 (10/2020) Board and Care Statement Form to CalSAWS Template Repository in all Correspondence languages and make it available to all 58 counties.

1.3 Overview of Recommendations

1. Add CSF 169 (10/2020) Form to CalSAWS Template Repository in English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese.
2. Make the CSF 169 (10/2020) Form available to all 58 counties.

1.4 Assumptions

1. All Form Fields are editable unless specified.

2 RECOMMENDATIONS

2.1 CSF 169 (10/2020) – Board and Care Statement Form

2.1.1 Overview

This section will cover the updates needed for CSF 169 (10/2020) form.

Non-State Form: CSF 169 (10/2020)

Programs: Medi-Cal

Attached Forms: N/A

Forms Category: Forms

Template Repository Visibility: All Counties

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

2.1.2 Description of Change

1. Add CSF 169 (10/2020) Board and Care Statement Form in English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese languages.
 - a. Create CSF 169 (10/2020) Board and Care Statement Form XDPs

Form Header: CalSAWS Standard Header

Form Title: Board and Care Statement

Template Description: Applicant can update County about the licensed Board and Care facility residency for Medi-Cal benefits determination using this form.

Form Number: CSF 169

Include NA Back 9: No

Imaging Form Name: Board and Care Statement

Imaging Document Type: Customer Verification Forms

Form Mockup/Example: See Supporting Documents #1

2. CalSAWS standard footer will be used for the form.
3. Add the CSF 169 (10/2020) – Board and Care Statement Form to Template Repository. The following parameters will be required:

Required Form Input: Case Number, Customer Name, Program, and Language
4. Make the CSF 169 (10/2020) Form available to all 58 counties.
5. Add the following barcode options to the CSF 169 (10/2020) Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

6. Add the following print options to the CSF 169 (10/2020) Form:

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
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Y	Y	Y	Y	Y	Y
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Mailing Requirements:

Mail-To (Recipient): Case Person selected on the Document parameter page

Mailed From (Return): Worker's Office Address

Mail-back-to Address: N/A

Outgoing Envelope Type: Standard

Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: N/A

Electronic Signature: N/A

Post to SSP (Self Service Portal): Y

Clock Indicator: N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 169 (10/2020)	CSF169_EN.pdf CSF169_SP.pdf CSF169_AE.pdf CSF169_AR.pdf CSF169_CA.pdf CSF169_CH.pdf CSF169_FA.pdf CSF169_HM.pdf CSF169_KO.pdf CSF169_LA.pdf CSF169_TG.pdf CSF169_RU.pdf CSF169_VI.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2608	<p>The CONTRACTOR shall add a new form to the CalSAWS Software based on the Orange - 794 B (R06/15) with the following content:</p> <p>1) Add the CalSAWS standard header information.</p> <p>2) Add form title "Board and Care Statement"</p> <p>3) Add the following language: "Medi-Cal Beneficiaries living in a licensed Board and Care facility can get an income deduction for personal care services. This may lower your countable income and improve your Medi-Cal benefits. The information asked for below will be used to help us determine your Medi-Cal benefits."</p> <p>4) Add the following language: "Please have the administrator or an employee of the Board and Care facility complete the bottom of this page. Return the entire page to the county within ten days of this notice."</p> <p>5) Add blank text lines for the following:</p> <p>a) Facility name and address: <text line> (At least 3 lines for Address, Street, City and State)</p> <p>b) Telephone number: <text line></p> <p>c) Date entered facility: <text line></p> <p>6) Add "Type of facility:" (With the following checkboxes)</p> <p><checkbox> Adult residential</p> <p><checkbox> Residential facility for the chronically ill</p>	<p>1. Estimate is for implementing the new form in English and Spanish.</p> <p>2. Spanish translations will be provided by the Consortium.</p> <p>3. See DDID 2664 assumption for listing of the threshold languages included in the estimate.</p> <p>4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated /created. Consortium staff will be modifying or creating FDDs.</p>	<p>With CA-215050 Non-State Form CSF 169 will be added in all Correspondence languages to CalSAWS Template Repository. CSF 169 will be available to all 58 counties.</p>

<p><checkbox> Residential facility for the elderly</p> <p><checkbox> Other (specify): <text line></p> <p>7) Add "Monthly rate: \$ <text line>"</p> <p>8) Add the following language: "If the monthly rate changed in the last three months, list previous rate: \$ <text line>"</p> <p>9) Add blank text lines for the following:</p> <p>a) Signature/Title of person completing form</p> <p>b) Date Signed</p> <p>c) Telephone # of person completing form</p> <p>10) Add form number using CalSAWS standard naming/numbering format</p> <p>NOTE: See template titled "Board and Care Statement" for formatting and content.</p>		
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California Statewide Automated Welfare System

Design Document

CA-215052 | DDID 2609

FDS: Non-State Forms - Add New Form based on
Placer ALL 1377 – CSF 177

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/12/2021	1.0	Original	Harish Katragadda
03/07/2021	2.0	Updated File name. Added Form Fields Editable note.	Harish Katragadda

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1 OVERVIEW

The purpose of this change is to add Non-State form CSF 177 (10/2020) Your Medi-Cal Continues After Losing SSI Informing Letter Form in CalSAWS system and make this form available for all 58 counties.

1.1 Current Design

Non-State form CSF 177 (10/2020) is currently not available in CalSAWS Template Repository.

1.2 Requests

1. Add Non-State form CSF 177 (10/2020) Your Medi-Cal Continues After Losing SSI Informing Letter Form to CalSAWS Template Repository in all Correspondence languages and make it available to all 58 counties.

1.3 Overview of Recommendations

1. Add CSF 177 (10/2020) Form to CalSAWS Template Repository in English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese.
2. Make the CSF 177 (10/2020) Form available to all 58 counties.

1.4 Assumptions

1. All Form Fields are editable unless specified.

2 RECOMMENDATIONS

2.1 CSF 177 (10/2020) – Your Medi-Cal Continues After Losing SSI Informing Letter Form

2.1.1 Overview

This section will cover the updates needed for CSF 177 (10/2020) form.

Non-State Form: CSF 177 (10/2020)

Programs: Medi-Cal

Attached Forms: N/A

Forms Category: Forms

Template Repository Visibility: All Counties

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

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

2.1.2 Description of Change

1. Add CSF 177 (10/2020) Your Medi-Cal Continues After Losing SSI Informing Letter Form in English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese languages.
 - a. Create CSF 177 (10/2020) Your Medi-Cal Continues After Losing SSI Informing Letter Form XDPs

Form Header: CalSAWS Standard Header

Form Title: Your Medi-Cal Continues After Losing SSI Informing Letter

Template Description: Form used by County to inform Applicant about Medi-Cal continuation after losing SSI.

Form Number: CSF 177

Include NA Back 9: No

Imaging Form Name: Your MC Continues After Losing SSI

Imaging Document Type: Notification/NOA

Form Mockup/Example: See Supporting Documents #1

Note: Form Fields are Editable

2. CalSAWS standard footer will be used for the form.
3. Add the CSF 177 (10/2020) – Your Medi-Cal Continues After Losing SSI Informing Letter Form to Template Repository. The following parameters will be required:

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

4. Make the CSF 177 (10/2020) Form available to all 58 counties.
5. Add the following barcode options to the CSF 177 (10/2020) Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

6. Add the following print options to the CSF 177 (10/2020) Form:

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

Mailing Requirements:

Mail-To (Recipient): Case Person selected on the Document parameter page

Mailed From (Return): Worker's Office Address

Mail-back-to Address: N/A

Outgoing Envelope Type: Standard

Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: N/A

Electronic Signature: N/A

Post to SSP (Self Service Portal): Y

Clock Indicator: N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 177 (10/2020)	CSF177_EN.pdf CSF177_SP.pdf CSF177_AE.pdf CSF177_AR.pdf CSF177_CA.pdf CSF177_CH.pdf CSF177_FA.pdf CSF177_HM.pdf CSF177_KO.pdf CSF177_LA.pdf CSF177_TG.pdf CSF177_RU.pdf CSF177_VI.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2609	<p>Original:</p> <p>The CONTRACTOR shall add a new form to the CalSAWS Software based on the Placer - ALL 1377 Notice of Medi-Cal Eligibility with the following content:</p> <p>1) Add the CalSAWS standard header information.</p> <p>2) Add form title "Your Medi-Cal Continues After Losing SSI Informing Letter"</p> <p>3) Add the following language: "Dear <text line></p> <p>The county has learned that your Supplemental Security Income/State Supplementary Payment (SSI/SSP) has stopped. Your Medi-Cal benefits will continue while the county decides your Medi-Cal ongoing eligibility.</p> <p>We may need to ask you for more information. You may get a phone call or another letter asking you to give us the information we need. It is important that you respond to our letters so your Medi-Cal re-evaluation can be completed.</p> <p>By law the county must give you important informational notices like this one about the Medi-Cal program. You do not need to return this notice.</p> <p>4) Add form number using CalSAWS standard naming/numbering format</p> <p>NOTE: See template labeled "Notice of MC Evaluation – Craig vs Bonta" for formatting and content.</p>	<p>1. Estimate is for implementing the new form in English and Spanish.</p> <p>2. Spanish translations will be provided by the Consortium.</p> <p>3. See DDID 2664 assumption for listing of the threshold languages included in the estimate.</p> <p>4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated /created. Consortium staff will be modifying or creating FDDs.</p>	<p>With CA-215052 Non-State Form CSF 177 will be added in all Correspondence languages to CalSAWS Template Repository. CSF 177 will be available to all 58 counties.</p>

