Calsaws

California Statewide Automated Welfare System

Design Document

CA - 214918 DDID 2275 Task Mgt – Bundle Case Tasks

	DOCUMENT APPROVAL HISTORY				
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/08/2021	1.0	Initial Revision	Rakan Ali

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1 OVERVIEW

This design outlines modifications to Task Management functionality within the CalSAWS System to include a setting that counties can enable/disable that controls the ability to bundle Case Tasks during Task reassignment.

1.1 Current Design

The CalSAWS System Task Management functionality allows Tasks to be reassigned in the following locations:

- a. Task Pop-Up: Task Search Page
- b. Task Pop-Up: My Tasks Page (Get Next functionality)
- c. Worklist Page (Reassignment and Get Next functionality)
- d. Task Reassignment Detail Page

Positions can be configured to receive specific categories of Tasks on the Position Detail page.

1.2 Requests

Update the CalSAWS System to include a configurable setting that allows each county to enable or disable the ability to bundle Case Tasks during Task Reassignment on the following pages:

- a. Task Pop-Up: Task Search Page
- b. Task Pop-Up: My Tasks Page (Get Next functionality)
- c. Worklist Page (Reassignment and Get Next functionality)
- d. Task Reassignment Detail Page

1.3 Overview of Recommendations

- 1. Add a new setting to the Task Settings page that allows each county to enable or disable the bundle Case Tasks feature.
- 2. Update the following pages to include an attribute that will dynamically display to control bundling for Case Tasks during a Task reassignment based on the setting that is added to the Task Settings page:
 - a. Task Pop-Up: Task Search Page
 - b. Task Pop-Up: My Tasks Page (Get Next functionality)
 - c. Worklist Page (Reassignment and Get Next functionality)
 - d. Task Reassignment page
- 3. Implement the Case Task bundling logic.

1.4 Assumptions

- 1. SCR CA-214903 implements the Task Settings page in the same release as this enhancement.
- 2. The security rights/groups implemented by CA-214903 to support the Task Settings page will not be modified.

- 3. Each county has configured the Position Detail page appropriately for the needed Task Categories that each position can receive.
- 4. The bundling functionality for Tasks will only be applied to Tasks in an 'Assigned' status (See Section 2.6).
- 5. The function of the "Remove Bank Assignment" attribute on the Task Pop Up: Task Search and Task Reassignment Detail page is not affected or modified by the introduction of the "Bundle Case Tasks" attribute.
- 6. The Task Reassignment batch processes and functionality which retrieves the set of Tasks to be reassigned during a reassignment instance will not be modified.

2 RECOMMENDATIONS

This section will outline recommendations to allow each county to enable or disable the option of bundling Case Tasks during Task reassignment.

2.1 Task Settings Page

2.1.1 Overview

This section will describe updates to the Task Settings page to introduce a setting that will control the option of bundling Case Tasks during reassignment.

2.1.2 Task Settings – Page Mockups

Task Settings	
	Save Cancel
Description	On/Off
Task Assignment Suggest Worker	○ On ● Off
Bundle Case Tasks	● On ○ Off
	Save Cancel

Task Settings	
	Edit
Description	On/Off
Task Assignment Suggest Worker	Off
Bundle Case Tasks	On
	Edit

Figure 2.1.2.1 – Task Settings Page Mockup - Edit Mode

Figure 2.1.2.2 – Task Settings Page Mockup - View Mode

2.1.3 Description of Changes

1. Update the "Task Settings" page to include a "Bundle Case Tasks" setting that will default to "Off" for all counties. At a county level, this setting will control the display of a field on the pages described further in this document that will indicate if a particular Task reassignment action bundles Case Tasks or not. If the setting is turned off, the pages within this design will not display any fields to allow bundling of Case Tasks. If the setting is turned on, the appropriate field for bundling Case Tasks will display. (See Sections 2.2 through 2.5)

2.1.4 Page Validations

N/A

2.1.5 Page Location

- Global: Admin Tools
- Local: Admin
- Task: Tasks > Tasks Settings

2.1.6 Security Updates

N/A

2.1.7 Page Mapping

N/A – No updates to page mapping

2.1.8 Page Usage/Data Volume Impacts

N/A

2.2 Task Pop-Up – Task Search Page

2.2.1 Overview

This section describes updates to the Task Pop Up: Task Search page to dynamically display a new attribute allowing a user to opt into bundling case Tasks while performing a reassignment action.

2.2.2 Tasks Pop-Up – Task Search Page Mockup

Tas	sk S	Sear	ch										() Help
* - I ▶ Re	ndica fine `	tes re Your S	<mark>quired</mark> earch	fields									
Sea	rch I	Result	s Sur	nma ry									Results 1 - 1 of 1
													Add Task
•				Due Date	Case	Case Name	Program(s)	Category	Type/Sub-Type	Status	Worker ID	Bank ID	
	$\overline{}$	\bigtriangledown	$\overline{}$	•	\bigtriangledown	\bigtriangledown	\bigtriangledown	\bigtriangledown	\bigtriangledown	\bigtriangledown	\bigtriangledown	\bigtriangledown	
				<u>12/16/2021</u>	<u>B13B686</u>	ROSA HERNANDEZ	MC	CSC	<u>Other Sensitive</u> <u>Services</u>	Assigned	90LS000300		Complete Edit
Act	Action: * Assign to Me												
Bur	dle (Case 1	asks	No 🗸									
Ren	10ve bmit	Bank	Assi	jnment: No 🗸									
													Đ

Figure 2.2.2.1 – Task Pop-Up – Task Search Page Mockup

2.2.3 Description of Changes

- 1. Update the Task Search page to display a new "Bundle Case Tasks" attribute with a dropdown menu containing "Yes" and "No" as options with a default value of "No" if:
 - a. The "Bundle Case Tasks" setting on the Task Settings page is "On" for the county
 - b. The value selected in the "Action" dropdown is one of the following:
 - Assign to Me
 - Assign to Program Worker
 - Assign to Position
 - Assign to Eligible Positions

Note: The function of the "Remove Bank Assignment" attribute is not affected or modified by the introduction of the "Bundle Case Tasks" attribute.

Reference Section 2.6 which describes the Bundle Case Task functionality when the value is "Yes" and the "Submit" button is pressed.

2.2.4 Page Validations

N/A

2.2.5 Page Location

N/A

2.2.6 Security Updates

N/A

2.2.7 Page Mapping

N/A – No updates to page mapping

2.2.8 Page Usage/Data Volume Impacts

There are no expected page usage/volume impacts.

2.3 Task Pop-Up – My Tasks Page

2.3.1 Overview

This section describes updates to the Task Pop-Up: My Tasks page to dynamically display a new attribute allowing a user to opt into bundling case Tasks while using the Get Next functionality.

2.3.2 Tasks Pop-Up – My Tasks Page Mockup

Figure 2.3.2.1 – Tasks Pop-Up – My Tasks Page Mockup

Му	My Tasks											
Sta Rak	ff: an Ali		Worker ID: 90LS000300								Results	per Page: 25 🗸 Search
Sea	arch R	esults	Summary									Results 1 - 1 of 1
											Bundle Case T	asks: Yes 🗸 Get Next
			Due Date	Case	Case Name	Program(s)	Category	Type/Sub-Type	Status	Date Assigned	Program Worker	
~			-	▽	▽	▼	▽			▽		
	0		<u>12/16/2021</u>	<u>B13B686</u>	ROSA HERNANDEZ	МС	CSC	Other Sensitive Services	Assigned	12/01/2021	19DP047B04	Complete Edit
												Get Next

2.3.3 Description of Changes

 Update the Task Search page to dynamically display a new "Bundle Case Tasks" attribute to the left of the Get Next button above the results panel with a dropdown menu containing "Yes" and "No" as options with a default value of "No". This attribute will only display if the "Bundle Case Tasks" setting on the Task Settings page is "On" for the county. The value selected in the "Bundle Case Tasks" attribute within this panel will be respected when using the "Get Next" functionality. Note: Both Get Next buttons (top and bottom) will respect the value selected in the "Bundle Case Tasks" attribute.

2.3.4 Page Validations

N/A

2.3.5 Page Location

N/A

2.3.6 Security Updates

N/A

2.3.7 Page Mapping

N/A – No updates to page mapping

2.3.8 Page Usage/Data Volume Impacts

There are no expected page usage/volume impacts.

2.4 Worklist Page

2.4.1 Overview

This section describes updates to the Worklist page to dynamically display a new attribute allowing a user to opt into bundling case Tasks while reassigning Tasks or using the Get Next functionality.

			1-				
Worklist							
*- Indicates r	equired fields						Search
Category:	All	~	S	tatus: 🛛	ssigned/In Process	 Priority 	: All V
Case Num	ber:	Selec	t				
Organizati	on Level: Worker 🗸		0	rganizati	on Number:	90LS000300	Select
Organizati	on Name: Rakan A	li					
Search By:	Due Date 🗸						
From:	To:		P E S A	rimary C a nglish panish fghani	ase Language	::	
						Results per P	age: 50 🗸 Search
Search Resu	Its Summary						Results 1 - 1 of 1
							Add Task
-	Type / Sub-Type	Worker ID	Case Number	Status	Assigned Date	Due Date	Language
\bigtriangledown	\bigtriangledown	\bigtriangledown	\bigtriangledown	\bigtriangledown	\bigtriangledown	•	\bigtriangledown
	<u>Other Sensitive</u> <u>Services</u>	90LS000300	<u>B13B686</u>	Assigned	12/01/2021	12/16/2021	Spanish Edit
Complete Assign: *	To Me 🗸	Reassign	As	ssign To:	19LS000G00	Select	Add Task
Bundle Cas	e Tasks: No 🗸						
Get Next							
Category:	All 🗸						
Bundle Case	e Tasks: No ✓						
Primary Cas	se Language:						
English Spanish Afghani Get Next	•						

2.4.2 Worklist – Page Mockup

Figure 2.4.2.1 – Worklist Page Mockup

2.4.3 Description of Changes

- 1. Update the Worklist page to display a new "Bundle Case Tasks" attribute with a dropdown menu containing "Yes" and "No" as options with a default value of "No" if the "Bundle Case Tasks" setting on the Task Settings page is "On" for the county. This attribute will display in the following sections of the page:
 - a. At the bottom of the Search Results Summary panel beneath the "Assign" attribute. (See mockup for attribute placement). The value selected in the "Bundle Case Tasks" attribute will be respected when one or more Tasks are reassigned via the "Reassign" button.
 - b. In the Get Next panel beneath the "Category" attribute. (See mockup for attribute placement). The value selected in the "Bundle Case Tasks" attribute within this panel will be respected when using the "Get Next" functionality.

Reference Section 2.6 for the bundle processing.

2.4.4 Page Validations

N/A

2.4.5 Page Location

- Global: Case Info
- Local: Tasks
- Task: Worklist

2.4.6 Security Updates

N/A

2.4.7 Page Mapping

N/A – No updates to page mapping

2.4.8 Page Usage/Data Volume Impacts

There are no expected page usage/volume impacts.

2.5 Task Reassignment Detail Page

2.5.1 Overview

This section describes updates to the Task Reassignment Detail page to dynamically display a new attribute allowing a user to opt into bundling case Tasks as part of a Task Reassignment instruction.

ask Reassignment L	etall	
- Indicates required fields		Save and Return Cancel
tle: *	Status:	
	Active	_
i heduled By: Ikan Ali	Last Run L	Date:
ask Source(s) %		
Source Worker(s)		
Level Number	er	Name
Worker 19LS00 Remove)0G00	Rakan Ali
<pre>Source Bank(s)</pre>		
Level Number	Name	
Bank	Select	Add
Source Case(s)		
Level Number	Name	
Case	Select	Add
eassignment Options		
rimary Task Sort:	Secondary Task Sort:	
ue Date - Ascending 🗸	Created Date - Ascending 🗸	
• • umber of Tasks: II Assigned Tasks •		
ue Date:		
ask Priority: ustom ✓	Custom Task Priority: ★ □Critical □High ☑Medium □	Low
• Task Types		
Programs		
ask Destination(s) %		
Destination Worker(s)		
Reassignment Method:	Bundle Case Tasks:	Remove Assigned Banks:
Level Number	Name	
- Select - 🗸		
		Add
Destination Bank(s)		
 Destination Bank(s) Reassignment Method: 	Remove A	Assigned Workers:
r Destination Bank(s) Reassignment Method: Evenly Among Banks	Remove #	Assigned Workers:
r Destination Bank(s) Reassignment Method: Evenly Among Banks v Level Number Bank	Remove A No v Name Select	Assigned Workers: Add
r Destination Bank(s) Reassignment Method: Eveny Among Banks v Level Number Bank	Remove A No v Name Select	Assigned Workers: Add
r Destination Bank(s) Reassignment Method: [Evenly Among Banks v] Level Number Bank Bank ecurrence	Remove A No Name Select	Assigned Workers: Add
r Destination Bank(s) Reassignment Method: [Evenly Among Banks v] Level Number Bank Bank ecurrence requency: *	Remove A No v Name Select	Assigned Workers: Add

2.5.2 Task Reassignment Detail – Page Mockup

Figure 2.5.2.1 – Task Reassignment Detail Page Mockup – Create/Edit Mode

2.5.3 Description of Changes

- 1. Update the Task Reassignment Detail page to display a new "Bundle Case Tasks" attribute within the "Destination Workers" panel with a dropdown menu containing "Yes" and "No" as options with a default value of "No" if:
 - a. The "Bundle Case Tasks" setting on the Task Settings page is "On" for the county
 - b. The value selected in the "Number of Tasks" dropdown is "All Assigned Tasks".

Note: The function of the "Remove Bank Assignment" attribute is not affected or modified by the introduction of the "Bundle Case Tasks" attribute.

See mockup for attribute placement

2. The Task Reassignment batch processes and functionality which retrieves the set of Tasks to be reassigned during a reassignment instance will not be modified. At the point in the processing where the Destination Workers panel is evaluated to determine the destination worker distribution, the processing will evaluate the "Bundle Case Tasks" attribute. If the value is "No", processing will continue normally. If the value is "Yes", processing will run the bundle processing logic (See section 2.6) to retrieve any additional "bundled" Tasks to include in the Task Reassignment.

The Task Reassignment processing has a limit of 2500 Tasks that can be reassigned for a single execution. If a Task Reassignment instruction results in more than 2500 Tasks to be reassigned, the Task Reassignment Results List Page will display a Run Result of "Processed" with a Run Result Detail value of "Number of Tasks to Reassign (#) is Over Limit (2500)". If a Task Reassignment instruction has a "Bundle Case Tasks" value of "Yes", the total count of Tasks determined to be reassigned (inclusive of the initial Tasks retrieved AND any bundled Tasks) will be considered when evaluating the limit of 2500 Tasks. If the number of Tasks to be reassigned exceeds 2500, processing will log the Run Result Detail value of "Number of Tasks to Reassign (#) is Over Limit (2500)" as normal.

A Task Reassignment instruction with a Reclaim attribute of Yes will evaluate Tasks that have been reassigned by the previous execution that remain in an Assigned status. These Tasks are "reclaimable". Tasks resulting from the bundle Case Tasks functionality that are reassigned are "reclaimable". If a Task Reassignment instruction reclaims Tasks that were previously assigned due to the bundle Case Tasks processing, the subsequent reassignment will evaluate the "Bundle Case Tasks" attribute to determine if the current reassignment will again bundle case Tasks.

Example:

Task #	Case	Task Worker	Task Status
1	1111111	24XXMMNN01	Assigned

2	1111111	24XX999901	Assigned
3	2222222	24XXMMNN01	Assigned
4	2222222	24YYYYY99	In Process

A very basic Task Reassignment instruction is configured to Reassign All Assigned Tasks from Worker "24XXMMNN01" to Worker "24ZZZZZ01". The instruction is configured to bundle Case Tasks. The Task Reassignment will initially determine that Tasks 1 and 3 need to be reassigned FROM Worker "24XXMMNN01". Processing will then evaluate the Destination Worker information and the value of "Yes" in the Bundle Case Tasks attribute. At this point, processing will bring in any additional Tasks to be reassigned as part of the instruction. Task 2 will be brought in because this Task is in an Assigned Status, and it is associated to Case 1111111 which already has Task 1 queued up to be reassigned. Even though Case 2222222 also has a Task (Task 3) queued up for reassignment, Task 4 will not be included because the Status is NOT Assigned. The result of this instruction is to reassign Tasks 1, 2 and 3.

2.5.4 Page Validations

N/A

2.5.5 Page Location

- Global: Admin Tools
- Local: Office Admin
- Task: Tasks > Task Reassignment > Click on a hyperlink of the desired result displayed in the Task Reassignment Search page or the "Add Reassignment" button to navigate to the Task Reassignment Detail page.

2.5.6 Security Updates

N/A

2.5.7 Page Mapping

N/A – No updates to page mapping

2.5.8 Page Usage/Data Volume Impacts

2.6 Bundle Case Tasks Processing

2.6.1 Overview

This section will describe the behavior of the Bundle Case Tasks processing.

2.6.2 Description of Changes

When a Task is being reassigned with a "Bundle Case Tasks" value of "Yes", the Task Bundling processing will evaluate the Case that is associated to the Task being reassigned. Processing will then retrieve all Tasks associated to the same Case that are in a Status of "Assigned". Of the additional Tasks that are retrieved, processing will exclude Tasks with a Task Category that the receiving Position is not configured for. The resulting group of Tasks will be "bundled" together for reassignment to the new Worker. The result is that the new Worker will receive all Tasks that their position is configured to receive for the Case that have not yet been worked.

If the Task to be reassigned is not associated to a Case, the bundling processing will not retrieve any additional Tasks to be "bundled" for reassignment.

The following types of Tasks will be excluded from the bundle processing:

- a. Tasks that result from a "Clearance" Automated Action. These Tasks are not associated to Cases, they are associated to things such as an ICT or e-Application.
- b. "CSC" Category Tasks that originated from a Customer Service Center Ticket.
- c. Authorization Tasks that were created through the Authorization process.
- d. Tasks that resulted from the "Customer Appointment: Scheduled" Automated Action. These Tasks are not associated to a Case and have specific handling to follow the assignment of the associated appointment.

3 SUPPORTING DOCUMENTS

REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
3392	The CONTRACTOR shall update the Task Management solution so that whenever a worker is assigned or self-assigns a task, the worker is simultaneously assigned all available tasks they can work for that same case. This feature must be configurable to be enabled or disabled by county administrators. This functionality must apply to the following reassignment methods: 1) Manual task reassignment 2) Automated task reassignment 3) Get Next reassignment	 County configuration applies to all Offices, Units, Positions within the county. Task grouping only applies to task types defined by county administrators. Administrative staff will set up and maintain position and staff configurations for the system to determine what skills and classifications a worker has. 	This design describes system modifications to bundle case tasks through manual task reassignment, automated reassignment, and Get Next reassignment per the requirement.

5 MIGRATION IMPACTS

OUTREACH

7 APPENDIX

Calsaws

California Statewide Automated Welfare System

Design Document

CA-47290

Add Non-centralized BRM approach for LA County

CalSAWS	DOCUMENT APPROVAL HISTORY		
	Prepared By	Nithya Chereddy	
	Reviewed By	Priya Sridharan, Maria Arceo	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/26/2021	1.0	Original	Nithya Chereddy

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4.1 Project Requirements				

1 OVERVIEW

The purpose of this change is to update the existing BRM routing logic to noncentralized approach for Los Angeles County.

1.1 Current Design

Los Angeles County currently has both centralized and non-centralized BRM routing logic.

- **Centralized** Regardless of the office or worker assigned to the program, all BRM is returned to one County office/processing site. Currently MC 355 and all RE packets use the centralized BRM approach.
- Non-Centralized –The County has more than one BRM return office/processing site. Each BRM office/processing site is mapped to several county offices. Regardless of the office or worker assigned to the program, the BRM is returned to the applicable BRM office/processing site. CW 2200 is an example of the non-centralized approach.

Example, All BRM for office 1, 2, 3 is returned to County office X. All BRM for office 4,5,6 is returned to County office Y

1.2 Requests

1. Update the BRM routing logic to follow the non-centralized approach for LA County.

1.3 Overview of Recommendations

- 1. Add the BRM mapping for all the district offices (provided by LA County).
- 2. Update the BRM logic for LA County to follow the non-centralized approach for all the forms.
- 3. Regression test the impacted forms.
- 4. Update SAR 7 form.

1.4 Assumptions

- 1. SCR CA-217127 will migrate BRM addresses for CalWIN Migration counties.
- 2. Form version are not being updated with this SCR.
- 3. New threshold language forms will not be added with this SCR.
- 4. The same routing logic listed in this SCR will apply for both DCFS and DPSS programs.
- Correspondence could be generated from a non-district office. If the nondistrict office is tied to a district office, the office relationship can be viewed in Admin -> Office Admin -> Office -> Office Detail -> Office Relationship. Below is the screenshot

Office Relationship				
Office 1	Туре	Office 2		
GAIN - EL MONTE 04	4 - GAIN to GAIN Region's Cashier Office	GAIN - SAN GABRIEL VALLEY REG		

2 RECOMMENDATIONS

2.1 Add BRM Mapping

2.1.1 Overview

This effort is to add the BRM mapping for the District Offices.

2.1.2 Description of Change

 Add the BRM mapping to the system (CT1622) The BRM mapping for the district offices is attached to the Supporting Document #1.

Technical Note: Mailer ID for all Standard Mail is 901104952 and Mailer ID for all Flat Mail is 901498004

2.2 Add Non-Centralized BRM Approach

2.2.1 Overview

LA County currently has both centralized and non-centralized BRM routing logic. This effort is to update the BRM routing logic to use the non-centralized BRM routing for all the forms and packets for LA County.

2.2.2 Description of Change

1. Update the routing logic for all the forms that currently include a BRM envelope to use the mapping provided in Supporting Document #1.

Example: Any correspondence that gets generated from the Compton office will get routed to the Northridge central scanning site.

 If the mapping does not exist for a particular district office or nondistrict office, the following address will be populated on the form/packet.
 DPSS – CSU III – NORTHRIDGE
 9451 CORBIN AVE STE 200
 NORTHRIDGE CA 91324-9935

2.3 Regression test the impacted forms/packets

2.3.1 Overview

This effort is to test the BRM address population for all the forms impacted by the non-centralized approach update.

2.3.2 Description of change

The list of forms and RE packets to be regression tested to validate the BRM address population are attached to the supporting document #2.

2.4 Update SAR 7

2.4.1 Overview

SAR 7 currently gets mailed out with a Pre-Paid Envelope.

2.4.2 Description of Change

Update SAR 7 form and SAR 7 Packet to add a coversheet and to include a BRM envelope.

See Supporting Document #3 and #4 for SAR 7 mockup.

Note: SAR 7 will follow the same routing logic which is listed in the supporting document #1.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	Client Correspondence	BRM Office Mapping	BRM Office Mapping.xlsx
2.	Client Correspondence	List of Impacted Forms	List of Impacted Forms.xlsx
3.	Client Correspondence	SAR 7 Form	SAR 7 form.pdf
4.	Client Correspondence	SAR 7 Packet	SAR 7 Packet.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
3.3.3.2.8	The CalSAWS shall accommodate various envelope sizes for mailing while conforming to USPS standards for mail piece size.	BRM routing logic has been updated to the non-centralized approach for LA County.



California Statewide Automated Welfare System

Design Document

CA-210330

Update MC 355 Reminder Notice Sent Logic

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Cal SAWS	DOCUMENT APPROVAL HISTORY		
	Prepared By	Connor Gorry	
	Reviewed By	Tiffany Huckaby, Virginia Bernal, Sreekanth Kalvoju, Himanshu Jain	

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9/29/21	0.1	Initial Creation	C. Gorry
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1 OVERVIEW

The MC 355 – Medi-Cal Request for Information – is generated from the MC 355 Detail Page. If 15 days after an MC 355 has been sent (Generated and flipped to 'Sent' status), and the case still has a status of 'Incomplete', an MC 355 Reminder Notice is generated via Batch.

However, when an MC 355 is generated for a case with Electronic Notification, the MC 355 Reminder Notice is not automatically generated. This SCR will update the MC 355 Reminder logic to allow for the generation of the MC 355 Reminder Notice for cases with Electronic Notification.

1.1 Current Design

SCR CA-50988/CIV-102852 added automation to MC 355. MC 355 Reminder Notices are automatically sent after the Initial MC 355 has been sent.

When a MC 355 is E-Notified the status is not set to sent and a Reminder Notice is not automatically sent.

1.2 Requests

1. Add functionality to send out a Reminder Notice when the initial MC 355 has been E-Notified.

1.3 Overview of Recommendations

1. Add functionality to send out a Reminder Notice when the initial MC 355 has been E-Notified.

1.4 Assumptions

- 1. Neither the MC 355 nor the MC 355 Reminder Notice will see verbiage updates with this change. The Online Page flow will also remain unchanged, with the only change being the allowance of generation for the MC 355 Reminder Notice for cases with E-Notification.
- 2. No changes will be made to the scheduling of the MC 355 Reminder with this change.

2 RECOMMENDATIONS

2.1 Allow MC 355 Reminder Notice to be sent for cases with E-Notification

2.1.1 Overview

Update the MC 355 Reminder Notice to generate when the MC 355 has a status of 'Generated' and has been Electronically Notified, where the MC 355 is still incomplete.

State Form: MC 355 Reminder Notice

Current Programs: Medi-Cal

Current Attached Form(s): N/A

Current Forms Category: N/A (this Form is not visible in the Template Repository) Current Template Repository Visibility: Not Visible (generated from Online Pages) Existing Languages: English, Spanish

2.1.2 Form/NOA Verbiage

No verbiage updates will be made with this change. For mockups of the existing verbiage, see Supporting Documents.

2.1.3 Form/NOA Generation Conditions

1. Updates to Form Generation

Update the MC 355 Reminder Notice to generate when the MC 355 has a status of 'Generated' and has been Electronically Notified.

New Program Generation: N

Updates to Attached Form(s): N

Required Form Input: No updates

2.1.4 Regression Testing for MC 355 Reminder Notice

Test MC 355 Reminder Notice to verify it will generate when the MC 355 has been set to 'Sent' via Electronic Notification.

2.2 One-time mass-mailer of MC 355 Reminder Notice for E-Notified Cases in MC 355 due window

Generate an MC 355 Reminder Notice for Electronically Notified cases for which:

- MC 355 was generated and E-Notified between 15 and 30 days prior to this SCR's release
- MC 355 status is 'Incomplete'

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3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	MC 355 (As currently implemented; The MC 355 Form content will not be updated with this change. Information after the cover letter and the first page of the form is dynamically generated from the MC 355 Detail Page, and does not appear on this mockup.)	<u>SharePoint</u>
2	Client Correspondence	MC 355 Reminder Notice (As currently implemented; The MC 355 Reminder Notice content will not be updated with this change. Information after the cover letter and the first page of the form is dynamically generated from the MC 355 Detail Page, and does not appear on this mockup.)	<u>SharePoint</u>

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
CAR-1255	The LRS shall support multiple means of communicating appointments, appointment reminders , and critical dates and/or information that may affect a participant's eligibility , using the following means: a. E-Mail; b. Text messaging; d. Automated phone reminder; e. USPS mail ; and f. YBN.	An MC 355 Reminder Notice will be generated for mailing when case also has Electronic Notification enabled.

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California Statewide Automated Welfare System

Design Document

CA-211362

Update Issuance Detail page to allow EBT Submission Error Records to Issued Status

	DOCUMENT APPROVAL HISTORY		
CalSAWS	Prepared By	Andrea Chen	
	Reviewed By	Eric Wu, Sidhant Garg	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/15/2021	1.0	Initial Version	Andrea Chen

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1 OVERVIEW

This SCR is to enhance the Issuance Detail page in CalSAWS to allow EBT issuances in 'Submission Error' status with 'Duplicate benefit' status reason to be edited into 'Issued' status.

1.1 Current Design

When rushing EBT benefits in CalSAWS, the host-to-host transaction to FIS may timeout, leaving the issuance record in 'Ready for issuance' status, whereas in FIS it could be issued, thus CalSAWS and FIS system becomes out of sync. During the nightly batch, the CalSAWS system sends the issuance record which was stuck in 'Ready for Issuance' status again to FIS, but FIS returns a DT20 error (Duplicate benefit) in the return file to CalSAWS. This will then update the issuance in CalSAWS to be in 'Submission Error' status with 'Duplicate benefit' status reason. To resolve this out of sync status issue in CalSAWS, a Data Change Request (DCR) is required to correct these issuances to 'Issued' status.

1.2 Requests

Update the Issuance Detail page in CalSAWS to allow users with the appropriate security rights to be able to update the Issuance status to 'Issued' when the current issuance status is 'Submission Error' and status reason is 'Duplicate benefit'.

1.3 Overview of Recommendations

 Update the Status dropdown under the Basic Information section on the Issuance Detail page to show 'Issued' as an available option when the current Issuance Method is EBT, Issuance status is 'Submission Error', and status reason is 'Duplicate benefit'.

1.4 Assumptions

- 1. No impacts to LA County Journal Voucher Warrant (JVW) writer.
- 2. No Impacts to Issuance Claiming. All issuances that are updated from Submission Error to Issued Status during the day will be claimed by the nightly Claiming Batches.
- 3. No Impacts to any existing reports in CalSAWS. All existing Issuance reports will pick up issuances that are updated from Submission Error to Issued Status.

2 RECOMMENDATIONS

2.1 Issuance Detail Page

2.1.1 Overview

The Issuance Detail page in CalSAWS allows the user to view and edit the issuance details for a program and benefit month. This update is to allow users with the appropriate security rights to be able to update the Issuance status to 'Issued' when the current issuance status is 'Submission Error' and status reason is 'Duplicate benefit'.

2.1.1 Issuance Detail Page Mockup

*- Indicates required fields			Affidavit	Save	Cancel
Control Number:	Category: Supplemental Benefi	E t 1	Benefit/Service Month: 11/2021		
Case Number:	Case Name:	F	Program: CalFresh		
Payee Information					
Payee: <mark>*</mark>	Payee Address: Reference:				
Basic Information					
Issuance Method: EBT	Immediacy: Rush	Payment Amoun 368.00	it: II	nvoice Numb	er:
Issue Date: 11/08/2021	Available Date: 11/15/2021	Account Number	r:		
Status: * Issued ~	Status Reason:]			

Issuance Detail

Figure 2.1.1 – Issuance Detail Page – After selecting 'Issued' (Edit Mode)

2.1.2 Description of Changes

 Update the Status dropdown under the Basic Information section to show 'Issued' as an available option when the current Issuance Method is EBT, Issuance status is 'Submission Error', and status reason is 'Duplicate benefit'. Furthermore, update the 'Immediacy' field to Read-Only when 'Issued' status is selected in this scenario. 2. Update the Issuance Detail page to allow editing of Availability Date when the Issuance Status is in 'Submission Error' and Status Reason is 'Duplicate Benefit'.

2.1.3 Page Location

Global: Fiscal Local: Issuances Task: Issuance Search

2.1.4 Security Updates

Security Right	Right Description	Right to Group Mapping
No Change	No Change	No Change

2.1.5 Page Mapping

No Change.

2.1.6 Page Usage/Data Volume Impacts

No Change.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
None	None	None	None

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met	
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2.10.1.25	The LRS shall allow COUNTY-specified Users to authorize and issue emergency payments (e.g., food stamps, checks, cash, transportation tokens, tickets, and gift cards) to participants via an online and real time transaction to other systems, including EBT and eCAPS.	This requirement is met by allowing Issuances that have been incorrectly set as 'Submission Error/Duplicate benefit' to be properly updated to 'Issued' status by the user on the Issuance Detail Page.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
None	None	None	None

5 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?
None	None	None	None	None	None

6 OUTREACH

None.

