

C-IV Migration to CalSAWS

**County Prep Phase Packet –
Required Activities**



CalSAWS	DOCUMENT HISTORY	
	Prepared By	CalSAWS Implementation Team

DATE	DOCUMENT VERSION	REVISION DESCRIPTION
6/11/2021	1.0	Initial Version, distributed with CIT 0139-21
8/12/2021	2.0	<ul style="list-style-type: none"> Added 'Change Description' Section to call out the differences between Versions 1.0 and 2.0 Updated Section 3.5 – Document Routing Rules Moved Fiscal Authorization from Optional Packet to Required Packet
9/13/2021	3.0	<ul style="list-style-type: none"> Updated section 3.2 to include an additional update to be made on the <i>Office Detail</i> page: Correspondence Office Hours. Added section 3.7 – Groups Associated to System Administrator Role Updated Section 3.6 to be clearer on how to set up Payment/Valuable Request Authorizations



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1 CHANGE DESCRIPTION

1.1 Updated Section 3.2 to expand to an additional *Office Detail* page update

1.1.1 Functional Overview

In addition to updating the Public Hours of Operation, Counties should also be updating the Correspondence Office Hours, which is a new field for CalSAWS that did not exist in C-IV.

1.1.2 Update to Packet

Instructions for how to update the Correspondence Office Hours and details about which forms/NOAs that information appears has been added to the packet.

1.2 Added section 3.7 – Groups Associated to System Administrator Role

1.2.1 Functional Overview

There are five (5) CalSAWS only groups that should not be added to the System Administrator role, as these groups will override the System Administrator rights and limit the Users' view of the system.

1.2.2 Update to Packet

Added Section 3.7 – Groups Associated to System Administrator Role – to provide the details of which groups to exclude from the System Administrator Role association.

1.3 Updated Section 3.6 to be clearer on how to set up Payment/Valuable Request Authorizations

1.3.1 Functional Overview

A new 'Fiscal Payment/Valuable Request' section has been added under 'Fiscal' on the *County Authorization* page. This section will display all programs available for service arrangements for each county. Each program will be a hyperlink which navigates users to the Payment/Valuable Request Authorization List page in View Mode and will be text only in Edit Mode. 'No' is not an option for Payment/Valuable Request Authorizations.

1.3.2 Update to Packet

Clarified that in order for Payment/Valuable Requests to be approved, a 1st level Authorization is not required to be established; a User must be set up with the appropriate approval Security Group(s): 'Payment Requests Approve' for Payment Requests and 'Valuable Requests Approve' for Valuable Requests.



2 OVERVIEW

2.1 Purpose

The purpose of this packet is for C-IV Counties to:

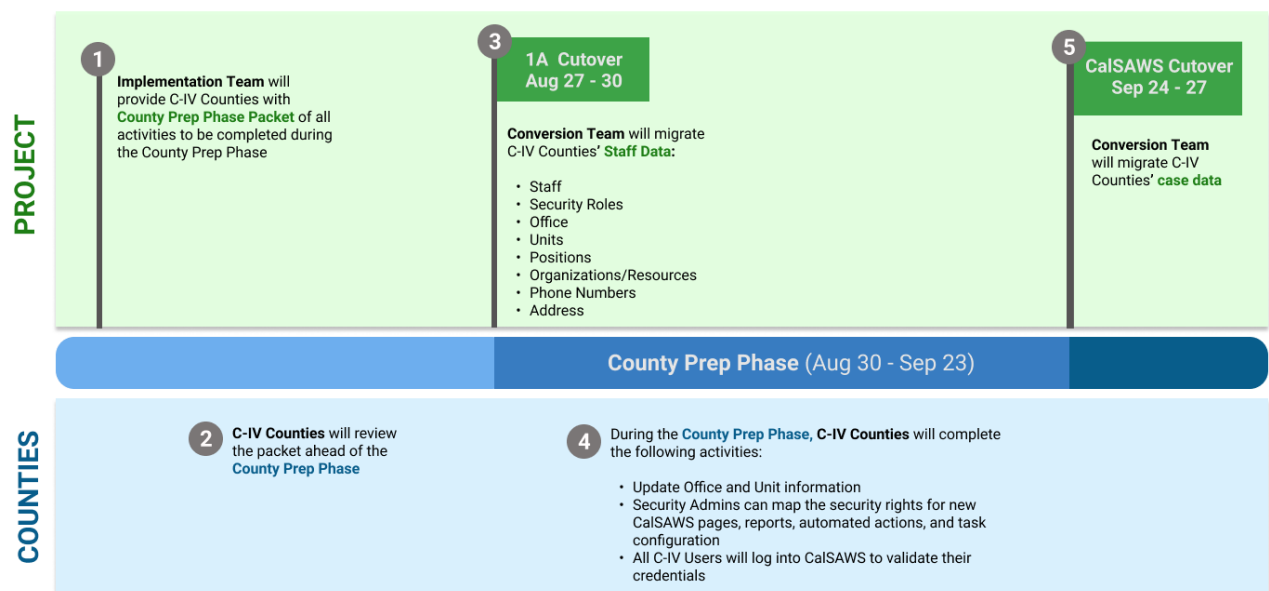
- 1) Review and understand the instructions for **required** updates that need to be completed during County Prep Phase; and
- 2) Understand the project support that is available to C-IV Counties during the County Prep Phase.