<p>Updated:</p> <p>The CONTRACTOR shall add a new form to the CalSAWS Software based on the Placer - ALL 1377 Notice of Medi-Cal Eligibility with the following content:</p> <p>1) Add the CalSAWS standard header information.</p> <p>2) Add form title "Your Medi-Cal Continues After Losing SSI Informing Letter"</p> <p>3) Add the following language: "Dear <text line></p> <p>The county has learned that your Supplemental Security Income/State Supplementary Payment (SSI/SSP) has stopped. Your Medi-Cal benefits will continue while the county decides your Medi-Cal ongoing eligibility.</p> <p>We may need to ask you for more information. You may get a phone call or another letter asking you to give us the information we need. It is important that you respond to our letters so your Medi-Cal re-evaluation can be completed.</p> <p>By law the county must give you important informational notices like this one about the Medi-Cal program. You do not need to return this notice.</p> <p>If your Medi-Cal stopped, please contact your county for help.</p> <p>4) Add form number using CalSAWS standard naming/numbering format</p> <p>NOTE: See template labeled "Your Medi-Cal Continues After Losing SSI Informing Letter v1.1" for formatting and content.</p>		
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California Statewide Automated Welfare System

Design Document

CA-215054 | DDID 2610

FDS: Non-State Forms - Add New Form based on
Placer ALL 1377 – CSF 178

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/12/2021	1.0	Original	Harish Katragadda
03/07/2021	2.0	Updated File Name	Harish Katragadda

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1 OVERVIEW

The purpose of this change is to add Non-State form CSF 178 (10/2020) Social Security Administration (SSA) Referral to Medi-Cal Form in CalSAWS system and make this form available for all 58 counties.

1.1 Current Design

Non-State form CSF 178 (10/2020) is currently not available in CalSAWS Template Repository.

1.2 Requests

1. Add Non-State form CSF 178 (10/2020) Social Security Administration (SSA) Referral to Medi-Cal Form to CalSAWS Template Repository in all Correspondence languages and make it available to all 58 counties.

1.3 Overview of Recommendations

1. Add CSF 178 (10/2020) Form to CalSAWS Template Repository in English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese.
2. Make the CSF 178 (10/2020) Form available to all 58 counties.

1.4 Assumptions

1. All Form Fields are editable unless specified.

2 RECOMMENDATIONS

2.1 CSF 178 (10/2020) – Social Security Administration (SSA) Referral to Medi-Cal Form

2.1.1 Overview

This section will cover the updates needed for CSF 178 (10/2020) form.

Non-State Form: CSF 178 (10/2020)

Programs: Medi-Cal

Attached Forms: N/A

Forms Category: Forms

Template Repository Visibility: All Counties

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

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

2.1.2 Description of Change

1. Add CSF 178 (10/2020) Social Security Administration (SSA) Referral to Medi-Cal Form in English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese languages.
 - a. Create CSF 178 (10/2020) Social Security Administration (SSA) Referral to Medi-Cal Form XDPs

Form Header: CalSAWS Standard Header

Form Title: Social Security Administration (SSA) Referral to Medi-Cal

Template Description: Applicant can update County about the SSA Referral criteria for Medi-Cal benefits evaluation using this form

Form Number: CSF 178

Include NA Back 9: No

Imaging Form Name: SSA Referral to MC

Imaging Document Type: Referrals

Form Mockup/Example: See Supporting Documents #1

SOCIAL SECURITY ADMINISTRATION (SSA) REFERRAL TO MEDI-CAL	COUNTY OF
	Date:
	Case Name:
	Case Number:
	Worker Name:
	Worker ID:
	Worker Phone Number:
Customer ID:	

2.1.2.1 Standard Header

2. CalSAWS standard footer will be used for the form.
3. Add the CSF 178 (10/2020) – Social Security Administration (SSA) Referral to Medi-Cal Form to Template Repository. The following parameters will be required:

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

4. Make the CSF 178 (10/2020) Form available to all 58 counties.
5. Add the following barcode options to the CSF 178 (10/2020) Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

6. Add the following print options to the CSF 178 (10/2020) Form:

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

Mailing Requirements:

Mail-To (Recipient): Case Person selected on the Document parameter page

Mailed From (Return): Worker's Office Address

Mail-back-to Address: N/A

Outgoing Envelope Type: Standard

Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A

Enclosures: N/A

Electronic Signature: N/A

Post to SSP (Self Service Portal): Y

Clock Indicator: N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 178 (10/2020)	CSF178_EN.pdf CSF178_SP.pdf CSF178_AE.pdf CSF178_AR.pdf

			CSF178_CA.pdf CSF178_CH.pdf CSF178_FA.pdf CSF178_HM.pdf CSF178_KO.pdf CSF178_LA.pdf CSF178_TG.pdf CSF178_RU.pdf CSF178_VI.pdf
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4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2610	<p>Original:</p> <p>The CONTRACTOR shall add a new form to the CalSAWS Software based on the Placer - ALL 1377 Notice of Medi-Cal Eligibility with the following content:</p> <p>1) Add the CalSAWS standard header information</p> <p>2) Add form title "Social Security Administration (SSA) Referral to Medi-Cal"</p> <p>3) Add the following language: "Dear <text line> Social Security Administration has referred you for a Medi-Cal evaluation based on a: <checkbox> Low Income Subsidy program inquiry <check box> Supplemental Security Income/State Supplemental Payment (SSI/SSP) application denial <check box> Other: <text line></p>	<p>1. Estimate is for implementing the new form in English and Spanish.</p> <p>2. Spanish translations will be provided by the Consortium.</p> <p>3. See DDID 2664 assumption for listing of the threshold languages included in the estimate.</p> <p>4. Estimate does NOT include any effort for modifying or creating new Functional Design Documents (FDDs) for forms being modified/migrated /created. Consortium staff</p>	<p>With CA-215054 Non-State Form CSF 178 will be added Correspondence languages to CalSAWS Template Repository. CSF 178 will be available to all 58 counties.</p>

<p>Medi-Cal is a free health insurance program that can help cover the care you need. Even if you have Medicare, it can pay for things that Medicare does not cover. Medi-Cal will also pay your monthly Part B premium for you. Medicare Savings Programs can also help cover the care you need for free and pay for Part A if you do not get it for free.</p> <p>If you would like to be evaluated for Medi-Cal and/or Medicare Savings Programs, complete the enclosed information and give it to your local county.</p> <p>If you do not wish to pursue a Medi-Cal evaluation, you do not need to do anything."</p> <p>4) Add form number using CalSAWS standard naming/numbering format</p> <p>NOTE: See template titled "Notice of MC Evaluation – Low Income Subsidy" for formatting and content.</p> <p>Updated:</p> <p>The CONTRACTOR shall add a new form to the CalSAWS Software based on the Placer - ALL 1377 Notice of Medi-Cal Eligibility with the following content:</p> <p>1) Add the CalSAWS standard header information</p> <p>2) Add form title "Social Security Administration (SSA) Referral to Medi-Cal"</p> <p>3) Add the following language:</p> <p>"Dear <text line></p> <p>Social Security Administration has referred you for a Medi-Cal evaluation based on a:</p> <p><checkbox> Low Income Subsidy program inquiry</p>	<p>will be modifying or creating FDDs.</p>	
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<p><check box> Supplemental Security Income/State Supplemental Payment (SSI/SSP) application denial</p> <p><check box> Other: <text line></p> <p>Medi-Cal is a free health insurance program that can help cover the care you need. Even if you have Medicare, it can pay for things that Medicare does not cover. Medi-Cal will also pay your monthly Part B premium for you. Medicare Savings Programs can also help cover the care you need for free and pay for Part A if you do not get it for free.</p> <p>If you would like to ask for Medi-Cal and/or Medicare Savings Programs, complete the enclosed information and give it to your local county.</p> <p>If you do not want a Medi-Cal evaluation, you do not need to do anything.</p> <p>4) Add form number using CalSAWS standard naming/numbering format</p> <p>NOTE: See template titled "Social Security Administration (SSA) Referral to Medi-Cal" for formatting and content.</p>		
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CalSAWS

California Statewide Automated Welfare System

Design Document

CA-219543 | CIV-108152

Test Effort for the CalFresh SSA COLA
(Deferred to 03/2022)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Barillas Michael
	Reviewed By	Dana Peterson, Amy Gill, Balakumar Murthy

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/14/2020	1.0	Initial Design	Michael Barillas
3/11/2020	2.0	Revisions based on change being deferred to 03/2022. This SCR is repurposed for Test efforts.	Amy Gill
3/12/2020	3.0	Updated Case ID field length	Amy Gill
3/16/2020	4.0	Updated Inbound Case ID length based on feedback from DHCS	Amy Gill

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1 OVERVIEW

Supplemental Security Income (SSI) and State Supplementary Payment (SSP) income, recorded on the Other Program Assistance (OPA) page, is not automatically updated when the SSA COLA changes are applied to the Systems.

AB 1811 reversed the CalFresh (CF) eligibility policy known as “cash-out,” under which SSI/SSP recipients were ineligible for CF. SSI/SSP income is now countable as Unearned Income in the CF budget determination.

This SCR will provide a proof of concept for testing with MEDS to update the OPA records of types ‘SSI/SSP’ and ‘SSI Only’ with the SSI and/or SSP income information received from the MEDS.