7 APPENDIX

None.



California Statewide Automated Welfare System

Design Document

CA-214269

Update Replacement of EBT Cash Benefits

	DOCUMENT APPROVAL HISTORY		
CalSAWS	Prepared By	Alexander Neilson	
	Reviewed By	Sidhant Garg, Duke Vang, Naresh Barsagade, Kapil Santosh, Sheryl Eppler, Claudia Pinto	

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06/21/2021	1.0	Initial Version	Alexander Neilson
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1 OVERVIEW

1.1 Current Design

With the implementation of the SCR 208374, CF and all cash programs lost the previous functionality to replace the benefits because regardless of the Status Reason selected if the Pay code is "ET – Electronic Theft Replacement Cash Benefits" or "TB - Lost/Stolen EBT Benefits", the system is asking the user to select the skimming or scam from the Electronic Theft Type drop-down list to save the information. This is negatively impacting state reports TEMP 2035 and TEMP 2313 because the system is currently forcing the user to select skimming or scamming to complete the replacement process.

1.2 Request

The system will be updated to no longer tie the Electronic Theft Type dropdown to Pay Code, and instead it will be displayed and required only when the status reason of "EBT Theft" type is selected.

1.3 Overview of Recommendation

1. Update the Issuance Detail page to display the Electronic Theft Type field only when the status reason of "EBT Theft" is selected.

1.4 Assumptions

None.

2 RECOMMENDATIONS

2.1 Issuance Detail

2.1.1 Overview

The Issuance Detail page allows the user to view and edit the issuance details for a program and benefit month. In addition, this page also allows the user to replace EBT benefits. These changes are to decouple the Electronic Theft Type field from the Pay Code field as there are Pay Codes (e.g. "TB-Lost/Stolen EBT Benefits") that are used when replacing benefits for reasons unrelated to Skimming/Scamming.

2.1.2 Description of Changes

- 1. Update the Issuance Detail page to display the Electronic Theft Type field only when the status reason of "EBT Theft" is selected.
 - Issuance Detail page will no longer consider the Pay Code when determining whether to display or require the Electronic Theft Type field.

2.1.3 Page Location

- Global: Case Info
- Local: Case Summary
- Task: Issuance History

2.1.4 Security Updates

No changes.

2.1.5 Page Mapping

No Changes.

2.1.6 Page Usage/Data Volume Impacts

No changes.

3 SUPPORTING DOCUMENTS

None.

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.24.1.11	The LRS shall support all reports required by federal, State, and local laws, rules, regulations, ordinances, guidelines, directives, policies, and procedures, including statistical, operational, workload, and fiscal reports.	Reports TEMP 2035 and TEMP 2313 will be made more accurate because the user will no longer be made to select skimming or scamming to complete the replacement process.

5 MIGRATION IMPACTS

None.

6 OUTREACH

No Change.

7 APPENDIX

No Change.

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California Statewide Automated Welfare System

Design Document

CA-214754

DDID 2351 FDS: API- Reception Log API

Version 1.0 09/06/2021

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Sravya Arimanda
	Reviewed By	Hemanth Tadavarthy

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
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1 OVERVIEW

1.1 Current Design

This document provides the details of the new API which provides the Reception Log records from the CalSAWS system.

1.2 Requests

As per the DDID 2351, Create a service for the 58 counties that returns reception logs. The service will have filters for case, office location, date, and status. If a case is not provided, the office, date and status filters will be required to be provided.

1.3 Overview of Recommendations

Create a new endpoint to retrieve the reception logs for a specified case or office, date, and status.

1.4 Assumptions

- 1. Results are limited to county level data. Except in the case of a third-party application has been given 00 access.
- 2. In the special situation where an application is given a x-county-code of 00 during onboarding, the calling application will have to provide county code as an additional request parameter if they need data only of that specific county.
- 3. Code Table values in the Appendix are subject to change per the CalSAWS change process.
- 4. Requests and Responses will use Code Table values as described in the Appendix.
- 5. Results returned will be paginated to 20 values by default.
- 6. Limit parameter will allow a maximum of 250 values. Requesting a larger value will result in a 400-error response.
- 7. Offset and limits will apply only if paginated results are available.
- 8. Offset beyond the max available will return a 404 error.
- 9. Offset and limits will only apply to the root element.
- 10. Sorting and ordering only applies to the root element.
- 11. Null or empty values will not be returned in the response objects.
- 12. Requests sent with improper data types will result in 400 error with a stack trace.
- 13. The from date should be on or before the to date in the request if both the from date and the to dates are provided in the request. If the from date provided in the request is after to date, then 400 error will be returned.
- 14. The visit statuses will be displayed in chronological order by default.

- 15. The value of the field 'caseNum' in the request is not case sensitive.
- 16. Input values described as being from code tables are case sensitive.
- 17. The fromDate and toDate should be within 7 days from each other.

2 **RECOMMENDATIONS**

2.1 Reception Log API

2.1.1 Overview

This API will expose Reception Log records from the CalSAWS system.

2.1.2 Description of Changes

The Reception Log API will include the following data elements and error handling. Please refer to the **receptionLog.html** document for the technical specifications and data element definitions.

- The apptTime will be calculated based on the appointment start time of the customer if present, else the reception log visit appointment time should be considered.
- The value of statDate field should be sent only when the status of the reception Log visit is 'waiting'.

County Code functionality:

1. Add a new request parameter for county code. See technical specification for additional details.

2. If the x-county-code header is '00', then the consumer of the X-App-Id can access the data from all the counties respectively, based on the countyCode request parameter value provided.

3. Add control logic that will check the county code request parameter only if the x-county-code header is '00'.

- a. If the x-county-code header is '00' then
 - i.the county code parameter is mandatory.
 - ii.Use the county code parameter for the endpoint operation in addition to other values provided for retrieval, of the data.
 - iii.If the county code value is not sent for the following operations, apply validation 4.a below:
 - 1) GET /receptionLog/v1/byCaseNum/
- b. If the x-county-code header value is 01 58
 - i.Check if the county code parameter is also sent.
 - ii. If county code parameter is sent and is the same value as the header parameter use the header value for the

endpoint operation in addition to other values provided for retrieval of the data.

- iii.If county code parameter is sent but is different than the header value, see validation 4.b below.
- iv.If county code parameter is not sent use the header value for the endpoint operation in addition to other values provided for retrieval of the data.
- 4. Add validation messaging
 - a. 400 Bad Request: A county code is required.
 - b. 403 Forbidden: Cannot access data for a different county.

2.1.3 Request

The Reception Log API can be used to retrieve reception log information of the persons from CalSAWS.

SI No	Field Name	Description	Attachment
1	CaseNum	This is the seven-character serial number which is 'Case-insensitive' that will be used to uniquely identify a case within a county. Either caseNum or officeNumIdentif, fromDate and toDate are required.	receptionLog.html
2	officeNumldentif	This field is an identification number of office used by the county and will comprise part of the Worker ID. Two digit officeNumIdentif ex: '60'. Either caseNum or officeNumIdentif, status, fromDate and toDate are required.	receptionLog.html
3	fromDate	format: \$date ie YYYY-MM-DD. The reception logs created after fromDate will be retrieved. Either caseNum or officeNumIdentif, status, fromDate and toDate are required.	receptionLog.html

The request must contain one of the following fields: (required fields)

4	toDate	format: \$date ie YYYY-MM-DD. The reception logs created before toDate will be retrieved. Either caseNum or officeNumIdentif, status, fromDate and toDate are required.	receptionLog.html
5	status	This field captures the status of the reception log visit. The short decode value from CT 232. Either caseNum or officeNumIdentif, status, fromDate and toDate are required.	receptionLog.html

Table 1: Request with mandatory fields.

The request can contain any of the following optional fields:

SI No	Field Name	Description	Attachment
1	workerNum	The employee ID of the staff worker. This is composed of the county code, division code, office number, unit number, and position number.	receptionLog.html
2	applicationNumber	This is a System-generated unique identifier to be used as the Application Number.	receptionLog.html
3	unitNumldentif	This field holds an identification number used by the county and will comprise part of the Worker ID. Two digit unitNumIdentif ex: 00	receptionLog.html
4	sectionNumldentif	This field holds the identification number of the Section. Two digit sectionNumIdentif ex: 00	receptionLog.html
5	countyCode	Two-digit county code from CT 15. ex: 09.	receptionLog.html

The county code where the applicable requested data resides.	
In case, the x-county-code is 00, the calling application will have to provide county code as an additional request parameter if they need data only to that specific county.	

Table 2: Request with optional fields.

2.1.4 Response

Please refer to the **receptionLog.html** document for the technical specifications and data element definitions.

2.1.5 Headers

The following headers are required and included in all operations by the application gateway and do not need to be included in the request.

X-County-Code: This header is added to all requests by the application gateway. The county code header is used to limit returned values to be specific to the county. In the special situation where an application is given a county code of 00 during onboarding, the calling application will have to provide county code as an additional request parameter. See <u>2.1.2</u>.

X-App-Id: This header is added to all requests by the application gateway. This is a unique App-id that is created for each county application during the onboarding process. This Id should be referenced against a mapping table with staff Ids (one App-Id per staff id) that will in turn be used for database audit fields (created_by, updated_by) when an application creates or updates data in the CalSAWS system.

2.1.6 Error Messages

The Reception Log API will return error messages in the following Scenarios:

SI No	Error Code	Description/Message	Error Schema
1	400	Bad request. {parameterName} = {parameter value} is invalid: {Reason} Or Bad request: {Error message}	One of ApiErrorResponse, DefaultRestApiErrorResponse

2	401	Authorization information is missing or invalid.	DefaultRestApiErrorResponse
3	204	No Content	No Response body
4	404	Not found. Reception logs with the specified request params was not found.	CustomAPIErrorResponse
5	403	Access Denied. Access denied for countyCode = {parameterValue}. Access to a different county's data is not authorized for the given request headers {header Name} = {header Value}. Or Forbidden: {Error message}	One of ApiErrorResponse, DefaultRestApiErrorResponse
6	500	Internal Server Error	DefaultRestApiErrorResponse
7	503	Service Unavailable	DefaultRestApiErrorResponse

Table 3: Error Messages

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	API	Detailed Endpoint document	receptionLog.html

Table 4: Supporting Documents

4 REQUIREMENTS

4.1 Project Requirements

REQ#	Requirement Text	Contractor Assumptions	How Requirement Met
DDID 2351	The CONTRACTOR shall create a service for the 58 Counties that returns all reception log records utilizing a CalSAWS API. The service will have filters for case, office location, date, and status. If a case is not provided, the office, date and status filters will be required to be provided.		Create Reception Log API

Table 5: Project Requirements

5 APPENDIX

This section contains the code table (CT) values that are currently used in the system at the time of this document creation, code table values are subject to change.

CT 232: status
Worker Notified
Worker Acknowledged
Meeting Started
No Response
Complete
Kiosk Start
Waiting
Lobby Monitor Call

CT 149: purpose
Agency Partners
Apply for Benefits
Appointment
Cashier/Repayment
Collections
Customer Service Representative
Drop off Document
EBT
Fingerprint
GROW Provider Appointment
Group Session
Health care Options
IHSS/CMIPS II
Leave Msg for Worker
Medi-Cal Card
Other/Information
Pick Up Documents
Pick Up Warrant/Valuable
Redetermination
Referral
Screening
Talk to CWS Worker
Talk to Fraud Investigator
Talk to GROW Worker
Talk to State Hearing Worker
Talk to WTW Worker
Visit Resource Center/Job Fair

CT 10001: detail
Voucher pick up
Arraignment
Case Complaint
Cashier
Disqualification Consent Agreement
Fact-Finding
Other
Report Fraud
Assessment

CWS Referral/Linkages
Discuss Activity/Supportive Services
Job Development
Non-Compliance/Cure Sanction
Time Limit Review
Core
GROW Activity Assignment
Clinical Assessment
Hearing Appointment
Non-Compliance Hearing
Supportive Services Referral
Case Manager Appointment
Transportation/Ancillary Request
EBT Replacement
General Information
Report a Change
Computer Training
Job Skill Class
Office Occupation
Orientation
ADH Hearing
Case Record Review
Pick Up Statement of Position
State Hearing
Direct deposit request
Direct deposit return form
Live scan
Monitored visits
Pick up bus tokens
Unscheduled appointments
Voucher drop off

CT 523: gender
Female
Male
Another Gender Identity
Transgender: Male to Female
Transgender: Female to Male
Non Binary (neither male nor female)
Decline to State

CT 10004: individualType
Advocate/Legal Aid
Applicant Representative
Applicant
Authorized Representative
CWS Linkage Applicant
Employer
Legal Aid
Local/State Representative
Other
Participant
Recipient
Service Provider
VIP

CT 10002: specialNeed
Domestic Violence
Elderly
Hearing Impaired
Emergency Medical Need
NSA
Pregnant
Speech Impairment
Visually Impaired
Wheel-Chair Bound
AB 109 Participant
Special Circumstance

CT 145: language
Cantonese (Chinese)
Mandarin (Chinese)
Cambodian
Armenian
llocano
Mien
Hmong
Lao

Turkish
Hebrew
French
Polish
Russian
Portuguese
Italian
Arabic
Samoan
Thai
Farsi
Vietnamese
English
Japanese
Korean
Tagalog, Filipino
Other Non-English
Other Chinese Language
Other Sign Language
American Sign Language
Spanish
Bengali
Hindi
German
Punjabi
Assyrian
Afghani
Persian
Romanian
Urdu
Serbian
Bosnian
Croatian
Egyptian
Amharic
Aramaic
Greek
Indonesian

CT 10003: emergencyRequest

Immediate Need

Expedite Services

Homeless Situation

CT 15: countyCode		
County Code	County Name	
01	Alameda	
02	Alpine	
03	Amador	
04	Butte	
05	Calaveras	
06	Colusa	
07	Contra Costa	
08	Del Norte	
09	El Dorado	
10	Fresno	
11	Glenn	
12	Humboldt	
13	Imperial	
14	Inyo	
15	Kern	
16	Kings	
17	Lake	
18	Lassen	
19	Los Angeles	
20	Madera	
21	Marin	
22	Mariposa	
23	Mendocino	
24	Merced	
25	Modoc	
26	Mono	
27	Monterey	
28	Napa	
29	Nevada	
30	Orange	
31	Placer	
32	Plumas	

33	Riverside
34	Sacramento
35	San Benito
36	San Bernardino
37	San Diego
38	San Francisco
39	San Joaquin
40	San Luis Obispo
41	San Mateo
42	Santa Barbara
43	Santa Clara
44	Santa Cruz
45	Shasta
46	Sierra
47	Siskiyou
48	Solano
49	Sonoma
50	Stanislaus
51	Sutter
52	Tehama
53	Trinity
54	Tulare
55	Tuolumne
56	Ventura
57	Yolo
58	Yuba

Calsaws

California Statewide Automated Welfare System

Design Document

CA-214756

DDID 2353 FDS: API – Time Limits API

Version 1.0 09/29/2021

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Soundarya Ramesh
	Reviewed By	Hemanth Tadavarthy

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
9/03/2021	1.0	Initial Draft	Soundarya Ramesh

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1 OVERVIEW

1.1 Current Design

This document provides the details of the new API which provides the related information of months used for the 24 Month, 48 Month, and 60 Month time clocks.

1.2 Requests

As per the DDID 2353, create a service for the 58 Counties that returns time limit information utilizing a CalSAWS API. The service will return the months used for the 24 Month, 48 Month, and 60 Month time clocks. Counties can use this service to search for time clocks by case number or person ID. When searching by case, a list of all adults on the case with time clocks will be returned.

1.3 Overview of Recommendations

Create a new endpoint to retrieve the months used for the 24 Month, 48 Month, and 60 Month time clocks for a specified case or person ID.

1.4 Assumptions

- 1. Results are limited to county level data. Except in the case of a third-party application has been given 00 access.
- 2. In the special situation where an application is given a x-county-code of 00 during onboarding, the calling application will have to provide the county code as an additional request parameter if they need data only of that specific county.
- 3. Code Table values in the Appendix are subject to change per the CalSAWS change process.
- 4. Requests and Responses will use Code Table values as described in the appendix.
- 5. Results returned will be paginated to 20 values by default.
- 6. Limit parameter will allow a maximum of 250 values. Requesting a larger value will result in a 400-error response.
- 7. Offset and limits will apply only if paginated results are available.
- 8. Offset beyond the max available will return a 404 error.
- 9. Offset and limits will only apply to the root element.
- 10. Sorting and ordering only applies to the root element.
- 11. Null or empty values will not be returned in the response objects.
- 12. Requests sent with improper data types will result in 400 error with a stack trace.
- 13. The value of the field 'caseNum' in the request is not case sensitive.
- 14. Input values described as being from code tables are case sensitive.

2 RECOMMENDATIONS

2.1 Time Limits API

2.1.1 Overview

This API will expose the months used for the 24 Month, 48 Month, and 60 Month time clocks for a specified case for all the participants from the CalSAWS system or for a given persld.

2.1.2 Description of Changes

The Time Limits API will include the following data elements and error handling. Please refer to the **timeLimits.html** document for the technical specifications and data element definitions.

County Code functionality:

- 1. Add a new request parameter for county code. See technical specification for additional details.
- 2. If the x-county-code header is '00', then the consumer of the X-App-Id can access the data from all the counties respectively, based on the countyCode request parameter value provided.
- 3. Add control logic that will check the county code request parameter only if the x-county-code header is '00'.
 - a. If the x-county-code header is '00' then
 - i. the county code parameter is mandatory.
 - ii. Use the county code parameter for the endpoint operation in addition to other values provided for retrieval, of the data.
 - iii. If the county code value is not sent for the following operations, apply validation 4.a below:
 - 1. GET /timeLimits/v1/byCaseNum
 - 2. GET /timeLimits/v1/byPersId
 - b. If the x-county-code header value is 01 58
 - i. Check if the county code parameter is also sent.
 - ii. If county code parameter is sent and is the same value as the header parameter use the header value for the endpoint operation in addition to other values provided for retrieval of the data.
 - iii. If county code parameter is sent but is different than the header value, see validation 4.b below.
 - iv. If county code parameter is not sent use the header value for the endpoint operation in addition to other values provided for retrieval of the data.

- 4. Add validation messaging
 - a. 400 Bad Request: A county code is required.
 - b. 403 Forbidden: Cannot access data for a different county.

2.1.3 Request

The Time Limits API can be used to retrieve the months used for the 24 Month, 48 Month, and 60 Month time clocks for a specified case for all the participants from the CalSAWS system or for a given persld.

The request must contain the following field: (required fields)

SI No	Field Name	Description	Attachment
1	caseNum	This is the seven-character serial number which is 'Case-insensitive' that will be used to uniquely identify a case within a county.	timeLimits.html
2	persld	This is a system-generated unique identifier about a person in the system.	timeLimits.html

Table 1: Request with mandatory fields.

The request can contain the following optional field:

SI No	Field Name	Description	Attachment
1	countyCode	The county code where the applicable requested data resides. Two-digit county code from CT 15. ex: 09 In case, the x-county-code is 00, the calling	timeLimits.html
		application will have to provide county code as an additional request parameter if they need data only to that specific county.	

Table 2: Request with optional fields.

2.1.4 Response

Please refer to the **timeLimits.html** document for the technical specifications and data element definitions.

2.1.5 Headers

The following headers are required and included in all operations by the application gateway and do not need to be included in the request.

X-County-Code: This header is added to all requests by the application gateway. The county code header is used to limit returned values to be specific to the county. In

the special situation where an application is given a county code of 00 during onboarding, the calling application will have to provide county code as an additional request parameter. See 2.1.2.

X-App-Id: This header is added to all requests by the application gateway. This is a unique App-id that is created for each county application during the onboarding process. This Id should be referenced against a mapping table with staff Ids (one App-Id per staff id) that will in turn be used for database audit fields (created_by, updated_by) when an application creates or updates data in the CalSAWS system.

2.1.6 Error Messages

The Time Limits API will return error messages in the following Scenarios:

SI No	Error Code	Description/Message	Error Schema
1	400	Bad request. {parameterName} = {parameter value} is invalid: {Reason} Or Bad request: {Error message}	One of ApiErrorResponse, DefaultRestApiErrorResponse
2	401	Authorization information is missing or invalid.	DefaultRestApiErrorResponse
3	204	No Content	No Response body
4	404	Not found. Time Limit information with the specified request params was not found.	CustomAPIErrorResponse
5	403	Access Denied. Access denied for countyCode = {parameterValue}. Access to a different county's data is not authorized for the given request headers {header Name} = {header Value}. Or Forbidden: {Error message}	One of ApiErrorResponse, DefaultRestApiErrorResponse
6	500	Internal Server Error	DefaultRestApiErrorResponse
7	503	Service Unavailable	DefaultRestApiErrorResponse

Table 3: Error Messages

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment	
1	API	Detailed Endpoint document	timeLimits.html	
Table 4: Supporting Documents				

4 REQUIREMENTS

4.1 **Project Requirements**

REQ#	Requirement Text	Contractor Assumptions	How Requirement Met
DDID 2344	This service will return the months used for the 24 Month, 48 Month, and 60 Month time clocks for a specified case for all the participants from the CalSAWS system or for a given persld.		Create Time Limits API

Table 5: Project Requirements

5 APPENDIX

This section contains the code table (CT) values that are currently used in the system at the time of this document creation, code table values are subject to change.

CT 523: gender
Female
Male
Another Gender Identity
Transgender: Male to Female
Transgender: Female to Male
Non Binary (neither male nor female)
Decline to State

CT 15: countyCode			
County Code	County Name		
01	Alameda		
02	Alpine		
03	Amador		
04	Butte		
05	Calaveras		
06	Colusa		
07	Contra Costa		
08	Del Norte		
09	El Dorado		
10	Fresno		
11	Glenn		
12	Humboldt		
13	Imperial		
14	Inyo		
15	Kern		
16	Kings		
17	Lake		
18	Lassen		
19	Los Angeles		
20	Madera		
21	Marin		
22	Mariposa		
23	Mendocino		
24	Merced		
25	Modoc		
26	Mono		
27	Monterey		
28	Napa		

29	Nevada
30	Orange
31	Placer
32	Plumas
33	Riverside
34	Sacramento
35	San Benito
36	San Bernardino
37	San Diego
38	San Francisco
39	San Joaquin
40	San Luis Obispo
41	San Mateo
42	Santa Barbara
43	Santa Clara
44	Santa Cruz
45	Shasta
46	Sierra
47	Siskiyou
48	Solano
49	Sonoma
50	Stanislaus
51	Sutter
52	Tehama
53	Trinity
54	Tulare
55	Tuolumne
56	Ventura
57	Yolo
58	Yuba

Calsaws

California Statewide Automated Welfare System

Design Document

CA-214919 DDID 2315 Task Mgt – New GA/GR Tasks

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/01/2021	1.0	Initial Revision	Rakan Ali

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1 OVERVIEW

This design outlines recommendations to create two new Automated Actions in the CalSAWS System.

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

Add two new GA/GR Automated Actions to the CalSAWS System.

- a. Create a Task when a GA/GR Recipient applies for SSI
- b. Create a Task when a GA/GR Vendor Payment is ending

1.3 Overview of Recommendations

Create the following two configurable Automated Actions for all 58 counties:

- a. When a GA/GR Recipient applies for SSI
- b. When a GA/GR Vendor Payment is ending

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. Technical: Each Automated Action will have 3 versions implemented due to the 3 different GA/GR solutions and the need to display the program code values on the Automated Action Detail page based on each solution. All three versions of each Automated Action will be implemented with this enhancement.

2 RECOMMENDATIONS

This section will describe the recommendations for two new General Assistance/General Relief Automated Actions.

2.1 GA/GR Participant: Applied for SSI

2.1.1 Overview

Create an Automated Action for when a participant has applied for SSI/SSP for the GA/GR program. This section will outline the specifics of the Automated Action that will allow counties to activate/deactivate and configure the Task.

2.1.2 Description of Changes

Introduce the following Automated Action that will be triggered when a participant applies for SSI. The Automated Action will be available to all 58 counties.

The "Program(s)" attribute for the Automated Action will be based on the county viewing the Automated Action due to the 3 groups of GA/GR program codes. Reference Appendix 7.1 for the "Program(s)" attribute value for each county viewing the Automated Action.

- 1. Create an Automated Action that will trigger when a General Assistant/General Relief Recipient applies for SSI.
 - a. Action Information
 - i. Name: GA/GR Participant: Applied for SSI
 - ii. Type: Create Task
 - iii. Status: Inactive
 - iv. Program(s): <See <u>Appendix 7.1</u>>
 - v. Run Date: Real Time
 - vi. Source: Online
 - vii. Scenario: An SSI application has been entered for a Case containing an Active General Assistance/General Relief program.
 - b. Task Information
 - i. Task Type: BLANK
 - 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: An SSI application has been entered on the SSIAP Detail page.
- c. Modify the SSIAP Detail page to invoke this Automated Action when the page is entered and saved with a "Yes" in the "SSI Application Initiated" field while in the context of a Case with an Active GA/GR program as of the current date.

SSIAP Detail Page Reference Example:

SSIAP Detail	
*- Indicates required fields	Save Cancel
Name of SSIAP Client: * - Select - V	
Begin Date: *	End Date:
▼ General Information	
Advocate File No: * Select	SSI Type: * - Select - V
Referred to Advocate Date: *	Disability Type: * - Select -
SSI Level:	
Refused SSIAP Services: * - Select - •	
Other/Self Representative:	
Screened for Advocacy Services Date:	
SSI Advocate Participation:	IAP Advocate:
SSI Application Initiated:	
Disposed: v	
Participant has their Own Lawyer: 🔽	Cooperated within the Time Limit:
Follow-Up:	Follow-Up Date:
Doctor's Recommendation: 🔽	
Verified: * Pending View	

2.1.3 Page Validations

N/A

2.1.4 Page Location

- Global: Admin Tools
- Local: Admin

• Task: Automated Actions > Task Admin

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A – No updates to page mapping

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 GA/GR Program: Vendor Payment Ending

2.2.1 Overview

Create an Automated Action for when a GA/GR vendor is no longer going to be paid based on the Money Management Detail page. This section will outline the specifics of the Automated Action that will allow counties to activate/deactivate and configure the Task.

2.2.2 Description of Changes

Introduce the following Automated Action that will be triggered when the GA/GR Vendor payment will end within the next 5 calendar days based on the Money Management Detail page.

The "Program(s)" attribute for the Automated Action will be based on the county viewing the Automated Action due to the 3 groups of GA/GR program codes. Reference Appendix 7.1 for the "Program(s)" attribute value for each county viewing the Automated Action.

- 1. Create an Automated Action for when a GA/GR vendor is no longer going to be paid based on the Money Management Detail page.
 - a. Action Information
 - i. Name: GA/GR Program: Vendor Payment Ending
 - ii. Type: Create Task
 - iii. Status: Active
 - iv. Program(s): <See <u>Appendix 7.1</u>>
 - v. Run Date: Daily
 - vi. Source: Batch

- vii. Scenario: A GA/GR program vendor payment is ending on the Money Management Detail page.
- b. Task Information
 - i. Task Type: BLANK
 - ii. Task Sub-Type: BLANK
 - iii. Due Date: Default Due Date
 - iv. Default Due Date: Money Management Vendor Payment End Date
 - v. Initial Assignment: Default Assignment
 - vi. Default Assignment: Current Program Worker
 - vii. Long Description: Money Management Vendor Payment to a GA/GR Vendor ends on <End Date>.
- c. See Section 2.3 for the specifics of the batch processing to trigger this Automated Action.

2.2.3 Page Validations

N/A

2.2.4 Page Location

- Global: Admin Tools
- Local: Admin
- Task: Automated Actions > Task Admin

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

N/A – No updates to page mapping

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 GA/GR Program: Vendor Payment Ending Automated Action Batch Job

2.3.1 Overview

This section describes the behavior of a new batch process that will invoke the "GA/GR Program: Vendor Payment Ending" Automated Action.

2.3.2 Description of Change

 Implement a new batch process to run daily and invoke the "GA/GR Program: Vendor Payment Ending" Automated Action for Active GA/GR Programs as of the batch date that have a Money Management Detail Page with an End Date that is within 5 calendar days of the batch date. The batch process will also confirm that the Program value on the Money Management Detail page is GA/GR*.

If the batch processing identifies a program to trigger the Automated Action for, and the program currently has an associated Task in an Assigned status that originated from this Automated Action, a new Task will not be created. This condition is intended to prevent the Task from creating multiple times for the same Program if one already exists.

Example: A Case is Active on a GA/GR program as of 12/13/2021. This Case has a completed Money Management Detail page with an end date of 12/18/2021. When the batch process runs on the night of 12/13/2021, the Automated Action will be invoked for this Case/program because the Money Management Detail Page End Date is 5 days after 12/13/2021. If the Default Due Date configuration on the Automated Action has not been modified by the county, the Task Due Date will be set to 12/18/2021, which is the Money Management Detail Page End Date.

* See Appendix 7.1

2.3.3 Execution Frequency

The batch job will be scheduled to run daily, excluding Sundays and Holidays.

2.3.4 Key Scheduling Dependencies

None

2.3.5 Counties Impacted

All CalSAWS counties.

2.3.6 Data Volume/Performance

There are no expected data volume/performance concerns.

2.3.7 Failure Procedure/Operational Instructions

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

3 SUPPORTING DOCUMENTS

N/A

REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2315	The CONTRACTOR shall update the CalSAWS Software to provide the following GA/GR functionality for the 58 Counties: *** See GA/GR for other requirements *** 5) Create an automatic task when a participant has applied for SSI for the GA/GR program. The task shall be customizable by county and all 58 Counties shall have the ability to opt in/opt out of the task at the time of migration 10) Create an automated task when the vendor for GA/GR is no longer going to get paid based on the Money Management Detail page end month. This functionality will be based on each counties	Assumptions (Items #5 and #10 ONLY are in scope for task management)	This design includes recommendations to implement two new GA/GR Automated Actions per the requirement.
	GA/GK program tules		

5 MIGRATION IMPACTS

N/A

OUTREACH

N/A

7 APPENDIX

7.1 Program(s) Attribute by County

County(ies)	Program(s) Attribute
Los Angeles	GA
Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Plumas, Riverside, San Benito, San Bernardino, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yuba	GM, GN, GE
Alameda, Contra Costa, Fresno, Orange, Placer, Sacramento, San Diego, San Francisco, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Solano, Sonoma, Tulare, Ventura, Yolo	GE, GR

Calsaws

California Statewide Automated Welfare System

Design Document

CA-221703

ACIN XX-XX; Update the EBT 2260

	DOCUMENT APPROVAL HISTORY		
CalSAWS	Prepared By	Jasmine Chen	
Reviewed By Tiffany H., Himanshu J.,		Tiffany H., Himanshu J., Priya S.	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/12/2021	1.0	Initial Document	Jasmine Chen
05/06/2021	1.1	Added batch job from Build/ST review	Jasmine Chen
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11/22/2021	1.3	Updated design per QA Comments Log	Jasmine Chen

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1 OVERVIEW

1.1 Current Design

The CalSAWS System has the EBT 2260 (03/15) form - Excessive Card Replacement Warning Letter available in all languages. Per ACIN ##-##, the State's latest version of EBT 2260 (08/21) has updated verbiage.

1.2 Requests

Update the CalSAWS System's EBT 2260 (03/15) to match the State's latest English and Spanish versions.

1.3 Overview of Recommendations

- 1. Update the CalSAWS EBT 2260 (03/15) verbiage to match the State's latest English and Spanish versions.
- 2. Turn off the form in threshold languages (except English and Spanish) from the Template Repository.
- 3. Turn off the form in threshold languages (except English and Spanish) from Batch.

