CalSAWS

California Statewide Automated Welfare System

Design Document

CA-217298

DDID 1629 – Existing GA/GR Tasks

(Los Angeles County)

Task Management

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
5/26/2021	1.0	Initial Revision	Justin Dobbs
6/10/2021	1.1	Responses to comment log	Rakan Ali

Table of Contents

1 OVERVIEW

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

1.1 Current Design

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

1.2 Requests

Update the existing Los Angeles county General Assistance/General Relief automated CalSAWS tasks to function within the Automated Action framework.

1.3 Overview of Recommendations

Update the population of Los Angeles county General Assistance/General Relief automated CalSAWS tasks to function within the Automated Action framework.

1.4 Assumptions

1. SCRs CA-214927 and CA-214928 related to DDID 34 have set up the underlying data model and front-end Automated Action pages to support Automated Action processing.
2. SCR CA-226064 will address "GROW E-Communications" Task type, so it will not be included in this SCR.

2 RECOMMENDATIONS

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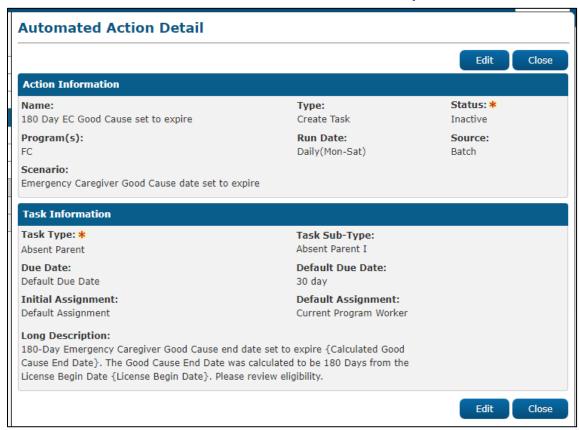
2.1 Update CalSAWS Automated Tasks Per Automated Action Framework

2.1.1 Overview

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

This section outlines the modifications required to support a population of Los Angeles county General Assistance/General Relief CalSAWS automated tasks in the Automated Action framework.

2.1.2 Automated Action Detail – Reference Example

Figure 2.1.1 – Automated Action Detail

2.1.3 Description of Changes

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

The Automated Actions defined in this section will only be available for Los Angeles county; they will not be available for the 57 migration counties as these counties will have a modified GA/GR solution.

Attribute values such as "Program(s)" and "Run Date" are based on the existing logic of the automated Task in the CalSAWS System. The current processing was evaluated to determine which programs the Task is applicable to, how the due date is calculated and when the automated Task creation runs. Automated Actions configured for the Initial Assignment value of "Current Program Worker" will set the "Action" attribute to "Assign to Program Worker" at Task creation.

1. Employment: Added or Updated by WTW/GROW Worker
    a. Action Information
        i. Name: Employment: Added or Updated by WTW/GROW Worker
        ii. Type: Create Task
        iii. Status: Active
        iv. Program(s): GA, GW, WT
        v. Run Date: Real Time
        vi. Source: Online
        vii. Scenario: Employment information has been added or updated by a WTW/GROW Worker.

    b. Task Information
        i. Task Type: Employment Added/Updated by WTW/GROW
        ii. Task Sub-Type: N/A
        iii. Due Date: Default Due Date
        iv. Default Due Date: 15 days
        v. Initial Assignment: Default Assignment
        vi. Default Assignment: Current Program Worker
        vii. Long Description: Participant reported Employment changes to the WTW/GROW Worker.

2. GA/GR Program: Active with GROW Non-Compliance
    a. Action Information

      i. Name: GA/GR Program: Active with GROW Non-Compliance
      ii. Type: Create Task
      iii. Status: Active
      iv. Program(s): GA, GR
      v. Run Date: Real Time
      vi. Source: Online
      vii. Scenario: A GA/GR program is Active with GROW Non-Compliance. Take appropriate action.

  b. Task Information
      i. Task Type: GR is active with GROW Non-Compliance
      ii. Task Sub-Type: N/A
      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: GR is active with GROW Non-Compliance. Review the Active GR.