1.1 Current Design

SSI/SSP assistance is not automatically updated when the Social Security Administration (SSA) Cost of Living Adjustments (COLA) changes are applied to the Systems.

1.2 Requests

This SCR is to test a proof of concept with MEDS to prepare for the CalFresh SSA COLA which has been deferred to March 2022.

The Systems will generate and send a file to MEDS containing CalFresh persons receiving SSI or SSI/SSP Income. After sending the file, MEDS will provide a one-time response file that includes elements in the initial outbound file, as well as additional SSI and/or SSP payment amounts. CalSAWS will process the inbound file and update OPA records with the new SSI or SSI/SSP amounts. CalSAWS will generate an exceptions list containing records that could not be processed.

1.3 Overview of Recommendations

For testing purposes only:

1. Create a one-time outbound file for CalFresh persons receiving SSI or SSI/SSP Income and send to MEDS.
2. Process a one-time Inbound MEDS SSI/SSP COLA Response File containing the data in the CalSAWS outbound file as well as additional SSI and/or SSP Payment Amounts.
3. Create an exceptions list for all unprocessed records in the Inbound MEDS SSI/SSP COLA Response File.

Note: The file will not be implemented in Production at this time. This effort is only to test the proof of concept and validate the data exchanged with MEDS. Production effort is deferred until March 2022.

1.4 Assumptions

1. There is no 2021 COLA for State Supplementary Payment (SSP) amounts. Persons with OPA records of 'SSP Only' (CalSAWS only) will not be included in the file exchange with MEDS and data update.
2. Batch EDBC run will be implemented with CA-222221 for CF programs with a person for whom the data change was processed from Section 2.2.

2 RECOMMENDATIONS

2.1 Create a new MEDS Outbound SSI/SSP COLA Request File

2.1.1 Overview

For testing purposes, create a one-time outbound file to send to MEDS containing CalFresh persons receiving SSI or SSI/SSP Income.

2.1.2 Description of Change

1. Create a new MEDS SSI/SSP Data table to store the data provided to MEDS.
2. Create a database script to populate a one-time outbound file to MEDS for all CalFresh Persons receiving SSI or SSI/SSP Income. This one-time file will include the following population:
 - a. Active CalFresh persons who are active as of May 1, 2021
 - b. Have an open (high-dated) OPA record of type SSI Only or SSI/SSP.
3. The Outbound File will be a pipe-delimited flat text file. The File will have a Header with the following format:
 - a. **[CONSORTIUM]_Annual SSI COLA_YYYY_MMDDYY**
 - i. **[CONSORTIUM] (CalSAWS/CIV/CalWIN)**
 - ii. **YYYY (Calendar Year)**
 - iii. **MMDDYY (File Process Date)**
4. The File Body Contents will have the following format and order:

Outbound Data Elements	Description	Field Length and Formatting
Case ID	This column can be used by each SAWS to identify the person or case within the SAWS System. C-IV and CalSAWS will use this element to pass in the Person Unique ID.	10 – Pad with trailing spaces to meet fixed length of 10
County Code	County Code of the County of Responsibility	2
Last Name	Beneficiary's Last Name	Variable

Outbound Data Elements	Description	Field Length and Formatting
First Name	Beneficiary's First Name	Variable
Middle Initial	Beneficiary's Middle Initial	Variable
Social Security Number (SSN)	Beneficiary's SSN	9
CIN	Beneficiary's CIN	9
DOB	Beneficiary's DOB	8(MMDDYYYY)

5. The File will have a Trailer section in the following format:

a. SSI Annual COLA [Record Count]

- i. [Record Count] - The number of records in the file's body section.**

2.1.3 Estimated Number of Records Impacted/Performance

Approximately 340,000 records across all 40 Counties:

CalSAWS: ~ 210,000 records

C-IV: ~ 130,000 records

2.2 Process the new Inbound MEDS SSI/SSP COLA Response File (Test Only)

2.2.1 Overview

After receiving the initial Request file from the SAWS outlined in section 2.1, MEDS will provide the SAWS with a one-time Response file that includes the elements outlined in the Request file, as well as additional SSI and/or SSP Payment Amounts.

For testing purposes, process the inbound file, update OPA records for SSI Only or SSI/SSP Amount and create a journal entry for cases in which the OPA records were automated.

2.2.2 Description of Change

1. Retrieve and process the Inbound File. The file will be a pipe-delimited flat text file. Store the data received in the new MEDS SSI/SSP Data table for subsequent processing
 - a. The File will have a Header with the following format:
 - i. **<CONSORTIUM>_ANNUAL_SSI_COLA_<YEAR>_<FILEDATE>_DHCS RESPONSE**
 - ii. **<CONSORTIUM> (CalSAWS or C-IV)**

- iii. **<YEAR> - 2021**
- iv. **<FILEDATE> - Date of File Creation**
- b. The File Body Contents will have the following Format:

Inbound Data Elements	Description	Field Length and Formatting
Case ID	This column can be used by each SAWS to identify the person or case within the SAWS System. C-IV and CalSAWS will use this element to pass in the Person Unique ID.	Up to 10 – DHCS will remove trailing spaces
County Code	County Code of the County of Responsibility	2
Last Name	Beneficiary's Last Name	Variable
First Name	Beneficiary's First Name	Variable
Middle Initial	Beneficiary's Middle Initial	Variable
SSN	Beneficiary's SSN	9
CIN	Beneficiary's CIN	9
DOB	Beneficiary's DOB	8(MMDDYYYY)
MEDS SSI Paid Amt	This data element identifies the cumulative Federal SSI payment(s) actually paid to the recipient under Title XVI.	7 xxxx.xx
MEDS SSP Paid Amt	This data element identifies the cumulative State supplementation payment(s) actually paid to the recipient in the current SDX month.	7 xxxx.xx

- c. The File will have a Trailer section in the following format:
 - i. **Annual SSI Cola_<record count>**
 - 1. **<record count> - The number of records in the file's body section.**

2. Create a DCR to process records within the inbound file and update the OPA records for persons who are Active on a CF program as of May 1, 2021 and have a high-dated OPA record.
 - a. Requirements to Process Record
 - i. MEDS Record Types must match the nature of the systems record type. Example: If the existing record in the System is SSI Only, the MEDS SSI Paid Amt must not be blank and the MEDS SSP Paid Amt must be blank or 0.
 - ii. If the SSI and/or SSP amounts from MEDS match the amounts currently captured in CalSAWS, do not update the existing high dated OPA record and do not add to the exceptions list.
Note: Only CF programs with a person for whom the data change is processed will be included in the Batch EDBC run.
 - iii. For any records that do not fall under the categories above, the record will be added to the 'MEDS SSI/SSP COLA Exception List' (Section 4.1).
 - b. DCR Requirements **(Test only)**
 - i. End-Date the existing OPA Record with an end-date of 4/30/2021.
 - ii. Copy the data elements from the previous OPA record, making the following updates:
 1. Set the Begin Date to 5/1/2021
 2. Set the End Date to "High Date" (the record will be open-ended).
 3. If the existing OPA record is of type: "SSI Only":
 - a. Set the 'Amount or Value of Services' (DOLLAR_AMT) to the MEDS SSI Paid Amt. A value of 0 is acceptable for 'MEDS SSI Paid Amt'.
 4. If the existing OPA record is of type: "SSI/SSP":
 - a. Set the SSI Payment to the MEDS SSI Paid Amt.
 - b. Set the SSP Payment to the MEDS SSP Paid Amt.
 - c. Set the 'DEEM_INC_AMT' with the total sum of 'SSI_PMT' and 'SSP_PMT'.

Note: The data change will not be implemented in Production at this time. This effort is only to test the proof of concept and validate the data exchanged with MEDS. Production effort is deferred until March 2022.

 3. Create a DCR **(Test Only)** to add a new Journal Entry for cases in which the data change was processed for at least one person. The person is Active as of May 1, 2021 on a CalFresh program on the case. The Journal will have the following details. One journal entry per case will be made:

- a. Long Description: Other Program Assistance entries for <Person Names> have been automatically updated via Batch to reflect data received from MEDS for the 2021 CalFresh SSI/SSP COLA on <Process Date>.
 - b. Short Description: SSA COLA Other Program Assistance Record Update
 - c. Type Code: Interfaces
 - d. Filter Code: Interfaces
4. Conduct a test exchange file with MEDS.

2.2.3 Estimated Number of Records Impacted/Performance

Approximately 340,000 records across all 40 Counties:

CalSAWS: ~ 210,000 records

C-IV: ~ 130,000 records

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.20.1.4	The LRS shall match LRS Data from external interfaces to an applicant s or participant s case record and update the LRS database when appropriate.	This SCR is updating SSI only and SSI/SSP amount values in accordance to the values returned by MEDS.

4 OUTREACH (TEST ONLY)

4.1 Lists

This list includes records received via the MEDS SSI/SSP COLA file that could not be processed.

List Name: MEDS SSI/SSP COLA Exception List

List Criteria: This list includes records received via the MEDS SSI/SSP COLA file in which the SSI/SSP information does not match the between MEDS and the System. For example, the person has an 'SSI Only' OPA record in the System but the return file included an SSP Paid Amount. Also includes records that could not be automatically updated due to some other reason, such as the System has more than one ongoing type of OPA record, and the System is unable to determine which OPA record to update.