1.4 Assumptions

- 1. The CalSAWS System's EBT 2260 will include the CalSAWS Standard Header and Footer.
- 2. There are no changes to the existing EBT 2260 letters that are already generated and visible in the Distributed Documents page.
- 3. There are no changes to the existing batch (PI00F400) process or form population logic.
- 4. CA-237075 will update and turn on the form's remaining threshold languages once the State provides the latest version of the form in those languages.

2 RECOMMENDATIONS

2.1 Correspondence - Updates to EBT 2260

2.1.1 Overview

The effort is updating the CalSAWS System's EBT 2260 (03/15) form to match the State's latest English and Spanish version (08/21) based upon ACIN ##-##. CalSAWS' existing threshold languages of this form (except English and Spanish) needs to be turned off.

State Form: EBT 2260 (08/21) Current Programs: CF Current Attached Forms: N/A Current Forms Category: Form Current Template Repository Visibility: All Counties Existing Languages (13):

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

2.1.2 Form/NOA Verbiage

Update Form XDP

The latest State version of EBT 2260 (08/21) has minor updates to the verbiage from ACIN ##-##.

Updated Languages (2): English, Spanish Form Mockups/Examples: See Supporting Documents #1,2

2.1.2.1 Updates to the English Form

1. Update the form with the following changes in verbiage:

Existing Text	Updated Text	Location in Document
Our computer records show that you have used four or more new Electronic Benefit Transfer (EBT) cards within the past 12 months.	Our computer records show that you have used four or more new Electronic Benefit Transfer (EBT) cards within the past 12 months.	1st paragraph
If you are having a problem with your EBT card, please call the toll free EBT Customer	If you are having a problem with your EBT card, please call the toll free EBT Customer	1 st paragraph

Service Helpline at 877-328- 9677 or contact your county worker to learn how to use your card.	Service Helpline at 1-(877) 328- 9677 or contact your county worker to learn how to use your card.	
Based on those computer records, we may investigate any misuse of your EBT card.	Based on those computer records, we may refer your case for investigation for EBT card trafficking.	2 nd paragraph
If you are found responsible for the misuse of your EBT card, your benefits may be stopped, you may have to repay benefits, you may be fined, or sent to jail or prison.	If you are found responsible for the misuse of your EBT card, you may be prosecuted, your benefits may be stopped, you may have to repay benefits, you may be fined, or sent to jail or prison.	2 nd paragraph
If you have any questions about this letter, please contact Customer Service Center at <county contact<br="">telephone number>.</county>	If you have any questions about this letter, please contact <county contact<br="">telephone number>.</county>	4 th paragraph

2.1.2.2 Updates to the Spanish Form

1. Update the form with the following changes in verbiage:

Existing Text	Updated Text	Location in Document
City, State and Zip	Ciudad, estado y código postal	Header of EBT 2260
Household number/County case number	Número del hogar/Número de caso del Condado	Header of EBT 2260
Nuestros registros en la computadora indican que en los últimos 12 meses, usted ha usado cuatro o más tarjetas de Transferencia Electrónica de Beneficios (EBT). Esto muestra que es posible que usted está teniendo problemas con su tarjeta de EBT y/o que hay un posible uso incorrecto de sus beneficios de CalFresh. Usted puede usar la misma tarjeta de EBT cada mes, siempre y cuando reciba	Nuestros registros electrónicos indican que en los últimos 12 meses, usted ha usado cuatro o más tarjetas nuevas de transferencia electrónica de beneficios (Electronic Benefit Transfer, o EBT). Esto muestra que es posible que usted está teniendo problemas con su tarjeta de EBT y/o que hay un posible uso incorrecto de sus beneficios de CalFresh. Usted puede usar la misma tarjeta de EBT cada mes, siempre y	Whole 1 st paragraph

beneficios para alimentos. Si está teniendo problemas con su tarjeta de EBT, por favor llame a la línea de ayuda al cliente de EBT al 877-328-9677 o comuníquese con el trabajador del Condado encargado de su caso para saber cómo usar su tarjeta.	cuando reciba beneficios para alimentos. Si está teniendo problemas con su tarjeta de EBT, por favor, llame a la línea de ayuda al cliente de EBT al 1-(877) 328-9677 o comuníquese con el trabajador del Condado encargado de su caso para saber cómo usar su tarjeta.	
Es contra la ley hacer, o tratar de hacer lo siguiente: comprar, vender, robar o cambiar tarjetas de EBT o beneficios de CalFresh. Todas las compras con tarjetas de EBT o el reemplazo de tarjetas están monitoreados por computadora. Nosotros hacemos esto para asegurar que las tarjetas de EBT se usen correctamente y para proteger al Programa de CalFresh de abusos. Basándose en esos registros de computadora, es posible que se investigue el uso incorrecto de su tarjeta de EBT. Si se le encuentra responsable del uso incorrecto de su tarjeta de EBT, es posible que: sus beneficios se descontinúen, tenga que reembolsar los beneficios, reciba una sanción, o se le envíe a la cárcel o a prisión.	Es contra la ley hacer o tratar de hacer lo siguiente: comprar, vender, robar o cambiar tarjetas de EBT o beneficios de CalFresh. Todas las compras con tarjetas de EBT y el reemplazo de tarjetas están monitoreados por computadora. Hacemos esto para asegurarnos de que las tarjetas se usen correctamente y para proteger al Programa de CalFresh de abusos. Basándose en esos registros electrónicos, podemos remitir su caso para que se investigue por tráfico de tarjetas de EBT. Si se le encuentra responsable del uso incorrecto de su tarjeta de EBT, es posible que: sea procesado, sus beneficios sean suspendidos, tenga que reembolsar los beneficios, sea multado o se le envíe a la cárcel o a prisión.	Whole 2 nd paragraph
Para continuar con sus beneficios de CalFresh, se le recuerda que solamente se pueden usar para comprar alimentos que usted y su hogar consumen, o semillas para que su hogar cultive sus propios alimentos. Puede continuar usando su tarjeta de EBT para estos propósitos. Esta carta no cambia sus beneficios de CalFresh, pero el	Para continuar con sus beneficios de CalFresh, se le recuerda que solamente se pueden usar para comprar alimentos que usted y su hogar consumen, o semillas para que su hogar cultive sus propios alimentos. Puede seguir usando su tarjeta de EBT para estos propósitos. Esta carta no cambia sus beneficios de CalFresh, pero el	Whole 3 rd paragraph

Condado pondrá una copia de esta carta en el expediente de su caso.	Condado incluirá una copia de esta carta en el expediente de su caso.	
Usted no tiene que hacer nada, excepto asegurarse que sus beneficios se usen correctamente. Si tiene alguna pregunta acerca de esta carta, por favor comuníquese al <número de<br="">teléfono del contacto del Condado></número>	Usted no tiene que hacer nada, excepto asegurarse que sus beneficios se usen correctamente. Si tiene alguna pregunta sobre esta carta, por favor, comuníquese al <número de="" del<br="" teléfono="">contacto del Condado></número>	Whole 4 th paragraph

2.1.3 Form/NOA Variable Population

There are no new variables introduced by the latest version of EBT 2260.

2.1.4 Form/NOA Generation Conditions

1. Turn Off Threshold Language Forms

As the State provided the latest version of EBT 2260 (08/21) in English and Spanish only, the System's existing forms in the other threshold languages will be turned off.

- 1. Update the Document Template Language (DOC_TEMPL_LANG) table to turn off the form in threshold languages (except English and Spanish) from the Template Repository.
- 2. Update the Codes Detail (CODE_DETL) table for category 942, Batch Eligibility Sweep Codes, to turn off the form in threshold languages (except English and Spanish) from batches.

2. Update Form Print / Mailing Options

Update the EBT 2260 form (English and all threshold languages) with DOC_TEMPL_LANG.PUBLSH_NOTICE_IND = 'Y'.

Post to Self Service Portal (SSP): Yes

Technical Note: Though the EBT 2260 form in all threshold languages will be updated with PUBLSH_NOTICE_IND = 'Y', Section 2.1.3.1 will systematically disable generation of threshold forms (except English and Spanish) in CalSAWS.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Forms	EBT 2260 English mockup per State's latest (08/21) version	CA 221703 - EBT2260_EN.pdf
2	Forms	EBT 2260 Spanish mockup per State's latest (08/21) version	CA 221703 - EBT2260_SP.pdf

REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
(CAR-1239) 2.18.3.3	The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including: a. Appointment notices;	Updated the System's EBT 2260 to match the State's latest version.
	b. Redetermination, Recertification, and/or Annual Agreement notices and forms;	
	c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);	
	d. Periodic reporting notices;	
	e. Contact letters;	
	f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site;	
	g. Information notices and stuffers;	
	h. Case-specific verification/referral forms;	
	i. GR Vendor notices;	
	k. Court-mandated notices, including Balderas notices;	
	I. SSIAP appointment notices;	
	m. Withdrawal forms;	
	n. COLA notices;	
	o. Time limit notices;	
	p. Transitioning of aid notices;	
	q. Interface triggered forms and notices (e.g., IFDS, IEVS);	
	r. Non-compliance and sanction notices;	
	s. Benefit issuance and benefit recovery forms and notices, including reminder notices;	
	t. Corrective NOAs on State Fair Hearing decisions;	
	u. CSC paper ID cards with LRS-generated access information; and	
	v. CSC PIN notices.	



California Statewide Automated Welfare System

Design Document

CA-223571

Add the MAGI RE Packet in Threshold languages

	DOCUMENT APPROVAL HISTORY		
CalSAWS	Prepared By	Pramukh Karla	
	Reviewed By		

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/27/2021	1.0	Initial document	Pramukh Karla
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1 OVERVIEW

The purpose of this change is to add the MAGI RE Packet in threshold languages to CalSAWS.

1.1 Current Design

MAGI RE Packet does not exist in threshold languages in CalSAWS.

1.2 Requests

1. Add MAGI RE Packet in all threshold languages.

1.3 Overview of Recommendations

1. Add MAGI RE Packet in the system supported threshold languages.

1.4 Assumptions

- 1. If a particular form is not available in the threshold language that the MAGI RE packet is getting generated in, then add the English version of the form.
- 2. Los Angeles county is responsible for providing the threshold language forms which belong in the MAGI RE Packet to the print vendor, which will then be pre-stuffed into the Los Angeles county MAGI RE Packet envelopes.
- 3. The GEN 1365 will be added to each MAGI RE Packet envelope at the central print facility.

2 **RECOMMENDATIONS**

2.1 Add Medi-Cal RE packet in Threshold Languages

2.1.1 Overview

This effort is to add MAGI RE Packet in threshold languages

Existing Languages: English and Spanish

Threshold Languages: Armenian, Arabic, Cambodian, Chinese*, Farsi, Tagalog/Filipino, Hmong, Korean, Lao, Russian, Vietnamese *One translation is provided to support the three Chinese threshold languages: Cantonese, Chinese, and Mandarin.

Form Mockups/Examples: See Supporting Documents #1.

2.1.2 Create Threshold Form XDPs

1. Add MAGI RE Packet in threshold languages to CalSAWS.

Existing Languages: English and Spanish

Threshold Languages: Armenian, Arabic, Cambodian, Chinese*, Farsi, Tagalog/Filipino, Hmong, Korean, Lao, Russian, Vietnamese *One translation is provided to support the three Chinese threshold languages: Cantonese, Chinese, and Mandarin. Form Mockup/Example: See Supporting Document #1

2. If a particular form is not available in the threshold language that the MAGI RE packet is getting generated in, then add the English version of the form. See Supporting Document #2 for reference.

Example: If the Packet is getting generated in Korean, and the MC 005 form is not available in Korean, then place the English version of the MC 005 in the MAGI RE packet.

3. MAGI RE Packet will have the following forms: Coversheet, MC 216, MC 019, MC 219, MC 372, PUB 13, PUB 183, MC 003, and NVRA VPF. See Supporting Document #1 for English mockup.

Number	Functional Area	Description	Attachment
1	Correspondence	MAGI RE Packet Mockup	MAGI_RE_EN.pdf
2	Correspondence	MAGI RE Packet Threshold Language Mappings	MAGI_RE_Mappings.xlsxs

3 SUPPORTING DOCUMENTS

4 **REQUIREMENTS**

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

Calsaws

California Statewide Automated Welfare System

Design Document

ACL 20-120, ACL 21-45 AB 79 Revised and Obsolete CW and WTW Forms and NOAs

		DOCUMENT APPROVAL HISTORY
CalSAWS	Prepared By	Nithya Chereddy
	Reviewed By	Gingko Luna, Maria Arceo, Priya Sridharan, Raj Devidi

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
6/29/2021	1.0	Original Draft	Nithya Chereddy
11/30/2021	1.1	Addressed comments from the Committee.	Nithya Chereddy

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1 OVERVIEW

1.1 Current Design

CalWORKs time limit for adult recipients is 48 months in CalSAWS currently. As of the ACL 20-113 the CalWORKs time limit for adult recipients has been changed from 48 months to 60 months.

1.2 Requests

This effort is to obsolete the forms listed in the ACL 21-45 as the CalWORKs time limit for adult recipients is getting updated from 48 months to 60 months.

This effort will also update the forms/NOAs listed in ACL 21-45 to update the forms to the latest versions.

1.3 Overview of Recommendations

- 1. End date the forms as of May 1, 2022, which are listed in ACL 21-45 as obsolete forms.
- 2. Add the latest version of forms listed in ACL 21-45 with the 60-month time limit verbiage and end date the previous version of the forms as of May 1, 2022, which has the 48-month time limit verbiage.
- 3. Obsolete the NOAs with the 48-month time limit verbiage as of May 1, 2022.
- 4. Add the NOAs which are listed in the ACL 21-45 with the 60-month time limit to the system.

1.4 Assumptions

- 1. The existing NA BACK 9 will be used on the updated forms and notices.
- 2. If a form is being end dated all the corresponding languages in which the form is available will be end dated. The updated form will be available in the languages listed in the 'Form/NOA Verbiage' section of each form update recommendation.
- 3. All the form population remains same unless listed in the form update recommendations.
- 4. SCR CA-233816 will add the updated forms in Spanish.
- 5. SCR CA- 235922 will add pre-population to CW 2186B form.
- 6. SCR CA-235957 will add the NOAs/Forms listed in the ACL 21-45 and ACL 20-113 which currently do not exist in the system.
- 7. SCR CA-206553 will add WTW 51 to the system.
- 8. SCR CA-234211 will updated Header_1 to have all the fields in the header editable.
- 9. The header (HEADER_1) and body variables will be editable for all the forms added/updated as part of this SCR.

- 10. Batch job which currently triggers CW 2186A and WTW 43 will be turned off as part of this SCR. CW 2186A will not be generated through Batch after the golive of this SCR.
- 11. For Los Angeles County, the forms are attached to the RE packets at the Central Print Facility. Hence the Central print facility should be made aware of the updated CW 2166, CW 2184 for the updated version to be included as part of the RE packets.
- 12. NA 1239 SAR will be used on Time Limit NOAs being added as part of this SCR in place of NA 531 or NA 532 Budgets.
- 13. SCR CA-236475 has been created to add the Budgets NA 531 and NA 532.
- 14. A separate Time Limit NOA will be generated per each person in the EDBC if the trigger conditions for the NOA are met. The NOAs will not be merged for persons although the same reason fragment applies to multiple persons as the exempt months could potentially be different. The exempt months are populated on Page 3 and Page 4(only if there are child support exempt months) of the Time Limit Template.
- 15. SCR CA- 238815 will update the CW 2166 form to the latest version (11/2021) in CW RE Packet, CW/CF RE Packets for migration counties.
- 16. SCR CA- 238818 will update the CW 2184 form to the latest version (04/2021) in CW RE Packet, CW/CF RE Packets for migration counties.
- 17. If the user reruns the EDBC, the last notification date and the months exhausted as of the notification date values will not be updated in the backend (Rec 2.24) if a NOA does not get generated during EDBC rerun. A NOA will only generate during the EDBC rerun if the trigger conditions are met for a NOA to be generated. i.e., if the user runs the EDBC during the 60th month and there are no extenders the appropriate NOA will generate, if the user goes back and adds an exempt month and reruns the EDBC a NOA will only generate if a NOA one exists for that scenario.

2 RECOMMENDATIONS

2.1 Updates to obsolete forms

2.1.1 Overview

The following forms should be made obsolete in CalSAWS as the WTW 24-MTC is being revoked as of May 1, 2022, and CalWORKs 48-MTC is being updated to 60-MTC as of May 1, 2022.

2.1.2 List of forms to obsolete

1. Obsolete (end date) the following forms as of April 30, 2022.

Form Name	Form Number (DOC_TEMPL_ID)	Template Repository Visibility	Batch Job
Your Welfare-To-Work (WTW) 24-Month Time Clock	CW 2208 (5249)	Yes	PB00R1956
Welfare-to-Work 24- Month Time Clock Notice	WTW 38 (5997)	Yes	PB00R1994
Notice of your welfare- to-work (wtw) 24-month time clock ending soon	WTW 43 (6067)	Yes	N/A
WTW 43 and CW 2186A Set	WTW 43 Set (6101)	No	PB00R1972
WELFARE-TO-WORK (WTW) 24-MONTH TIME CLOCK EXTENSION REQUEST FORM	WTW 44 (6061)	Yes	N/A
WELFARE-TO-WORK (WTW) 24-MONTH TIME CLOCK EXTENSION DETERMINATION	WTW 45 (6062)	Yes	N/A
END OF WELFARE-TO- WORK 24-MONTH TIME CLOCK REVIEW APPOINTMENT LETTER	WTW 46 (6072)	Yes	N/A
WTW 46 and WTW 44 Set	WTW 46 Set (6128)	No	N/A

NOTICE OF ACTION WELFARE-TO-WORK 24- MONTH TIME CLOCK LIMIT NOTICE	NA 1276 (6068)	Yes	PB00R1971	
NOTICE OF YOUR CalWORKs TIME LIMIT- 42nd MONTH ON AID	CW 2189 (5911)	Yes	N/A	
CW Time on Aid at 42 and 46 Months (CW TL Child Support Exemptions) Note: This is the M40- 107C form	CW TL A980I (5798)	Yes	PBOOR1941	
CW Time on Aid at 42 and 46 Months (We Exemptions-Non Child Support) Note: This is the M40- 107C form	CW TL A9791 (5797)	Yes	PBOOR1940	
CW Time on Aid between 42 and 46 Month (No Exemptions) Note: This is the M40- 107C form	CW TL A9811 (5799)	Yes	PBOOR1942	

2. Turn off the batch jobs listed in the table above as of April 27th, as the corresponding forms are made obsolete. Following is the schedule for April 2022.

Form Number	Batch Job Name	April
CW 2208	PB00R1956	Daily M-S
WTW 38	PB00R1994	4/27, 3 business days before EOM
WTW 43 Set	PB00R1972	4/11, 10 th day of the month (No Sundays)
NA 1276	PB00R1971	4/11, 10 th day of the month (No Sundays)
CW TL A980I	PB00R1941	4/18 (10 days before EOM)

CW TL A979I	PB00R1940	4/18 (10 days before EOM)
CW TL A9811	PB00R1942	4/18 (10 days before EOM)

2.2 Updates to CW 2166 form

2.2.1 Overview

This effort is end dating the existing version of CW 2166 (07/2019) form and adding the latest revision of CW 2166 (11/2021) form based upon the ACL 21-45.

Current State Form: CW 2166 (07/2019) Current Form Title: Work Pays Notice Current Programs: CalWORKs, Welfare to Work, Refugee Employment Program Current Attached Forms: N/A Current Forms Category: Forms Current Template Repository Visibility: All County Existing Languages: English, Spanish Generated by Batch: N Current Print Options: Print Local Form Current Imaging Form Name: Work Pays Notice Current Imaging Document Type: CalWORKs (CW) Existing Imaging Case/Person: Case

2.2.2 Form/NOA Verbiage

This form has a minor update to the verbiage from ACL 21-45.

Form Header: N/A Updated State Form: CW 2166 (11/2021) Updated Form Title: Work Really Pays! Here's How Updated Languages: English Include NA Back 9: N Form Mockups/Examples: See Supporting Document #1 Body Variables Editable: Y

2.2.3 Form/NOA Generation Conditions

1. Turn off the old versions of the Form

This effort is turning off the existing CW 2166 form versions (07/2019) in the System as of May 31st, 2022.

DOC_TEMPL_ID: 6429

Form languages to end date: English, Spanish

 Add Latest versions of the Form This effort is adding the latest version of CW 2166 (11/2021) to the System as of June 1st, 2022.

2.3 Updates to CW 2184 form

2.3.1 Overview

This effort is end dating the existing version of CW 2184 (08/2016) form and adding the latest revision of CW 2184 (04/2021) form based upon the ACL 21-45.

Current State Form: CW 2184 (08/2016) Current Form Title: CalWORKs 48-Month Time Limit Current Programs: CalWORKs Current Attached Forms: N/A Current Forms Category: Forms Current Template Repository Visibility: All County Existing Languages: English, Spanish Generated by Batch: N Current Print Options: Print Local Form Current Imaging Form Name: CW 48-Month Time Limit Current Imaging Document Type: Time Limit Documents Existing Imaging Case/Person: Case

2.3.2 Form/NOA Verbiage

This form has a minor update to the verbiage from ACL 21-45.

Form Header: N/A Updated State Form: CW 2184 (04/2021) Updated Form Title: CalWORKs 60-Month Time Limit Updated Imaging Form Name: CW 60-Month Time Limit Updated Languages: English Include NA Back 9: N Form Mockups/Examples: See Supporting Document #2 Header and Body Variables Editable: N/A

2.3.3 Form/NOA Generation Conditions

1. <u>Turn off the old versions of the Form</u>

This effort is turning off the existing CW 2184 form versions (08/2016) in the System as of April 30^{th} , 2022.

DOC_TEMPL_ID: 5350

Form languages to end date: English, Spanish

 Add Latest versions of the Form This effort is adding the latest version of CW 2184 (04/2021) to the System as of May 1st, 2022.

2.4 Updates to CW 2186A form

2.4.1 Overview

This effort is end dating the existing version of CW 2186A (12/2012) form and adding the latest revision of CW 2186A (04/2021) form based upon the ACL 21-45.

Current State Form: CW 2186A (12/2012)

Current Form Title: CalWORKs Exemption Request Form

Current Programs: CalWORKs, Welfare to Work, Refugee Employment Program

Current Attached Forms: N/A

Current Forms Category: Application

Current Template Repository Visibility: All County

Existing Languages: English, Spanish, Armenian, Cambodia, Chinese, Farsi, Filipino, Korean, Russian, Vietnamese

Generated by Batch: N (Currently CW 2186A gets generated with WTW 43 with the Batch Job PB00R1972, but the Batch Job is being made obsolete with this SCR)

Current Print Options: Print Central, Print Local

Current Imaging Form Name: CW Exemption Request Form

Current Imaging Document Type: CalWORKs (CW)

Existing Imaging Case/Person: Case

2.4.2 Form/NOA Verbiage

This form has a minor update to the verbiage from ACL 21-45.

Form Header: Header_1 (See Supporting Document #3) Updated State Form: CW 2186A (04/2021) Updated Languages: English Include NA Back 9: N

Form Mockups/Examples: See Supporting Document #3

Header and Body Variables Editable: Y

Note: At the bottom of the first page of the actual form the sentence '**PLEASE READ PAGE THREE TO FIND OUT ABOUT MORE EXEMPTIONS**.' is replaced with '**PLEASE READ THE BACK OF THIS FORM TO FIND OUT ABOUT MORE EXEMPTIONS**.' A header will be added to the CW 2186A form which will update the page numbers on the implemented form. The verbiage is updated to account for the difference in page number due to the implementation of the form.

2.4.3 Form/NOA Generation Conditions

1. Turn off the old versions of the Form

This effort is turning off the existing CW 2186A form versions (12/2012) in the System as of April 30th, 2022.

DOC_TEMPL_ID: 5948

Form languages to end date: English, Spanish, Armenian, Cambodia, Chinese, Farsi, Filipino, Korean, Russian, Vietnamese

 <u>Add Latest versions of the Form</u> This effort is adding the latest version of CW 2186A (04/2021) to the System as of May 1st, 2022.

2.5 Updates to CW 2186B form

2.5.1 Overview

This effort is end dating the existing version of CW 2186B (12/2012) form and adding the latest revision of CW 2186B (04/2021) form based upon the ACL 21-45.

Current State Form: CW 2186B (12/2012)

Current Form Title: CalWORKs Exemption Determination

Current Programs: CalWORKs, Welfare to Work, Refugee Employment Program

Current Attached Forms: N/A Current Forms Category: Forms Current Template Repository Visibility: All County Existing Languages: English, Spanish Generated by Batch: N Current Print Options: Print Local, Print Central Current Imaging Form Name: CW Exemption Determination Current Imaging Document Type: CalWORKs (CW) Existing Imaging Case/Person: Case

2.5.2 Form/NOA Verbiage

This form has a minor update to the verbiage from ACL 21-45.

Form Header: Header_1 (See Supporting Document #4) Updated State Form: CW 2186B (04/2021) Updated Languages: English Include NA Back 9: Y Form Mockups/Examples: See Supporting Document #4 Header and Body Variables Editable: Y

2.5.3 Form/NOA Generation Conditions

 <u>Turn off the old versions of the Form</u> This effort is turning off the existing CW 2186B form versions (12/2012) in the System as of April 30th, 2022.
 DOC TEMPL ID: 5353

Form languages to end date: English, Spanish

 <u>Add Latest versions of the Form</u> This effort is adding the latest version of CW 2186B (04/2021) to the System as of May 1st, 2022.

2.6 Updates to CW 2187 form

2.6.1 Overview

This effort is end dating the existing version of CW 2187 (04/2011) form and adding the latest revision of CW 2187 (04/2021) form based upon the ACL 21-45.

Current State Form: CW 2187 (04/2011) Current Form Title: YOUR CalWORKs 48-MONTH TIME LIMIT Current Programs: CalWORKs Current Attached Forms: N/A Current Forms Category: Forms Current Template Repository Visibility: All County Existing Languages: English, Spanish Generated by Batch: N Current Print Options: Print Local, Print Central Current Imaging Form Name: YOUR CW 48-MONTH TIME LIMIT Current Imaging Document Type: Time Limit Documents Existing Imaging Case/Person: Case

2.6.2 Form/NOA Verbiage

This form has a minor update to the verbiage from ACL 21-45.

Form Header: Header_1 (See Supporting Document #5) Updated State Form: CW 2187 (04/2021) Updated Form Title: YOUR CalWORKs 60-MONTH TIME LIMIT Updated Imaging Form Name: YOUR CW 60-MONTH TIME LIMIT Updated Languages: English Include NA Back 9: Y Form Mockups/Examples: See Supporting Document #5 Header and Body Variables Editable: Y

2.6.3 Form/NOA Generation Conditions

- Turn off the old versions of the Form
 This effort is turning off the existing CW 2187 form versions (04/2011) in
 the System as of April 30th, 2022.

 DOC_TEMPL_ID: 6010
 Form languages to end date: English, Spanish
- <u>Add Latest versions of the Form</u> This effort is adding the latest version of CW 2187 (04/2021) to the System as of May 1st, 2022. Note: The existing form population will continue and remain the same.

2.7 Updates to CW 2190A form

2.7.1 Overview

This effort is end dating the existing version of CW 2190A (04/2016) form and adding the latest revision of CW 2190A (04/2021) form based upon the ACL 21-45.

Current State Form: CW 2190A (04/2016)

Current Form Title: CalWORKs 48-Month Time Limit Extender Request Form **Current Programs:** CalWORKs, Welfare to Work, Refugee Employment Program

Current Attached Forms: N/A

Current Forms Category: Forms

Current Template Repository Visibility: All County

Existing Languages: English, Spanish, Armenian, Cambodia, Chinese, Farsi, Filipino, Korean, Russian, Vietnamese

Generated by Batch: $\ensuremath{\mathbb{N}}$

Current Print Options: Print Local, Print Central

Current Imaging Form Name: CW 48-Month Time Limit Extender Request

Current Imaging Document Type: Time Limit Documents

Existing Imaging Case/Person: Case

2.7.2 Form/NOA Verbiage

This form has a minor update to the verbiage from ACL 21-45.

Form Header: Header_1 (See Supporting Document #6) Updated State Form: CW 2190A (04/2021) Updated Form Title: CalWORKs 60-Month Time Limit Extender Request Form Updated Imaging Form Name: CW 60-Month Time Limit Extender Request Updated Languages: English Include NA Back 9: N Form Mockups/Examples: See Supporting Document #6 Header and Body Variables Editable: Y

2.7.3 Form/NOA Generation Conditions

1. Turn off the old versions of the Form

This effort is turning off the existing CW 2190A form versions (04/2016) in the System as of April 30th, 2022.

DOC_TEMPL_ID: 5719

Form languages to end date: English, Spanish, Armenian, Cambodia, Chinese, Farsi, Filipino, Korean, Russian, Vietnamese

 Add Latest versions of the Form This effort is adding the latest version of CW 2190A (04/2021) to the System as of May 1st, 2022.

2.8 Updates to CW 2190B form

2.8.1 Overview

This effort is end dating the existing version of CW 2190B (05/2016) form and adding the latest revision of CW 2190B (04/2021) form based upon the ACL 21-45.

Current State Form: CW 2190B (05/2016)

Current Form Title: CalWORKs 48-Month Time Limit Extender Determination Form

Current Programs: CalWORKs, Welfare to Work, Refugee Employment Program

Current Attached Forms: N/A

Current Forms Category: Forms

Current Template Repository Visibility: All County

Existing Languages: English, Spanish, Armenian, Cambodia, Chinese, Farsi, Filipino, Korean, Russian, Vietnamese

Generated by Batch: N

Current Print Options: Print Local, Print Central

Current Imaging Form Name: CW 48-Month Time Limit Extender Determ

Current Imaging Document Type: Time Limit Documents

Existing Imaging Case/Person: Case

2.8.2 Form/NOA Verbiage

This form has a minor update to the verbiage from ACL 21-45.

Form Header: Header_1 (See Supporting Document #7) Updated State Form: CW 2190B (05/2016) Updated Form Title: CalWORKS 60- Month Time Limit Extender Determination Form Updated Imaging Form Name: CW 60-Month Time Limit Extender Determ Updated Languages: English Include NA Back 9: Y Form Mockups/Examples: See Supporting Document #7 Header and Body Variables Editable: Y

2.8.3 Form/NOA Generation Conditions

1. Turn off the old versions of the Form

This effort is turning off the existing CW 2190B form versions (05/2016) in the System as of April 30th, 2022.

DOC_TEMPL_ID: 6316

Form languages to end date: English, Spanish, Armenian, Cambodia, Chinese, Farsi, Filipino, Korean, Russian, Vietnamese

 <u>Add Latest versions of the Form</u> This effort is adding the latest version of CW 2190B (04/2021) to the System as of May 1st, 2022.

2.9 Updates to FSP 2 form

2.9.1 Overview

This effort is end dating the existing version of FSP 2 (08/2014) form and adding the latest revision of FSP 2 (01/2021) form based upon the ACL 21-45.

Current State Form: FSP 2 (08/2014) Current Form Title: Family Stabilization Program Denial Notice Current Programs: CalWORKs, Welfare to Work, Refugee Employment Program Current Attached Forms: N/A Current Forms Category: NOA Current Template Repository Visibility: All County Existing Languages: English, Spanish Generated by Batch: N Current Print Options: Print Local Form Current Imaging Form Name: Family Stabilization Program Denial Current Imaging Document Type: Family Stabilization Existing Imaging Case/Person: Case

2.9.2 Form/NOA Verbiage

This form has a minor update to the verbiage from ACL 21-45.