2.2 What is the County Prep Phase?

The County Prep Phase is the one-month period prior to C-IV cutover to CalSAWS, when Security Administrators will have the opportunity to update Staff Profiles and County Organization Data. All active C-IV users will also have the opportunity to validate their credentials.

The figure is the sequence of events to occur before, during, and after the County Prep Phase.

Figure 2.2.1 County Prep Phase Timeline



2.3 Overview of County Prep Phase Activities

C-IV Counties will review this packet in preparation for the activities to take place during the County Prep Phase.

County Prep Phase Activities can either be Required or Optional for C-IV Counties to complete. Please review *the County Prep Phase Packet – Optional Activities* to review

the optional items. See the table below for a high-level overview of each activity provided in this packet. Detailed instructions are provided in Section 2.

Table 2.3.1 County Prep Phase Activities

Activity Name	Activity Description	County Action
Login to CalSAWS	All C-IV users will login to CalSAWS to validate their credentials.	<p>All C-IV users need to login to CalSAWS to validate their credentials.</p> <p>Note: Instructions can be found in a separate packet called <i>County Prep Phase Packet_Instructions for Logging into CalSAWS</i></p>
Add Programs to the Office Detail page	<p>Several C-IV County offices do not have programs added under 'Programs Offered' on the Office Detail page.</p> <p>If the associated programs are not selected for each office, then the office will not receive e-applications from BenefitsCal.</p>	C-IV Counties will need to add the programs offered for each office, in order for e-Applications to be routed from BenefitsCal to the appropriate office.
Mileage Rates	Counties will need to go into the <i>Mileage Rate Detail</i> page and add their county's mileage rates. C-IV mileage rates cannot be converted to CalSAWS because they are not "compatible" with the current page. Counties need to enter the retro dated mileage rates on the <i>Mileage Rate Detail</i> page. If retro or high dated mileage rates are not added, Counties will not be able to issue private mileage reimbursement to their WTW/REP Participants.	Counties need to enter the retro dated mileage rates on the <i>Mileage Rate Detail</i> page.

Validate/Update EBT Printers	<p>In C-IV, users cannot modify EBT printer office assignment unless they go through the SCR process. In CalSAWS, users with appropriate security rights can update EBT printer to one or more office assignment.</p> <p>New tables created in CalSAWS will allow the counties to maintain their EBT Printers. Conversion will populate the new tables with C-IV's current active EBT Printer information.</p>	<p>C-IV Counties to validate the mapping of EBT printers to offices, and determine if other offices need access to the EBT printers.</p>
Document Routing Rules	<p>Update: Please note that Counties are no longer advised to configure Document Routing Rules during the County Prep Phase.</p> <p>The Project team will use the related configurations for specified automated actions to pre-load Document Routing Rules that will execute at the time of Go Live.</p> <p>Users are encouraged to continue planning for additional Document Routing Rules that will be useful for their County.</p>	<p>Update: Please note that Counties are no longer advised to configure Document Routing Rules during the County Prep Phase.</p> <p>Users will need to ensure that C-IV automated action settings are accurate for their County. Counties will now have until September 21 to make updates in C-IV Production for specified automated actions.</p> <p>After migration, administrative users will configure Document Routing Rules based on Document Type and Form Number/Name. Administrative users can select 'Edit' on a Document Routing Rule to modify an existing rule or 'Add Document Routing Rule' from the <i>Document Routing Rule</i> List page to add a new rule for their County. Users can create as many or as few Document Routing Rules as needed for each County.</p>
Updates to the Office Detail page	<p>Allows a user with the appropriate security rights to customize the county's Public Hours of Operation and Correspondence Office Hours. CalSAWS will default public hours of</p>	<p>Update the Public Hours of Operation if they are outside of the default 8:00 a.m. – 5:00 p.m. window. Update the Correspondence Office Hours to</p>