Standard Columns:

- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker
- Benefit Month

Additional Column(s):

- CIN
- Last Name
- First Name
- Middle Initial
- MEDS SSI Paid Amount
- MEDS SSP Paid Amount

Frequency: One-time

The list will not be posted to the web portal as this effort is for testing only.



California Statewide Automated Welfare System

Design Document

CA-222989

ID fields in the CalSAWS Application need to be updated to support larger values.

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Philip McGinty
	Reviewed By	Online Build and Test

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/13/2021	1.0	Initial Draft	Philip McGinty
02/04/2021	2.0	Updated Section 1.0 based on BA feedback	Philip McGinty

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7	Appendix.....	Error! Bookmark not defined.

1 OVERVIEW

ID fields in the CalSAWS Application need to be updated to allow for a search with larger values.

1.1 Current Design

ID fields in the CalSAWS system vary in length allowed on the page, when being searched. Currently, there is a concern over ID numbers being converted that will be a larger value than can be supported currently. This can be solved by increasing the value of IDs that can be searched for specific fields.

1.2 Requests

Update the searchable ID fields in CalSAWS that do not support a search of 10 digits, to allow for a search of up to 10 digits.

1.3 Overview of Recommendations

1. Update the applicable ID fields to support a search of up to 10 digits
2. Update the length of the Staff ID fields to be able to display 10 digits

1.4 Assumptions

1. Fields not mentioned to be modified within the description of changes will retain their current functionality and logic.

2 RECOMMENDATIONS

2.1 Increase Various Fields to Support a Value Length of 10

2.1.1 Overview

ID fields in the CalSAWS system vary in length allowed on the page, when being searched. The fields used for IDs will be updated to allow for a search of up to 10 digits.

2.1.2 Mockup - N/A

2.1.3 Description of Changes

1. Update the validation logic for the following fields on their respective pages to allow for a search of up to 10 digits:

Page	Field
Distributed Documents Search	Resource ID
Foster Care Resource Search	Resource ID
Job Order Search	Job Order ID
Job Order Search Detailed Results	Job Order ID
Journal Search	Resource ID
Money Management Resource Search	ID
Resource Databank Reassignment	Resource ID
Recovery Account Search	Recovery Account Number
Resource Request Search	Request ID
Resource Search	ID
Select Resource	ID
Select Service and Provider	Resource ID
Tax Intercept Account Search	Recovery Account Number
Treasurer and Tax Collector Account Search	Recovery Account Number

2.1.4 Page Location

- **Global:** N/A
- **Local:** N/A
- **Task:** N/A

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Staff Search Page and Select Staff Page

2.2.1 Overview

Currently the Staff ID fields on the Staff Search and Select Staff page only display 9 digits. This change will update the fields to be able to display 10 digits.

2.2.2 Staff Search and Select Staff Mockup

Staff Search

The mockup shows a search form with the following fields and controls:

- Staff Name:** Text input field.
- Worker ID:** Text input field with a **Select** button.
- County:** Dropdown menu with "Los Angeles" selected.
- Employee Number:** Text input field.
- Office Name:** Text input field with a **Select** button.
- Unit ID:** Text input field with "00" entered.
- Staff ID:** Text input field with "0123456789" entered.
- Spoken Language:** Dropdown menu.
- Classification Title:** Dropdown menu.
- Search:** Blue button in the top right corner.
- Results per Page:** Dropdown menu with "25" selected.
- Search:** Blue button in the bottom right corner.

Figure 2.2.2.1 – Staff Search page

2.2.3 Description of Changes

1. Update the following fields on their respected page, to display a length of 10 digits:

Page	Field
Staff Search	Staff ID
Select Staff	Staff ID

- Note: The mockup applies to the Select Staff page as well.

2.2.4 Page Location

1. Staff Search page
 - **Global:** Admin Tools
 - **Local:** Office Admin
 - **Task:** Staff

2. Select Staff page
No specific location available.

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

N/A

2.2.7 Page Usage/Data Volume Impacts

N/A

3 REQUIREMENTS

[Document what requirements are being addressed with this design and how they are being met]

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
3.4.4.17	The LRS shall maintain online case LRS Data consistent with COUNTY, State, and federal case record retention requirements.	Searchable ID fields will be updated to support case records.

CalsAWS

California Statewide Automated Welfare System

Design Document

CA-223883 | CIV-108512

Enhance Medi-Cal Public Health Crisis/Natural
Disaster Protections in Batch EDBC

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Renee Gustafson
	Reviewed By	Derek Goering, Prashant Goel, Geetha Ramalingam, Chad Quan, Raju Indala, William Baretsky

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/29/2021	1.0	Original Draft: Includes recommendation 1d exceptions for Primary and Secondary and added recommendation 1e	Renee Gustafson

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1 OVERVIEW

This SCR enhances the current batch EDBC protections for Medi-Cal beneficiaries due to Public Health Crisis/Natural Disaster.

1.1 Current Design

In CA-215211, the System Medi-Cal EDBC rules were updated with a Protection due to Public Health Crisis/Natural Disaster as follows:

1. Medi-Cal EDBC rules save an EDBC as "Read-Only" with the 'Read-Only Reason' of "Protection due to Public Health Crisis/Natural Disaster" when the beneficiary will be adversely impacted by non-allowable reasons during the Public Health Crisis/Natural Disaster and the EDBC is run in batch.

The adverse actions are defined as follows:

- a. **Discontinued Benefits:** Any Medi-Cal program person changed from either Active MEM or Ineligible MEM to Discontinued or Active FRI in the EDBC for a non-allowable reason.

Allowable status/role reasons:

- Calif. Residence
- Deceased
- Declined Elig
- Gets AAP
- Gets ARC
- Gets CalWORKs
- Gets Duplicate Aid
- Gets FC
- Gets Kin-GAP
- Gets SSI
- Gets SSI/SSP
- Inter-County Transfer
- Moved out of County (CMSP)
- On Aid Another Case
- Requested Disc. – Written
- Requested Disc. - Written inc. MC
- Requested Disc. (CMSP) - Add Person
- Requested Disc. (CMSP) - Reapply with Budget Change
- Requested Disc. (CMSP) – Verbal

- b. **Increase in premium or Share of Cost (SOC):** Any Medi-Cal program person changed from a non-premium primary Non-MAGI Medi-Cal aid code to premium primary Non-MAGI Medi-Cal aid code or had an increase in SOC.

Note: CalHEERS only has premium aid codes for children and CalHEERS protects a child with soft pause when the MAGI Medi-Cal non-premium aid code is changing to a MAGI Medi-Cal premium aid code. This protection is not included in The Systems Medi-Cal EDBC rules.

- c. **Reduction in scope:** Any Medi-Cal program person changed from MEM on a full scope primary Non-MAGI Medi-Cal aid code to a limited or restricted scope primary Non-MAGI Medi-Cal aid code.

Note: CalHEERS determines if an individual is protected with soft pause for a reduction in scope for MAGI Medi-Cal. This protection is not included in The Systems Medi-Cal EDBC rules.

1.2 Requests

The Medi-Cal EDBC rules to set EDBC to 'Read-only' for "Protection due to Public Health Crisis/Natural Disaster" in Batch EDBC does not protect against loss of a primary aid code or secondary aid code when the individual remains an Active/Ineligible Member on the MC program. It also does not protect a Mega Mandatory beneficiary (Pickle/DAC/Disabled Widow(er)) from moving to another full scope no SOC aid code.

1. Add criteria to the existing protection to prevent the loss of a primary aid code or a secondary aid code where the new primary or secondary aid code does not cover those benefits.
2. Add criteria to keep a Mega Mandatory beneficiary on Pickle/DAC/Disabled Widow(er) from moving to any other aid code, even full scope no SOC.
3. Create a list of Medi-Cal cases where an individual was adversely impacted by losing coverage on a primary or secondary aid code or moving from Mega Mandatory to another aid code.

1.3 Overview of Recommendations

1. Update the Medi-Cal EDBC rules to include additional protections due to Public Health Crisis/Natural Disaster as follows:
 - a. Loss of primary or secondary aid code
 - b. Loss of Mega Mandatory; Pickle/DAC/Disabled Widow(er)
2. Create a list of beneficiaries who were adversely impacted by not having these protections.

1.4 Assumptions

1. These updates are only Medi-Cal EDBC run in Batch; there are no updates to online EDBC rules.

2 RECOMMENDATIONS

2.1 Medi-Cal Rules Updates

2.1.1 Overview

1. Update the Medi-Cal EDBC rules to include additional protections due to Public Health Crisis/Natural Disaster as follows:
 - a. Loss of primary or secondary aid code
 - b. Loss of Mega Mandatory; Pickle/DAC/Disabled Widow(er)
2. Create a list of beneficiaries who were adversely impacted by not having these protections.

2.1.2 Description of Changes

1. Add to the existing 'Protection due to Public Health Crisis/Natural Disaster' Medi-Cal EDBC rule as follows:
 - d. **Loss of Primary or Secondary aid code:** Prevent the loss of coverage on primary or secondary aid code by Batch EDBC as follows:
 - i. **Primary:** A Medi-Cal beneficiary is changing from having a primary aid code to no primary aid code except when the loss of primary is due to Gets SSI/SSP
Or
 - ii. **Secondary:** A Medi-Cal beneficiary is losing coverage from a secondary aid code (changing from having a secondary to no secondary, or moving from one secondary to another secondary) with the following exceptions:
 1. A beneficiary is permitted to lose coverage on secondary aid code 8D (QI-1) if the primary aid code is moving to a Full Scope, No SOC aid code.
For example: It is allowable for a beneficiary to move from primary aid code 17 (Aged MN - SOC) and secondary aid code 8D (QI-1) to only primary aid code 1H (Aged FPL - No SOC) and no secondary aid code.
 2. A beneficiary is permitted to move from secondary aid code 8D (QI-1) to either secondary aid code 80 (QMB) or 8C (SLMB).
 3. A beneficiary is permitted to move from secondary aid code 8C (SLMB) to secondary aid code 80 (QMB).