Form Header: N/A Updated State Form: FSP 2 (01/2021) Updated Languages: English Include NA Back 9: Yes Form Mockups/Examples: See Supporting Document #8 Header and Body Variables Editable: Y

2.9.3 Form/NOA Generation Conditions

1. <u>Turn off the old versions of the Form</u> This effort is turning off the existing FSP 2 form versions (08/2014) in the

System as of April 30th, 2022.

DOC_TEMPL_ID: 6349

Form languages to end date: English, Spanish

 Add Latest versions of the Form This effort is adding the latest version of FSP 2 (01/2021) to the System as of May 1st, 2022.

2.10 Updates to WTW 5 form

2.10.1 Overview

This effort is end dating the existing version of WTW 5 form (09/2013) form and adding the latest revision of WTW 5 (01/2021) form based upon the ACL 21-45.

Current State Form: WTW 5 (09/2013)

Current Form Title: Welfare To Work Program Notice

Current Programs: Welfare to Work

Current Attached Forms: N/A

Current Forms Category: Forms

Current Template Repository Visibility: All County

Existing Languages: English, Spanish, Armenian, Arabic, Cambodia, Chinese, Farsi, Filipino, Korean, Russian, Vietnamese

Generated by Batch: N

Current Print Options: Print Local Form

Current Imaging Form Name: WTW Program Notice

Current Imaging Document Type: Welfare to Work (WTW) Existing Imaging Case/Person: Case

2.10.2 Form/NOA Verbiage

This form has a minor update to the verbiage from ACL 21-45.

Updated State Form: WTW 5 (01/2021) Updated Languages: English Updated Programs: Welfare to Work and Refugee Employment Program Include NA Back 9: N Form Mockups/Examples: See Supporting Document #9 Header and Body Variables Editable: Y

2.10.3 Form/NOA Generation Conditions

1. Turn off the old versions of the Form

This effort is turning off the existing WTW 5 form versions (09/2013) in the System as of April 30th, 2022.

DOC_TEMPL_ID: 5340

Form languages to end date: English, Spanish, Armenian, Arabic, Cambodia, Chinese, Farsi, Filipino, Korean, Russian, Vietnamese

 Add Latest versions of the Form This effort is adding the latest version of WTW 5 (01/2021) to the System as of May 1st, 2022.

2.11 End date the existing 48-month Time on Aid Reason Fragments

2.11.1 Overview

The existing 48-month Time on Aid reason fragments should be end dated as of April 30th, 2022, as the 60-month Time Limit takes effect as of May 1st, 2022.

2.11.2 List of 48-month Time on Aid Reason Fragments

Below is the list of the reason fragments which should be turned off as of April 30th, 2022.

Fragment ID	Fragment Name
6411	CW_CH_TL_GRANT_REDUCED_NO_EXEMPTS_NO_CS_A937

6412	CW_CH_TL_GRANT_REDUCED_EXEMPTS_NO_CS_A938
6413	CW_CH_TL_GRANT_REDUCED_EXEMPTS_CS_A939
6423	CW_DN_TL_PREG_NO_EXEMPTIONS_A949
6424	CW_DN_TL_PREG_EXEMPTIONS_NO_CS_A950
6425	CW_DN_TL_PREG_EXEMPTIONS_AND_CS_A951
6418	CW_TN_TL_48_EXEMPTIONS_NON_CS_A944
6433	CW_AP_TL_PARTICIPANT_MET_CONDITION_A987
6435	CW_AP_TL_OVERPAY_REPAID_APPROVED_A989
6437	CW_AP_TL_REPAID_CS_PRORATE_APPROV_AFTER_48_A991
6438	CW_AP_TL_REPAID_OVERPAY_PRORATE_AP_AFTER_48_A992
6420	CW_AP_TL_PA_NO_EXEMPTIONS_NO_CS_A946
6421	CW_AP_TL_PA_EXEMPTIONS_NO_CS_A947
6422	CW_AP_TL_PA_EXEMPTIONS_AND_CS_A948
6439	CW_CH_TL_CS_INCR_GRANT_TIME_ADJUST_A982
6440	CW_CH_TL_OVERPAY_INCR_GRANT_A983
6416	CW_IN_TL_EXTENDED_EXEMPTS_CS_A942
6415	CW_IN_TL_EXTENDED_EXEMPTS_NO_CS_A941
6414	CW_IN_TL_EXTENDED_NO_EXEMPTS_A940
6442	CW_IN_TL_REDETERM_EXEMPTS_AND_CS_A985
6441	CW_IN_TL_REDETERM_EXEMPTS_NO_CS_A984
6443	CW_IN_TL_REDETERM_NO_EXEMPTIONS_A986
6429	CW_TN_TL_EX_INC_EXTENDR_EXPIRE_EXEMPTS_AND_CS_A957
6428	CW_TN_TL_EX_INC_EXTENDR_EXPIRE_EXEMPTS_NO_CS_A956
6427	CW_CH_TL_EXTENDER_END_EXEMPTS_NO_CS_A953
6426	CW_CH_TL_48_EXTEND_TIME_OUT_PARTICIPANT_A977
6434	CW_AP_TL_CS_REPAID_A988

See Supporting document #11 for the fragment's verbiage.

2.12 Add New Time Limit NOA Template

2.12.1 Overview

This effort is adding the Template for the newly added Time Limit NOAs. The verbiage has provided via ACL 21-45.

State Form/NOA: NA 530 (Revision 4/21)

Program(s): CalWORKs

Includes NA Back 9: Yes

Languages: English

Note: The Spanish Template is not being added with this SCR as the new reasons that populate are not available in Spanish. The SCR CA-233816 has been created to add the Spanish Forms/NOAs/Templates related to Time Limits.

2.12.2 Form/NOA Verbiage

1. Create a New Time Limit NOA Template XDP

Add a new Time Limit Template for Approvals, Changes, Denials, Discontinuances.

2. Template Layout - Main Page (Page 1)

The first page of the NOA will contain a standard CalSAWS header and footer. The State Hearing information will be under the header. There will be a dynamic NOA title that populates based on the NOA fragments that are generated. There is a main section where the NOA fragments will generate. Above the footer and below the main section will be a regulations section for Time Limit regulations to populate.

<address1></address1>	COUNTY OF <county></county>	STATE OF CALIFORNIA HEALTH AND WELFARE AGENCY DEPARTMENT OF SOCIAL SERVICES
	NOTICE D CASE NAI CASE NUI WORKER WORKER TELEPHO	ATE: <notice_date> ME: <case_name> MBER: <case_num> NAME: <worker_name> ID: <worker_num> NE NUMBER: <phone-num></phone-num></worker_num></worker_name></case_num></case_name></notice_date>
NOTICE OF ACTION <noa action="" title=""> 60-MONTH TIME LIMIT</noa>		<address2></address2>
	Question	ns? Ask your worker.
	State He can ask Your be hearing l	earing: If you think this action is wrong, you for a hearing. The back page tells you how. nefits may not be changed if you ask for a before this action takes place.
<footer></footer>		Page 1 of X

3. <u>Template Layout – NA Back 9 (Page 2)</u>

The back of the first page, also known as the second page, the existing NA Back 9 will generate. The page number and page total will generate at the bottom of the page.

YOUR HEARING RIGHTS	TO ASK FOR A HEARING:		
You have the right to ack for a hearing if you disagree with any	• Fill out this page.		
sounds action. You have only 90 days to ack for a hearing. The 90	 Make a copy of the front and back of this page for your 		
days started the day after the county days to ask for a hearing. The so	records. If you ask, your worker will get you a copy of this		
notice. If you have good cause as to why you were not able to file for a beging within the 90 days, you may still file for a beging if	page. • Send or take this page to:		
you provide good cause, a hearing may still be scheduled	Appeals & Hearing Section		
you provide good dadse, a nearing may sum be sonedated.	P.O. Box 18890		
f you ask for a hearing <u>before</u> an action on Cash Aid, Aedi-Cal, CalFresh, or Child Care takes place: Your Cash Aid or Medi-Cal will <u>stay the</u> same while you wait for a	Los Angeles, CA 90018		
nearing. Your Child Care Services may stay the same while you wait for a hearing.	OR • Call toll free: 1-800-952-5253 or for hearing or speech impaired where TDD 4 800 853 8349		
Your CalFresh will stay the same until the hearing or the end of your certification period, whichever is earlier.	To Get Help: You can ask about your hearing rights or for a lega aid referral at the toll-free state phone numbers listed above. You		
extra Cash Aid, CalFresh or Child Care Services you got. To let us	may get free legal help at your local legal aid or welfare rights office.		
/es, lower or stop: Cash Aid CalFresh Child Care	Legal Aid Foundation of Los Angeles (LAFLA) (800) 399-4529		
While You Wait for a Hearing Decision for: <u>Velfare to Work:</u> /ou do not have to take part in the activities.			
You may receive child care payments for employment and for activities approved by the county before this notice.	If you do not want to go to the hearing alone, you can bring a friend or someone with you.		
f we told you your other supportive services payments will stop, you will	HEARING REQUEST		
tot get any more payments, even if you go to your activity.	I want a hearing due to an action by the Welfare Department of LOS ANGELES County about my:		
f we told you we will pay your other supportive services, they will be said in the amount and in the way we told you in this notice.	Cash Aid CalFresh Medi-Cal		
To get those supportive services, you must go to the activity the county told you to attend.	Here's Why:		
 If the amount of supportive services the county pays while you wait for a hearing decision is not enough to allow you to participate, you can stop going to the activity. 			
Cal-Learn: You cannot participate in the Cal-Learn Program if we told you			
We will only pay for Cal-Learn supportive services for an annoved activity	If you need more space, check here and add a page.		
DTHER INFORMATION	 I need the state to provide me with an interpreter at no cost to me. (A relative or friend cannot interpret for you at the bearing.) 		
Andi-Cal Managed Care Plan Members: This action on this notice	My language or dialect is:		
hay stop you from getting services from your managed care health lan. You may wish to contact your health plan memberships services if	NWE OF PERSON WHOSE BENEFITS WERE DENIED, CHANGED OR STOPPED		
ou have questions.	BIRTH DATE PHONE NUMBER		
	STREET ADDRESS		
hild and/or Medical Support: The local child support agency will elp collect support at no cost even if you are not on cash aid. If they	CITY STATE ZIP CODE		
ow collect support for you, they will keep doing so unless you tell them	SIGNATURE DATE		
ut will keep past due money collected that is owed to the county.	NAME OF PERSON COMPLETING THIS FORM PHONE NUMBER		
amily Planning: Your welfare office will give you information when ou ask for it.	I want the person named below to represent me at this hearing. I give my permission for this person to see my records or go to the hearing for me. (This person can be a friend or relative but cannot interpret for you.)		
learing File: If you ask for a hearing, the State Hearing Division will	NAME PHONE NUMBER		
et up a me. You have the right to see this file before your hearing and	STREET ADDRESS		
avs before the hearing. The state may give you hearing file to the	of the desired and the second		
Velfare Department and the U.S. Departments of Health and Human	CITY STATE ZIP CODE		
ervices and Agriculture. (W&I Code Sections 10850 and 10950.)			
NA BACK 9 (REPLACES NA BACK 8 AND EP 5/(REVISED 4/2013) - REOLIRE	D FORM - NO SUBSTITUTE PERMITTED		

4. Template Layout - Continuous Pages (Page 3 and ongoing)

The third page, and all pages following the third page, will generate on the NOA Continuation page, which is NA 270, unless otherwise specified in the recommendations below. This will generate on the front and back of all pages starting the third page. The Continuation page will generate

with a standard header. Footer on these continuation pages will be "NA 270 (1/100) CONTINUATION PAGE"

NOTICE OF ACTION	COUNTY OF <county< th=""><th>STATE OF CALIFORNIA HEALTH AND WELFARE AGENCY DEPARTMENT OF SOCIAL SERVICES</th></county<>	STATE OF CALIFORNIA HEALTH AND WELFARE AGENCY DEPARTMENT OF SOCIAL SERVICES
continued	NOTI CASE CASE WOR WOR TELE	CE DATE: <notice_date> NAME: <case_name> NUMBER: <case_num> KER NAME: <worker_name> KER ID: <worker_id> PHONE_NUMBER: <phone_num></phone_num></worker_id></worker_name></case_num></case_name></notice_date>
NA 270 (1/100) CONTINUATION PAGE		Page 3 of X

After all the NOA Action, Reason, Messages are populated, on the next page, the exempt months verbiage will populate.

For example: If the Action, Reason, Message verbiage did not fit in the first page, then the text will flow on the third page and so on (as second page will have NA BACK 9). Once the Action, Reason and Message has been populated on the NOA, the next page will contain the following text.

Description	Text
<static section=""></static>	The following <exemptionmonthsnotcounted> months did not count toward your CalWORKs 60- month time limit:</exemptionmonthsnotcounted>
<dynamic section=""></dynamic>	<year> - <months></months></year>

The <Dynamic Section> mentioned above will create a new line for each year where the exempt months exist.

	COUNTY OF <cou< th=""><th>JNTY></th><th>STATE OF CALIFORNIA HEALTH AND WELFARE AGENCY DEPARTMENT OF SOCIAL SERVICES</th></cou<>	JNTY>	STATE OF CALIFORNIA HEALTH AND WELFARE AGENCY DEPARTMENT OF SOCIAL SERVICES
Commu		NOTICE DATE: CASE NAME: CASE NUMBER: WORKER NAME: WORKER ID: TELEPHONE NUME	<notice_date> <case_name> <case_num> <worker_iname> <worker_id> BER: <phone_num></phone_num></worker_id></worker_iname></case_num></case_name></notice_date>
The following <exemptionmonthsnotcor did not count toward your CalWORKs 60 limit: Year> - <months></months></exemptionmonthsnotcor 	unted> months)-month time tion>		
NA 270 (1/100) CONTINUATION PAGE			Page Y of X

3. Add the Addendum 1

If the Addendum 1 is applicable for the generated reason, the Addendum 1 will populate on the page following the exempt months. The triggers for the Addendum 1 (if applicable) will be listed in the corresponding reason fragment recommendations.

Description Text

<static section=""></static>	Child Support Collection for CalWORKs 60-month Time Limit Exemption. Child support collection is used to exempt months of aid. A month is exempt if the aid for that month is fully repaid by child support collected since 1998. All child support amounts since 1998 are added together so when the total child support amount can repay a month of aid, that month does not count toward the CalWORKs 60-month time limit.
	The following information tells you how the child support was collected and applied to repay months on aid.
	As of <notificationdate>, the amount of child support collected is <amountofchildsupportcollected>.</amountofchildsupportcollected></notificationdate>
	The child support amount was applied to exempt the following <number_of_exempt_months> months:</number_of_exempt_months>
<dynamic section=""></dynamic>	<month_and_year1> Amount of Aid Repaid by Child Support <aid_repaid_by_child_support></aid_repaid_by_child_support></month_and_year1>
<static section=""></static>	The remaining amount of child support is <remainingchildsupport> and will be applied to months of aid that have not yet been repaid.</remainingchildsupport>

The <Dynamic Section> mentioned above will create a new line for each exempt month that exists.

	COUNTY OF <cc< th=""><th>)UNTY></th><th>STATE OF CALIFORNIA HEALTH AND WELFARE AGENCY DEPARTMENT OF SOCIAL SERVICES</th></cc<>)UNTY>	STATE OF CALIFORNIA HEALTH AND WELFARE AGENCY DEPARTMENT OF SOCIAL SERVICES
		NOTICE DATE: CASE NAME: CASE NUMBER: WORKER NAME: WORKER ID: TELEPHONE NUME	<notice_date> <case_name> <case_num> <worker_name> <worker_id> ER: <phone_num></phone_num></worker_id></worker_name></case_num></case_name></notice_date>
Child Support Collection for CalWO	RKs 60-month Time Limit	t Exemption.	
Child support collection is used to exer child support collected since 1998. All support amount can repay a month of	mpt months of aid. A mont child support amounts sind aid, that month does not co	h is exempt if the a ce 1998 are added ount toward the Ca	id for that month is fully repaid by together so when the total child WORKs 60-month time limit.
The following information tells you how	the child support was colle	ected and applied	o repay months on aid.
As of <notificationdate>, the amount of</notificationdate>	of child support collected is	<amountofchilds< td=""><td>upportCollected>.</td></amountofchilds<>	upportCollected>.
The child support amount was applied	to exempt the following <n< td=""><td>lumber_of_Exemp</td><td>_Months> months:</td></n<>	lumber_of_Exemp	_Months> months:
<month_and_year1> Amount of Aid</month_and_year1>	Repaid by Child Support	<aid_repaid_by_c< td=""><td>hild_Support> <dynamic section=""></dynamic></td></aid_repaid_by_c<>	hild_Support> <dynamic section=""></dynamic>
not yet been repaid.			
40-107 Addendum 1			Page Y of X

4. Add Addendum 2

If the Addendum 2 is applicable for the generated reason, the Addendum 2 will populate on the page following the exempt months. The triggers for the Addendum 2 (if applicable) will be listed in the corresponding reason fragment recommendations.

Description	Text
<static section=""></static>	Child Support Collection for CalWORKs 60-month Time Limit Exemption.
	Child support collection is used to exempt months of aid. A month is exempt if the aid for that month is fully repaid by child support collected since 1998. All child support amounts since 1998 are added together so when the total child support amount can repay a month of aid, that month does not count toward the CalWORKs 60-month time limit.
	The following information tells you how the child support was collected and applied to repay months on aid.
	As of <lasttlnoasentdate>, the amount of child support since your last notice is <amountofchildsupportcollected>.</amountofchildsupportcollected></lasttlnoasentdate>
	On the last time limit notice, the remaining amount of child support that was not yet used was: + <remainingchildsupport>.</remainingchildsupport>
	The total amount of child support applied to repay aid since your last notice is: = <amountsincelasttl>.</amountsincelasttl>
	The child support amount was applied to exempt the following <number_of_exempt_months> months:</number_of_exempt_months>
<dynamic section=""></dynamic>	<month_and_year1> Amount of Aid Repaid by Child Support <aid_repaid_by_child_support></aid_repaid_by_child_support></month_and_year1>
<static section=""></static>	The remaining amount of child support is <remainingchildsupport> and will be applied to months of aid that have not yet been repaid.</remainingchildsupport>

The <Dynamic Section> mentioned above will create a new line for each exempt month that exists.
Continued	COUNTY OF <0	COUNTY>	STATE OF CAL HEALTH AND V DEPARTMENT	IFORNIA VELFARE AGENC OF SOCIAL SER\
		NOTICE DATE: CASE NAME: CASE NUMBER: WORKER NAME: WORKER ID: TELEPHONE NUM	<n <c <c <v BER: <p< th=""><th>OTICE_DATE> ASE_NAME> ASE_NUM> /ORKER_NAME> /ORKER_ID> HONE_NUM></th></p<></v </c </c </n 	OTICE_DATE> ASE_NAME> ASE_NUM> /ORKER_NAME> /ORKER_ID> HONE_NUM>
Child Support Collection for CalWO	RKs 60-month Time Lii	mit Exemption.		
Child support collection is used to exer child support collected since 1998. All support amount can repay a month of a	npt months of aid. A mo child support amounts s aid, that month does not	onth is exempt if the ince 1998 are added count toward the Ca	aid for that mon I together so wh IWORKs 60-mo	th is fully repaid l en the total child nth time limit.
The following information tells you how	the child support was c	ollected and applied	to repay months	s on aid.
As of <notificationdate>, the amount of</notificationdate>	f child support collected	is <amountofchilds< td=""><td>SupportCollected</td><td>⊳.</td></amountofchilds<>	SupportCollected	⊳.
On the last time limit notice, the remain <remainingchildsupport></remainingchildsupport>	ing amount of child sup	port that was not yet	used was:	
The total amount of child support appli	ed to repay aid since yo	ur last notice is: = </td <td>mountSinceLas</td> <td>tTL></td>	mountSinceLas	tTL>
The child support amount was applied	to exempt the following	<number_of_exemp< td=""><td>t_Months> mon</td><td>ths:</td></number_of_exemp<>	t_Months> mon	ths:
<month_and_year1> Amount of Aid</month_and_year1>	Repaid by Child Suppo	rt <aid_repaid_by_(< td=""><td>Child_Support></td><td><dynamic sec<="" td=""></dynamic></td></aid_repaid_by_(<>	Child_Support>	<dynamic sec<="" td=""></dynamic>

5. <u>Attach CW 2184 form at the end of the Template</u>

Attach the updated CW 2184 form at the end of the Template.

State of California - Health and Human Services Agency

California Department of Social Services

CALWORKS 60-MONTH TIME LIMIT



CalWORKs 60-MONTH TIME LIMIT ON AID

Beginning May 1, 2022, an aided adult (parent, stepparent, and/or caretaker relative) can only get 60 months (5 years) of cash aid from the California Work Opportunity and Responsibility to Kids (CalWORKs) program. This includes cash aid you got from California and other states' Federal Temporary Assistance for Needy Families (TANF) Programs.

The 60-month time limit does NOT apply to:

- Children
- Child Care
- Medi-Cal Benefits
- CalFresh Benefits
- Aid that you got from California or another state under the Aid to Families with Dependent Children (AFDC) Program before January 1,1998.

FACTS YOU SHOULD KNOW ABOUT THE CalWORKS 60-MONTH TIME LIMIT

Time Limit Exemptions - "Clock Stoppers"

A month on cash aid does not count toward your CalWORKs 60-month time limit if at any time during that month you are:

- · Disabled (You must have medical proof of a disability that is expected to last at least 30 days.)
- · 60 years or older.
- Caring for an ill or incapacitated person living in your home, which impairs you from working or participating in welfare-to-work activities.
- Caring for a dependent child of the court or a child at risk of placement in foster care, which impairs you from working or participating in welfare-to-work activities.
- · A victim of domestic abuse and the county waives the 60-month time limit.
- Living in Indian Country, as defined by federal law, or an Alaskan native village, in which at least 50 percent of the adults are unemployed.
- Granted an exemption from participation and the cash aid time limit based on caring for a child who is 0-23 months of age. (This exemption is only available once.)

More "Clock Stoppers" to the CalWORKs 60-Month Time Limit

A month does not count if:

- You did not get CalWORKs cash aid for yourself because your grant was less than \$10, you were sanctioned, or you were not eligible for any other reason.
- · Your cash grant is fully repaid by child support collection.
- You are off cash aid, employed and only getting supportive services such as child care, transportation, or case management.

For more information regarding time limits, see back page.

CW 2184 (4/21) Required Form - No Substitute Permitted

Page 1 of 2

State of California – Health and Human Services Agency

California Department of Social Services

Time Limit Exceptions -"Time Extenders"

You may be able to get more cash aid after 60 months if <u>all</u> aided parents, stepparents, and/or caretaker relatives in the home are in one of the following situations:

- Caring for an ill or incapacitated person living in your home, which impairs you from working or participating in welfare-to-work activities.
- 60 years or older.
- Caring for a dependent child of the court, or a child at risk of placement in foster care, which impairs you
 from working or participating in welfare-to-work activities.
- Evaluated by the county and are found to be unable to maintain work or take part in welfare-to-work
 activities. This exception only applies when the adult has a history of cooperating with welfare-to-work rules.
- · Not in the assistance unit (AU) for any reason other than reaching the 60-month time limit.
- Disabled and receiving certain types of disability benefits and the disability impairs you from working or
 participating in welfare-to-work activities. The benefits that qualify for this are: State Disability Insurance,
 Worker's Compensation Temporary Disability Insurance, In-Home Supportive Services, or State
 Supplementary Program benefits.
- If only one adult in the home meets an extender, you won't be eligible for extended cash aid. All adults must
 meet one of these extenders, but each one can meet a different one.

CalWORKs 60-Month Time Limit Waiver for Extending Aid

If you are a victim of domestic abuse and the county determines that your condition or situation impairs your ability to work or to participate in welfare-to-work activities, the county may waive the 60-month time limit, and you can get more than 60 months of aid. All adults in the home do not need to meet an extender for an individual to receive a domestic violence waiver.

Request for Exemption or Extender

If you think you meet the rules for an exemption or extender, contact your worker. You may also contact your worker to find out how many months of aid you used.

Choosing to Leave Cash Aid

If your family is getting only a small amount of monthly cash aid, you may choose to go off aid so that the months will not count against your CalWORKs 60-month time limit. This will save you some months for cash aid in the future. You should contact your worker to find out if going off aid will be helpful to you.

Diversion

There are special time limit rules for diversion. Diversion is a lump sum payment you can get instead of getting monthly cash aid. The month that you get the diversion payment counts as one month toward the CalWORKs 60-month time limit, unless you reapply and get cash aid during the diversion period. In that case, you may choose to have all the months in the diversion period counted toward the 60-month time limit, or to repay the diversion payment by reducing your monthly cash grant.

RULES FOR OTHER STATES

Other states have different time limit rules. If you got TANF aid in another state -or if you plan to move to another state -you must contact that state to find out about its time limit requirements.

CW 2184 (4/21) Required Form - No Substitute Permitted

Page 2 of 2

2.12.3 Form/NOA Variable Population

Add Fragment Variable Population

This new Template will have 27 variables that are populated with values from EDBC.

See Supporting Document #10 for list of new Template variables and Population.

2.13 Add a New Time Limit NOA Message

2.13.1 Overview

Add a new Message to populate on Time Limit NOAs. Known County NOA: NA 530 Program(s): CalWORKs Action Type(s): Approval, Change, Discontinuance, Denial Fragment Level: Program Repeatable: No Languages: English

2.13.2 Form/NOA Verbiage

Create a new Time Limit NOA message.

Description	Text
Static	CONTACT YOUR WORKER RIGHT AWAY IF YOU DISAGREE WITH THE INFORMATION ON THIS NOTICE.
	 If you and the county worker cannot reach an agreement, you must ask for a hearing within 90 days from the date of this notice.
	• If you do not request a hearing, you may not get another chance to change the number of months shown on this notice for your 60-month time limit on aid.
	Medi-Cal: This notice DOES NOT change or stop Medi-Cal Benefits. Keep using your plastic Benefits Identification Card(s). You will get another notice telling you about any changes to your health benefits.
	CalFresh: This notice DOES NOT stop or change your CalFresh benefits. You will get a separate notice telling you about any changes to your CalFresh benefits.
	Receiving Medi-Cal and/or CalFresh only DOES NOT count against your cash aid time limits.

Rules: These rules apply; you may review them at your welfare office: Assembly Bill 79 (Chapter 11, Statutes of 2020).

*Formatting of this Message: Arial Font Size 10

2.13.3 Form/NOA Variable Population

N/A, this new Message Fragment does not require any variable population.

2.13.4 Form/NOA Generation Conditions

Generation conditions will be added as part of the reason fragment's recommendations.

Note: Please refer to the recommendations below for newly added reason fragments.

Ordering on the NOA: This will be the last fragment on the NOA.

2.14 Add a New Action Fragment

2.14.1 Overview

Add a new Message to populate on Time Limit NOAs.

Known County NOA: NA 530

Program(s): CalWORKs

Action Type(s): Approval

Fragment Level: Program

Repeatable: No

Languages: English

2.14.2 Form/NOA Verbiage

Create a new Time Limit NOA message.

Description	Text
Static	As of <effectivedate>, the county has approved cash aid and Medi-Cal for some members of your family. The first day of cash aid is <benefitmonthbegindate>. The first month's cash aid amount is <benefitamount>.</benefitamount></benefitmonthbegindate></effectivedate>

*Formatting of this Message: Arial Font Size 10

2.14.3 Form/NOA Variable Population

Variable Name	Population	Formatting
<effectivedate></effectivedate>	EDBC run date. Format: MM/DD/YYYY	Arial Font 10
<benefitmonth BeginDate ></benefitmonth 	Begin date of the month for which the benefits are approved Format: MM/DD/YYYY	Arial Font 10
<benefitamount></benefitamount>	Approved cash aid amount Format: \$500.00	Arial Font 10

2.14.4 Form/NOA Generation Conditions

Generation conditions will be added as part of the reason fragment's recommendations.

Note: Please refer to the recommendations below for newly added reason fragments.

Ordering on the NOA: This will be the first fragment on the NOA.

2.15 Add new Time on Aid NOA (M40-107G)

2.15.1 Overview

Create a new Time on Aid NOA (M40-107G) to reflect the 60 MTC changes.

Known County NOA: M40-107G

NOA Template: New Template added in Rec 2.12

Program(s): CalWORKs

Action Type: Change/Discontinuance

Fragment Level: Program

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: CW 2184 (04/2021)

Languages: English

Note: Threshold will be added with SCR CA-233816

2.15.2 Form Verbiage

Add new Time On Aid Change Grant Reduction Change Fragment XDP Add a new CalWORKs NOA Reason for Time On Aid change during grant reduction.

Description	Text
<static_ Section></static_ 	As of <effectivechangedate1>, the County is changing your family's cash aid from <priormonthcashaidamount> to <newcashaidamount>. We have removed <person> from the grant. The new amount of cash aid is for the <remaining AUMembers> remaining eligible members of your family. The new cash aid amount is figured on the next page. Here's why: As of < EffectiveChangeDate2>, <person>, has used 60 months of CalWORKs cash aid. Adults cannot get CalWORKs cash aid after 60 months unless they meet an exception to the time limit. We have no record of you meeting an</person></remaining </person></newcashaidamount></priormonthcashaidamount></effectivechangedate1>
	You may be able to get aid for yourself after 60 months. The reasons are listed on form CW 2190A, sent out with this
	you think you qualify for an exception. You got CalWORKs aid:
	from <periodreceivedaid> = <periodtotal numbermonths=""> months.</periodtotal></periodreceivedaid>
<dynamic Section1></dynamic 	The list on this page includes months that are exempt due to child support collection. The last page(s) shows how child support was applied to exempt month(s).
<dynamic_ Section2></dynamic_ 	No child support was collected for children in your AU.

Add Dynamic Section to the Grant Reduction Change Fragment:

This new fragment will have a dynamically generated section (DYNAMIC SECTION 1,2). The trigger conditions for these dynamic sections are listed below.

2.15.3 Form/NOA Variable Population

1. <u>Add Time On Aid Change Grant Reduction Fragment Variable</u> <u>Population</u>

Variable Name	Population	Formatting
<effectivechange Date1></effectivechange 	Begin date of the month following the 60 th countable month. Format: MM/DD/YYYY	Arial Font 10

<priormonth CashAidAmount></priormonth 	Prior Month Cash aid amount Format: \$600.00	Arial Font 10
<newcash AidAmount></newcash 	Current Month Cash aid amount Format: \$500.00	Arial Font 10
<person></person>	Populate with the Person's Name (First Name and Last Name)	Arial Font 10
<remaining AUMembers></remaining 	The size of the AU after the person is being removed for reaching 60 TL months.	Arial Font 10
<effectivechange Date2></effectivechange 	End date of the 60 th countable month Format: MM/DD/YYYY	Arial Font 10
<person></person>	Populate with the Person's Name (First Name and Last Name)	Arial Font 10
<periodreceivedaid></periodreceivedaid>	<time begin="" limit="" month<br="" period="">and year> to <time limit="" period<br="">end month and year> Format: MM/YYYY to MM/YYYY Note: This section will be iterated based on the number of active time limit periods. For Example: If there are multiple time limit periods, the population will look like below From 01/2021 to 04/2021 =4 month(s) From 07/2021 to 08/2021 = 2 months</time></time>	Arial Font 10
<periodtotal NumberMonths></periodtotal 	Populate the number of months within the time limit period. Note: Refer to the example mentioned in the <periodreceivedaid> population.</periodreceivedaid>	Arial Font 10

Variables Requiring	Translations: N/A
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2. Add regulations

This fragment has associated regulations. The following Regulations will be added when the Time on Aid Grant Reduction Fragment is generated on the NOA: **Regulations**: 40-107(a)(4)(G), 42-302, 42-302.21, 42-712, 44-111, 44-113, 44-207.2, and ACL No. 20-113

3. Add NOA Title and Footer Reference for new Reason

The following are the references that will be included for the new Time on Aid Grant Reduction Reason Fragment.