	operation to be 8:00 a.m. – 5:00 p.m., but individual offices can update as appropriate. Various system functions rely on these entries, such as scheduling customer appointments (especially for offices that accept e-applications). No Correspondence Office Hours were converted, so offices will have to add the office hours they would like to appear on specified forms/NOAs.	what should appear on specified forms/NOAs.
Fiscal Authorization	<p>The <i>Payment/Valuable Request Authorization</i> and <i>Payment/Valuable Request Authorization Detail</i> pages have been added to allow specified county admin users to configure authorizations for each program. Authorization functionality for Payment/Valuable Requests will be required.</p> <p>A new 'Fiscal Payment/Valuable Request' section has been added to display all programs available for service arrangements for each county. Each program will be a hyperlink, which navigates users to the <i>Payment/Valuable Request Authorization List</i> page in View Mode and will be text only in Edit Mode. 'No' is not an option for Payment/Valuable Requests.</p>	<p>If Counties would like to have the same worker create and authorize the request, counties must provide the worker with the Security Group to do so: Payment Requests Approve.</p> <p>This means that all programs that utilize Payment/Valuable requests will not be authorized until an individual who is set up with 1st Level Authorization reviews and authorizes the issuance. Counties must set up Fiscal Authorizations during County Prep in order to issue Payment/Valuable Requests for all Programs on day 1 of go-live. This must be set up for all units.</p>
Groups Associated to System Administrator Role	There are five (5) CalSAWS only groups that should not be added to the System Administrator role, as these groups will override the System Administrator rights and limit the Users' view of the system.	Exclude the following five (5) groups from the System Administrator role: Collaborator, Contracted Staff - Issuance Approve, Contracted Staff - Non Compliance, Contracted Staff – Work Registration Volunteer, Housing Authority

3 REQUIRED COUNTY PREP PHASE ACTIVITIES

This section provides all step-by-step procedures and relevant information for each **required** County Prep Phase Activity listed in Table 1.3.1, including instructions on how to update.

3.1 Add Programs to the *Office Detail* page

Overview

C-IV As-Is: Several offices do *not* have programs added under 'Programs Offered' on the *Office Detail* page.

Required County Action: C-IV Counties will need to add the programs offered for each office in order for e-Applications to be routed to the appropriate office from BenefitsCal.

Page Location

Office Detail page

- **Global**: Admin Tools
- **Local**: Office Admin
- **Task**: Office

Impact Analysis

If the associated programs are not selected for each office, then the office will **not** receive e-applications from BenefitsCal.

Instructions for Updating Programs on Office Detail page

1. Navigate to the *Office Detail* page. Those who have access to the *Office Detail* page in C-IV will continue to have access in CalSAWS and can make the associated updates.
2. Review the section 'Programs Offered' on the *Office Detail* page.
 - a. If no programs already exist, then add the Program(s) for the Office with the current 'Begin Date'.
 - b. If programs already exist, then review and validate that the Programs(s) are correct for the Office.
3. Repeat Steps 1-2 for each Office within the County.

3.2 Updates to the *Office Detail* page

Update the Public Hours of Operation on the Office Detail page

Overview

CalSAWS will default public hours of operation to be 8:00 a.m. – 5:00 p.m. Counties may update individual office hours as appropriate.

Purpose

A new section for 'Public Hours of Operation' has been added to the *Office Detail* page. New fields in the 'Public Hours of Operation' Section are 'Start Time' and 'End Time'. The 'Public Hours of Operation' section will be prepopulated when the *Office Detail* page is accessed. The 'Start Time' and 'End Time' for each day of the week can be updated when the user selects a time from the drop-down.

Update the Correspondence Office Hours on the Office Detail page

Overview

'Correspondence Office Hours' is a new field for CalSAWS that did not exist in C-IV. The Correspondence Office Hours can be found on the *Office Detail* page.