4. A beneficiary is permitted to lose coverage on secondary Pregnancy/Postpartum aid code 76 (60-Day Postpartum) if the beneficiary is moving to a Full Scope, No SOC primary aid code.
 - e. **Loss of Mega Mandatory:** Prevent a beneficiary on Mega Mandatory aid codes 16, 26, 66 (Pickle), or 6A, 6C (DAC), or 36 (Disabled Widow(er)) from moving to any other Primary Aid Code.
2. Create a list of beneficiaries who were adversely impacted by not having these protections. See outreach section for list details.

2.1.3 Programs Impacted

Medi-Cal

2.1.4 Performance Impacts

N/A

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.13	The LRS shall adhere to adverse action rules for all programs.	Medi-Cal EDBC rules are updated to include new adverse actions due to Public Health Crisis/Natural Disaster

4 OUTREACH

4.1 Lists

Generate a list of Medi-Cal cases where at least one Medi-Cal beneficiary was adversely impacted by Batch EDBC during the Public Health Crisis/Natural Disaster.

List Name: MC beneficiary lost primary, secondary or Mega Mandatory aid code by Batch EDBC

List Criteria: The individual is a Medi-Cal beneficiary who lost coverage on a primary or secondary aid code in Batch EDBC per Recommendation 2.1.2.1.d or lost Mega Mandatory aid code per Recommendation 2.1.2.1.e, on or after the date of the Executive Order, 3/16/2020 (effective benefit month 4/2020 or later).

- The loss of coverage remains at the time the list is generated.
- Exclude programs assigned to a DCFS worker. (CalSAWS only)
- Exclude programs where a user has processed EDBC online for the same benefit month subsequent to the identified loss of coverage by Batch EDBC.

Include additional columns for CIN, DOB, the primary and secondary aid code before, the primary and secondary aid code after and benefit month. The Benefit Month column will display the first benefit of the loss of coverage. If the individual is covered by more than one secondary aid code at the same time, list all secondary aid codes in the same column separated by a comma.

NOTE: The same individual may show on multiple rows in the list if they are in multiple MC program blocks - one row per MC program block.

Standard Columns:

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

Additional Column(s):

- CIN
- DOB
- Prior Primary Aid Code
- Prior Secondary Aid Code(s)
- After Primary Aid Code
- After Secondary Aid Code(s)
- Benefit Month

Frequency: Run once, the day after the SCR release

The list will be posted to the following locations:

System	Path
CalSAWS	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2021>CA-223883
C-IV	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2021>CIV-108512

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-224343

SCI End Date Skip Reason Updates

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	P. Galloway, E. Wu
	Reviewed By	D. Vang, S. Sajja, P. Thota, K. Santosh, H. Jain

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
2/8/2021	1.0	Initial Draft	P. Galloway, E. Wu

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1 OVERVIEW

1.1 Current Design

Per CA-207140, any Foster Care, Kin-GAP, or AAP placements with a D or F rate will have the SCI portion of the rate separated on the EDBC Summary. This creates a FC_EDBC record with the SCI End Date set to the end of the benefit month under the EDBC. Setting SCI End Date as the end of the benefit month will trigger Skip Issuance framework to stop issuance from going out. The Skip Issuance framework validates the issuance benefit month against the SCI End Date of the FC_EDBC record for the "End Dated SCI Exists on EDBC" skip issuance reason. The "End Dated SCI Exists on EDBC" skip issuance reason has been turned off to allow issuing benefits for Los Angeles county in CalSAWS.

1.2 Requests

1. Update EDBC and Skip Issuance logic for FC/KG/AAP to be able to skip issuances that contain SCI amounts originating from the data collection pages.
2. Turn the skip issuance reason "End Dated SCI Exists on EDBC" on again in CalSAWS for Los Angeles county.

1.3 Overview of Recommendations

1. Update FC/KG/AAP EDBC to set an indicator if the SCI rate is from the SCI data collection pages and not from the D or F rates. This change will not be visible to users and will be stored in the database backend only.
2. Update the Skip Issuance reason "End Dated SCI Exists on EDBC" to check for an active SCI data collection record if the regular EDBC includes a SCI from the data collection pages.
3. Update the Skip Issuance reason "End Dated SCI Exists on EDBC" to include AAP program.
4. Turn on the Skip Issuance reason "End Dated SCI Exists on EDBC" for Los Angeles County.

1.4 Assumptions

1. No Data Conversion is required to set the new SCI indicator to true as Los Angeles county does not use the SCI rate from data collection pages.
2. 'CCC-3078 Default new FC_EDBC field to true' will populate the new indicator for SCI when creating FC_EDBC records from C-IV. Field will be set to true as C-IV counties always use SCI rates from data collection pages.

2 RECOMMENDATIONS

2.1 Eligibility – New Flag to track SCI Source on EDBC

2.1.1 Overview

The Fiscal skip issuance reason "SCI End Date Exists on EDBC" needs to be able to identify the source of an SCI amount. An SCI amount in a FC, KG, or AAP EDBC can come from two sources:

- 1) Data entered on a data collection page:
 - Special Care Increment Detail (*for Foster Care*)
 - Kin-GAP Special Care Increment Detail
 - AAP Special Care Detail
- 2) An LA County composite Special Care rate:
 - D - Severely Emotionally Disturbed
 - F1 - Develop. Disabled/Phys. Handicapped
 - F2 - Develop. Disabled/Phys. Handicapped
 - F3 - Develop. Disabled/Phys. Handicapped
 - F4 - Develop. Disabled/Phys. Handicapped

A new field will be added to EDBC results for FC, KG, and AAP that will indicate when the source of the SCI is a data collection page. If the SCI amount is from a combination of an SCI on the data collection page and a composite Special Care rate, the indicator will still be True since part of the SCI came from the data collection page. This indicator is behind-the-scenes and is not visible to the user.

2.1.2 Description of Changes

1. Add a new field to the FC_EDBC table to indicate whether the source of any SCI on the EDBC is one of the SCI data collection pages for FC, KG, or AAP.
2. Update EDBC for KG and AAP (no update is needed for FC) so that a FC_EDBC record is created for every EDBC result that includes an SCI amount.
3. Update EDBC for FC, KG, and AAP to set the new indicator field to True whenever the source of any part of the SCI is a data collection page.

2.1.3 Programs Impacted

FC (and ARC), KG, AAP

2.1.4 Performance Impacts

No discernible impact is anticipated.

2.2 Fiscal – Update Skip Issuance Logic to Check End dated SCI from the Data Collection

2.2.1 Overview

Below describe the changes needed to update the Skip Issuance Logic for FC, KG, and AAP EDBC to skip issuance if EDBC contains any SCI from the SCI data collection page and there is no active SCI record in the benefit month.

2.2.2 Description of Changes

1. Update the Skip Issuance Logic for FC and KG regular EDBC authorizations to skip the issuance with the reason **“End Dated SCI Exists on EDBC”** for all 58 counties when the following conditions are met:
 - The EDBC contains any SCI from SCI data collection pages. This can be determined by reading the new indicator in section 2.1.
 - There is no active SCI record from data collection in the benefit month.
2. Add new Skip Issuance Logic for regular AAP EDBC with reason **“End Dated SCI Exists on EDBC”** for all 58 counties.
3. Turn on Skip Issuance Reason **“End Dated SCI Exists on EDBC”** for Los Angeles County.

2.2.3 Programs Impacted

FC (and ARC), KG, AAP

2.2.4 Performance Impacts

N/A

2.3 DCR

1. Add new Skip Issuance Validation scenarios to Fiscal Transact Map for AAP program.

Scenario	County Code	Program Code	Immediacy Code
Skip Issuance AAP SCI Validation	All 58 counties	AA	RO
Skip Issuance AAP SCI Validation	All 58 counties	AA	RU

2. Add new Skip Issuance Validation scenarios to Fiscal Transact Map for KG program.

Scenario	County Code	Program Code	Immediacy Code
Skip Issuance Kin Gap SCI Validation	All 58 counties	KG	RU

3. Turn on Skip Issuance Validation scenarios 'Skip Issuance Foster Care SCI Validation' and 'Skip Issuance Kin-GAP SCI Validation' in Fiscal Transact Map for Los Angeles county.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.10.1.1	<p>The LRS shall include the ability to issue and maintain the history of the following benefits:</p> <ol style="list-style-type: none"> a. Monthly benefits issued on a recurring basis, on either a calendar month or fiscal (cyclical) period. b. Emergency issuances (e.g., Immediate Need, Expedited Services and Emergency Aid Requests); c. Diversion payments. d. Supplemental benefits. e. Recovery refunds. f. Special needs payments. g. Retroactive payments. h. Vendor and/or Service Provider payments. i. Tokens and cash bus passes. j. Non-traditional/alternative transportation (e.g., carpool, taxi vouchers, and parking fees); k. Vouchers/cash for special payments, ancillary payments and other services. l. Interim assistance payments. m. Transportation payments. 	<p>Update the Skip Issuance framework to validate end dated SCI records at the SCI data collection only if the SCI amount in the authorizing EDBC budget includes an SCI rate from the data collection pages</p>

REQ #	REQUIREMENT TEXT	How Requirement Met
	n. Petty cash. o. Cal-Learn bonus. p. Cal-Learn graduation bonus. q. Vehicle repair program. r. Additional transportation expense payments. s. Ancillary payments; and t. Childcare payments.	