NOA Reference on Document List Page: NOA - CW - BC - Aid:60Mnths **NOA Title:** CALWORKS CHANGE

NOA Footer: M40-107G

2.15.4 NOA Generation Conditions

1. Add Time on Aid Grant Reduction Reason Fragment Generation

This new Fragment will generate for a CalWORKs program when a Time Limit participant reaches his/her 60th countable month (i.e., this NOA will generate in the 60th countable month), the current benefit amount is less than the prior benefit amount and there is no time limit extender for the current month or the previous month.

The role reason for the participant will be 'CW Time Limit'

Action Fragment: This reason will not have an associated Action Fragment.

Message Fragment:

New message added as part of the recommendation 2.13

Regulations Fragment: REGULATIONS_SECTION (Fragment ID: 1308)

Budget Fragment: NA 1239 SAR

New NOA Template: Yes

New Program Generation: No

New Action Type: No

Update to Fragment Level: No

New Forms/NOAs Generated with this NOA: CW 2190A

Ordering on the NOA: This fragment will be the first fragment to populate on the NOA followed by the message, regulations, NA 1239 SAR Budget, the months that did not count, Addendum (if applicable) and the CW 2184 form.

2. Dynamic Fragment Section Generation

Dynamic Section1 – Populate this section when there are month(s) that are exempt from the CW 60-month TL due to Child Support collection. i.e., Child Support Exempt months are not Zero.

Add Addendum 1 - Turn on Addendum 1 on the new Time Limit NOA Template when Dynamic Section1 generates and there was no previous Time Limit NOA for the person. Add Addendum 2 - Turn on Addendum 2 on the new Time Limit NOA Template when Dynamic Section1 generates on the NOA and a previous Time Limit NOA exists for the person.

Dynamic Section2 – Populate this section when there are month(s) that are exempt from the CW 60-month TL and Child Support exemption do not apply. i.e., Child Support Exempt months are Zero

Note – No Addendum will be turned on if Dynamic Section 2 is being populated on the NOA.

3. Fragments being replaced by this new fragment

Following are the fragments that are getting replaced by this new fragment

Fragment ID	Fragment Name
6411	CW_CH_TL_GRANT_REDUCED_NO_EXEMPTS_NO_CS_A937
6412	CW_CH_TL_GRANT_REDUCED_EXEMPTS_NO_CS_A938
6413	CW_CH_TL_GRANT_REDUCED_EXEMPTS_CS_A939

2.16 Add to Time on Aid NOA (M40-107F)

2.16.1 Overview

Create a new Time on Aid NOA (M40-140F) to reflect the 60 MTC changes. Known County NOA: Derived from M40-107F NOA Template: New Template added in Rec 2.12 Program(s): CalWORKs Action Type: No Change or Information Action Fragment Level: Program Repeatable: No Include NA Back 9: Yes Forms/NOAs Generated with this NOA: CW 2184 (04/2021) Languages: English Note: Threshold will be added with SCR CA-233816

2.16.2 Form Verbiage

Add new Time On Aid Beyond 60 Months Change Fragment XDP Add a new CalWORKs NOA Reason for Time On Aid beyond 60 months.

Description	Text
<static_ Section></static_ 	On the date of the last time limit notice, <lasttlsentdate>, the County determined that you, <person> used a total of <lifetimemonthslastnoa> months of your lifetime 60- month time limit of CalWORKs cash aid.</lifetimemonthslastnoa></person></lasttlsentdate>
	As of <date60monthsused>, you, <person> used your total 60 months of CalWORKs cash aid. However, you can continue to get cash aid because you have a condition that meets the requirement to be extended on aid.</person></date60monthsused>
	Your condition may be reviewed again to determine if you can continue to get aid.
	Here's why:
	Since your last time limit notice, you got CalWORKs:
	From <periodeligibleaftertlnoa> = <pre><periodtotalnumbermonths> month(s).</periodtotalnumbermonths></pre></periodeligibleaftertlnoa>
	Months that did not count = <exemptionmonthsnotcounted></exemptionmonthsnotcounted>
	months.
	The additional months used: + <additionalcount></additionalcount>
	The total number used is now {Total60Months} month(s).
	If you were exempt, the month(s) did not count toward the CalWORKs 60-month time limit. These months are listed on the next page.
<dynamic Section1></dynamic 	The last page(s) shows how child support was applied to exempt month(s).
<dynamic_ Section2></dynamic_ 	No child support was collected for children in your Assisted Unit.

Add Dynamic Section to the Time Limit 60 month No Change Fragment:

This new fragment will have a dynamically generated section (DYNAMIC SECTION 1,2). The trigger conditions for these dynamic sections are listed below.

2.16.3 Form/NOA Variable Population

1. <u>Add Time On Aid Time On Aid beyond 60 months Fragment Variable</u> <u>Population</u>

Variable Name	Population	Formatting
<lasttlsentdate></lasttlsentdate>	The date when the last Time Limit NOA was sent Format: MM/DD/YYYY	Arial Font 10

<person></person>	Populate with the Person's Name (First Name and Last Name)	Arial Font 10
<lifetimemonths LastNOA></lifetimemonths 	Number of used Time Limit Months that was listed in the previous Time Limit NOA	Arial Font 10
<date60 MonthsUsed></date60 	End date of the 60 th countable month Format: MM/DD/YYYY	Arial Font 10
<periodeligible AfterTLNOA></periodeligible 	<time begin="" limit="" month<br="" period="">and year after the last Time Limit NOA was sent> to <time limit period end month and year> Note: This section will be iterated based on the number of active time limit periods. For Example: If there are multiple time limit periods, the population will look like below From 01/2021 to 04/2021 =4 month(s) From 07/2021 to 08/2021 = 2 months <time begin="" limit="" month<br="" period="">and year> to <time limit="" period<br="">end month and year> Format: MM/YYYY to MM/YYYY</time></time></time </time>	Arial Font 10
<periodtotal NumberMonths></periodtotal 	Populate the number of months within the time limit period. Note: Refer to the example mentioned in the <periodreceivedaid> population.</periodreceivedaid>	Arial Font 10
<exemption MonthsNotCounted></exemption 	Populate the number of months that are either uncountable or exempt.	Arial Font 10
<additionalcount></additionalcount>	Countable Time Limit Months used since last Time Limit NOA was sent	Arial Font 10
<total60months></total60months>	Populate the total number of months counted (Will be 60 months)	Arial Font 10

Variables Requiring Translations: N/A

2. Add regulations

This fragment has associated regulations. The following Regulations will be added when the Time on Aid Beyond 60 months Fragment is generated on the NOA:

Regulations: 40-107(a)(4)(G), 42-302, 42-302.11, 42-302.21, 42-712 and ACL No. 20-113

3. Add NOA Title and Footer Reference for new Reason

The following are the references that will be included for the new Time on Aid Beyond 60 months Reason Fragment.

NOA Reference on Document List Page: NOA - CW - Aid:>60Mnths NOA Title: CALWORKS NO CHANGE NOA Footer: M40-107F

2.16.4 NOA Generation Conditions

1. Add Time on Aid beyond 60 months Reason Fragment Generation

Trigger for ongoing CalWORKs cases when a Time Limit participant reaches his/her 60 countable month(s) (i.e., this NOA will generate after the 60th countable month) and benefits continue to be granted due a to condition that meets the requirements for extended aid. i.e., extender months exist. (Code_DETL table CATGRY_ID = 863)

Action Fragment: This reason will not have an associated Action Fragment.

Message Fragment:

New message added as part of the recommendation 2.13

New NOA Template: Yes

New Program Generation: No

New Action Type: No

Update to Fragment Level: No

New Forms/NOAs Generated with this NOA: No

This fragment will be the first fragment to populate on the NOA followed by the message, regulations, NA 1239 SAR Budget, the months that did not count, addendum (if applicable) and the CW 2184 form.

2. Dynamic Fragment Section Generation

Dynamic Section1 – Populate this section when there are month(s) that are exempt from the CW 60-month TL due to Child Support collection. i.e., Child Support Exempt months are not Zero

Add Addendum 1 - Turn on Addendum 1 on the new Time Limit NOA Template when Dynamic Section1 generates and there was no previous Time Limit NOA for the person. Add Addendum 2 - Turn on Addendum 2 on the new Time Limit NOA Template when Dynamic Section1 generates on the NOA and a previous Time Limit NOA exists for the person.

Dynamic Section2 – Populate this section when there are month(s) that are exempt from the CW 60-month TL and Child Support exemption do not apply. i.e., Child Support Exempt months are Zero

Note – No Addendum will be turned on if Dynamic Section 2 is being populated on the NOA.

3. Fragments being replaced by this new fragment

Following are the fragments that are getting replaced by this new fragment

Fragment ID	Fragment Name
6416	CW_IN_TL_EXTENDED_EXEMPTS_CS_A942
6414	CW_IN_TL_EXTENDED_NO_EXEMPTS_A940

2.17 Add new Time on Aid NOA (M40-107B)

2.17.1 Overview

Create a new Time on Aid NOA (M40-107B) to reflect the 60 MTC changes.

Known County NOA: M40-107B

NOA Template: New Template added in Rec 2.12

Program(s): CalWORKs

Action Type: Informational

Fragment Level: Program

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: CW 2184 (04/2021)

Languages: English

Note: Threshold will be added with SCR CA-233816

2.17.2 Form Verbiage

Add new Time On Aid at Application or Redetermination Fragment XDP Add a new CalWORKs NOA Reason to inform about the time limit months during Intake or Redetermination.

Description	Text
<static_ Section></static_ 	On the date of the last time limit notice, <lasttlsentdate>, the County determined that you, <person> used a total of <lifetimemonthslastnoa> months of your lifetime 60-month time limit of CalWORKs cash aid.</lifetimemonthslastnoa></person></lasttlsentdate>
	Since <lasttlsentdate>, you used <additionalcount> more months.</additionalcount></lasttlsentdate>
	Here's why:
	Since your last time limit notice, you got CalWORKs:
	from <periodeligibleaftertlnoa> = <periodtotalnumbermonths> month(s).</periodtotalnumbermonths></periodeligibleaftertlnoa>
	Subtotal = <periodsubtotalmonths> month(s).</periodsubtotalmonths>
	Month(s) that did not count <exemptionmonthsnotcounted> month(s).</exemptionmonthsnotcounted>
	The additional months used: + <additionalcount></additionalcount>
	The total number used is now = {TotalMonthsUsed} month(s).
	If you were exempt, the month(s) did not count toward the CaIWORKs 60-month time limit. These months are listed on the next page.
<dynamic Section1></dynamic 	The list on the next page includes months that are exempt due to child support collection. The last page(s) shows how child support was applied to exempt month(s).
	You may also have months that are exempt because of child support collection. If you do, these months will be included in your next notice.
<dynamic_ Section2></dynamic_ 	No child support was collected for children in your AU.

Add Dynamic Section to the Grant Reduction Change Fragment:

This new fragment will have a dynamically generated section (DYNAMIC SECTION 1,2). The trigger conditions for these dynamic sections are listed below.

2.17.3 Form/NOA Variable Population

1. <u>Add Time On Aid Change Grant Reduction Fragment Variable</u> <u>Population</u>

Variable Name	Population	Formatting
<lasttlsentdate></lasttlsentdate>	The date when the last Time Limit NOA was sent Format: MM/DD/YYYY	Arial Font 10
<person></person>	Populate with the Person's Name (First Name and Last Name)	Arial Font 10
<lifetimemonths LastNOA></lifetimemonths 	Number of used Time Limit Months that was listed in the previous Time Limit NOA	Arial Font 10
<lasttlsentdate></lasttlsentdate>	The date when the last Time Limit NOA was sent Format: MM/DD/YYYY	Arial Font 10
<additionalcount></additionalcount>	Countable Time Limit Months used since last Time Limit NOA was sent	Arial Font 10
<periodeligible AfterTLNOA></periodeligible 	<time begin="" limit="" month<br="" period="">and year after the last Time Limit NOA was sent> to <time limit period end month and year> Note: This section will be iterated based on the number of active time limit periods. For Example: If there are multiple time limit periods, the population will look like below From 01/2021 to 04/2021 =4 month(s) From 07/2021 to 08/2021 = 2 months <time begin="" limit="" month<br="" period="">and year> to <time limit="" period<br="">end month and year> Format: MM/YYYY to MM/YYYY</time></time></time </time>	Arial Font 10
<periodtotal NumberMonths></periodtotal 	Populate the number of months within the time limit period. Note: Refer to the example mentioned in the <periodreceivedaid> population.</periodreceivedaid>	Arial Font 10
<periodsubtotal Months></periodsubtotal 	Populate the sum of all the <periodtotalnumbermonths></periodtotalnumbermonths>	Arial Font 10

<exemptionmonths NotCounted></exemptionmonths 	Populate the number of months that are either uncountable or exempt.	Arial Font 10
<additionalcount></additionalcount>	Countable Time Limit Months used since last Time Limit NOA was sent	
<totalmonthsused></totalmonthsused>	Populate the sum of previously used Time limit months and the additional Time limit NOA months i.e. <lifetimemonths LastNOA> and <additionalcount></additionalcount></lifetimemonths 	Arial Font 10

Variables Requiring Translations: N/A

2. Add regulations

This fragment has associated regulations. The following Regulations will be added when the Time on Aid Grant Reduction Fragment is generated on the NOA:

Regulations: 40-107(a)(4), 42-302,42-302.21, 42-712 and All County Letter No. 20-113

3. Add NOA Title and Footer Reference for new Reason

The following are the references that will be included for the new Time on Aid Grant Reduction Reason Fragment.

NOA Reference on Document List Page: NOA - CW - Time on Aid at Application/ Redetermination

NOA Title: CALWORKS NO CHANGE

NOA Footer: M40-107B

2.17.4 NOA Generation Conditions

1. Add Time on Aid Grant Reduction Reason Fragment Generation

This new Fragment will generate for a CalWORKS program at Intake or at Redetermination if a previous Time Limit NOA was sent to a participant and the person did not exhaust all of the 60 countable months.

Note: This NOA will not generate if there was no Time Limit NOA sent for this participant.

Action Fragment: This reason will not have an associated Action Fragment.

Message Fragment:

New message added as part of the recommendation 2.13

Regulations Fragment: REGULATIONS_SECTION (Fragment ID: 1308)

New NOA Template: Yes

New Program Generation: No

New Action Type: No

Update to Fragment Level: No

New Forms/NOAs Generated with this NOA: No

Ordering on the NOA: This fragment will be the first fragment to populate on the NOA followed by the message, regulations, the months that did not count and the CW 2184 form.

2. Dynamic Fragment Section Generation

Dynamic Section1 – Populate this section when there are month(s) that are exempt from the CW 60-month TL due to Child Support collection. i.e., Child Support Exempt months are not Zero

Add Addendum 2 - Turn on Addendum 2 on the new Time Limit NOA Template when Dynamic Section1 generates on the NOA and a previous Time Limit NOA exists for the person.

Dynamic Section2 – Populate this section when there are month(s) that are exempt from the CW 60-month TL and Child Support exemption do not apply. i.e., Child Support Exempt months are Zero **Note –** No Addendum will be turned on if Dynamic Section 2 is being populated on the NOA

3. Fragments being replaced by this new fragment

Following are the fragments that are getting replaced by this new fragment

Fragment ID	Fragment Name
6442	CW_IN_TL_REDETERM_EXEMPTS_AND_CS_A985
6441	CW_IN_TL_REDETERM_EXEMPTS_NO_CS_A984
6443	CW_IN_TL_REDETERM_NO_EXEMPTIONS_A986

2.18 Add new Time on Aid NOA(M40-107J)

2.18.1 Overview

Create a new Time on Aid NOA to reflect the 60 MTC changes.

Known County NOA: M40-107J

NOA Template: New Template added in Rec 2.12

Program(s): CalWORKs

Action Type: Partial Approval

Fragment Level: Program

Repeatable: No

Include NA Back 9: Yes Forms/NOAs Generated with this NOA: CW 2184 Languages: English Note: Threshold will be added with SCR CA-233816

2.18.2 Form Verbiage

Add new Time On Aid Partial Approval Fragment XDP

Add a new CalWORKs NOA Reason for Time On Aid during partial Approval.

Description	Text
<static_ Section></static_ 	Aid has been denied for <person>. Here's why: On the date of your last time limit notice, <lasttlsentdate> the county determined that you used the total 60 months of CalWORKs aid and can no longer get cash aid. Your cash amount is figured on the next page.</lasttlsentdate></person>

2.18.3 Form/NOA Variable Population

1. Add Time On Aid Partial Approval Fragment Variable Population

Variable Name	Population	Formatting
<person></person>	Populate with the Person's Name (First Name and Last Name)	Arial Font 10
<lasttlsentdate></lasttlsentdate>	The date when the last Time Limit NOA was sent Format: MM/DD/YYYY	Arial Font 10

Variables Requiring Translations: N/A

2. Add regulations

This fragment has associated regulations. The following Regulations will be added when the Time on Aid Grant Reduction Fragment is generated on the NOA:

Regulations: 40-107(a)(4), 40-171, 40-173, 42-302, 42-302.21, 42-712, 82-833, and ACL No. 20-113

3. Add NOA Title and Footer Reference for new Reason

The following are the references that will be included for the new Time on Aid Grant Reduction Reason Fragment. NOA Reference on Document List Page: NOA - CW - AP - Part. Appr NOA Title: CALWORKS DENIAL NOA Footer: M40-107J

2.18.4 NOA Generation Conditions

1. Add Time on Partial Approval Fragment Generation

This new Fragment will generate for a CalWORKs program during partial approval i.e., at least one person is approved on the case and at least one person is denied. The denied Time Limit participant used his/her 60 countable months, and the denied person does not qualify for any time limit extenders.

The role reason for denied the participant will be 'CW Time Limit'

Action Fragment: New Action Fragment added as part of the rec 2.14

Message Fragment:

New message added as part of the recommendation 2.13

Regulations Fragment: REGULATIONS_SECTION (Fragment ID: 1308)

Budget Fragment: NA 1239 SAR

New NOA Template: Yes

New Program Generation: No

New Action Type: No

Update to Fragment Level: No

New Forms/NOAs Generated with this NOA: N/A

Ordering on the NOA: Action Fragment will be the first fragment to populate on the NOA followed by this reason, message, regulations, NA 1239 SAR Budget, and the CW 2184 form.

2. Fragments being replaced by this new fragment

Following are the fragments that are getting replaced by this new fragment

Fragment ID	Fragment Name
6420	CW_AP_TL_PA_NO_EXEMPTIONS_NO_CS_A946
6421	CW_AP_TL_PA_EXEMPTIONS_NO_CS_A947
6422	CW_AP_TL_PA_EXEMPTIONS_AND_CS_A948

2.19 Add new Time on Aid NOA (M40-107F2)

2.19.1 Overview

Create a new Time on Aid NOA (M40-107F2) to reflect the 60 MTC changes. Known County NOA: M40-107F2

NOA Template: New Template added in Rec 2.12

Program(s): CalWORKs

Action Type: Change

Fragment Level: Program

Repeatable: No

Include NA Back 9: Yes

Forms/NOAs Generated with this NOA: CW 2184 (04/2021)

Languages: English

Note: Threshold will be added with SCR CA-233816

2.19.2 Form Verbiage

Add new Time On Aid Grant Reduction Change Fragment XDP

Add a new CalWORKs NOA Reason for Time On Aid change during grant reduction.

Description	Text
<static_ Section></static_ 	You can no longer get cash aid because you, <person>, no longer have a condition that lets you get cash aid after your 60-month limit.</person>
	Contact your worker if you think you have a condition that meets the rule to continue to get cash aid.
	Your cash aid is figured on the next page.

2.19.3 Form/NOA Variable Population

1. <u>Add Time On Aid Change Grant Reduction Fragment Variable</u> <u>Population</u>

Variable Name	Population	Formatting
<person></person>	Populate with the Person's Name (First Name and Last Name)	Arial Font 10

Variables Requiring Translations: N/A

2. Add regulations

This fragment has associated regulations. The following Regulations will be added when the Time on Aid Grant Reduction Fragment is generated on the NOA:

Regulations: 40-107(a)(4), 42-302, 42-302.11, 42-302.21, 42-712 and ACL No. 20-113

3. Add NOA Title and Footer Reference for new Reason

The following are the references that will be included for the new Time on Aid Grant Reduction Reason Fragment.

NOA Reference on Document List Page: NOA - CW - BC - Aid:60Mnths NOA Title: CALWORKS DENIAL NOA Footer: M40-107F2

2.19.4 NOA Generation Conditions

1. Add Time on Aid Grant Reduction Reason Fragment Generation

This new Fragment will generate for a CalWORKs program post 60th month time limit (i.e., countable time limit months > 60 months) when a Time Limit individual is no longer eligible for a CalWORKs time extender, the grant amount is reduced.

The role reason for the participant will be 'CW Time Limit'

Action Fragment: CW_CH_ACTION6 (Fragment ID: 4072)

Message Fragment:

New message added as part of the recommendation 2.13

Regulations Fragment: REGULATIONS_SECTION (Fragment ID: 1308)

Budget Fragment: NA 1239 SAR

New NOA Template: Yes

New Program Generation: No

New Action Type: No

Update to Fragment Level: No

New Forms/NOAs Generated with this NOA: No

Ordering on the NOA: Action Fragment will be the first fragment to populate on the NOA followed by this reason, message, regulations, NA 1239 SAR Budget, the months that did not count and the CW 2184 form.

2. Fragments being replaced by this new fragment

Following are the fragments that are getting replaced by this new fragment

Fragment ID Fragment Name

6427 CW_CH_TL_EXTENDER_END_EXEMPTS_NO_CS_A953

2.20 Add new Time on Aid NOA (M40-107F1)

2.20.1 Overview

Create a new Time on Aid NOA (M40-107F1) to reflect the 60 MTC changes. Known County NOA: M40-107F1 NOA Template: New Template added in Rec 2.12 Program(s): CalWORKs Action Type: Change Fragment Level: Program Repeatable: No Include NA Back 9: Yes Forms/NOAs Generated with this NOA: CW 2184 (04/2021) Languages: English Note: Threshold will be added with SCR CA-233816

2.20.2 Form Verbiage

Add new Time On Aid Change Extender Criteria Fragment XDP

Add a new CalWORKs NOA Reason for Time On Aid change during grant change when a recipient meets extended criteria.

Description	Text
<static_ Section></static_ 	You can now get cash aid because you, <person>, have a condition that meets the rule to get cash aid after your 60-month limit.</person>
	Your condition may be reviewed again to determine if you can continue to get aid.
	Your new cash aid amount is figured on the next page.

2.20.3 Form/NOA Variable Population

1. <u>Add Time On Aid Change Grant Reduction Fragment Variable</u> <u>Population</u>

Variable Name Population Formatting

<person></person>	Populate with the Person's Name (First Name and Last	Arial Font 10
	Name)	

Variables Requiring Translations: N/A

2. Add regulations

This fragment has associated regulations. The following Regulations will be added when the Time on Aid Grant Reduction Fragment is generated on the NOA:

Regulations: 42-302, 42-302.11, 42-302.2, 42-302.21, 42-712 and ACL No. 20-113

3. Add NOA Title and Footer Reference for new Reason

The following are the references that will be included for the new Time on Aid Grant Reduction Reason Fragment.

NOA Reference on Document List Page: NOA - CW - BC - Aid:60Mnths NOA Title: CALWORKS CHANGE

NOA Footer: M40-107F2

2.20.4 NOA Generation Conditions

1. Add Time on Aid Grant Reduction Reason Fragment Generation

This new Fragment will generate CalWORKs program post 60th month time limit (i.e., countable time limit months > 60 months) when a Timed-out participant becomes eligible to receive aid as they meet an extender criterion for extended aid.

Action Fragment: CW_CH_ACTION6 (Fragment ID: 4072)

Message Fragment:

New message added as part of the recommendation 2.13

Regulations Fragment: REGULATIONS_SECTION (Fragment ID: 1308)

Budget Fragment: NA 1239 SAR

New NOA Template: Yes

New Program Generation: No

New Action Type: No

Update to Fragment Level: No

New Forms/NOAs Generated with this NOA: No

Ordering on the NOA: Action Fragment will be the first fragment to populate on the NOA followed by this reason, message, regulations, NA 1239 SAR Budget, the months that did not count and the CW 2184 form.

2. Fragments being replaced by this new fragment

Following are the fragments that are getting replaced by this new fragment

Fragment ID	Fragment Name
6426	CW_CH_TL_48_EXTEND_TIME_OUT_PARTICIPANT_A977

2.21 Add to Time on Aid NOA (M40-107K)

2.21.1 Overview

Create a new Time on Aid NOA (M40-140K) to reflect the 60 MTC changes. Known County NOA: Derived from M40-107K NOA Template: New Template added in Rec 2.12 Program(s): CalWORKs Action Type: Change Action Fragment Level: Program Repeatable: No Include NA Back 9: Yes Forms/NOAs Generated with this NOA: CW 2184 (04/2021) Languages: English Note: Threshold will be added with SCR CA-233816

2.21.2 Form Verbiage

Add new Time On Aid 60 Months Grant Increase Fragment XDP

Add a new CalWORKs NOA Reason for Time On Aid 60 Months Grant Increase Reason XDP.

Description	Text
<static_ Section></static_ 	On <effectivechangedate>, the county determined that you, <person> used your total 60 months of CalWORKs cash aid. You can now get cash aid because:</person></effectivechangedate>
<dynamic Section1></dynamic 	The county has received child support that has repaid some months of aid.
<dynamic_ Section2></dynamic_ 	You have paid back an overpayment that has repaid some months of aid.

<static< th=""><th>You will get cash aid for <additionalcount> more months.</additionalcount></th></static<>	You will get cash aid for <additionalcount> more months.</additionalcount>
Section>	The months that did not count toward the CalWORKs 60-
	month time limit are listed on the next page.

Add Dynamic Section to the Grant Reduction Change Fragment:

This new fragment will have a dynamically generated section (DYNAMIC SECTION 1,2). The trigger conditions for these dynamic sections are listed below.

2.21.3 Form/NOA Variable Population

1. <u>Add Time On Aid Time On Aid beyond 60 months Fragment Variable</u> <u>Population</u>

Variable Name	Population	Formatting
<effectivechange Date></effectivechange 	The begin date of the 60 th countable month Format: MM/DD/YYYY	Arial Font 10
<person></person>	Populate with the Person's Name (First Name and Last Name)	Arial Font 10
<additionalcount></additionalcount>	The additional number of months for which the person could get time limit for.	Arial Font 10

Variables Requiring Translations: N/A

2. Add regulations

This fragment has associated regulations. The following Regulations will be added when the Time on Aid Beyond 60 months Fragment is generated on the NOA:

Regulations: 40-107(a)(4)(H), 42-302.1, 42-302.11, 42-302.2, 42-302.21 and All County Letter No. 20-113

3. Add NOA Title and Footer Reference for new Reason

The following are the references that will be included for the new Time on Aid Beyond 60 months Reason Fragment.

NOA Reference on Document List Page: NOA - CW - Aid:>60Mnths NOA Title: CALWORKS CHANGE NOA Footer: M40-107K

2.21.4 NOA Generation Conditions

1. Add Time on Aid Grant Reduction Reason Fragment Generation

Trigger for ongoing CalWORKs cases when a Time Limit participant timed out his/her 60 countable month(s) and is now eligible for additional months of aid. Refer to Dynamic Fragment Section Generation section for generation conditions.

Action Fragment: CW_CH_ACTION1 (Fragment ID: 4032)

Message Fragment:

New message added as part of the recommendation 2.13

New NOA Template: Yes

New Program Generation: No

New Action Type: No

Update to Fragment Level: No

New Forms/NOAs Generated with this NOA: No

Ordering on the NOA:

Action Fragment will be the first fragment to populate on the NOA followed by this reason, message, regulations, NA 1239 SAR Budget, the months that did not count and the CW 2184 form.

2. Dynamic Fragment Section Generation

Dynamic Section1 – Populate this section when there are Child Support exemption months and the Person's role reason is 'CW Time Limit' (CT73_AA).

Add Addendum 1 - Turn on Addendum 1 on the new Time Limit NOA Template when Dynamic Section1 generates and there was no previous Time Limit NOA for the person.

Add Addendum 2 - Turn on Addendum 2 on the new Time Limit NOA Template when Dynamic Section1 generates on the NOA and a previous Time Limit NOA exists for the person.

Dynamic Section2 – Populate this section when there are Overpayment Exemption Months.

Note: Time Limit Exception Type Code for overpayment repaid is CT842_07

Note – No Addendum will be turned on if Dynamic Section 2 is being populated on the NOA

3. Fragments being replaced by this new fragment

Following are the fragments that are getting replaced by this new fragment

Fragment ID	Fragment Name
6439	CW_CH_TL_CS_INCR_GRANT_TIME_ADJUST_A982
6440	CW_CH_TL_OVERPAY_INCR_GRANT_A983

2.22 Add to Time on Aid NOA (M40-107J1)

2.22.1 Overview

Create a new Time on Aid NOA (M40-140J1) to reflect the 60 MTC changes. Known County NOA: Derived from M40-107J1 NOA Template: New Template added in Rec 2.12 Program(s): CalWORKs Action Type: Approval Fragment Level: Program Repeatable: No Include NA Back 9: Yes Forms/NOAs Generated with this NOA: CW 2184 (04/2021) Languages: English Note: Threshold will be added with SCR CA-233816

2.22.2 Form Verbiage

Add new Time On Aid 60 Months Approval Fragment XDP Add a new CalWORKs NOA Reason for Time On Aid 60 months Approval.

Description	Text
Reason 1	You have a condition that meets the rule to get cash aid after your 60-month limit. Your condition may be reviewed again to determine if you can continue to get aid.
Reason 2	The county has received child support that has repaid some of your months on aid.
Reason 3	You have paid back an overpayment that has repaid some of your months on aid.
Reason 4	The county has received child support that has repaid some of your months on aid.
	More information about your cash aid:
	The cash aid payment for your first month of aid is only for a part of a month. It is for the time from your first day of cash aid, shown above, through the end of the month. If nothing changes, next month's cash aid will be for a full month.
Reason 5	You have paid back an overpayment that has repaid some of your months on aid.

More information about your cash aid:
The cash aid payment for your first month of aid is only for a
part of a month. It is for the time from your first day of cash
aid, shown above, through the end of the month. If nothing
changes, next month's cash aid will be for a full month.

2.22.3 Form/NOA Variable Population

1. Variable Population

These reason does not have any variable population associated to them.

2. Add regulations

This fragment has associated regulations. The following Regulations will be added when the Time on Aid Beyond 60 months Fragment is generated on the NOA:

Regulations: 40-171.2, 40-129, 42-302.1, 42-302.11-.12, 42-302.2-.21, 44-315, 44-317, 82-510.4, and ACL No. 20-113

3. Add NOA Title and Footer Reference for new Reason

The following are the references that will be included for the new Time on Aid 60 months Approval Reason Fragment.

NOA Reference on Document List Page: NOA - CW - Aid:>60Mnths NOA Title: CALWORKS CHANGE NOA Footer: M40-107J1

2.22.4 NOA Generation Conditions

1. Add Time on Aid Grant Reduction Reason Fragment Generation

Trigger for CalWORKs cases during Approvals or restorations when a Time Limit participant is timed out for 60 countable month(s) but is approved for additional months for any exceptions. Refer to Reason Fragment Generation Conditions table below for generation conditions.