How to update the Correspondence Office Hours Field

To update the Correspondence Office Hours Field, navigate to the *Office Detail* page and insert the appropriate hours and click save. Insert the Office Hours that you would like to appear on the below Forms/NOAs:

- CW 215: Notification of Intercounty Transfer
- MC 216: Medi-Cal Renewal Form
- MC NOA Letter Template: Hunt v Kizer notice generated through EDBC.
- CW CF NOA Letter Template: CW 10 generated through EDBC
- Q NOA Template: MSP NOA Template
- H Static Footer: MAGI footer that generates on MAGI NOAs

Page Location

Office Search Page

- **Global:** Admin Tools
- **Local:** Office Admin
- **Task:** Office
 - Enter appropriate search criteria
 - Select the Office ID hyperlink

Required Security Groups/Roles to Perform Update

Security Group	Group Description	Group to Role Mapping in CalSAWS
Office Admin Edit (Common Group)	Edit offices, units, and staff	County Dependent

Impact Analysis

If the 'Public Hours of Operation' fields are not updated, the hours will be defaulted to 8:00 a.m. – 5:00 p.m. for Monday through Friday. The Correspondence Office Hours will appear on the following forms/NOAs:

- CW 215: Notification of Intercounty Transfer
- MC 216: Medi-Cal Renewal Form
- MC NOA Letter Template: Hunt v Kizer notice generated through EDBC.
- CW CF NOA Letter Template: CW 10 generated through EDBC
- Q NOA Template: MSP NOA Template
- H Static Footer: MAGI footer that generates on MAGI NOAs

3.3 Mileage Rates

Overview

There exists a design difference for how mileage rates are captured between C-IV and CalSAWS.

- In the C-IV system, a mileage rate record is defined by an 'Amount' field (Figure 2.2.1).
- In the CalSAWS system, the mileage rate record has a single mileage threshold, with under and over mileage rates. For example, if the 'Threshold' is set to 500 miles, then the 'Under Rate' can be \$0.52/mile and the 'Over Rate' can be \$0.15/mile (Figure 2.2.1).

Required County Action: For the C-IV counties to adapt to CalSAWS functionality, where the mileage rate record will have a threshold with under and lower mileage rates defined, Counties will need to go into the *Mileage Rate Detail* page as part of the pre-go live activities and add their county's current mileage rates. The current C-IV mileage rates will not be converted automatically because they are not compatible with the current page. The page has therefore been modified to allow users to enter retro dated mileage rates. If users do not add any retro or high dated mileage rates, they will not be able to issue private mileage reimbursement to their WTW/REP (Refugee Employment Program) Participants.

Figure 3.3.1 C-IV Mileage Rate List

C-IV

San Bernardino

Journal

Tasks

Help

Page Mapping

Log Out

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Document Control

Tools

Valuables

Valuable Inventory

Valuable Search

Valuable Request Search

Maintain Valuable Type

Maintain Mileage Rates

Non Customer Issuance

Issue Valuable

Mileage Rate List

Add

Results per Page: 25 View

Search Results Summary

Results 1 - 7 of 7

Amount	Begin Date	End Date	Created By	Date Created	
\$0.400	04/01/2021		293286	05/20/2021	Edit
\$0.381	02/01/2013		6041	02/01/2013	Edit
\$0.384	01/31/2013	01/31/2013	6041	01/31/2013	Edit
\$0.374	03/01/2008	01/30/2013	90	09/20/2009	Edit
\$0.260	02/01/2007	02/29/2008	90	09/20/2009	Edit
\$0.230	09/01/2004	01/31/2007	90	09/20/2009	Edit
\$0.310	01/01/1000	08/31/2004	90	09/20/2009	Edit

Add

This Type 1 page took 0.39 seconds to load.

Figure 3.3.2 CalSAWS Mileage Rate List

CalSAWS

Case Name: Case Name
Case Number: L000001

Journal

Tasks

Help

Resources

Page Mapping

Images

DCFS Images

Log Out

Los Angeles
SYS1

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Valuables

Valuable Inventory

Valuable Search

Valuable Request Search

Maintain Valuable Type

Maintain Mileage Rate

Non Customer Issuance

Issue Valuable

Mileage Rate List

Add

Begin Date	End Date	Under Rate	Over Rate	Threshold	Created By	Date Created
04/10/2021		0.52	0.15	500.0	511582	04/10/2021
03/11/2020	04/09/2021	0.545	0.15	500.0	511582	03/11/2020
01/24/2019	03/10/2020	0.55	0.15	500.0	511850	01/24/2019
01/25/2018	01/23/2019	0.515	0.15	500.0	511850	01/25/2018
03/29/2017	01/24/2018	0.505	0.15	500.0	511850	03/29/2017
04/06/2016	03/28/2017	0.51	0.15	500.0	511850	04/06/2016
06/18/2015	04/05/2016	0.54	0.15	500.0	264388	06/18/2015
03/17/2015	06/17/2015	0.5	0.25	10.0	249610	03/27/2015
10/20/2014	03/16/2015	2.0	3.0	1.0	249490	03/27/2015
01/01/2014	10/19/2014	0.56	0.0	0.0	210501	03/27/2015
01/01/2013	12/31/2013	0.565	0.0	0.0	210501	03/27/2015
07/01/2011	12/31/2012	0.555	0.0	0.0	210501	03/27/2015
01/01/2011	06/30/2011	0.51	0.0	0.0	210501	03/27/2015
01/01/2009	12/31/2010	0.5	0.0	0.0	210501	03/27/2015