3. GROW Program: Non-Compliance Reversed
  a. Action Information
      i. Name: GROW Program: Non-Compliance Reversed
      ii. Type: Create Task
      iii. Status: Active
      iv. Program(s): GW
      v. Run Date: Real Time
      vi. Source: Online
      vii. Scenario: A GROW program Non-Compliance has been reversed. Take appropriate action.

  b. Task Information
      i. Task Type: GROW Non-Compliance Reversed
      ii. Task Sub-Type: N/A
      iii. Due Date: Default Due Date
      iv. Default Due Date: 5 days
      v. Initial Assignment: Default Assignment
      vi. Default Assignment: Current Program Worker
      vii. Long Description: GROW Non-Compliance Reversed - Assign GROW Activity.

4. GROW Program: Orientation Completed
  a. Action Information
      i. Name: GROW Program: Orientation Completed

  ii. Type: Create Task

  iii. Status: Active

  iv. Program(s): GA, GW

  v. Run Date: Real Time

  vi. Source: Online

  vii. Scenario: A GROW orientation has been completed. Review and process the GA/GR program.

 b. Task Information

  i. Task Type: GROW Orientation is Completed.

  ii. Task Sub-Type: N/A

  iii. Due Date: Default Due Date

  iv. Default Due Date: 15 days

  v. Initial Assignment: Default Assignment

  vi. Default Assignment: Current Program Worker

  vii. Long Description: GROW Orientation is Completed - GR case can be processed/approved.

5. GROW Program: Activity Closed

 a. Action Information

  i. Name: GROW Program: Activity Closed

  ii. Type: Create Task

  iii. Status: Active

  iv. Program(s): GW

  v. Run Date: Real Time

  vi. Source: Online

  vii. Scenario: A GROW Activity has been Closed. Review for Overpayment.

 b. Task Information

  i. Task Type: GROW Overpayment

  ii. Task Sub-Type: N/A

  iii. Due Date: Default Due Date

  iv. Default Due Date: 15 days

  v. Initial Assignment: Default Assignment

  vi. Default Assignment: Current Program Worker

  vii. Long Description: Create an alert to the GROW Case Manager to review and create GROW Ancillaries Overpayment.

6. GROW Program: Worker Assigned

 a. Action Information

  i. Name: GROW Program: Worker Assigned

  ii. Type: Create Task

  iii. Status: Active

  iv. Program(s): GW

  v. Run Date: Real Time

  vi. Source: Online

  vii. Scenario: A worker has been assigned to a GROW program. Take action to review/complete an appraisal as necessary.

 b. Task Information

  i. Task Type: GROW Appraisal Review

  ii. Task Sub-Type: N/A

  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: GROW Appraisal Review

7. GROW Program: Recovery Account Activated

 a. Action Information

  i. Name: GROW Program: Recovery Account Activated

  ii. Type: Create Task

  iii. Status: Active

  iv. Program(s): GW

  v. Run Date: Real Time

  vi. Source: Online

  vii. Scenario: A GROW Recovery Account has been activated. Take appropriate action.

 b. Task Information

  i. Task Type: GROW Recovery Account has been activated

  ii. Task Sub-Type: N/A

  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: GROW Recovery Account has been activated need to review.

8. GROW Program: Deregistered

 a. Action Information

  i. Name: GROW Program: Deregistered

  ii. Type: Create Task

  iii. Status: Active

  iv. Program(s): GW

v. Run Date: Real Time

vi. Source: Batch/Online

vii. Scenario: A GROW program has been Deregistered or Sanctioned. Take appropriate action.

    b. Task Information

      i. Task Type: GROW Program is de-register

      ii. Task Sub-Type: N/A

      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: GROW Program is Deregistered, GROW Case Manager needs to send paper case to X-File.

9. GROW Program: Work Registration Updated

    a. Action Information

      i. Name: GROW Program: Work Registration Updated

      ii. Type: Create Task

      iii. Status: Active

      iv. Program(s): GA, GW

      v. Run Date: Daily(Mon-Sat)

      vi. Source: Batch

      vii. Scenario: A GROW participant's Work Registration status has been changed from Employable to Unemployable. Take appropriate action.

    b. Task Information

      i. Task Type: GR Employability Status Changed

      ii. Task Sub-Type: N/A

      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: GR Employability Status Changed need to de-register GROW or assign new activity.