Reason	Generation Conditions
Reason 1	Trigger on CalWORKs case when a timed-out applicant's case is approved because the participant has met a condition (also known as Extenders-for example "a person aged 60 or older) that meets the 60 th time limit aid rule.
Reason 2	Trigger on CalWORKs case where a timed-out applicant's case is approved for non-prorated months because the

	County has received Child Support payment that is enough to repay one or more months of aid.
Reason 3	Trigger for CalWORKs case where a timed-out applicant is approved for non-prorated months due to an overpayment that has repaid months on aid. Note: Time Limit Exception Type Code is CT842_07
Reason 4	Trigger on approve CalWORKs case for prorated months at Intake or restoration where 60 months timed out participant is now eligible due to the repayment of aided months by child support.
Reason 5	Trigger for CalWORKs cases where a timed-out applicant is approved for prorated months due to an overpayment that has repaid months on aid.

Reason Fragment Generation Conditions

Action Fragment: CW_AP_ACTION7(Fragment ID: 4076)

Message Fragment:

New message added as part of the recommendation 2.13

New NOA Template: Yes

New Program Generation: No

New Action Type: No

Update to Fragment Level: No

New Forms/NOAs Generated with this NOA: No

Ordering on the NOA:

Action Fragment will be the first fragment to populate on the NOA followed by this reason, message, regulations, NA 1239 SAR Budget, and the CW 2184 form.

2. Fragments being replaced by this new fragment

Following are the fragments that are getting replaced by this new fragment

Fragment ID	Fragment Name
6433	CW_AP_TL_PARTICIPANT_MET_CONDITION_A987
6434	CW_AP_TL_CS_REPAID_A988
6435	CW_AP_TL_OVERPAY_REPAID_APPROVED_A989
6437	CW_AP_TL_REPAID_CS_PRORATE_APPROV_AFTER_48_A991

2.23 Add new Time on Aid NOA (M40-107A)

2.23.1 Overview

6438

Create a new Time on Aid NOA (M40-107A) to reflect the 60 MTC changes. Known County NOA: M40-107A NOA Template: New Template added in Rec 2.12 Program(s): CalWORKs Action Type: Approval/Information Fragment Level: Program Repeatable: No Include NA Back 9: Yes Forms/NOAs Generated with this NOA: CW 2184 (04/2021) Languages: English Note: Threshold will be added with SCR CA-233816

2.23.2 Form Verbiage

Add new Time On Aid Approval/Information Fragment XDP

Add a new CalWORKs NOA Reason for Time On Aid change during Intake or redetermination.

Description	Text
<static_ Section></static_ 	As of <effectivechangedate1>, the County has determined that you, <person> have used <lifetimemonths> months of your lifetime 60-month time limit of CalWORKs cash aid.</lifetimemonths></person></effectivechangedate1>
	Here's why:
	You got CalWORKs:
	from <periodreceivedaid> = <periodtotalnumbermonths> months.</periodtotalnumbermonths></periodreceivedaid>
	Subtotal = <periodsubtotalmonths> months.</periodsubtotalmonths>
	Month(s) that did not count <exemptionmonthsnotcounted> month(s).</exemptionmonthsnotcounted>

	Total number of months used = {TotalMonthsUsed} month(s). If you were exempt, the month(s) did not count toward the CalWORKs 60-month time limit. These months are listed on the next page
<dynamic Section1></dynamic 	The list on the next page includes months that are exempt due to child support collection. The last page(s) shows how child support was applied to exempt month(s).
	You may also have months that are exempt because of child support collection. If you do, these months will be included in your next notice.
<dynamic_ Section2></dynamic_ 	No child support was collected for children in your AU.

Add Dynamic Section to the Approval/Information Fragment:

This new fragment will have a dynamically generated section (DYNAMIC SECTION 1,2). The trigger conditions for these dynamic sections are listed below.

2.23.3 Form/NOA Variable Population

1. Add Time On Aid Change Grant Reduction Fragment Variable <u>Population</u>

Variable Name	Population	Formatting
<effectivechange Date1></effectivechange 	The date when the NOA is getting generated Format: MM/DD/YYYY	Arial Font 10
<person></person>	Populate with the Person's Name (First Name and Last Name)	Arial Font 10
<lifetimemonths></lifetimemonths>	Number of Time Limit Months used as of the NOA generation.	Arial Font 10
<period ReceivedAid></period 	<time begin="" limit="" month<br="" period="">and year> to <time limit="" period<br="">end month and year> Format: MM/YYYY to MM/YYYY Note: This section will be iterated based on the number of active time limit periods. For Example: If there are multiple time limit periods, the population will look like below From 01/2021 to 04/2021 =4 month(s)</time></time>	Arial Font 10

	From 07/2021 to 08/2021 = 2 months	
<periodtotal NumberMonths></periodtotal 	Populate the number of months within the time limit period. Note: Refer to the example mentioned in the <periodreceivedaid> population.</periodreceivedaid>	Arial Font 10
<periodsubtotal Months></periodsubtotal 	Populate the sum of all the <periodtotalnumbermonths></periodtotalnumbermonths>	Arial Font 10
<exemptionmonths NotCounted></exemptionmonths 	Populate the number of months that are either uncountable or exempt.	Arial Font 10
<totalmonthsused></totalmonthsused>	Difference of <periodsubtotal Months> and <exemptionmonths NotCounted></exemptionmonths </periodsubtotal 	Arial Font 10

2. Add regulations

This fragment has associated regulations. The following Regulations will be added when the Time on Aid Grant Reduction Fragment is generated on the NOA:

Regulations: 40-107(a)(4), 42-302, 42-302.21, 42-712 and All County Letter No. 20-113

3. Add NOA Title and Footer Reference for new Reason

The following are the references that will be included for the new Time on Aid Information Reason Fragment.

NOA Reference on Document List Page: NOA - CW - BC - Aid:60Mnths

NOA Title: CalWORKs Approval

NOA Footer: M40-107A

2.23.4 NOA Generation Conditions

1. Add Time on Aid Grant Reduction Reason Fragment Generation

This new Fragment will generate for a CalWORKS program at Intake (Approval action) or at Redetermination if a previous Time Limit NOA was not sent to a participant and the number of Time Limit months used were 12 months or less.

Action Fragment: This reason will not have an associated Action Fragment.

Message Fragment:

New message added as part of the recommendation 2.13

Regulations Fragment: REGULATIONS_SECTION (Fragment ID: 1308)

Budget Fragment: N/A

New NOA Template: Yes

New Program Generation: No

New Action Type: No

Update to Fragment Level: No

New Forms/NOAs Generated with this NOA: N/A

Ordering on the NOA: This fragment will be the first fragment to populate on the NOA followed by the message, regulation, the months that did not count and the CW 2184 form.

2. Dynamic Fragment Section Generation

Dynamic Section1 – Populate this section when there are month(s) that are exempt from the CW 60-month TL due to Child Support collection. i.e., Child Support Exempt months are not Zero.

Add Addendum 1 - Turn on Addendum 1 on the new Time Limit NOA Template when Dynamic Section1 generates and there was no previous Time Limit NOA for the person.

Dynamic Section2 – Populate this section when there are month(s) that are exempt from the CW 60-month TL and Child Support exemption do not apply. i.e., Child Support Exempt months are Zero

Note – No Addendum will be turned on if Dynamic Section 2 is being populated on the NOA.

2.24 Update logic to store Time Limit NOA Details

2.24.1 Overview

The information of the Time Limit NOA sent date and the time limit months exhausted as of the Time Limit NOA sent date should be stored in the backend (database). This information will be used to populate some variables on the Time Limit Notices.

2.24.2 Description of Change

Update the logic which stores the Time Limit NOA sent date and the months exhausted as of the Time Limit NOA sent date in the backend(database).

Technical Details:

 Create a new record in the TIME_LIMIT table if there was no previous Time Limit NOA sent for the participant.
 PERS_ID – Person's ID
 LAST_NOTIF_DATE – The date NOA is being generated
 MOS_LAST_COUNT_NUM – Number of Time Limit months exhausted as of NOA generation date. Update the record in the TIME_LIMIT table if there exists a record for the person already.
 LAST_NOTIF_DATE – Update this column of the person ID with the latest Time Limit NOA generation date
 MOS_LAST_COUNT_NUM – Update this column with the latest number of months exhausted as of the NOA generation date.

3 SUPPORTING DOCUMENTS

[This section should include any supporting documents for the design as imbedded documents. Some examples of supporting documents include the Security Matrix, Form Design Documents, NOA Design Documents, and ETL Source-to-Target Mappings.]

Number	Functional Area	Description	Attachment
1.	Client Correspondence	CW 2166 Form	CW2166_EN.pdf
2.	Client Correspondence	CW 2184 Form	CW 2184.pdf
3.	Client Correspondence	CW 2186A Form	CW 2186A.pdf
4.	Client Correspondence	CW 2186B Form	CW 2186B.pdf
5.	Client Correspondence	CW 2187 Form	CW 2187.pfd
6.	Client Correspondence	CW 2190A Form	CW 2190A.pdf
7.	Client Correspondence	CW 2190B Form	CW 2190B.pdf
8.	Client Correspondence	FSP 2 Form	FSP 2.pdf
9.	Client Correspondence	WTW 5 Form	WTW 5.pdf
10.	Client Correspondence	Template Variable Population List	Template Variable Population List.xlsx
11.	Client Correspondence	Obsolete Fragments	Obsolete Fragments.xlsx

REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.1	.18.3.1 The LRS shall automatically generate the following correspondence online or in the batch process, as a result of individual and/or case action initiated by the LRS or by COUNTY-specified Users, except when exempt due to program requirements:	Forms and NOAs which were updated as part of the associated ACLs are being added to the system as part of this SCR.
	a. Adverse notices (includes: decrease, collection, denial, or termination of benefits);	
	b. Non-adverse notices (includes: approval, increase in benefits, no change, and rescission); and	
	c. Non-approval notices (includes: cancellation, withdrawal, informational, and benefit issuance).	
Calsaws

California Statewide Automated Welfare System

Design Document

SCR CA-224771 DDID 2686/2314 FDS: GA GR Fiscal changes Phase 2

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Deron Schab
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/12/2021	1.0	Initial Revision	Deron Schab
10/14/2021	2.0	Incorporated changes from review	Deron Schab
10/20/2021	3.0	Incorporated changes from Build team review, and added sections for Payment Request Sweep and reverting the GA/GR Automated EDBC/CC Counties program name back to "General Assistance/General Relief	Deron Schab
11/1/2021	4.0	Added functionality to allow processing Non-Recurring Special Needs for the GA/GR Automated EDBC/CC Counties	Deron Schab
12/17/2021	5.0	Content Revision	Deron Schab

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1 OVERVIEW

3

This SCR will implement the second phase of the General Assistance/General Relief (GA/GR) Automated EDBC/CC Counties program into the CalSAWS solution.

1.1 Current Design

The GA/GR solution in the CalSAWS system is designed to automate the rules for the Los Angeles county's implementation as well as the automation and monitoring of their GROW program. The C-IV implementation allows the users to enter and track the GA/GR program using manual EDBC and issuance but does not track employment service activities for the 39 C-IV counties.

1.2 Requests

The Fiscal logic for the GA/GR program will be expanded to support the creation and maintenance of the GA/GR Automated EDBC/CC Counties programs.

1.3 Overview of Recommendations

- 1. Change the GA/GR Automated EDBC/CC Counties program name to "GA/GR Automated Solution"
- 2. Modify the validation on the GA/GR Service Arrangement page to verify that the GA/GR Employment Services program is not in Deregistered status. Also add logic to display the Aid Codes associated with the GA/GR Automated EDBC/CC Counties when the GA/GR Automated EDBC/CC Counties program is selected in the Program Type drop down menu.
- 3. Update to Payment Request Detail page to create Payment Requests for the GA/GR Automated EDBC/CC Counties program.
- 4. Update the Nightly Payment Request Sweep batch job to process GA/GR Employment Services program Payment Requests where the GA/GR Employment Services program status is Active, Non-Comp, Pending or

Sanction. Also update to process GA/GR Automated EDBC/CC Counties program Payment Requests where the GA/GR Automated EDBC/CC Counties program status is Active.

5. Update the Payment Request Claiming functionality for the GA/GR Automated EDBC/CC Counties program.

1.4 Assumptions

- 1. The validation on the GA/GR Employment Services Service Arrangement detail page will not affect the Los Angeles County GROW program.
- 2. The nightly Payment Request Sweep and Issuance Batch will not skip the GA/GR Employment Services due to parent GA/GR status.

2 RECOMMENDATIONS

2.1 Change the Program Name for the GA/GR Automated EDBC/CC Counties program to "GA/GR Automated Solution"

2.1.1 Overview

The display name for the GA/GR Automated EDBC/CC Counties program in CalSAWS should be "General Assistance/General Relief". However, due to conflicts with the GA/GR LA County program name on the Receipt Search page, it was temporarily changed to "General Assistance/General Relief (GR)". This update will change the GA/GR Automated EDBC/CC Counties program display name to 'GA/GR Automated Solution'. Additionally, it will allow the GA/GR Automated EDBC/CC Counties program to be displayed in the Receipt Search page Program drop down menu.

2.1.2 Description of Changes

- 1. Create a Code Table Change Request (CTCR) that will update the following values for the GA/GR Automated EDBC/CC Counties program ('GR') in the Program Code category (CT18)
 - a. Short_decode_name = 'GA/GR Automated Solution'
 - b. Long_decode_name = 'GA/GR Automated Solution'
 - c. Refer_table_36_descr = 'Y'

Note: This update will not affect the display name of the GA/GR LA County program name.

2.2 Update the Service Arrangement Detail page

2.2.1 Overview

Update the Service Arrangement Detail page to add a validation for the GA/GR Employment Services to verify the program is not in Deregistered status. Additionally, add logic to display the Aid Codes for the GA/GR Automated EDBC/CC Counties program.

2.2.2 Description of Changes

 Update Service Arrangement Detail page to trigger the validation, "The GA/GR Employment Services program is not Active, Non-Comp, Pending or Sanction for a single day in the Arrangement period. Please adjust the dates." upon clicking Save and Return button when all these conditions are met:

- a. The GA/GR Employment Services program is selected from the Program Type drop down list.
- b. The program status is not Active, Non-Comp, Pending or Sanction for a single day in the Arrangement period.

Note: This validation will not affect the Los Angeles County GROW program.

Note: The status of the parent GA/GR program will not be used to validate GA/GR Employment Services Service Arrangements or Payment Requests.

- 2. Update the Service Arrangement Detail page to display the Aid Codes associated with GA/GR Automated EDBC/CC Counties program when the "General Assistance/General Relief" program is selected from the Program Type menu for non-Los Angeles counties.
- 3. Create a Codes Table Change Request (CTCR) for the Category 1870 to make the "General Assistance/General Relief" program available for the following Need Category/Types for non-Los Angeles counties:

Need Category	Need Type
Ancillary - Education	Other
Ancillary - Education	Clothing
Ancillary - Work Related	Other
Ancillary - Work Related	Clothing
Diversion Services	Shelter
Diversion Services	Vehicle Services
Diversion Services	Clothing
Family Stabilization	Hotel/Interim/Temp Housing
Family Stabilization	Other
Family Stabilization - Transportation	Bus Token
Family Stabilization - Transportation	Bus Pass - No Valid Month
Family Stabilization - Transportation	Bus Ticket
Home Visit Program (HVP)	Other
Home Visit Program (HVP) - Transportation	Bus Pass - No Valid Month
Home Visit Program (HVP) - Transportation	Bus Token
Home Visit Program (HVP) - Transportation	Bus Ticket
Housing Support Program (HSP)	Other
Housing Support Program (HSP)	Hotel/Interim/Temp Housing
LD Accommodations	Other

Need Category	Need Type
Other	GA Other
Other	Food
Other	Shelter
Special Needs	Hotel/Interim/Temp Housing
Special Needs	Household Necessity
Transportation	Vehicle Services
Transportation	Bus Token
Transportation	Bus Pass - No Valid Month
Transportation	Other
Transportation	Bus Ticket
Transportation	DMV Fees/License

2.2.3 Page Location

- Global: Empl. Services
- Local: Supportive Services
- Task: Service Arrangement

2.2.4 Security Update

No Security Updates required

2.2.5 Page Mapping

No new Page Mapping required

2.2.6 Page Usage/Data Volume Impacts

No Impact to Page Usage/Data Volume

2.3 Update the Payment Request Detail page

2.3.1 Overview

Update Payment Request Detail page process Payment Requests for the GA/GR Automated EDBC/CC Counties program.

2.3.2 Description of Changes

- 1. Allow EBT as an Issuance Method on the Payment Request Detail page for the GA/GR Automated EDBC/CC Counties program when these conditions are met:
 - a) The Issuance Method for the GA/GR Automated EDBC/CC Counties program is EBT.
 - b) The Payee on the Service Arrangement Detail page has access to the EBT account associated with the case.
- 2. In all other scenarios the Issuance Method on the Payment Request Detail page for the GA/GR Automated EDBC/CC Counties program will be defaulted to 'Warrant' without EBT as an option.
- 3. Update the Payment Request Detail page to show only the GA/GR Automated EDBC/CC Counties program Pay Codes for the county in the Pay Code field drop down if:
 - a) the Payment Request is created for the GA/GR Automated EDBC/CC Counties program.
- 4. Add a hard validation if the program is GA/GR Automated EDBC/CC Counties and there is no pay code selected.

'Pay Code - Field is required. Please enter a value.'

2.3.3 Page Location

- Global: Fiscal
- Local: Payment Request
- Task: Payment Request Search

2.3.4 Security Updates

N/A

2.3.5 Page Mapping

N/A

2.3.6 Page Usage/Data Volume Impacts

N/A

2.4 Update the Nightly Payment Request Sweep Batch job

2.4.1 Overview

The Nightly Payment Request Sweep Batch job (PB00F305) finds Payment Requests that have been set to Approved status and then creates authorization records to be picked up by the Nightly Issuance Batch job.

2.4.2 Description of Changes

- 1. Update the Nightly Payment Request Sweep Batch job to pick up GA/GR Employment Services Payments Request records in Approved status, where the associated GA/GR Employment Services is in one of the following statuses: Active, Non-Comp, Pending or Sanction.
- 2. Update the Nightly Payment Request Sweep Batch job to pick up GA/GR Automated EDBC/CC Counties Payment Request records in Approved status, where the program status is Active.

Note: This update will not affect the Los Angeles County GROW program.

2.4.3 Execution Frequency

PB00F305 - Daily.

2.4.4 Key Scheduling Dependencies

There are no changes to the scheduling dependencies.

2.4.5 Counties Impacted

CalWIN and C-IV Counties.

2.4.6 Data Volume/Performance

Cannot be determined prior to CalWIN migration.

2.4.7 Failure Procedure/Operational Instructions

No changes to failure procedure.

2.5 Payment Request Issuance Claiming (PBXXF203)

2.5.1 Overview

The Payment Request Issuance Claiming process picks up Payment Request Issuances, Payment Request Adjustments, and Payment Request Pay Code Adjustments and calculates the benefit claiming information.

2.5.2 Description of Changes

- a) Update the Payment Request Claiming module to include Payment Request issuances for the GA/GR Automated EDBC/CC Counties program.
- b) Update Payment Request Adjustment Claiming module to Payment Request Issuance Adjustments for the GA/GR Automated EDBC/CC Counties program Service Payment Adjustments.
- c) Update the Payment Request Pay Code Adjustment Claiming module to include Payment Request Pay Code Adjustments for the GA/GR Automated EDBC/CC Counties program.

2.5.3 Execution Frequency

PBXXF203 - Daily.

2.5.4 Key Scheduling Dependencies

There are no changes to the scheduling dependencies.

2.5.5 Counties Impacted

CalWIN and C-IV Counties.

2.5.6 Data Volume/Performance

Cannot be determined prior to CalWIN migration.

2.5.7 Failure Procedure/Operational Instructions

The jobs can be resubmitted after setting the flag to use restart data has been set to true.

3 REQUIREMENTS

3.1 Migration Requirements

DDID # REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
-------------------------	------------------------	---------------------

2686	The CONTRACTOR shall integrate the CalWIN	Fiscal: This estimate includes	1) Added logic to filter out GA/GR program that
	CalSAWS Software.	updates to 19 batch jobs and 2 new batch	Program List pages that display all programs.
		these batch jobs are	2) Modified the validation
		1. Update to the	Arrangement Detail page to allow for GA/GR
		2. Creation of a new Daily and Monthly Issuance Sweeps	Employment Services program status to be in Active, Non-Comp, Pending or Sanction.
		Program 3. Update the EBT	3) Modified the validation on the Service
		Benefit Writers for the New GR	Arrangement Detail page to allow for GA/GR
		4. Update the EBT Payment Type	Counties program status to be in Active, Non-Comp,
		5. Update the fund	Penaing or sanction.
		determination logic	3) Modified the Nightly Payment Request sweep to allow for GA/GR
		8. Update Claiming batch to use Recoupment Percentage set by county Admin	Employment Services program status to be in Active, Non-Comp, Pending or Sanction.
		from the County Admin Page	4) Change the GA/GR Automated EDBC/CC
		7. Update Recovery account for new	Counties program name back to "General
		8. Update Recovery account	Assistance/General Relief
		activation batch for new program	
		9. Update Expungement	
		logic for new GR Program	
		testing for new	
		11. Update Grant Expungement Reader	

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
		 12. update EBT Account Aging reader 13. Update EBT Excessive Email reader 14. Update Benefit Issuance Pre- Claiming logic 15. Update Benefit Issuance Adjustment Pre- Claiming logic 16. Update Benefit Issuance Expungement Pre- Claiming logic 17. Update Benefit Issuance Claiming logic 18. Update Benefit Issuance Expungement Claiming logic 19. Update Benefit Issuance Adjustment Claiming logic 20. Update Recovery Account Activation Batch 21. Update Nightly EDBC Sweep 23. Update Nightly Non-FC EDBC Sweep 	

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2314	The CONTRACTOR shall update the CalSAWS Software to determine the benefit levels, resource limits and benefit allocation amounts (housing, utility, etc.) based on each counties GA/GR eligibility determination rules with updates through security rights. Eligibility determination rules shall include the following: 1) Residency 2) Income 3) Aid paid pending 4) Immediate need 5) Property/resource	Existing CalSAWS Fiscal framework will be leveraged for the new CalWIN GR program for benefit Issuance, Claiming and Adjustments.	
	6) Deductions		
	7) Household composition/Assistance Unit		
	8) Aid codes		
	9) Hearings		
	10) Sanctions		
	11) Non-compliances		
	12) Living Arrangement		
	13) Citizenship		
	14) Expenses		
	15) Special Need		

Calsaws

California Statewide Automated Welfare System

Design Document

CA-225255

DDID 2314 FDS: GA GR - Batch Sweeps for CalWIN GA GR MU triggers - Phase 1

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Marqui Simmons
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/11/2021	1.0	Initial Draft.	Marqui Simmons
10/19/2021	2.0	Updates from the provided review comments from QA and Consortium.	Marqui Simmons
11/02/2021	3.0	Removed Indigent Burial EDBC Sweep from design. Will be included in a future SCR.	Marqui Simmons

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1 OVERVIEW

This SCR will implement new Batch EDBC Sweeps in CalSAWS to replace the MU (Mass Update) Triggers that exist for the GA/GR Automated EDBC/CC Counties. Since CalSAWS does not currently have MU Trigger framework, the requirements for the existing MU Triggers will be converted into Batch EDBC sweeps.

1.1 Current Design

Currently, MU Triggers do not exist in CalSAWS in any capacity for the GA/GR Automated EDBC/CC Counties.

1.2 Requests

New Batch EDBC Sweeps will be developed to replace the MU Triggers that exist for the GA/GR Automated EDBC/CC Counties.

1.3 Overview of Recommendations

- 1. Create a new Batch EDBC Sweep for Aid to pay month in place of MU Trigger reason XAF014.
- 2. Create a new Batch EDBC Sweep for Return to Residence.

1.4 Assumptions

1. The GA/GR Batch EDBC Sweep Batch jobs designed in this document do not affect any existing Los Angeles County jobs.

2 RECOMMENDATIONS

2.1 Batch EDBC Sweep for Aid to Pay month

2.1.1 Overview

This Batch EDBC Sweep will retrieve GA/GR Automated EDBC/CC case participants that have a last aid date populated to discontinue the following month.

2.1.2 Description of Change

- 1. Create a new Batch EDBC Sweep with the following criteria:
 - a. Program code is GR.
 - b. Program person status is Active.
 - c. Last aid date for the program persons Application Detail is between last success date and batch date.
 - d. Run EDBC for the current and following month.
- 2. EDBC run type for the Batch EDBC Sweep should be targeted program (GR and CF).
- 3. Create a new Batch Eligibility Sweep code (CT942) for this Batch EDBC Sweep.

2.1.3 Execution Frequency

Daily (Monday-Saturday)

2.1.4 Key Scheduling Dependencies

Successor: Batch EDBC Processing jobs.

2.1.5 Counties Impacted

Alameda, Orange, Sacramento, Sonoma, Santa Barbara, Tulare

2.1.6 Data Volume/Performance

TBD.

2.1.7 Failure Procedure/Operational Instructions

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.)

2.2 Batch EDBC Sweep for Return to Residence

2.2.1 Overview

This Batch EDBC Sweep will retrieve GA/GR Automated EDBC/CC cases that have a Return to Residence aid code as of the end of the benefit month. We will discontinue in the following month as this Return to Residence eligibility is only valid for one month and should not continue to be active afterwards.

2.2.2 Description of Change

- 1. Create a new batch to trigger EDBC when the return to residence aid code is Approved for the current month.
 - a. Program code is GR.
 - b. Program status is Active.
 - c. EDBC record for the GR program for the current month has an aid code of Return to Residence (9G) in the General Assistance/General Relief (GR) EDBC Summary.
 - d. Run EDBC for the upcoming two months.
- 2. EDBC run type for the Batch EDBC Sweep should be targeted program (GR and CF).
- 3. Create a new Batch Eligibility Sweep code (CT942) for this Batch EDBC Sweep.

2.2.3 Execution Frequency

Monthly - Last day of the month.

2.2.4 Key Scheduling Dependencies

Successor: Batch EDBC Processing jobs.

2.2.5 Counties Impacted

Alameda, Sacramento, Santa Clara, Santa Cruz, Solano, Tulare, Ventura, and Yolo.

2.2.6 Data Volume/Performance

TBD.

2.2.7 Failure Procedure/Operational Instructions

Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from

the directory and contacting the external partner if there is an account or password issue, etc.)

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2314	The CONTRACTOR shall update the CalSAWS Software to determine the benefit levels, resource limits and benefit allocation amounts (housing, utility, etc.) based on each counties GA/GR eligibility determination rules with updates through security rights. Eligibility determination rules shall include the following: 1) Residency 2) Income 3) Aid paid pending 4) Immediate need 5) Property/resource 6) Deductions 7) Household composition/Assistance Unit 8) Aid codes 9) Hearings 10) Sanctions 11) Non-compliances 12) Living Arrangement 13) Citizenship 14) Expenses 15) Special Need	Eligibility: The existing 705 rules/attributes shared by DXC will be consolidated by functionality into 110 rules in CalSAWS but still providing the existing flexibility available to the County Admin to turn on or off a functionality specific to their county. The breakdown of the complexity is as shown below Create new • 21 Difficult rules • 24 Medium rules • 13 Easy rules Modify existing • 14 Difficult rules • 23 Medium rules • 15 Easy rules Batch/Interfaces Up to 20 new Batch sweeps will be created in CalSAWS to handle the MU triggers that is	This SCR partially meets the Batch/Interface requirements for DDID 2314. There are future SCRs/Phases that will contain more Batch EDBC Sweeps to meet the requirements. The other team requirements are met in the respective SCRs for those teams.

	currently existing for CalWIN GR program Note: This does not include data collection MU trigger since CalSAWS as a system does not	
	support Data Collection batch triggers for all programs including GR. Fiscal	
	Existing CalSAWS Fiscal framework will be leveraged for the new CalWIN GR program for benefit Issuance, Claiming and Adjustments.	



Case Data Removal

	DOCUMENT APPROVAL HISTORY
Prepared By	Case Data Removal Strikeforce
Reviewed By	Deb Saha, Frederick Gains, Henry Arcangel, Kristin Pepper, Don Coffey

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
7/23/2020	1.0	Initial Revision using CA-208415 Draft document as a starting point	Chris Paige
7/29/2020	1.1	Modify for Epic 1	Inder Kainth
8/17/2020	1.2	Modify for Epic 1	Evan Orman
8/17/2020	1.3	Modify for Epic 1 Sprint 1 Batch Program Design	Inder Kainth
8/17/2020	1.4	Updated Section 2.0	Pradeep Goel
8/19/2020	1.5	Added rule IPV type and program codes to section 2.3.2	Michael Wright
8/19/2020	1.6	Modified document to just cover overview and the details of what is being implemented in Sprint 1	Chris Paige
8/21/2020	1.7	Modified document to contain the Overall SCR and Sprint SCR information in the last section	Michael Wright
8/28/2020	1.8	Added each Case Data Removal Status to section 2.1.1	Michael Wright
9/10/2020	1.9	Updated for Case Data Removal Report Layout and Run Information	Inder Kainth
9/10/2020	1.10	Updated Upcoming Sprint features and removed all CR references from Supporting Documents section	Michael Wright
9/15/2020	1.11	Replaced 'Purge' with 'Data Removal' where applicable	Michael Wright
9/17/2020	1.12	Updated document based on review with Deb and Don	Chris Paige
9/30/2020	1.13	Updated document to contain Sprint 3 features	Michael Wright
10/2/2020	1.14	Addressed feedback from Consortium/QA Reviews	Chris Paige
10/8/2020	1.15	Updated entire list of Time Limit forms to retain	Michael Wright
10/21/2020	1.16	Updated document to contain Sprint 4 features	Pradeep Goel
11/10/2020	1.17	Updated document to contain Sprint 5 features	Michael Wright
11/30/2020	1.18	Updated document to contain Sprint 6 features	Michael Wright

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
1/4/2021	1.19	Updated document to contain Sprint 7 features	Michael Wright
1/5/2021	1.20	Added technical section	Pradeep Goel
1/26/2021	1.21	Updated document to contain Sprint 8 features	Michael Wright
2/16/2021	1.22	Updated document to contain Sprint 9 features	Michael Wright
2/17/2021	1.23	Update document for Sprint 9 features (Document Removal/Reports Update)	Chris Larson
3/10/2021	1.24	Update Document to contain Sprint 10 features and refactors.	Chris Larson
3/31/2021	1.25	Updated document to contain Sprint 11 Technical section updates	Michael Wright
4/2/2021	1.26	Added completion report and updated document removal.	Chris Larson
4/14/2021	1.27	Finalized document to add to Shell SCR	Michael Wright
6/1/2021	1.28	Updated document to include new CalSAWS porting SCRs and Sprint 1 features	Michael Wright
8/30/2021	1.29	Updated document to include new tables to delete from per CalHEERS SCR scope changes	Michael Wright
11/17/2021	1.30	Updated document with CalSAWS Porting Sprint 1 changes	Michael Wright
12/8/21	1.31	Updated document with CalSAWS Porting Sprint 2 changes	Michael Wright

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1 OVERVIEW

California county welfare departments are generally governed by the Code of Federal Regulations (CFR) and State of California Welfare and Institutions (W&I) Code. In addition, the Department of Health Care Services and California Department of Social Services publish All County Welfare Directors Letters (ACWDLs), All County Letters (ACLs), and the CDSS Manual of Policies and Procedures (MPP) to give counties added guidance to meet regulations. The CalSAWS Data Retention Policy pertains to the data related to the eligibility programs administered by the Counties and stored within the CalSAWS systems. This data retention policy was approved by Project Steering Committee members during the September 19, 2019 PSC meeting. This approval can be found in the following <u>Approved Meeting Minutes.</u>

The Case Data Removal feature for CalSAWS will first be implemented for the C-IV System. This will be done using the Agile methodology. This design document will be updated as features are deployed to Production at the conclusion of each of our planned three-week Sprints.