Add

Page Location

Mileage Rate List Page

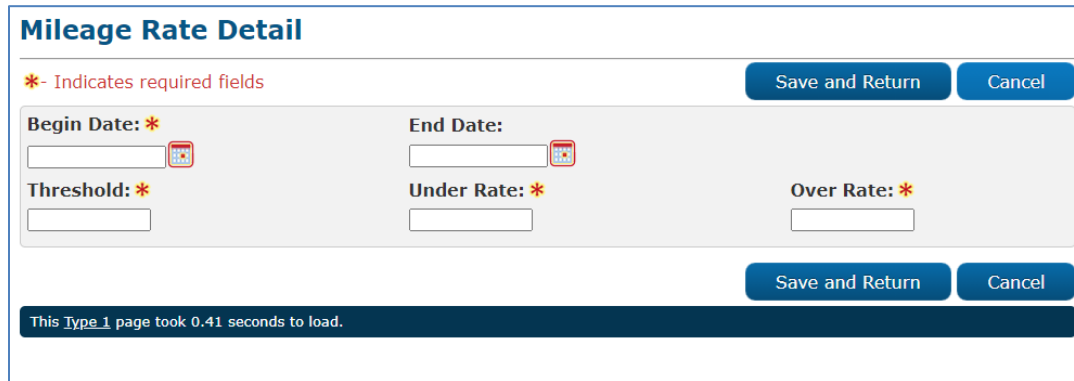
- Global: Fiscal

- **Local:** Valuables
- **Task:** Maintain Mileage Rates

Instructions for Updating the Mileage Rate Detail page

- 1) On the *Mileage Rate List* page, click the 'Add' button to navigate to the *Mileage Rate Detail* page.
- 2) Complete the required fields on the *Mileage Rate Detail* page.
- 3) Select the 'Save and Return' button.

Figure 3.3.3 CalSAWS Mileage Rate Detail



Mileage Rate Detail

*- Indicates required fields

Save and Return Cancel

Begin Date: * End Date: *

Threshold: * Under Rate: * Over Rate: *

Save and Return Cancel

This Type 1 page took 0.41 seconds to load.

Required Security Groups/Roles to Perform Update

'Mileage Rate Edit' and 'Mileage Rate View' are Common Groups shared between C-IV and CalSAWS. No change to current groups.

The *Mileage Rate Detail* and *Mileage Rate List* pages contains two security groups:

Security Group	Group Description	Group to Role Mapping in CalSAWS
Mileage Rate Edit (Common Group)	Edit and View Mileage Rate	Aligns to 49 Security Roles across 27 Counties. See Security Matrix for specific role names.
Mileage Rate View (Common Group)	View Mileage Rate	Aligns to 66 Security Roles across 25 Counties. See Security Matrix for specific role names.

Impact Analysis

If retro or high dated mileage rates are not added, Counties will not be able to issue private mileage reimbursement to their WTW/REP Participants.

3.4 Validate/Update EBT Printers

Overview

In C-IV, users cannot modify EBT printer office assignments unless they go through the SCR process. In CalSAWS, users with appropriate security rights can update EBT printer office assignments. CalSAWS will be populated with C-IV's current active EBT Printer information upon conversion with one office associated per EBT printer.

The *EBT Printer Detail* page allows a User with the appropriate rights to add or edit an EBT printer. When editing an EBT printer, Offices can be associated or disassociated with the printer.

EBT printers will only be assigned to one office upon Conversion. If an EBT printer is used by more than one office, a user with the appropriate security rights should validate the EBT printers associated to their office and update the printer-to-office association as appropriate. Review the 'EBT Printer Mapping' Appendix Document to view which EBT printer(s) is/are currently associated to your office. If an office needs to be added to a printer, follow the steps below.