10. GROW Program: Vocational Assessment Completed

    a. Action Information

      i. Name: GROW Program: Vocational Assessment Completed

      ii. Type: Create Task

      iii. Status: Active

      iv. Program(s): GW

      v. Run Date: Real Time

vi. Source: Online

vii. Scenario: A GROW orientation vocational assessment has been completed. Take appropriate action.

b. Task Information

i. Task Type: GROW/WTW - Vocational Assessment Result Completed

ii. Task Sub-Type: N/A

iii. Due Date: Default Due Date

iv. Default Due Date: 7 days

v. Initial Assignment: Default Assignment

vi. Default Assignment: Current Program Worker

vii. Long Description: Close the assessment activity and enter a verification date for the Vocational Assessment Invoice to be generated.

11. GROW Program: No Activity

a. Action Information

i. Name: GROW Program: No Activity

ii. Type: Create Task

iii. Status: Active

iv. Program(s): GW

v. Run Date: Daily(Mon-Sat)

vi. Source: Batch

vii. Scenario: An Active GROW participant has not been assigned to an activity for 45 or more days.

b. Task Information

i. Task Type: 45 days no GROW activity

ii. Task Sub-Type: N/A

iii. Due Date: Default Due Date

iv. Default Due Date: 15 days

v. Initial Assignment: Default Assignment

vi. Default Assignment: Current Program Worker

vii. Long Description: GROW Program is "Active" but no GROW activity is assigned. Assign GROW activity.

12. GROW Program: MSARP Ended

a. Action Information

i. Name: GROW Program: MSARP Ended

ii. Type: Create Task

iii. Status: Active

iv. Program(s): GW

v. Run Date: Daily(Mon-Sat)

      vi. Source: Batch

      vii. Scenario: A GROW MSARP Program has completed/ended. Take appropriate action.

  b. Task Information

      i. Task Type: MSARP Program Completed/Ended

      ii. Task Sub-Type: N/A

      iii. Due Date: Default Due Date

      iv. Default Due Date: 5 days

      v. Initial Assignment: Default Assignment

      vi. Default Assignment: Current Program Worker

      vii. Long Description: MSARP Substance Abuse Program ended, close MSARP Activity and/or assign participant to "CORE" activity.

13. Document Received: CAPI or GA/GR RD Packet

  a. Action Information

      i. Name: Document Received: CAPI or GA/GR RD Packet

      ii. Type: Create Task

      iii. Status: Active

      iv. Program(s): GA, CP

      v. Run Date: Real Time

      vi. Source: Online

      vii. Scenario: A General Relief Annual Agreement or CAPI Annual Agreement has been received.

  b. Task Information

      i. Task Type: CAPI/GR RD Packet Received

      ii. Task Sub-Type: N/A

      iii. Due Date: Default Due Date

      iv. Default Due Date: 3 days

      v. Initial Assignment: Default Assignment

      vi. Default Assignment: Current Program Worker

      vii. Long Description: RD packet has been received for CAPI or GR.

14. Vendor: GR Board and Care License Expired

  a. Action Information

      i. Name: Vendor: GR Board and Care License Expired

      ii. Type: Create Task

      iii. Status: Active

      iv. Program(s): GA

      v. Run Date: Daily(Mon-Sat)

      vi. Source: Batch

       vii. Scenario: A GR Board and Care vendor license has expired.
          Take appropriate action.

  b. Task Information
       i. Task Type: Board & Care Vendor License Expire
       ii. Task Sub-Type: N/A
      iii. Due Date: Default Due Date
      iv. Default Due Date: 7 days
       v. Initial Assignment: Default Assignment
      vi. Default Assignment: Current Program Worker
     vii. Long Description: Change living arrangement.

3 SUPPORTING DOCUMENTS

N/A

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1629	The CONTRACTOR shall update the existing LRS automated tasks, as specified in the "Task Management LRS Automated Task Inventory" appendix, into the CalSAWS Software for all 58 Counties; as well as update current task configurations for Los Angeles County into the CalSAWS Software as default settings for Los Angeles County.	- Existing thresholds for authorization based tasks will remain the same, and threshold amounts will not be configurable by county. - Support for mapping CalWIN automated tasks to LRS automated tasks is not included. - Automated tasks included in this DDID would be set to "Inactive" at cutover for CalWIN counties. - Please refer to CalSAWS Agreement Exhibit U Schedule 1 – Attachment 1 Contractor Assumptions Inventory List, worksheet 'LRS Automated Tasks'	A population of automated Tasks in LRS/CalSAWS are being converted into the Automated Action framework with this enhancement.

5 MIGRATION IMPACTS

N/A

6 OUTREACH

N/A

7 APPENDIX

N/A