1.1 Current Design

Case and Person level data is currently retained indefinitely within both the LRS/CalSAWS System and the C-IV System.

1.2 Requests

The following are the case record retention guidelines as approved by the Consortium:

- Identify and remove appropriate data from cases which have been closed for 6 years or more.
- There are multiple exceptions to the 6-year rule:
 - Retain cases that currently have open recovery accounts
 - Retain cases associated with a Special Investigation, Criminal, or Civil Litigation record for three years after the final claim is submitted for federal reimbursement.
 - Retain all cases that include one of the following programs, regardless of status:
 - Adoptions Assistance
 - Foster Care
 - Kin-GAP
 - Retain all cases currently under Federal, State, or County Audit until the audit(s) have been resolved.
 - Retain all cases that included an Intentional Program Violation
- Warrant Register data will be retained indefinitely (as will all Scheduled Reports).
- Each case with removed data will remain in the System as a Shell Case. See Section 2.1.1 for details on what data will be retained in Shell Cases.
- Case data removal is permanent. Once a case has been purged, there will be no mechanism for retrieval of data removed from the System. I.e., Case Data Removal is NOT an Archive capability.

• Migration DDID 2261 ("The CONTRACTOR shall configure the imaging solution to permanently delete documents based on the approved CalSAWS Software document retention policies for all 58 Counties.") is in scope for this effort.

1.3 Overview of Recommendations

The following is a high-level overview of the features that will be implemented as part of the Case Data Removal functionality:

- Create a new page in the system for users to view the current dispensation of a Case with regards to whether it is eligible for Removal. This determination would likely be implemented as a batch job (frequency TBD)
- Create a report to show summary and detail information regarding Cases identified for Removal.
- Create a capability for users to override the Removal decision made by the user. This would also require the user to document a Reason for their override.
- Create a report for supervisors to see lists of Cases that have had their Purge decision overridden.
- Develop a series of batch processes responsible for removing branches of the CASE and PERS tables. PERS records would only be removed when the PERS was only associated to Removable Cases. The current target date for running the Data Removal batch jobs in the C-IV System is April 16, 2021. CalSAWS scheduling has yet to be determined.
- Remove Case and Person documents stored in the Document Storage system (Alfresco for C-IV, AWS S3 for CalSAWS) for each Removed Case/Person
- Remove Images from the imaging system for each removed case. The one exception is we will retain any Image with a Document Type = Time Limits.

1.4 Assumptions

- The ICT tables are not in scope for this effort as they do not have CASE as a parent table. I.e., Any removal of ICT data would be separate from the Case Data Removal.
- The Removal feature for CalSAWS will first be implemented for the C-IV System. This will be done using the Agile methodology. This design document will be updated as features are deployed to Production at the conclusion of each of our planned three-week Sprints.
- Once the entire Removal feature has been implemented for the C-IV System, we will have a Planning Sprint to determine the necessary modifications to port this functionality to the CalSAWS System
- CalWIN data retention is being implemented by DXC as part of Conversion and will be applied during each CalWIN Wave. The two teams are periodically checking in with each other to make sure both teams are on the same page with regards to overall approach.

- The contents of the CASE_PURGE and RPT_CASE_PURGE tables will be converted from C-IV to CalSAWS as part of the overall Migration conversion effort.
- CalSAWS legal counsel has reviewed details associated with the ongoing county litigation related to opioid addiction and found no impact to the current CalSAWS data retention policy.

2 **PROPOSED SOLUTION**

2.1 Case Data Removal Process Overview

The removal process will remove dormant data that falls outside of the retention guidelines approved by the Consortium, leaving behind a shell case for those that have been removed. Initially, this process will be built for the C-IV System, given the direct impacts to C-IV conversion cutover activities and the length of time that C-IV has existed (since 2004 for the original four C-IV counties). Future sprints will then transform what was built for C-IV to work in the CalSAWS system, where it will run on some (undetermined) regular schedule as part of the original operations of that System.

2.1.1 Case Data Removal

The following diagram defines the high-level 6-step process to remove a Case in the System:



Step 1: Identify a list of removable cases based on the approved retention rules. The details of the case selection criteria are defined in Epic 1 of this document.Step 2: Generate a report containing list of removable cases selected in step 1 for the counties to review.

Step 3: Counties to review the list and perform step 4 (as needed).

Step 4: If the case needs to be excluded from the remove process, users with appropriate security rights will be able to override this decision

Step 5: Generate a report containing a list of overridden cases. This list will be excluded from the Case Data Removal process.

Step 6: Execute Case Data Remove processes to delete data from database tables following the approved retention rules.

2.1.1.1 CalSAWS Application Case Data Removal Status

Identified: The Case has been identified as one that will have data removed from the System per Data Retention Policies

In Process: The removal of data for this case has begun

Override: Someone has decided to override the System's automated decision to removal this Case's data. The reason for this override will also be captured

Complete: Data has been removed. This is now a Shell Case

2.1.1.2 Shell Case

While most of the case and individual data will be removed from the database tables, certain information related to the case and the individuals will be retained in the system. This information is called a shell case and will include the following:

- 1) Serial Number and Case Name will remain unchanged
- 2) The "All People Associated With the Case" section of the Case Summary page will be retained.
- 3) Case Confidentiality
- 4) Companion Case relationship
- 5) Journal Entries (stored as a PDF attached to the case)
- 6) Issuance History (stored as a PDF attached to the case)
- 7) ADDR and PERS_ADDR table data will be retained.
- 8) Time Limit data for all people associated to the case. This will include the following forms:

Form Number	Form Name
CF 377.11A	CalFresh Time Limit Notice for Expiration of Three Consecutive Months for ABAWDs
CF 377.11B	CalFresh Countable Month Letter
CF 377.11C	CalFresh Time Limit for ABAWDs

CF 377.11D	CalFresh Discretionary Exemption for Able-Bodied Adults Without Dependents (ABAWD)
CF 377.11E	CalFresh Able-Bodied Adult Without Dependents (ABAWD) Time Limit Exemption Screening Form
CW 61	Medical Report
CW 215	Notification of Intercounty Transfer
CW 2184	CalWORKs 48 Month Time Limit
CW 2186A	CalWORKs Time Limit Exemption Request
CW 2186B	CalWORKs Time Limit Exemption Determination
CW 2187	Your CalWORKS 48 Month Time Limit
CW 2188	Verification of Aid for the TANF Program
CW 2189	Notice of Your CalWORKs Time Limit at 42nd Month On Aid
CW 2190A	CalWORKs 48-Month Time Limit Extender Request Form
CW 2190B	CalWORKs 48-Month Time Limit Extender Determination Denial Form
CW 2191	Time on Aid Verification for CalWORKs 48-Month / TANF 60-Month Time Limits
CW 2192	Tracking Non-California TANF Assistance for the Time Limits
CW 2208	Your Welfare-To-Work 24-Month Time Clock
M40-107D	Time on Aid To Former CalWORKs Recipient
NA 840	Sanction / Removal from Aid of Participant Notice
NA 845	Removal of Second Parent Notice
NA 1276	Welfare-to-Work 24-Month Time Clock Limit Notice
PLAN 106 CIV	Family Plan
PLAN 112 CIV	Care of a Household Member Verification
TEMP CW 2186A	CalWORKs Time Limit Exemption Request
WTW 38	Welfare-To-Work 24-Month Time Clock Notice
WTW 43	Notice Of Your Welfare-To-Work (WTW) 24-Month Time Clock Ending Soon
WTW 44	Welfare To Work (WTW) 24-Month Time Clock Extension Request Form

WTW 45	Welfare To Work (WTW) 24-Month Time Clock Extension Determination
WTW 46	End Of Welfare-To-Work 24-Month Time Clock Review Appointment Letter

The following tables under the CASE and PERS Trees will be retained during the Data Removal process:

CASE TABLES NOT BEING DELETED
CASE_PERS
COMPAN_CASE
CONFID
CONFID_DETL
CS_COLLECT
CS_OUT_TRANSACT
CS_OUT_TRANSACT_DETL
TIME_LIMIT_AID
TIME_LIMIT_AID_DETL
TIME_LIMIT_DETL
TL_AID_CASE_TRANSACT
TL_AID_CS_COLLECT_XREF
TO_DO_LIST
PERS TABLES NOT BEING DELETED
C4Y_PERS
CASE_PERS
CITZ

CITZ_PERS_DETL

DUPL_PERS

OTHER_PGM_ASSIST
OTHER_SSN
PERS_ADDR
PERS_RELSHP
RECEIPT
RES
TIME_LIMIT
TIME_LIMIT_CASH_AID
TIME_LIMIT_CLOCKS
TIME_LIMIT_DETL
TIME_LIMIT_DIVERSN
TIME_LIMIT_EXCEPT
TIME_LIMIT_NON_CAL
TIME_LIMIT_NON_CAL_EXCEPT
TIME_LIMIT_PGM_PARTICPTN
VITAL_STAT
VITAL_STAT_BIRTH_CERT
VITAL_STAT_DOC
VITAL_STAT_REQ
VITAL_STAT_SENT
VLP_CASE_PERS
WDTIP_NON_CAL_PARTICPTN
WDTIP_PGM_EXCEPTION
2.2 Case Data Removal Identification

2.2.1 Overview

A batch job will identify cases eligible for removal based on the approved record retention guidelines:



2.2.2 Rules:

Case must meet **<u>all</u>** the following criteria in order to be considered removable:

- The Case must have no open programs
- All programs on the Case must be closed for more than six years. A program is defined as Closed if it is in one of the following statuses:
 - Discontinued (DS)
 - o Denied (DE)
 - Deferred (DF)
 - o Deregistered (DG)
- If the Case has any recovery accounts, they must all be Closed. Open recovery accounts are defined as any that are currently in one of the following statuses:
 - Active (AC)
 - Transferred Out (TO)
 - Pending (PE)
 - Suspended (SU)

- Uncollectible (UF)
- Pending Agreement (PA) (CalSAWS Only)
- Pending Approval (AP) (CalSAWS Only)
- If the Case has a recovery account in a status representing Closed, but has a Recovery Account balance, it will not be Identified for purge.
- The Case cannot have any Special Investigation records (regardless of the status of those investigations).
- The Case cannot contain any of the following programs, regardless of status:
 - Foster Care (FC)
 - Kin-GAP (KG)
 - Adoption Assistance (AA)
- The Case cannot have an open Federal or State audit. Federal/State audits are conducted within the first two years of Case closure and it may take up to a year to complete the investigation. Therefore, selecting cases that are closed for more than six years covers this rule without any additional automation.

Please Note there are multiple types of audits that can be conducted on a case; and not every audit is necessarily captured in Cal SAWS. This could end up being a potential Override reason when that functionality is designed.

- The Case cannot have any Intentional Program Violations. The following types of IPV sanctions are considered:
 - Child Support IPV (06)
 - o Cal Fresh IPV (24)
 - General Assistance IPV (29) (CalSAWS Only)

2.2.3 Case Data Removal Identification Report

The purpose of this report is to provide counties a list of which cases have been identified by the System as those that will have data removed during the next deletion batch ruin. The Report will be split into multiple sheets for counties with over 1M rows. Some highlights of items included in this report:

- Identification Date is the date the Case was selected for removal having met all the requirements outlined above.
- Closure Month represents the month the case program was closed (i.e., Denied, Discontinued, Deregistered, or Deferred).
- When possible, the Aid Code for the program in question will be displayed on the Report. This column is populated using the same method as the Aid Code that is displayed on the Case Summary page. For example, Medi-Cal aid codes exist at the person level and are not displayed on the Case Summary page. The same is true this report: All MC programs listed on the report will have the Aid Code blank.
- Recovery Account Closure Date reflects the latest Closed status date of any recovery accounts associated to the purged case.

 Navigation to the Report: Homepage > Reports > Scheduled > Case Activity > Title 'Case Data Removal Identification Report'

Report image TBD using the new reporting solution

2.2.4 Batch Jobs

A new process (PB00P800) will be created to identify cases that can have data removed . This module will search the CalSAWS database to identify data removal cases and insert into the purge table with an initial status of 'Identified'.

- A new database table called CASE_PURGE will store the case ID and purge status, along with other information required for auditing and reporting.
- A new batch process (PB00P800) will execute the core SQL to identify cases and insert them into the purge table.
- After PB00P800, the Report Load Job TBD is run to load the RPT_CASE_PURGE Table to facilitate Report Creation for each County.
 - The Identification Report as shown above is created by TBD Jobs for each of the Counties.

2.2.5 Batch job Schedule

Specifics related to run frequency and schedule date/time will be determined during a later phase of the project. The present run frequency for the Case Data Removal Identification Reporting processes is monthly on 11th of each month.

2.2.6 Restart Logic

See section 2.5.6

2.3 Case Data Removal Override

2.3.1 Case Data Removal Override Report

The purpose of this report is to provide counties a list of which cases have been overrode by users. The report will also display the Override Reason of why these cases should not have any case data removed on them. This report will contain each column contained in the Identification reports with three additional columns. The following bullets detail each of the additional columns on the Override report:

- Override Reason represents the reason for the Override, based on the agreed upon set of reasons across each County. These reasons are all situations that cannot be automatically identified by the System.
 - The current Override reasons:
 - Board of Supervisors Decision
 - Hearing/Court Order
 - Pending Litigation
 - Under QA/QC Review
- Override Date represents the date the County Staff member switched the Data Removal Status from Identified to Override on the Case Data Removal detail page.
- Worker ID represents the ID of the County Staff member that switched the status from Identified to Override on the Case Data Removal detail page.
- Recovery Account Closure Date reflects the latest Closed status date of any recovery accounts associated to the purged case.

Navigation to the Report: Homepage > Reports > Scheduled > Case Activity > Title 'Case Data Removal Override Report'

Report image TBD using the new reporting solution

2.3.2 Batch Jobs

The batch job (PB00P800) identifies cases that can be removed. This module will search the C-IV database to identify data removal cases and insert into the purge table with an initial status of 'Identified'

- The CASE_PURGE table will store the case ID and purge status, along with other information required for auditing and reporting.
- The batch job (PB00P800) will execute the core SQL to identify cases and insert them into the CASE_PURGE table.
- After PB00P800, the Report Load Job TBD is run to load the RPT_CASE_PURGE Table to facilitate Report Creation for each County.
- The Override Report as shown above is generated by the TBD Jobs for each of the Counties. It will load the RPT_CASE_PURGE table cases that have a status of Override and populate the Override report in the application.

2.3.3 Batch job Schedule

Specifics related to run frequency and schedule date/time will be determined during a later phase of the project. The present run frequency for the Case Data Removal Identification and Override Reporting processes is monthly on 11th of each month Initially, the Case Identification batch will run on (TBD in a future Sprint)

2.3.4 Restart Logic

See section 2.5.6

2.4 Case Data Removal Online Page changes

2.4.1 Case Summary Page updates

For cases that have been identified for Case Data Removal only, the Case Summary page will now show Case Data Removal Status changes as we progress from Identified to Complete in the deletion process.

C-IV Application Case Data Removal Status:

- Identified: The Case has been identified as one that will have data removed from the System per Data Retention Policies
- In Process: The removal of data for this case has begun. This status will only be set once the Case Data Removal process has started on the case through the deletion batch process. Once this Status has been set, the user cannot Override it.
- **Override**: Someone has decided to override the System's automated decision to remove this Case's data. The reason for this override will also be captured.
 - Please reference section 2.3.1 for the listing of current Override Reason Codes.
- **Complete**: Data has been removed. This is now a Shell Case. This status will only be set once the Case Data Removal process has completed on the case through the deletion batch process. Once this Status has been set, the user cannot Override it.

2.4.2 Case Data Removal Status on Case Summary Page

The C-IV Case Summary page will now show a Case Data Removal Status, which will be a hyperlink to display the current status in the Case Data Removal process. This link will also take you to the Case Data Removal Detail page when clicked.

The following image represents the Identified Data Removal Status on the Case Summary page for a County Staff member that does not have rights to edit the Data Removal Status.

Cal SAWS	Case Name: Case Number:	Case Name			0C 🋄	urnal 🕎 T	Tasks 🔞 Help	Resource	s 💓 Page Map	oping 🎮 Imagi	ng <mark>≧</mark> Log Out
San Bernardino SYS1	Case Info	Eligibility	Empl. Services	Child	Care R D	esource atabank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Case S	Summa	iry								
Case Number:	Case N	ame					Images	; Ca	pture	Generate Co	oversheet
Person Search	Case Na	ime					San Berna	rdino			
EBT Account Search	Data R	emoval St	atus				Identifica	tion Date			
Application Registration	Identifi	ed					09/11/202	0			
Case Summary							,				
Contact	- Camp	anian Caa									
Authorized Representative	• Comp	anion Cas	es								
Application Questions	Case N	umber					Case Name	2			
Negative Action											Add
New Program											
New Person	Display:	_	_								
Hide Person	01/01/2022		View								
EBT Account List											
Issuance History	All Peop	ole Associa	ated with the	Case							
Auxiliary Authorization List	Name		DOB	Age	Gender	SSN	CI	N	Person #	Household	d Status
Expungement History	Edwin Ho	olcombe	03/07/1947	74	Μ				<u>01</u>		
Child Support Collections										_	
Time Limit Aid Summary											Images
Case Flag											
Legacy Case	This <u>Type 1</u>	<u>l</u> page took 0.	.36 seconds to lo	ad.							

The following image represents the Identified Data Removal Status on the Case Summary page for a County Staff member that has rights to edit the Data Removal Status. The Case must also have a removal status of 'Identified' or 'Override' for this Edit button to appear.

Cal SAWS	Case Name: Case Name Case Number:	و		🛄 Jou	rnal 🔽 T	asks 🔞 Help 🛔	Resources	ኺ Page Map	ping 🎮 Imagi	ng <mark></mark> Log Out
San Bernardino SYS1	Case Info Eligibil	ity Empl. Services	Child (Care Re Da	source tabank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Case Summ	nary								
Case Number:	Case Name					Images County	Ca	pture	Generate Co	oversheet
Person Search	<u>Case Name</u>					San Bernar	rdino			
EBT Account Search	Data Removal	Status				Identifica	tion Date			
Application Registration	Identified	Edit				09/11/202	0			
Case Summary	<u>Adontinou</u>	(Lone)				09/11/202	0			
Contact										
Authorized Representative	 Companion Ca 	ases								
Application Questions	Case Number					Case Name	e			
Negative Action										Add
New Program										
New Person	Display:									
Hide Person	01/01/2022	View								
EBT Account List										
Issuance History	All People Asso	ciated with the	e Case							
Auxiliary Authorization List	Name	DOB	Age	Gender	SSN	CII	N	Person #	Househol	d Status
Expungement History	Edwin Holcombe	03/07/1947	74	М				<u>01</u>		
Child Support Collections									_	
Time Limit Aid Summary										Images
Case Flag										
Legacy Case	This <u>Type 1</u> page tool	k 0.36 seconds to lo	ad.							

The following image represents the Override Data Removal Status on the Case Summary page for a County Staff member that has rights to edit the Data Removal Status. The Case must also have a removal status of 'Identified' or 'Override' for this Edit button to appear.

Cal SAWS	Case Name: Case Number:	Case Name			🛄 Jou	urnal 🕎 T	asks 🔞 Help \llbracket	Resources	; 🂓 Page Map	ping 🎮 Imagi	ng <mark>≧</mark> Log Out
San Bernardino SYS1	Case Info	Eligibility	Empl. Services	Child	Care Re Da	esource atabank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Case S	Summa	ıry								
Case Number:	Case Na	ame					Images County	Ca	pture	Generate Co	oversheet
Person Search	<u>Case Na</u>	ime					San Bernar	dino			
EBT Account Search	Data Re	emoval St	atus				Identificat	tion Date			
Application Registration	Overrid	le	Edit				09/11/2020	D			
Contact											
Authorized Representative	- Compa	anion Case	es								
Application Questions	Case Nu	umber					Case Name	:			
Negative Action											Add
New Program											
New Person	Display:										
Hide Person	01/01/2022		View								
EBT Account List											
Issuance History	All Peop	le Associa	ated with the	Case							
Auxiliary Authorization List	Name		DOB	Age	Gender	SSN	CIN	N	Person #	Househol	d Status
Expungement History	Edwin Ho	lcombe	03/07/1947	74	Μ				<u>01</u>		
Child Support Collections										_	
Time Limit Aid Summary											Images
Case Flag	This Type 1	page tech	26 cocondo to lo	ad							
Legacy Case		<u>, page took 0.</u>	.so seconds to 10	au.							

{Insert CalSAWS Case Summary page with Override Reasons once delivered}

When a case is in a Data Removal status of Complete on the Case Summary page, the status hyperlink of 'Complete' will display in the Data Removal section and can navigate you to the Case Data Removal Detail page where further details are listed.

CalSAWS	Case Name: Case Name Case Number: 22			🛄 Jou	rnal 🕎 Tas	sks 🔞 Hel	p 📄 Resources	s 🔟 Page Map	ping 🎮 Imaging	J 🚰 Log Out
San Bernardino SYS1	Case Info Eligibili	i ty Empl. Services	Child	Care Re Da	source tabank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Case Summ	ary								
	-									Images
Case Number:	Case Name					County				
Person Search	Case Name					San Ber	nardino			
EBT Account Search	Data Damaval (`				Tdoutifi	antion Data		Completion	Data
Application Registration	Data Removal S	otatus							Completion	n Date
Case Summary	Complete					09/11/2	020		06/02/2021	
Contact										
Authorized Representative	 Companion Ca 	ses								
Application Questions	Case Number				(Case Na	me			
Negative Action										Add
New Program										
New Person	Display:									
Hide Person	01/01/2022 📰 🗸	iew								
EBT Account List										
Issuance History	All People Assoc	iated with the	Case							
Auxiliary Authorization List	Name	DOB	Age	Gender	SSN	(CIN	Person #	Household	Status
Expungement History	Edwin Holcombe	03/07/1947	74	М	906-57-	4390	06497516E	<u>01</u>		

When a case is in the Complete Data Removal status it is known as a Shell Case. When in the context of this type of case while on the Case Summary page, the page option to add a new program will display on the page. Once 'New Program' is clicked a violation message will appear 'Cannot add programs to a shell case' preventing a program from being added to the case, as shown below.

CalSAWS	Case Name: Case Number:	Case Name 22			🛄 Jou	rnal 🕎 T	asks 🔞 Help	Resources	🔰 Page Map	ping 🎮 Imaging	I 🚰 Log Out
San Bernardino SYS1	Case Info	Eligibility	Empl. Services	Child	Care Re Da	source tabank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Case S	Summar	y								
											Images
Case Number:	Case Na	ame					County				
Person Search	Case Na	me					San Berna	ardino			
EBT Account Search	Data Re	emoval Stat	us				Identifica	ation Date		Completio	1 Date
Application Registration	Complet	ē					09/11/202	20		06/02/2021	
Case Summary		<u></u>					00, 11, 20			00,02,2021	
Contact											
Authorized Representative	- Compa	anion Cases									
Application Questions	Case Nu	ımber					Case Nam	e			
Negative Action											Add
New Program											
New Person	Display:										
Hide Person	01/01/2022	🔝 🛛 View									
EBT Account List											
Issuance History	All Peop	le Associate	ed with the	Case							
Auxiliary Authorization List	Name	D	ов	Age	Gender	SSN	C	(N	Person #	Household	Status
Expungement History	Edwin Ho	lcombe		74	М				01		

CalSAWS	Case Name: Case Number:	Case Name 22] Journal 🕎 T	asks 🔞 Help	Resources	📜 Page Mapp	oing 🎮 Imagin	g 🕍 Log Out
San Bernardino SYS1	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Progra	am Deta	nil							
Case Number:	Cannot ac	dd program <u>1</u> page took 0.4	is to a shell 10 seconds to l	case.						
Person Search EBT Account Search										
Application Registration										
Contact										
Authorized Representative Application Questions										
Negative Action										
New Person										
Hide Person EBT Account List										
Issuance History Auxiliary Authorization List										
Expungement History										

This feature is in place for Shell Cases in order to lock them down from having any new programs pended or activated on them. In this situation the Worker should create a brand new case, if needed, to add the shell case members and begin activation of a new case, linking the new one to the aged out shell case.

In addition to preventing programs from being added to Shell Cases, a new feature to disable the Image 'Scan' and 'Generate Worksheet' buttons has been implemented on the Case Summary page, leaving only the Images button itself as shown below.

CalSAWS	Case Name: Case Number: 2	Case Name 22			🛄 Ιοι	ırnal 🕎 1	Fasks 🔞 Help	Resources	i 🔟 Page Map	ping 💌 Imagin	g <mark></mark> Log Out
San Bernardino SYS1	Case Info	Eligibility	Empl. Services	Child	Care Re Da	esource atabank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Case S	ummar	У								
Case Number	_										Images
Go	Case Na	ime					County				
Person Search	Case Na	me					San Bern	ardino			
EBT Account Search	Data Re	moval Stat	us				Identific	ation Date		Completio	n Date
Application Registration	Complet	e					09/11/20	20		06/02/2021	1
Case Summary		<u> </u>					00, 11, 20			,,	-
Contact	Comme	nion Coose									
Authorized Representative	• Compa	mon cases									
Application Questions	Case Nu	mber					Case Nan	ne			
Negative Action											Add
New Program											
New Person	Display:										
Hide Person	01/01/2022	🔝 🛛 View									
EBT Account List											
Issuance History	All Peop	le Associate	ed with the	Case							
Auxiliary Authorization Lis	t Name	D	ОВ	Age	Gender	SSN	C	IN	Person #	Household	Status
Expungement History	Edwin Ho	lcombe		74	М				<u>01</u>		

The Images button remains on the Case Summary page for Workers to have access to any of the retained Images required from the Retention Policy –

- Personal images where a person is shared on other cases that have not gone through the Data Removal process
- Time Limit images attached to the Shell Case

2.4.3 Case Data Removal Detail page

The Case Data Removal Detail page is where County Staff members with the appropriate rights can update the Status from 'Identified' to 'Override', or back to 'Identified' from 'Override'. If the Status on this detail page is changed from the original Status of 'Identified' (as determined by the Data Removal Identification batch job) to the 'Override' status, the case will be excluded from having any case data removed. If the status is left in 'Identified' status, the case will have case data removed once the Deletion Batch is executed [Note that the run date of the first execution of the Deletion Batch is currently TBD, no earlier than January 2021].

Security Group for Edit functionality:

The Case Data Removal Detail page Edit functionality is accessible for users who are joined to the new 'Case Data Removal Edit' security group. This also applies to the Edit button on Case Summary, next to the status, for those cases having a Case Data Removal status of 'Identified' or 'Override'. The 'Case Data Removal Edit' group, which

contains the 'CaseDataRemovalEdit' right, is not assigned to any security role. The local Security Administrators will need to add the approved users to this new security group.

The following image represents the Case Data Removal Detail page in Read Only mode when left in 'Identified' status.



The following image represents the Case Data Removal Detail page in Edit Mode when left in 'Identified' status.

						A	Journal 🕎 Ta	asks 🔞 Help	順 Page Mappir	ıg <mark></mark> Log Ou
San Bernardino	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Document Control	Tools
Case Summary	Case D)ata Rei	noval [Detail						
	*- Indicat	es required	fields					Save and	Return	Cancel
Case Number:	Data Re Identified	moval Stat	us: <mark>*</mark>							
Imaging Workflow	Identifi	cation Date								
EBT Account Search	08/14/20	020								
Case Copy List										
								Save and	Return	Cancel
	This Type 1	page took 0.2	7 seconds to I	oad.						

The following image represents the Case Data Removal Detail page in Edit Mode when changing from 'Identified' status to 'Override' status. This status change allows the 'Override Reason' field to display (see Section 2.3.1 for a list of Override Reasons).

						Œ	Journal 🔽 Ta	asks 🔞 Help	🊺 Page Mappi	ng 🕍 Log Out
San Bernardino	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Document Control	Tools
Case Summary	Case D	ata Rer	noval [Detail						
L	*- Indicat	es required	fields					Save and	Return	Cancel
Case Number:	Data Re	moval Stat	us: <mark>*</mark>	Override	Reason: *					
Person Search	Override	\checkmark		- Select - Board of Sup	ervisors Decision					
Imaging Workflow	Identific	cation Date		Hearing/Cour Pending Litiga	t Order ation					
EBT Account Search	08/14/20)20		Under QA/QC	Review					
Case Copy List										
							(Save and	Return	Cancel
	This <u>Type 1</u>	page took 0.2	7 seconds to l	oad.						

The following image represents the Case Data Removal Detail page in Edit Mode when the status has already been updated to 'Override'. The County Staff member will be able to see the Override Date the Override was made in addition to the Worker ID that made the change.

	Case Name: Case Number	Case Name : 1509852				ũ	Journal 🕎 Ta	asks 🔞 Help	🚺 Page Mappir	ng <mark></mark> Log Out
San Bernardino	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Document Control	Tools
Case Summary	Case D)ata Rer	noval [Detail						
	*- Indicat	tes required	fields					Save and	Return	Cancel
Case Number:	Data Ren	noval Statu	s: <mark>*</mark>	Override R	eason: *					
Person Search	Override V]		Hearing/Court C	Order V					
Imaging Workflow	Identific	ation Date		Override D	ate	W	orker ID			
EBT Account Search	09/11/20.	20		02/19/2021		90	<u>u</u>			
Case Summary								Save and	Peturn	Cancel
Contact	1								Ketuin	Curreer
Authorized Representative	1									

When the Worker switches the Data Removal status between both Identified and Override status, that Worker's ID gets captured on the Detail page as a hyperlink. Clicking on that hyperlink takes you to the Staff Detail page of that Worker that made the change. Once you click the Close button on the Staff Detail page it will route you back to the Data Removal Detail page.

	Case Name: Case Number:	Case Name				ũ] Journal 🕎 Ta	sks 🔞 Help	📜 Page Mapping	🕍 Log Out
Tehama	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Document Control	Tools
Case Summary	Staff D	Detail								
Correction and Correction	*- Indicat	es required t	fields							Close
Go	General	Staff Inform	nation							
Person Search	First Na	me:		Mid	dle Name:		Last Name	:*	Suffix:	
Imaging Workflow										
EBT Account Search	Staff Sta	tus Code: 🕴	•	Clas	sification T	itle: <mark>*</mark>			Staff ID	:
Case Summary	Active - F	T							2	
Contact	Regiona	l Call Cente	r:							
Authorized Representative	Available	e Hours: (D	ay-Day Tir	ne-Time):						
Application Questions										
Negative Action	Addition	al Informat	ion:							
New Program										
New Person										
Hide Person	Spoken I	Language I	nformatio	n						
EBT Account List	Spoken		8			Proficie	ncy 🏶			
Issuance History	English					Deriver a stat				
	English					Primary				

{Insert CalSAWS Case Data Removal Detail page with Data Removal section}

The Case Data Removal Detail page in Complete status displays as follows -

Cal SAWS	Case Name: Case Number:	Case Name 22		ũ] Journal 🕎 Ta	asks 🔞 Help	Resources	💓 Page Mapp	oing 🂌 Imagin	ng <mark>≧</mark> Log Out
San Bernardino SYS1	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Case D	ata Rer	noval C	Detail						
	*- Indicat	es required t	fields							Close
Case Number:	Data Ren	noval Statu	s							
Person Search	Complete									
EBT Account Search	Identific	ation Date			Completio	n Date				
Application Registration	09/11/202	20			06/02/2021	L				
Case Summary	Journal Hi	istory								
Contact										Class
Authorized Representative										Close
Application Questions										
Negative Action										
New Program										
New Person										
Hide Person										
EBT Account List										
Issuance History										

2.5 Case Verification

Workers have been given time, since the original reporting run date of September 11, 2020, to evaluate identified cases before the case data removal is performed. During this time, it is possible that changes on identified cases will make them no longer eligible for the case data removal process. The nightly Re-Verification Job (PB00P803) will evaluate identified cases to confirm their eligibility for the purge.