Page Location

- **Global:** Fiscal
- **Local:** EBT
- **Task:** EBT Printer Search
 - Enter the appropriate Search Criteria
 - Select the Printer ID hyperlink or the 'Edit' button to navigate to the *EBT Printer Detail* page

To add a printer to an office:

1. Navigate to the *EBT Printer Detail* page
2. Under the 'Search Results Summary' section select 'Add'
3. Enter the appropriate criteria to search for the desired office
4. Select the correct office
5. The EBT Printer is now associated to that office

Required Security Groups/Roles to Perform Update

Security Group	Group Description	Group to Role Mapping in CalSAWS
EBT Printer	Access to EBT Printer Search view/edit rights and EBT Printer Detail view/edit rights	Fiscal Staff, Fiscal Supervisor, View Only

Impact Analysis

Validate that the EBT printers currently associated to the office are correct. If an EBT printer is missing, the Counties will need to update the office to printer association. Once updated, the missing printer will appear in the printer dropdown for that office.

Additional Materials

Appendix – EBT Printer Mapping

3.5 Document Routing Rules

Overview

CalSAWS has *Document Routing Rule List*, *Document Routing Rule Detail*, *Select Form*, and *Document Routing Rule Program Detail* pages. These pages are not in the C-IV system.

As part of the Task Administrative functionality, the *Document Routing Rule Detail* page enables authorized users to configure task creation and routing rules for their County based on Document Type and Form Number/Name. Multiple forms can be affiliated to a single Document Routing Rule. However, each form can only be associated to a single active Document Routing Rule. Task assignments can be configured by program and program status or specific bank for each Document Routing Rule.

Note that although guidance on utilizing these pages during the County Prep Phase has changed, authorized users will have the ability to navigate to these System pages.

Page Location

The Document Routing Rule List Page

- **Global:** Admin Tools
- **Local:** Admin
- **Task:** Document Routing

The other Document Routing Rule pages can be accessed from the *Document Routing Rule List* page.

Figure 3.5.1 CalSAWS Document Routing Rule List page

Admin	Document Routing Rule List
Flag	► Refine Your Search
County Announcement	Search Results Summary Results 1 - 1 of 1
County Authorizations	Add Document Routing Rule
County Benefit Issuance Thresholds	
County Security Roles	
▼ Automated Actions	
Document Routing	
MEDS Alert Admin	
Task Admin	
Audit	

Name	Forms	Status
<input type="checkbox"/> Document Routing Rule 1	:	Active
Remove		Add Document Routing Rule

Figure 3.5.2 CalSAWS Document Routing Rule Detail page

Document Routing Rule Detail

* - Indicates required fields

Save And Return

Cancel

Name: *

Status:

Created By:
 Sadia Islam

Notes:

Document Type(s)

<input type="checkbox"/>	Name
<input type="checkbox"/>	Adoption Assistance Program (AAP)

Remove

Add

Additional Form(s)

Task Information

Task Type: *

Due Date:

Default Due Date:
 3 Days

Long Description:
 {Document Type} {Form Number} {Form Name} was received. Scan Source: {Scan Source} Scan Date: {Applicable Date} Received Date: {Received Date}

Assignment Type:
☐ Program Based Rule(s) ☒ Specific Bank

Bank ID: *

Select

Additional Options

☐ Suppress task for upcoming customer appointment
☐ Suppress task for scanning worker

Save And Return

Cancel

Figure 3.5.3 CalSAWS Select Form page

Select Form

Cancel

▼ Refine Your Search

Search

Document Type: Form:

Results per Page: 25 Search

Search Results Summary Results 1 - 3 of 3

Select

<input type="checkbox"/>	Document Type	Form Number	Form Name
<input type="checkbox"/>	Person Verification	IMG 520	Drivers License
<input type="checkbox"/>	Person Verification	IMG 516	Emailed Verification
<input type="checkbox"/>	Person Verification	IMG 527	Passport

Select

Cancel

Figure 3.5.4 CalSAWS Document Routing Rule Program Detail page

Document Routing Rule Program Detail

*- Indicates required fields

Save And Return Cancel

Program Information

Program: *
Child Care

Program Status:
Denied

Distribution Type: *
Program Worker and/or Bank

Program Worker:
Most Recent Worker Within 90

Bank:
Specific Bank

Bank ID:
19DP8200E5BK Select

Save And Return Cancel

Required Security Groups/Roles to Perform Update

Security Group	Group Description	Group to Role Mapping in CalSAWS
Document Routing Rule View	View access Document Routing Rule Pages	View Only
Document Routing Rule Edit	View and Edit access to Document Routing Rule Pages	N/A

Impact Analysis

Users will **not** be able to create Document Routing Rules during the County Prep Phase. This functionality requires the availability of Task Types and Banks in the System. C-IV converted Task Types and Banks needed to create Document Routing Rules will not be made available until the weekend prior to the Go Live event on September 27.