4 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?
CCC-3078	EDBC	SCR CA-224343 is adding new field on the FC_EDBC table. New column will need to be defaulted to true for all C-IV converted record.	The new field on the FC_EDBC is required to be true for C-IV and CalWIN counties to have Skip Issuance Logic validate active SCI rates for regular Foster Care EDBC that include SCI from data collection pages.	Low	At migration.



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

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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."

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	
	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. External Recovery Account
 - b. Interest Allocation
 - c. Invoice
 - d. Issuance Method
 - e. Issuance Reissue
 - f. Issuance Replacement
 - g. Transaction Refund

Note: "No" option has been added for Auxiliary Authorizations in a prior SCR, CA-207150 DDID 2140.

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: [REDACTED]	Issuance Method: EBT	New Issuance Method: *	Status Reason: * 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

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

--	--	--	--

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-224704

Online Updates to Enforce KG and AAP Payees
are Resources

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
02/11/2021	1.0	Initial Draft	Connor O'Donnell

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1 OVERVIEW

The Kin-GAP and AAP pages currently allow children to be in the care of a person. This SCR makes the Kin-GAP default Legal Guardian Type a Resource and removes the ability for the Legal Guardian Type to be changed. Additionally, a DCR will be performed to set the Legal Guardian Type to Resource on several records where the current value is incorrect.

1.1 Current Design

The Kin-GAP Summary Detail page allows for a Person or a Resource to be selected as a Legal Guardian Type in Create and Edit mode.

Workers can navigate from the Case Summary page to the Kin-GAP Detail or AAP Detail page to update the Administrative Role Detail page. Currently that page allows the following values as an Administrative Role: Additional Correspondence Recipient, Primary Applicant/Recipient, Payee, Secondary Payee.

1.2 Requests

The Kin-GAP Summary Detail page should only allow for a Resource to be selected as a value for future records.

Payee and Secondary Payee should no longer be choices for Administrative Role on the Administrative Role Detail page when accessed from the Kin-GAP Detail or AAP Detail page.

1.3 Overview of Recommendations

1. Update Kin-GAP Summary page to use 'Resource' as a default value for Legal Guardian Type.
2. Update Administrative Role Detail page to not allow the selection of 'Payee' or 'Secondary Payee' when accessed from the Kin-GAP Detail or AAP Detail page.
3. Complete a DCR to update invalid Legal Guardian Type values on the Kin-GAP Summary Detail to valid values from Code Table 10484.

1.4 Assumptions

N/A

2 RECOMMENDATIONS

2.1 Kin-GAP Summary Page

2.1.1 Overview

On the Kin-GAP Summary Detail page the Legal Guardian Type field currently acts as a dropdown when in Edit mode. This is being changed to make 'Resource' the default value for Legal Guardian Type, and it will no longer be changeable in Create and Edit mode.

2.1.2 Kin-GAP Summary Mockup

Kin-GAP Summary Detail

*- Indicates required fields

Save Cancel

Child's Name: WELLER, MARGERY 15M	
Legal Guardian Type: Resource	Legal Guardian: * Select
Placement Type: * ▼	
Relationship to Payee: *	Relative Category:

Figure 2.1.1 – Kin-GAP Summary Mockup (Create Mode)

Kin-GAP Summary Detail

*- Indicates required fields

Save Cancel

Child's Name: WELLER, MARGERY 15M	
Legal Guardian Type: Resource	Legal Guardian: * CORTEZ ANG Select
Placement Type: * Relative Home ▼	
Relationship to Payee: * Niece/Nephew ▼	Relative Category: ▼
Begin Date: * 10/01/2016	End Date:

Figure 2.1.2 – Kin-GAP Summary Mockup (Edit Mode)

2.1.3 Description of Changes

1. Adjust the Legal Guardian Type field to default to 'Resource' on new records

- a. In Create and Edit mode change the Legal Guardian Type from a dropdown list to plaintext that shows the associated value.
- b. Change the following fields to be non-required fields in Create and Edit mode.
 - i. Child's Name
 - ii. Legal Guardian Type

2.1.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Kin-GAP Summary**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Administrative Role Detail Page

2.2.1 Overview

The Administrative Role Detail page allows the user to select an Administrative Role from a dropdown. Two of these options 'Payee' and 'Secondary Payee' are being removed when accessed from the Kin-GAP Detail or AAP Detail page.

2.2.2 Administrative Role Detail Mockup

Administrative Role Detail

*- Indicates required fields

Save and Return Cancel

Administrative Role: *

- Select -
Additional Correspondence Recipient
Primary Applicant/Recipient

- Select -

Begin Month: *

End Month:

Save and Return Cancel

Figure 2.1.1 – Administrative Role Detail Mockup

2.2.3 Description of Changes

1. Remove 'Payee' and 'Secondary Payee' as selections from the Administrative Role Options dropdown when navigating from the Kin-GAP Detail page and AAP Detail page.

2.2.4 Page Location

- **Global: Eligibility**
- **Local: Case Summary**
- **Task: Administrative Role Detail**

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

N/A

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 Legal Guardian Type Data Change

2.3.1 Overview

The Legal Guardian Type field only maps to two values, 'RS' (Resource) and 'PS' (Person). There is a small number of older Kin-GAP Summary records with an invalid value in the Legal Guardian Type field. This causes the page to display with incomplete information. A data change will set the Legal Guardian Type on these records to 'RS' so the page displays the proper Resource.

2.3.2 Description of Change

1. Where a KG_SUMM record has a LEGAL_GUARD_ORG_ID but the LEGAL_GUARD_TYPE_CODE is not currently 'RS' change the LEGAL_GUARD_TYPE_CODE value to 'RS'.

2.3.3 Estimated Number of Records Impacted/Performance

1082

2.4 Automated Regression Test

2.4.1 Overview

Create new regression test scripts to verify:

1. The Legal Guardian Type on the Kin-GAP Summary page in create and edit modes
2. The contents of the Administrative Role dropdown on the Administrative Role Detail page for the AAP and Kin-GAP programs

2.4.2 Description of Change

Create new scripts to verify the following:

1. In the context of a case with a Pending or Active Kin-GAP program, verify that the static text 'Resource' is displayed under the Legal Guardian Type header on the Kin-GAP Summary page in create and edit modes for new records.
2. In the context of a new (Pending) AAP program, verify that the Administrative Role dropdown on the Administrative Role Detail page contains only the following values:
 - a. Additional Correspondence Recipient
 - b. Primary Applicant/Recipient

Note: Specifically verify that the following values are not available for selection:

- c. Payee

- d. Secondary Payee
 - 3. In the context of a new (Pending) Kin-GAP program, verify that the Administrative Role dropdown on the Administrative Role Detail page contains only the following values:
 - a. Additional Correspondence Recipient
 - b. Primary Applicant/Recipient
- Note:** Specifically verify that the following values are not available for selection:
- c. Payee
 - d. Secondary Payee

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
3.1.15.a	The LRS shall provide for the update of LRS Data elements through the following methods, subject to normal edit checks, including: Online entry into the LRS by a User	Payee and Secondary Payee are no longer selectable in the Administrative Role Detail page and Resource is now the default value for Legal Guardian Type on the kin-GAP Summary page.

CalsAWS

California Statewide Automated Welfare System

Design Document

CA-225292

CDT – Updates to Correspondence

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Rainier Dela Cruz
	Reviewed By	Amy Gil

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
02/18/2021	1.0	Initial Revision	Rainier Dela Cruz
03/04/2021	1.1	Fixing the form number, it should be M40-181A, not M40-181A.	Rainier Dela Cruz
03/17/2021	1.2	Added recommendation to update the CW Approval SAR Budget fragment to remove the Los Angeles County reference in the footer.	Rainier Dela Cruz

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1 OVERVIEW

1.1 Current Design

The M40-181A form batch sweep (PB00R441) finds cases with an active CalWORKs program that were sent a CW RE packet or CW/CF RE packet but did not complete the redetermination process. These cases are sent an M40-181A form informing the recipients their benefits will be discontinued because they have not completed the redetermination process. The current logic also finds an appointment associated to the case that has a category of 'General Appointment' and a type of either 'Reaffirmation Non-Group' or 'Telephone Interview Recertification' that is used to populate the appointment date on the form.

The population logic for the NA 960X SAR, M40-181C SAR, and SAR 90 forms will find a SAR 7 that was previously sent out and populates information relating to the SAR 7 on the form.

The following forms have Los Angeles County specific references: SOC 452A, SOC 452, SOC 454, CSF 165. The CalWORKs Approval SAR Budget fragment that generates on a Notice of Action (NOA) also has a reference to Los Angeles on the footer.

The current information listed on the Correspondence page such as Hearing and Legal Aid addresses for the Migration Counties are stored in the Document Data table.

1.2 Requests

The appointment date does not populate on the M40-181A form for the Migration Counties when the category of the appointment is 'Re-Evaluation CW/CF Interview', 'RE Interview', 'Telephone CW/CF RE Interview', or 'Telephonic Interview'.