To prepare for Go Live, users will need to ensure that C-IV automated action settings are accurate for their County. Counties will now have until September 21 to make updates in C-IV Production for the automated actions specified below. The Project team will use the automated action configurations found on the Automated Action List page to pre-load Document Routing Rules that will execute at the time of Go Live. Additional information outlining the pre-loaded document routing rules and associated forms will be available in the Go Live Packet, to be distributed ahead of Go Live in September.

Authorized users are encouraged to continue planning for additional Document Routing Rules that will be useful for their County. Users will have the ability to modify and create Document Routing Rules in CalSAWS starting on September 27.

Automated Action List Page Location

- **Global:** Admin Tools
- **Local:** Admin
- **Task:** Task Admin

Action and Task Information to be verified for the following Automated Actions:

1. Customer Report Received: ABD MC RE Packet
2. Customer Report Received: CCRR
3. Customer Report Received: CF RE Packet
4. Customer Report Received: CW RE Packet
5. Customer Report Received: CW/CF RE Packet
6. Customer Report Received: LTC MC RE Packet
7. Customer Report Received: MAGI RE Packet
8. Customer Report Received: MC RE Packet
9. Customer Report Received: Mixed MC RE Packet
10. Customer Report Received: Non-MAGI LTC Mixed HH RE Packet
11. Customer Report Received: Non-MAGI Packet
12. Customer Report Received: Non-MAGI Screening Aged 65 Packet
13. Customer Report Received: Review
14. Customer Report Received: SAR 7
15. Customer Report Received: TMC 176 S
16. Customer Report Received: WTW 733.4
17. Customer Report Received: WTW 735.2
18. Customer Report Received: WTW 753A
19. Image Documents Uploaded: Review
20. TNB 4 Recertification Packet Received

Additional Materials

Additional information on the pre-loaded document routing rules and associated forms will be available in the Go Live Packet, to be distributed ahead of Go Live in September.

For a more in-depth functional explanation on the Document Routing Rule functionality, please refer to the Task Management – Document Routing Rules Quick Guide and Task Management for Administrators Web-Based Training (WBT), which will be available in the Learning Management System (LMS) during the Early and General Training periods.

3.6 Fiscal Authorization (DDID 1052, 1092, 1094, 1095, 1096)

Overview

Supervisor Authorization types of Payment/Valuable requests are configurable by each county. Users will manage authorizations of Payment/Valuable requests by program. New pages have been added to allow specified county admin users to configure authorizations for each program. The counties will have a first level authorization.

The following changes have been made in CalSAWS to allow counties to manage the authorization process of payment/valuable requests:

1. The *County Authorizations* page has been updated to allow users to manage authorizations of Payment/Valuable requests by programs. The default value is for the migration counties to have first level authorization
2. The *Payment/Valuable Request Authorization* and *Payment/Valuable Request Authorization Detail* pages have been added to allow specified county admin users to configure authorizations for each program.

Authorization functionality for Payment/Valuable Requests will be required.

Purpose

County Authorizations - Fiscal

The *County Authorizations* page is used to configure supervisor authorizations as appropriate for each county. Fiscal Authorizations for the following are configured on the *County Authorizations* page: Auxiliary Authorization, External Recovery Accounts, Issuance Method, Issuance Reissue/Replacement, and Transaction Refund. 'No' is an option for the above, but the **default** at migration will be 1st Level Authorization. If counties would like to turn off the 1st Level Authorization, a user with the appropriate security assignment **must switch the authorization to 'No'** upon editing the page.

Figure 3.6.1 Fiscal Section of County Authorizations Page

Fiscal	
Auxiliary Authorization	1st Level Authorization
External Recovery Account	1st Level Authorization
Interest Allocation	1st Level Authorization
Invoice	1st Level Authorization
Issuance Method	1st Level Authorization
Issuance Reissue	1st Level Authorization
Issuance Replacement	1st Level Authorization
Transaction Refund	1st Level Authorization

County Authorizations – Fiscal – Payment/Valuable Request

A new 'Fiscal Payment/Valuable Request' section has been added under 'Fiscal'. This section will display all programs available for service arrangements for each county. Each program will be a hyperlink which navigates users to the *Payment/Valuable Request Authorization List* page in View Mode and will be text only in Edit Mode. 'No' is **not** an option for Payment/Valuable Request Authorizations. In order for Payment/Valuable Requests to be approved, a user must be set up with the appropriate Security Group: 'Payment Requests Approve' for Payment Requests and 'Valuable Requests Approve' for Valuable Requests.