SCR CA-207452 migrated the SAR 7Addendum/SAR 7/ SAR 2 from C-IV for the Migration Counties. The information relating to the SAR 7 does not populate on the NA 960X SAR, M40-181C SAR, and SAR 90 forms when generated for a migration county since the current logic only looks for the SAR 7 for Los Angeles County only.

The SOC 452A, SOC 452, SOC 454, CSF 165 forms are available to all counties in CalSAWS. The NOAs also generates for all counties. They should not have references specifically to Los Angeles County.

When the correspondence information such as Hearing and Legal Aid address are migrated over from the C-IV system, it will result in duplicate records in the Document Data table.

1.3 Overview of Recommendations

1. Update the M40-181A batch sweep to add a check for additional appointment categories.
2. Update the population logic on the NA 960X SAR, M40-181C SAR, and SAR 90 to look for both the Los Angeles County only SAR 7 and the SAR 7 Addendum/SAR 7/ SAR 2 for the Migration Counties.
3. Update the SOC 452A, SOC 452, SOC 454, CSF 165 forms to remove references to Los Angeles County.
4. Update the CW Approval SAR Budget fragment to remove the reference to Los Angeles County.
5. Remove all records from the Document Data table except for the Default and County Contact Number for the Migration Counties.

1.4 Assumptions

1. As part of the C-IV Data Conversion, the records with the following office type codes will be brought over and inserted into the Document Data table for C-IV Counties: Hearing, Legal Aid, CCWRO, Collection Mail, Collection Physical, Child Care Hearing and Child Care Resource and Referral Agency.

2 RECOMMENDATIONS

2.1 M40-181A Form Batch Sweep

2.1.1 Overview

Update the M40-181A form batch sweep to look for additional appointment categories.

2.1.2 Description of Change

1. Update the batch sweep to add additional check for the following appointment categories: 'Re-Evaluation CW/CF Interview', 'RE Interview', 'Telephone CW/CF RE Interview', or 'Telephonic Interview'.

2.1.3 Execution Frequency

No Change.

2.1.4 Key Scheduling Dependencies

No Change.

2.1.5 Counties Impacted

Migration Counties

2.1.6 Data Volume/Performance

N/A

2.1.7 Failure Procedure/Operational Instructions

N/A

2.2 Update Forms and Form Population Logic

2.2.1 Overview

Update the population logic on the NA 960X SAR, M40-181C SAR, and SAR 90 to look for both the Los Angeles County only SAR 7 and the SAR 7 Addendum/SAR 7/ SAR 2 for the Migration Counties. Update the SOC 452A, SOC 452, SOC 454, CSF 165 forms to remove Los Angeles County specific references.

2.2.2 Description of Change

1. Update the population logic on the NA 960X SAR, M40-181C SAR, and SAR 90 to look for both the Los Angeles County only SAR 7 and the SAR 7 Addendum/SAR 7/ SAR 2 for the Migration Counties.

Technical Note: The population logic should not determine if a form is a SAR 7 or SAR 7 Addendum/SAR 7/ SAR 2 by the document template Id. It should determine it by looking for a Customer Reporting type code of 'S7' since both forms will use the same Customer Reporting type code.

2. Update the SOC 452A, SOC 452, and SOC 454 forms.
 - a. Remove the reference to 'Department of Public Social Services'.
 - b. Update the 'County of Los Angeles' to 'County of <CountyName>'. The '<CountyName>' is a dynamic variable and populates with the name of the county where the case is managed.
3. Update the CSF 165 form by updating the 'County of Los Angeles' to 'County of <CountyName>'. The '<CountyName>' is a dynamic variable and populates with the name of the county where the case is managed.

2.3 Update CalWORKs Approval SAR Budget Fragment

2.3.1 Overview

Update the CW Approval SAR Budget to remove the reference to Los Angeles County.

Budget Name: BUDGT_CW_APPROVAL_SAR

Current Program(s): CalWORKs, RCA

Current Action Type: Approval, Supplement, Change

Current Fragment Level: Program

Currently Repeatable: No

2.3.2 Description of Change

1. Update the English and Farsi budget fragments to remove the reference to Los Angeles County in the footer.

NA 1239 SAR (10/12) LA CONT. PAGE - SEMI-ANNUAL REPORTING BUDGET	Than #11, Your Cash Aid Will Not Change
--	---

Figure 2.3.1 – English CW Approval SAR Budget Fragment

2.4 Update Document Data Table

2.4.1 Overview

Remove all records from the Document Data table except for the 'Default' and 'County Contact Number' records for the Migration Counties.

2.4.2 Description of Changes

1. Remove all records from the Document Data table except for the 'Default' and 'County Contact Number' records for the Migration Counties.

3 REQUIREMENTS

3.1 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 forms populate with the applicant's appointment date and information about the SAR 7.

CalsAWS

California Statewide Automated Welfare System

Design Document

CA-225358 | CIV-108638

ACL 21-XX Golden State Grant Program

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Duke Vang
	Reviewed By	Michele Peterson, Sheryl Eppler, Claudia Pinto Castro, Sara Cox, Binh Tran, Caroline Bui, Sean Swift, Jason Osterwald,

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
2/18/2021	1.0	Initial Revision	Duke Vang
3/11/2021	1.1	Updates from the CW/CF Committee	Duke Vang
3/12/2021	1.2	Modified assumption #1 to remove the note	Duke Vang
3/15/2021	1.3	Added additional data elements to the list per request by the State	Duke Vang
3/18/2021	1.4	Added assumptions that the \$600 Golden State Grant payment will not impact CalFresh, Transitional CalFresh, or Nutritional Benefit. Updated phone number hierarchy in the list.	Duke Vang

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1 OVERVIEW

1.1 Current Design

A CalWORKs (CW) Special Needs Supportive Service Payment can be issued to Customers for the following needs:

- Emergency Clothing Allowance
- Labor and Material Cost
- Moving and/or Storage Cost
- Household Necessity
- Assistance Animal
- Hotel/Interim/Temp Housing

1.2 Requests

Governor Newsom Legislative Leaders Announce Immediate Action Agreement for Relief to Californians Experiencing Pandemic Hardship. Including direct relief to lower-income Californians through a \$600 one-time grant to households enrolled in the CalWORKs program and recipients of SSI/SSP and Cash Assistance Program for Immigrants (CAPI). Grant payments for CalWORKs households are expected by mid-April; timing for the delivery of SSI/SSP and CAPI grants is currently under discussion with federal officials. Issue a \$600 one-time grant to households enrolled in the CalWORKs program.

1.3 Overview of Recommendations

1. A data change request (DCR) will create a Need, Service Arrangement, and Payment Request to issue a \$600 Golden State Grant payment for all CW households in Active Status for the March 2021 Service Month.
2. Add an announcement to C4Y.

1.4 Assumptions

1. The \$600 Golden State Grant payments will still be subjected to CW skip issuance checks. If a \$600 Golden State Grant payment skips due to periodic report or redetermination, the Worker will need to Rush the payment.
2. Existing Pay Codes and Fund Codes will be used for the \$600 Golden State Grant payment. Counties will need to manually adjust their State and Fiscal reports to account for these payments (refer to the Outreach section).
3. The \$600 Golden State Grant payment will be claimed based on the existing payment request claiming rules for CW Special Needs.
4. The \$600 Golden State Grant payment will be issued based on the CW programs payment preference (Warrant, EBT, Direct Deposit).
5. The \$600 Golden State Grant payment will potentially show on the following fiscal reports based on the issuance method:
 - a. Cash EBT Production Reconciliation Report
 - b. Direct Deposit Production Reconciliation Report

- c. DPSS Daily Unprocessed SWR Payment Report
 - d. Integrated Service Payment / Valuable Detail Claiming Report (Daily and Monthly)
 - e. Integrated Service Payment / Valuable Summary Report (Monthly)
 - f. Integrated Service Payment / Valuable Summary Report (Quarterly)
 - g. Issuance Exception Report
 - h. Payment Request Report
 - i. Retroactive Aid Code Adjustment Detail Report
 - j. San Bernardino Warrant Production Reconciliation Report
 - k. Service Payment Warrant Register
 - l. Service Payment EBT Issuance Register
 - m. Skip Issuance Report
 - n. Warrant Production Reconciliation Report
 - o. Needs Status Report
 - p. Supportive Services Issuances Report
 - q. JWV Daily Details Report
 - r. JWV Month-End Details Report
 - s. Daily Journal Voucher Warrant Report
 - t. Daily EVOC-EVSVS Report
 - u. Daily Claiming Adjustment Report
 - v. Cash EBT Repayment Report (Daily)
 - w. Month-End EBT Repayments Report
6. Any \$600 Golden State Grant payment that skip will be captured on the Skip Issuance Report.
 7. Only CW households that are in an Active program status at the time the \$600 Golden State Grant payments are processed will receive a payment. This population will include \$0 grant CW households and will exclude ineligible CW households.
 8. There will be no Notice of Action requirement.
 9. Los Angeles County will approve the message for the YBN announcement. The Consortium Production Operations Team will be responsible for posting the YBN announcement.
 10. The \$600 Golden State Grant payment will be scheduled to run on March 27th, 2021.
 11. The \$600 Golden State Grant payments will be considered as a recoupable amount on the Time Limit Aid Summary. There will be a separate effort to update the Time Limit Aid Summary to reflect the \$600 Golden State Grant payment for the impacted households. Until then, Counties will need to manually exclude these payments from the Customer's Time Limit Aid Summary.
 12. California Department of Social Services (CDSS) will be publishing a ACWDL to inform counties that the \$600 Golden State Grant payment is technically not a CW benefit.
 13. If the \$600 Golden State Grant Payment is skipped by the Issuance Batch, workers will have the ability to Disapprove the payment request from the Payment Request Detail page. The Amount and Issuance Method can be edited on Disapproved Payment Requests.