Any program that utilizes Payment/Valuable requests will **not** be authorized until an individual who is set up with the appropriate Security Assignment reviews and authorizes the issuance. Counties must set up Fiscal Authorizations during County Prep in order to issue Payment/Valuable Requests for all Programs on day 1 of go-live. This must be set up for all units.

Only for Counties that opted into DDID 2082 (allow the same user to create and approve Payment Request): Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Imperial, Kern, Kings, Madera, Mariposa, Mendocino, Modoc, Monterey, Nevada, Plumas, San Joaquin, Shasta, Sierra, Tehama, and Trinity.

If the above listed counties would like to have the same worker create and authorize requests, they **must** assign that worker with the correct Security Group.

A 1st level Authorization only needs to be established for a User within a Unit if they would like to receive tasks to approve Payment/Valuable Requests. If no 1st level Authorization is established within the unit, then no task will be generated, but Users with the appropriate Security Group alignment will still be able to approve Payment/Valuable Requests. Only one person can be assigned to the 1st level Authorization per Unit + Office combo.

Figure 3.6.2 Fiscal – Payment/Valuable Request Section of County Authorizations Page

Fiscal - Payment/Valuable Request
CFET
Cal-Learn
CalWORKs
Child Care
Diversion
Foster Care
General Assistance (Managed)
Homeless - Perm
Homeless - Temp
Kin-GAP
RCA
REP
Welfare to Work

For Units that would like to leverage the 1st level Authorization functionality:
To add the appropriate Authorization level to the designated worker, navigate to the *Position Detail* page. Update the 'Worker Level' field to '1st Level Reception Log/Authorization'. The worker has now been established with the authorization level to receive tasks to approve Payment/Valuable Requests for their Unit.

Figure 3.6.3 Position Detail Page

Position Detail

*- Indicates required fields
Save
Save and Copy

General Position Information

Worker ID:
36LS00ZZ00

Office Name: *
CalSAWS Project Office

Unit ID: *
ZZ 00

Assignment Type Code:
Intake

Section:
01 Select

Position Status: *
Active

Worker Level:
1st Level Reception Log/Authorization

Page Location

County Authorizations

- **Global:** Admin Tools
- **Local:** Admin
- **Task:** County Authorizations

Payment/Valuable Request Authorization List

- **Global:** Admin Tools
- **Local:** Admin
- **Task:** County Authorizations

Payment/Valuable Request Authorization Detail

- **Global:** Admin Tools
- **Local:** Admin
- **Task:** County Authorizations

Required Security Groups/Roles to Perform Update

The new *Payment/Valuable Request Authorization List* and *Payment/Valuable Request Authorization Detail* pages have the following security groups:

1. Security Groups

Security Group	Group Description	Group to Role Mapping in CalSAWS
County Authorization View	Gives the User the ability to edit County Authorizations	View Only
County Authorization Edit	Gives the User the ability to view County Authorizations	N/A

To approve Payment/Valuable Requests, a User must have the following Security groups:

2. Security Groups

Security Group	Group Description	Group to Role Mapping in CalSAWS
Payment Requests Approve	Allows the User to approve Payment Requests	Employment Services Contracted Supervisor, Employment Services Supervisor, Fiscal Staff, Fiscal Supervisor
Valuable Request Approve	Allows the User to approve Valuable Requests	Eligibility Supervisor, Fiscal Staff, Fiscal Supervisor

Impact Analysis

Potential change in expediency of payment/valuable distribution based on each County's choice to configure authorization levels for each program. This will also incur a need to decide what the appropriate authorization levels are for each county.

3.7 Groups Associated to System Administrator Role

Overview

There are five (5) CalSAWS only groups that should not be added to the System Administrator role, as these groups will override the System Administrator rights and limit the Users' view of the system. For example, when the system sees the Collaborator Group, it treats the user as a collaborator and limits their system views to only the Collaborator-viewable pages.

Required Activity

When granting a User the System Administrator role the following groups should not be added:

- Collaborator
- Contracted Staff - Issuance Approve
- Contracted Staff - Non Compliance
- Contracted Staff - Work Registration Volunteer
- Housing Authority

If the above groups are added to the System Administrator role, the User will not have all the rights associated with the System Administrator role.

Page Location

- **Global:** Admin Tools
- **Local:** Admin
- **Task:** County Security Roles

Instructions on how to edit Security roles

When editing the System Administrator Security Role on the *County Security Role Detail* page, do not add the five (5) above listed Security Groups.

Required Security Groups/Roles to Perform Update

Security Group	Group Description	Group to Role Mapping in CalSAWS
County Security Role Edit	View, Edit, and Remove County Security Roles	N/A