14. CW Aid Code 4P - CW Family Reunification-All Families, 4R - CW Family Reunification-Two Parent and 4N – Extended CalWORKs for NMD will not be included in the CW population for the \$600 Golden State Grant payment.
15. The list of CAPI recipients will be provided to the State via a SIRFRA.
16. The \$600 Golden State Grant payment will not impact unearned income for the CalFresh, Transitional CalFresh, or Nutrition Benefit programs.

1.5 Additional Considerations/Impacts

1. The \$600 Golden State Grant payments will NOT be distinguishable from regular CalWORKs Special Needs payments (lists will be provided). Counties will need to manually adjust their state and fiscal reports.
2. If funds cannot be advanced, the county will need to plan for the cost of the \$600 Golden State Grant payments to be issued and later reimbursed.
3. The System cannot stop users from using the Replace/Reissue functionality on the Grant payments.
4. The System cannot stop users from utilizing the \$600 Golden State Grant payments as a Repayment towards a Recovery Account.
5. The System cannot stop users from manually issuing a \$600 Golden State Grant payment when it is no longer allowed. If a user manually issues a \$600 Golden State Grant payment using the same approach or any other approach, it will be indistinguishable to the project.
6. The System cannot stop users from establishing overpayments or the EBT Vendor from expunging unused benefits for the \$600 Golden State Grant payments.
7. The \$600 Golden State Grant payments will be adjusted each time the CalWORKs aid code changes.
8. The Unreimbursed Assistance Pool Detail page will include the \$600 Golden State Grant payment.
9. The Time Limit Aid Summary page will include the \$600 Golden State Grant payment.
10. If \$600 Golden State Grant payment is skipped during issuance batch, the worker has up to 6 months to address the skip. The \$600 Golden State Grant payment may still be issued up to 6 months after March 27th, 2021.

2 RECOMMENDATIONS

2.1 CalWORKs Special Needs Data Change Request

2.1.1 Overview

A Customer Need, Service Arrangement, and Payment Request will be created for all Active CW Program within certain Aid Codes to issue a \$600 Golden State Grant payment under a Special Needs payment request.

2.1.2 Description of Change

1. Create a DCR to do the following:
 - a. Identify all CW programs in an Active status in the 3/2021 benefit month as of the System Date (anticipated to be 3/27/2021) with one of the following Aid Codes:
 - i. 30
 - ii. 32
 - iii. 33
 - iv. 35
 - v. 3E
 - vi. 3F
 - vii. 3G
 - viii. 3H
 - ix. 3L
 - x. 3M
 - xi. 3P
 - xii. 3R
 - xiii. 3U
 - xiv. 3W
 - xv. K1
 - xvi. R1
 - b. For each program from step 2.1.2.1.a:
 - i. Create a Customer Needs record with the following details:
 1. Begin Date: "03/01/2021"
 2. End Date: "03/31/2021"
 3. Category: "Special Needs"
 4. Type: "Moving and/or Storage Cost"
 5. Status: "Met"
 6. Status Reason: "Service Arrangement Created"
 - ii. Create a Service Arrangement record with the following details:
 1. Arrangement Period From: "03/01/2021"
 2. Arrangement Period To: "03/31/2021"

3. Program Type: "CalWORKs"
 4. Aid Code: The current CW program's Aid Code during the March 2021 benefit/service month
 5. Voucher: No
 6. Payee: The current CW program's Payee during the March 2021 benefit/service month
 - a. If more than one Payee exists for the month, the latest assigned Regular Payee will be chosen
 7. Service Type Description: "\$600 Golden State Grant Payment"
 8. Total: 600
 9. Status: "Approved"
 10. Status Reason: "Eligible for Services"
 11. Status Date: "System Date"
 12. Comments: "One Time \$600 Golden State Grant Payment"
- iii. Create a Payment Request with the following details:
1. Requested Amount: 600
 2. Advanced: "No" (CalSAWS Only)
 3. Status: "Approved"
 4. Service Month: "03/2021"
 5. Issuance Method:
 - a. Los Angeles County: CW Program's Payment Preference
 - b. C-IV Counties: EBT if CW Program's Payment Preference is EBT, else Warrant
- Note: C-IV Counties cannot issue Payment Request issuances as Direct Deposit
6. Pay Code:
 - a. Los Angeles County: "Emergency Assistance"
 - b. C-IV Counties: blank
- Note: The Fund Code/Accounting Strings will be based on the CW Aid Code
7. Received Date: System Date
 8. Delivery Method: "Mail"
 9. Immediacy: "Routine"
 10. Comments: "One Time \$600 Golden State Grant Payment"
2. Create a journal entry for each payment request created from recommendation 2.1.2.1. The journal will contain the following verbiage:
- a. Filter Type: All
 - b. Journal Type: Narrative

- c. Short Description: \$600 Golden State Grant created on 03/27/2021
- d. Long Description: Payment Request [payment request Id] was created and authorized to issue a \$600 Golden State Grant payment.

2.1.3 Estimated Number of Records Impacted/Performance

Anticipated CW household population by County

Alpine County: 0
Amador County: 132
Butte County: 1,828
Calaveras County: 283
Colusa County: 105
Del Norte County: 458
El Dorado County: 639
Glenn County: 269
Humboldt County: 1,111
Imperial County: 3,364
Inyo County: 59
Kern County: 15,079
Kings County: 2,265
Lake County: 689
Lassen County: 325
Los Angeles County: 102,305
Madera County: 2,430
Marin County: 656
Mariposa County: 166
Mendocino County: 620
Merced County: 5,278
Modoc County: 114
Mono County: 17
Monterey County: 2,947
Napa County: 314
Nevada County: 378
Plumas County: 118
Riverside County: 15,913

San Benito County: 351
San Bernardino County: 27,722
San Joaquin County: 8,781
Shasta County: 1,417
Sierra County: 13
Siskiyou County: 456
Stanislaus County: 6,140
Sutter County: 1,111
Tehama County: 740
Trinity County: 104
Tuolumne County: 247
Yuba County: 1,243

2.2 C4Yourself Announcement

2.2.1 Description of Change

Update the C4Yourself Website to display the following language under the Announcement section. Language will be available in both English and Spanish (for all other threshold languages the English version will display). Message will display from 3/27/2021 to 4/30/2021.

English:

The Golden State Grant program will issue a one-time payment of \$600 to CalWORKs households that are active for the March 2021 benefit month. This program is not subject to hearings rights. For more information [click here](#).

Spanish:

El programa Golden State Grant emitirá un pago único de \$600 a los hogares CalWORKs que estén activos para el mes de beneficios de marzo de 2021. Este programa no está sujeto a derechos de audiencia. Para más información haga [clic aquí](#).

Link:

<https://www.cdss.ca.gov/inforesources/cdss-programs/golden-state-grant-program>

Note: Similar announcement may be posted on YBN by Consortium staff.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.10.1.1	<p>The LRS shall include the ability to issue and maintain the history of the following benefits:</p> <ul style="list-style-type: none">a. Monthly benefits issued on a recurring basis, on either a calendar month or fiscal (cyclical) period.b. Emergency issuances (e.g., Immediate Need, Expedited Services and Emergency Aid Requests);c. Diversion payments.d. Supplemental benefits.e. Recovery refunds.f. Special needs payments.g. Retroactive payments.h. Vendor and/or Service Provider payments.i. Tokens and cash bus passes.j. Non-traditional/alternative transportation (e.g., carpool, taxi vouchers, and parking fees);k. Vouchers/cash for special payments, ancillary payments and other services.l. Interim assistance payments.m. Transportation payments.n. Petty cash.o. Cal-Learn bonus.p. Cal-Learn graduation bonus.q. Vehicle repair program.r. Additional transportation expense payments.s. Ancillary payments; andt. Childcare payments.	<p>Data Change Request will create records to document a CW Special Needs Supportive Service Arrangement and Payment Request to issue the \$600 Golden State Grant payment. A list will be provided to counties to manual track these payments for reporting and expenditure purposes.</p>

4 OUTREACH

4.1 Lists

List Name: CW Special Needs Grant Payments.xls

List Criteria: All payment request and issuances (if the issuance did not skip) created as part of the CW \$600 Golden State Grant payment.

Standard Columns:

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

Additional Column(s):

- Payment Request Id
- Service Month
- Aid Code
- Issuance Method
- Issuance Control Number (Will be blank if issuance was skipped)
- Amount (from the Payment Request)
- Flag indicating opt-in for email
- Flag indicating opt-in for text
- Email address
- Phone number (Main, Cell, Home, and TDD in that order)
- Preferred written language
- CIN of Primary Applicant
- Date of birth of Primary Applicant
- First name of Primary Applicant
- Last name of Primary Applicant
- Mailing address 1
- Mailing address 2
- Mailing city
- Mailing state
- Mailing zip code

Frequency: One Time

The list will be posted to the following locations:

System	Path
CalSAWS	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2021>CA-225358
C-IV	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2021>CIV-108638