The Re-verification batch process will execute the same query criteria (section 2.2.2 criteria rules) used in the PB00P800 (case Identification) job. This is a standalone job that will run daily in Production to identify any of the cases in the CASE_PURGE table that no longer meet the criteria and will remove those cases from the table. Cases removed from this table will not be picked up in any downstream case-purge process.

Note: Cases in Overridden status will be excluded from this nightly Re-verification process.

A batch scheduler change request will deactivate the Re-Verification batch job after the final set of data deletions have taken place.

Once this batch job runs in Production and removes the cases from the CASE_PURGE table the following will occur in the C-IV application:

- These cases will have their Case Data Removal status section on Case Summary removed and they will not have a Detail page
- For the Case Data Removal Reports, these cases will drop off from the next version of the reports (generated on the 11th business calendar date of each month), decreasing the overall record counts and total case counts

2.6 Data Deletion Process

The final removal of data associated to identified cases has been split into four separate batch jobs.

- 1) PDF Generation for Journals and Issuances
- 2) Removing NOAs and Forms
- 3) Removing Imaged documents
- 4) Remove case data

2.6.1 PDF Creation Batch Job - PB00P802

The PDF batch process will write each of the records for the Issuance and Journal History to a separate file for each case and store them to the file server. For cases that have historic information, these PDF files will be accessible on the Case Data Removal Detail page as hyperlinks. These hyperlinks will appear on the page after the case data deletion process has processed the case (reference section 2.3.3 for Batch Deletion Schedule). Further information and examples of each PDF type can be found below in section 2.6.

The initial steps of the Batch Deletion process are to check each case originally identified for deletion still meets the criteria. If so, the System will generate PDFs to capture any Journal and Issuance History prior to deleting any case data. If there is no data for the PDF in question (e.g., if no Issuance History exists for a case), then no PDF will be generated. The generation of each PDF file will be processed through a batch job (reference section 2.5.1.1 for the batch jobs) that will retrieve data from the following C-IV pages per PDF type.

2.6.1.1 Issuance History PDF

This PDF will retrieve the same data from the Issuance Search Detailed Results Page for every issuance record on that case. An example of the Issuance History PDF is shown below:

The County, Date Created, Case Number and Case Name will display at the top portion of the document for each file generated.

All data elements within the document are searchable using the 'Find' option within the PDF application, as shown above.

2.6.1.2 Journal History PDF

This PDF will retrieve the same data from the Journal Detail page results for each journal entry on that case. An example of the Journal History PDF is shown below:

The County, Date Created, Case Number and Case Name will display at the top portion of the document for each file generated.

2.6.1.3 History PDF Hyperlinks in the C-IV Application

The PDF files behind the hyperlink targets will be stored on the AWS S3 storage after the PB00P802 job completes per each case. Each file will be unique and will exclusively contain journal and issuance history data specific to the case processed. The file names, as created on the file storage, are generated as follows:

- journalEntry.pdf
- issuance.pdf

They are stored in the following folder structure:

- CasePurge/[county name]/[case_id]/journalEntry.pdf
- CasePurge/[county name]/[case_id]/issuance.pdf

The Journal and Issuance History PDF hyperlinks will display on the Case Data Removal Detail page if there is data to export from the C-IV database for the case. These hyperlinks will display in the application only after the case deletions batch process has completed for a given case. The following screenshot shows where each hyperlink will display on the Detail page.

2.6.2 Document Removal – PB00P804

The Document Removal batch job (PB00P804) will remove generated notice of actions (NOAs) and forms from the file management system passing in the identified set of cases. It considers records discovered by the Case Identification batch (PB00P804) that are not in either a "Complete" or "Overridden" status. This job will remove all generated NOAs and forms, with the following exceptions:

- 1) Retain all documents outlined under section 2.1.1.2, which describes what data remains in the shell case.
- 2) Retain all documents associated to a person who is associated to a case not eligible for case purge. This may occur when a person is associated to multiple cases in the SAWS system. A case is not considered eligible for case purge if:
 - a. The case was not discovered by the Case Identification batch (PB00P800).
 - b. The case has been overridden in the case purge process (a.k.a. that Case Purge status is set to "Override").

After removing all eligible documents, this job will update the Document Status on the associated case purge record to indicate that documents have been removed for the case by setting CASE_PURGE.DOC_STAT_IDENTIF = 'Y'.

A small percentage of documents this job attempts to remove from the file store will be unavailable, due to broken links between the database and the document. Two batch properties are used to set an error threshold, which allows for some broken links but will terminate the job if too many are missing (potentially indicating a connection issue with the file store):

1) maxErrorPercentage: Compare the number of records processed vs the number of records missing. If the percentage of number of records missing is greater than

the maxErrorPercentage, the job will terminate. The following property will make sure that the job won't terminate if the first case happens to be missing documents. This threshold is currently set to 5%.

2) minErrorCount: The minimum number of errors that occur before the job terminates. This sets an error threshold, where the job won't terminate until we reach the minimum number of errors. This threshold is currently set to 100 errors.

2.6.3 Image Removal – PB00P806

The Image Removal Job (PB00P806) removes all images associated to the case people eligible for the purge associated to the case.

This job reports all Identified cases to the Imaging system that have neither been overridden or already reported to the Imaging server. The imaging system will then execute scripts (invoking third party software's APIs) to remove all images associated to the identified records. Time Limit documents are retained.

The Image Removal batch will also review the status of people and cases who were reported to the imaging system in prior runs. Once processed, this job will update the associated CASE_PURGE record with an IMG_STAT_IDENTIF of "Y" to signify that the image removal is complete.

2.6.4 Data Deletion Batch Job - PB00P801

Data Deletion is an Oracle procedure that physically deletes the data from the database tables for a given Case. The procedure uses configuration tables, defined in the below section, to traverse through the tree to find the leaf node, build the delete SQL statement based on the table key to uniquely identify the data, and execute the SQL statement to physically delete the data. Once the data is deleted from the table, it moves up in the hierarchy to find the next leaf and repeat the process.

The list of database tables that are identified for deletion is loaded into the configuration tables (described in detail in technical design document) with parent and child relationships and appropriate keys to identify unique data. The process reads the configuration tables and will traverse through the relationship to find the leaf node (lowest child). Once the leaf node is identified, it starts deleting the data and moves up the hierarchy until the data from parent table is deleted. An example of the parent and child relationship (tree structure) and traversing logic is defined in the following diagram.



The above diagram represents the parent and child relationship of database tables in a tree structure. This structure is used to traverse through the branches to find the children (leaf node) to start deleting the data. The highlighted steps in red describe how the deletion leaf node logic identifies the child tables at a high level.

- 1) When a Case is selected from the CASE_PURGE table, Program IDs associated to the Case are selected from the PGM table
- 2) Based on the Program ID, appropriate records from the EDBC table are selected
- 3) As we traverse through the EDBC tables, the EDBC_EVENT table is a leaf node, and hence the data from EDBC_EVENT table can be deleted
- 4) After deleting the data, the logic flow is moved up to find the next child and the leaf node

A new batch process (section 2.5.3) will be created to delete the case data from the database tables. This module will perform the following steps to remove the data:

- Once the Case is verified to still meet all the deletion criteria (section 2.5.1 batch job), the initial step of the PDF Generation batch job will update the Status to 'In Process' and the PDF creation module is called to create PDF files for Journal Entries and Issuance history data.
- Upon successful creation of PDFs, the data deletion module is called to delete the data from identified tables.
- Upon successful deletion of Case data, the process updates the Case Data Removal Status to 'Complete' and will begin processing the next Case for deletion.

2.6.4.1 Configuration table

The data deletion logic will be driven by two configuration tables. The first configuration table lists the immediate child of the root and the second table contains children of the

parent and their level, as noted in section 2.6.4. The details of these tables are defined in the technical section 3 of this document.

2.6.4.2 Deletion Logging Mode

The batch deletion process will have an option to turn the deletion logging on or off by passing a parameter in the main batch job. When the logging mode is on, the data deletion module will start logging every action performed in the function, including table name where data is being deleted with the Case ID, Person ID and other key columns to identify a unique record in the table.

2.6.5 Batch Dependencies

The Case Deletion batch (PB00P801) must wait for the PDF Generation (PB00P802) and Document Deletion (PB00P804) to complete processing a case before it can move forward with removing that case's data. It does not wait on the Image Deletion (PB00P806) job. This allows the case data and image removal to occur in parallel.

2.6.6 Batch Process Load Balancing

The PDF creation, Document Deletion and Case Deletion processes each work in single modules. For the April 2021 C-IV run, there are approximately 1.78 million cases up for purge with their respective program records to be processed. Using a single flow to process this many cases will take a significant amount of time and is not feasible. To process a large volume of cases in a reasonable window, we have added a multi-threading capability for both the PDF creation and the case deletion modules.

The following batch properties are available to configure our multi-threading approach for the Case Delete (PB00P801), Generate PDFs (PB00P802) and Delete Documents (PB00P804) batch jobs:

- 1) restrictStatuses: Used in testing environments to limit which records are processed by the job. Normally, the job pulls all records where the status on the case purge record is set to either null or "N". When restrictStatuses=Y, the job will exclude any records where the status is null and instead only process records where the status is explicitly set to "N".
- 2) verbose: Adds additional logging that tracks which documents are removed and which documents are skipped, along with the skip reason. This property should be left off in production, since it results in much larger log files.
- 3) numOfThreads: This job employs multiple threads to allow for parallel processing. In test environments we default the thread count to 15, while in production we will default to 100.
- 4) max.workload.size: Since this job may run for millions of records, this property allows us to set the size of the "chunks" of data being considered at a given time. Increasing the size of the max workload will reduce the amount of time spent waiting for threads to complete, at the trade-off of increasing the amount of memory required to run the job.

2.6.7 Exception Logging

A standard batch framework is used to log all exceptions encountered in the data deletion process. These exceptions will be monitored as part of standard batch operations. Depending on the reason for the exception, Defects or Changes will be logged and tracked in Jira.

2.6.8 Batch Restart

Restartability for all jobs is managed by records inserted and updated in the CASE_PURGE table. Should a job terminate unexpectedly, it should be resubmitted with restart.mode=false. It will continue from the last commit of the previous run.

2.7 Case Completion Report

The Case Completion report lists all cases that have successfully completed the case purge process. It will display the following information:

Case Number: Case that has completed the case purge.

Case Name: Name associated to the Case.

Identification Date: The date the case was originally identified for the case purge process.

Completion date: Date that the case was purged from the system.

Navigation to the Report: Homepage > Reports > Scheduled > Case Activity > Title 'Case Data Removal Completion Report'

2.7.1 Batch Job

The PBxxR803 job will be run on-demand once the case deletion process is complete.

2.8 What's Next

Our planned timeline for the C-IV scheduling of these jobs are shown below. The Completion Report will be scheduled to run in Production after the final case has completed through Data Removal. Once all jobs have completed for C-IV Case Purge we will submit the BPCR's to deactivate each job.

The CalSAWS porting Epic for Case Purge includes a ten Sprint product timeline to modify and port in the original solution, with customizations made for the CalSAWS application and system.

The following is a list of pending scope that will be developed in the upcoming sprints. These sprints will focus on implementing the changes for CalSAWS.

Sprint #	Sprint Scope
	Case Summary and Data Removal Detail page updates, PDF's to S3 Storage from
Sprint 1	Alfresco
Sprint 2	Case Locking, Image View only
	Remove CalHEER's related tables, Add new EDBC/RA Rules to Identification Sweeps,
Sprint 3	PDF Character Limit increase
	Deletion Batch process for PGM_DETL and Child Tables, Case Data Removal
Sprint 4	Identification Report, PDF Configuration to \$3
	Document Removal process, Re-Verification logic, YBN e-app logic to block transfers,
Sprint 5	History PDF Batch, Override Report
Sprint 6	Image Removal, CalSAWS PDF Generation process
Sprint 7	Time Limit Aid Summary page, Completion Report
Sprint 8	Disaster Recovery Document Deletion, OBIEE/EDR Cleanup for Delete Track, VLP
Sprint 9	Batch Performance Environment Preparation & Test Execution
Sprint 10	Performance Environment Preparation & Execution

3 TECHNICAL DESIGN

3.1 Delete Process

The case purge process is driven primarily off the CASE_PURGE and the CASE_PURGE_DEL_TABLE_CONF tables. The Case Purge table identifies the list of cases to be deleted from the C-IV database tables and the Case Purge Configuration table identifies the list of tables where case data will be deleted. The tables logical structure is as follows:

Case Purge table structure:

	CASE PURGE					
9 🗐	ID	NUMBER	NN	(PK)	(IX2)	
è 🗐	CASE_ID	NUMBER	NN	(FK)	(AK0,IX6)	
° -	SELECT_DATE	DATE	NN			
=	START_DATE	DATE			(IX3)	
=	COMPL_DATE	DATE			(IX4)	
8	STAT_CODE	VARCHAR2 (3 Byte)			(IX5)	
=	OVERRD_DATE	DATE			(IX8)	
9 🗉	OVERRD_STAFF_ID	NUMBER		(FK)	(IX7)	
Č 🖽	OVERRD_RSN_CODE	VARCHAR2 (3 Byte)			(IX1)	
	CREATED_BY	VARCHAR2 (30 Byte)	NN			
	UPDATED_BY	VARCHAR2 (30 Byte)	NN			
	CREATED_ON	TIMESTAMP(6)	NN			
	UPDATED_ON	TIMESTAMP(6)	NN			
	ISSUANCE_FORMS_STAT_IDENTIF	VARCHAR2 (1 Byte)				
	ISSUANCE_FORMS_URL	VARCHAR2 (500 Byte)				
	JOURNAL_FORMS_STAT_IDENTIF	VARCHAR2 (1 Byte)				
	JOURNAL_FORMS_URL	VARCHAR2 (500 Byte)				

CASE_PURGE_DEL_TABLE_CONF:

	CASE_PURGE_DEL_TABLE_CONF
TABLE_GRP	VARCHAR2 (50 Byte)
DEL_SEQ	INTEGER
PARENT_TABLE	VARCHAR2 (50 Byte)
CHILD_TABLE	VARCHAR2 (50 Byte)
DML_ACTION	VARCHAR2 (2 Byte)
FOREIGN_KEY	VARCHAR2 (50 Byte)
CHILD_TABLE_KEY	VARCHAR2 (50 Byte)
DML_QUERY	VARCHAR2 (500 Byte)

As part of the deletion process, two batch jobs (PB00P801 and PB00P802) along with a PL/SQL stored procedure have been developed, as defined in section 2.5.1 and 2.5.2. The batch job (PB00P801) picks up all the cases that are identified for deletion (CASE_PURGE) and calls the PL/SQL stored procedure for each case to delete the case/person data from the database tables. The procedure uses the configuration table, list of tables where case/person data can be deleted, to drive the deletion process as defined in section 2.5.

The attached spreadsheet contains two tab pages – Delete Tables and Do not Delete Tables. The first tab page contains list of tables configured in CASE_PURGE_DEL_TABLE_CONF table for data deletion. The second tab page contains the list of tables where case/person data will be retained. For example – Time tracking data.



To support the deletion process we have created a series of DBCR's to perform On Delete Set to Null value operations for the following tables:

- On Delete Set EXPNGMNT_ID to Null on ISSUANCE table
- On Delete set ISSUANCE_ID to NULL on ISSUANCE table
- On Delete set RELATED_TRANSACT_ID to NULL on RECOV_ACCT_TRANSACT table
- On Delete set PGM_PERS_ID to Null on TIME_LIMIT_DETL table
- On Delete set TEMP_EDBC_SRC_PGM_ID to Null on PGM table
- On Delete set PGM_ID to Null on GENERATE_DOC table
- On Delete set SERV_ARRGMT_ID to Null on GENERATE_DOC table

To break the CalHEER's linkage to purged cases we are deleting from the following list of tables, per CalHEER's Design and Development Teams:

- ICT_CIV_CASE
- ICT_CIV_PERS
- CH_TRANSACT_INFO
- CH_CASE_INFO

3.2 Stage Document Utility

Testing environments do not include copies of forms and NOAs from the production environment. References to forms and documents stored in GENERATE_DOC end up as broken links since the documents don't exist in the testing file management system.

The Stage Documents Utility (PB00P805) will resolve these broken links by mocking files in the testing file management system. This ultimately allows for more accurate testing of the Document Removal batch (PB00P804).

The Stage Documents utility is also capable of storing mocked image files for the ImageNow system. You can control whether mocked forms or mocked images are generated with the following batch properties:

- 1) generateDocuments: Set to "Y" if you would like to generate documents.
- 2) generateImages: Set to "Y" if you would like to generate images.

Generating images also requires setting the following property:

1) sampleImagePath: The filepath of a sample .TIF image file. Note: it is best to keep the filesize of this image relatively small, since the job will generate several thousand copies of the image.

The Stage Documents Utility will identify all generated documents for a given case ID. Case IDs can be provided to the utility in two ways:

- 1) caseId: Set this property to match a single case ID which contains documents you would like to mock.
- 2) caseListPath: You may provide a list of Case IDs to feed into the utility by employing the caseListPath property. First, you need to create a text file that contains all the case IDs you would like to mock with each case ID on its own line. You'll need to upload this file to the batch server, then provide the file's path as the caseListPath parameter. For example: caseListPath=" /export/batch/scripts/CaseList.txt".

Mocked files will appear on the testing file management system under the casePurge/mockedForms. Mocked images will appear under the server's output_agent directory under eict_import.

Note: This utility cannot (and should not) be run in production. All batch properties associated to this job have been labeled as test properties, which prevents the job's execution on production batch servers.

4 REQUIREMENTS

4.1 **Project Requirements**

DDID	Description	Notes
CIV-105446	Monthly Batch job - case data removal – Discontinued / Inactive cases.	The scope of this DDID is covered in SCR-107763.
CA-208415	Monthly Batch job - case data removal - Discontinued / Inactive cases.	

5 MIGRATION IMPACTS

It was determined to start with building a C-IV Case Data Removal process first, due to the large amount of data that would get removed from that database. Deletion of a large amount of data will help with the conversion cutover window when C-IV migrates to CalSAWS. The current timeline of the planned Sprints has been confirmed to dovetail nicely with the Conversion timeline.

6 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
107763	SCR	Create Case Data Removal Functionality	
107825	SCR	Implement Case Data Removal Sprint 1 Features	
107834	SCR	Implement Case Data Removal Sprint 2 Features	
107924	SCR	Implement Case Data Removal Sprint 3 Features	
107957	SCR	Implement Case Data Removal Sprint 4 Features	

108104	SCR	Implement Case Data Removal Sprint 5 Features	
108106	SCR	Implement Case Data Removal Sprint 6 Features	
108107	SCR	Implement Case Data Removal Sprint 7 Features	
108108		Implement Case Data Removal Sprint 8 Features	
108109	SCR	Implement Case Data Removal Sprint 9 Features	
108110	SCR	Implement Case Data Removal Sprint 10 Features	
108111	SCR	Implement Case Data Removal Sprint 11 Features	
108215	SCR	Data Change - Sutter County - Override 2014 cases from data removal per Board of Supervisors Decision	
220458	SCR (CalSAWS)	Create CASE_PURGE table and Codes Table references to align with C-IV	
224147	SCR (CalSAWS)	Update CASE_PURGE table to include deletion status fields for documents and images to align with C-IV	
108554	SCR	Tehama County - Data Retention Flag Due to Opioid Litigation	
108616	SCR	Case Data Removal Sprint 9 On Delete Set Null CR's	
108630	SCR	Case Data Removal Sprint 10 On Delete Set Null CR's	
CA 229298	SCR (CalSAWS)	Port Case Data Removal Functionality into CalSAWS	
CA 229300	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 1	
CA 229302	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 2	

CA 229301	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 3	
CA 229303	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 4	
CA 229305	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 5	
CA 229306	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 6	
CA 229308	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 7	
CA 229309	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 8	
CA 235667	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 9	
CA 235669	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 10	



Case Data Removal

	DOCUMENT APPROVAL HISTORY
Prepared By	Case Data Removal Strikeforce
Reviewed By	Deb Saha, Frederick Gains, Henry Arcangel, Kristin Pepper, Don Coffey

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
7/23/2020	1.0	Initial Revision using CA-208415 Draft document as a starting point	Chris Paige
7/29/2020	1.1	Modify for Epic 1	Inder Kainth
8/17/2020	1.2	Modify for Epic 1	Evan Orman
8/17/2020	1.3	Modify for Epic 1 Sprint 1 Batch Program Design	Inder Kainth
8/17/2020	1.4	Updated Section 2.0	Pradeep Goel
8/19/2020	1.5	Added rule IPV type and program codes to section 2.3.2	Michael Wright
8/19/2020	1.6	Modified document to just cover overview and the details of what is being implemented in Sprint 1	Chris Paige
8/21/2020	1.7	Modified document to contain the Overall SCR and Sprint SCR information in the last section	Michael Wright
8/28/2020	1.8	Added each Case Data Removal Status to section 2.1.1	Michael Wright
9/10/2020	1.9	Updated for Case Data Removal Report Layout and Run Information	Inder Kainth
9/10/2020	1.10	Updated Upcoming Sprint features and removed all CR references from Supporting Documents section	Michael Wright
9/15/2020	1.11	Replaced 'Purge' with 'Data Removal' where applicable	Michael Wright
9/17/2020	1.12	Updated document based on review with Deb and Don	Chris Paige
9/30/2020	1.13	Updated document to contain Sprint 3 features	Michael Wright
10/2/2020	1.14	Addressed feedback from Consortium/QA Reviews	Chris Paige
10/8/2020	1.15	Updated entire list of Time Limit forms to retain	Michael Wright
10/21/2020	1.16	Updated document to contain Sprint 4 features	Pradeep Goel
11/10/2020	1.17	Updated document to contain Sprint 5 features	Michael Wright
11/30/2020	1.18	Updated document to contain Sprint 6 features	Michael Wright

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
1/4/2021	1.19	Updated document to contain Sprint 7 features	Michael Wright
1/5/2021	1.20	Added technical section	Pradeep Goel
1/26/2021	1.21	Updated document to contain Sprint 8 features	Michael Wright
2/16/2021	1.22	Updated document to contain Sprint 9 features	Michael Wright
2/17/2021	1.23	Update document for Sprint 9 features (Document Removal/Reports Update)	Chris Larson
3/10/2021	1.24	Update Document to contain Sprint 10 features and refactors.	Chris Larson
3/31/2021	1.25	Updated document to contain Sprint 11 Technical section updates	Michael Wright
4/2/2021	1.26	Added completion report and updated document removal.	Chris Larson
4/14/2021	1.27	Finalized document to add to Shell SCR	Michael Wright
6/1/2021	1.28	Updated document to include new CalSAWS porting SCRs and Sprint 1 features	Michael Wright
8/30/2021	1.29	Updated document to include new tables to delete from per CalHEERS SCR scope changes	Michael Wright
11/17/2021	1.30	Updated document with CalSAWS Porting Sprint 1 changes	Michael Wright
12/8/21	1.31	Updated document with CalSAWS Porting Sprint 2 changes	Michael Wright

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1 OVERVIEW

California county welfare departments are generally governed by the Code of Federal Regulations (CFR) and State of California Welfare and Institutions (W&I) Code. In addition, the Department of Health Care Services and California Department of Social Services publish All County Welfare Directors Letters (ACWDLs), All County Letters (ACLs), and the CDSS Manual of Policies and Procedures (MPP) to give counties added guidance to meet regulations. The CalSAWS Data Retention Policy pertains to the data related to the eligibility programs administered by the Counties and stored within the CalSAWS systems. This data retention policy was approved by Project Steering Committee members during the September 19, 2019 PSC meeting. This approval can be found in the following <u>Approved Meeting Minutes.</u>

The Case Data Removal feature for CalSAWS will first be implemented for the C-IV System. This will be done using the Agile methodology. This design document will be updated as features are deployed to Production at the conclusion of each of our planned three-week Sprints.

1.1 Current Design

Case and Person level data is currently retained indefinitely within both the LRS/CalSAWS System and the C-IV System.

1.2 Requests

The following are the case record retention guidelines as approved by the Consortium:

- Identify and remove appropriate data from cases which have been closed for 6 years or more.
- There are multiple exceptions to the 6-year rule:
 - Retain cases that currently have open recovery accounts
 - Retain cases associated with a Special Investigation, Criminal, or Civil Litigation record for three years after the final claim is submitted for federal reimbursement.
 - Retain all cases that include one of the following programs, regardless of status:
 - Adoptions Assistance
 - Foster Care
 - Kin-GAP
 - Retain all cases currently under Federal, State, or County Audit until the audit(s) have been resolved.
 - Retain all cases that included an Intentional Program Violation
- Warrant Register data will be retained indefinitely (as will all Scheduled Reports).
- Each case with removed data will remain in the System as a Shell Case. See Section 2.1.1 for details on what data will be retained in Shell Cases.
- Case data removal is permanent. Once a case has been purged, there will be no mechanism for retrieval of data removed from the System. I.e., Case Data Removal is NOT an Archive capability.

• Migration DDID 2261 ("The CONTRACTOR shall configure the imaging solution to permanently delete documents based on the approved CalSAWS Software document retention policies for all 58 Counties.") is in scope for this effort.

1.3 Overview of Recommendations

The following is a high-level overview of the features that will be implemented as part of the Case Data Removal functionality:

- Create a new page in the system for users to view the current dispensation of a Case with regards to whether it is eligible for Removal. This determination would likely be implemented as a batch job (frequency TBD)
- Create a report to show summary and detail information regarding Cases identified for Removal.
- Create a capability for users to override the Removal decision made by the user. This would also require the user to document a Reason for their override.
- Create a report for supervisors to see lists of Cases that have had their Purge decision overridden.
- Develop a series of batch processes responsible for removing branches of the CASE and PERS tables. PERS records would only be removed when the PERS was only associated to Removable Cases. The current target date for running the Data Removal batch jobs in the C-IV System is April 16, 2021. CalSAWS scheduling has yet to be determined.
- Remove Case and Person documents stored in the Document Storage system (Alfresco for C-IV, AWS S3 for CalSAWS) for each Removed Case/Person
- Remove Images from the imaging system for each removed case. The one exception is we will retain any Image with a Document Type = Time Limits.

1.4 Assumptions

- The ICT tables are not in scope for this effort as they do not have CASE as a parent table. I.e., Any removal of ICT data would be separate from the Case Data Removal.
- The Removal feature for CalSAWS will first be implemented for the C-IV System. This will be done using the Agile methodology. This design document will be updated as features are deployed to Production at the conclusion of each of our planned three-week Sprints.
- Once the entire Removal feature has been implemented for the C-IV System, we will have a Planning Sprint to determine the necessary modifications to port this functionality to the CalSAWS System
- CalWIN data retention is being implemented by DXC as part of Conversion and will be applied during each CalWIN Wave. The two teams are periodically checking in with each other to make sure both teams are on the same page with regards to overall approach.
- The contents of the CASE_PURGE and RPT_CASE_PURGE tables will be converted from C-IV to CalSAWS as part of the overall Migration conversion effort.
- CalSAWS legal counsel has reviewed details associated with the ongoing county litigation related to opioid addiction and found no impact to the current CalSAWS data retention policy.

2 **PROPOSED SOLUTION**

2.1 Case Data Removal Process Overview

The removal process will remove dormant data that falls outside of the retention guidelines approved by the Consortium, leaving behind a shell case for those that have been removed. Initially, this process will be built for the C-IV System, given the direct impacts to C-IV conversion cutover activities and the length of time that C-IV has existed (since 2004 for the original four C-IV counties). Future sprints will then transform what was built for C-IV to work in the CalSAWS system, where it will run on some (undetermined) regular schedule as part of the original operations of that System.

2.1.1 Case Data Removal

The following diagram defines the high-level 6-step process to remove a Case in the System:



Step 1: Identify a list of removable cases based on the approved retention rules. The details of the case selection criteria are defined in Epic 1 of this document.Step 2: Generate a report containing list of removable cases selected in step 1 for the counties to review.

Step 3: Counties to review the list and perform step 4 (as needed).

Step 4: If the case needs to be excluded from the remove process, users with appropriate security rights will be able to override this decision

Step 5: Generate a report containing a list of overridden cases. This list will be excluded from the Case Data Removal process.

Step 6: Execute Case Data Remove processes to delete data from database tables following the approved retention rules.

2.1.1.1 CalSAWS Application Case Data Removal Status

Identified: The Case has been identified as one that will have data removed from the System per Data Retention Policies

In Process: The removal of data for this case has begun

Override: Someone has decided to override the System's automated decision to removal this Case's data. The reason for this override will also be captured

Complete: Data has been removed. This is now a Shell Case

2.1.1.2 Shell Case

While most of the case and individual data will be removed from the database tables, certain information related to the case and the individuals will be retained in the system. This information is called a shell case and will include the following:

- 1) Serial Number and Case Name will remain unchanged
- 2) The "All People Associated With the Case" section of the Case Summary page will be retained.
- 3) Case Confidentiality
- 4) Companion Case relationship
- 5) Journal Entries (stored as a PDF attached to the case)
- 6) Issuance History (stored as a PDF attached to the case)
- 7) ADDR and PERS_ADDR table data will be retained.
- 8) Time Limit data for all people associated to the case. This will include the following forms:

Form Number	Form Name
CF 377.11A	CalFresh Time Limit Notice for Expiration of Three Consecutive Months for ABAWDs
CF 377.11B	CalFresh Countable Month Letter
CF 377.11C	CalFresh Time Limit for ABAWDs

CF 377.11D	CalFresh Discretionary Exemption for Able-Bodied Adults Without Dependents (ABAWD)
CF 377.11E	CalFresh Able-Bodied Adult Without Dependents (ABAWD) Time Limit Exemption Screening Form
CW 61	Medical Report
CW 215	Notification of Intercounty Transfer
CW 2184	CalWORKs 48 Month Time Limit
CW 2186A	CalWORKs Time Limit Exemption Request
CW 2186B	CalWORKs Time Limit Exemption Determination
CW 2187	Your CalWORKS 48 Month Time Limit
CW 2188	Verification of Aid for the TANF Program
CW 2189	Notice of Your CalWORKs Time Limit at 42nd Month On Aid
CW 2190A	CalWORKs 48-Month Time Limit Extender Request Form
CW 2190B	CalWORKs 48-Month Time Limit Extender Determination Denial Form
CW 2191	Time on Aid Verification for CalWORKs 48-Month / TANF 60-Month Time Limits
CW 2192	Tracking Non-California TANF Assistance for the Time Limits
CW 2208	Your Welfare-To-Work 24-Month Time Clock
M40-107D	Time on Aid To Former CalWORKs Recipient
NA 840	Sanction / Removal from Aid of Participant Notice
NA 845	Removal of Second Parent Notice
NA 1276	Welfare-to-Work 24-Month Time Clock Limit Notice
PLAN 106 CIV	Family Plan
PLAN 112 CIV	Care of a Household Member Verification
TEMP CW 2186A	CalWORKs Time Limit Exemption Request
WTW 38	Welfare-To-Work 24-Month Time Clock Notice
WTW 43	Notice Of Your Welfare-To-Work (WTW) 24-Month Time Clock Ending Soon
WTW 44	Welfare To Work (WTW) 24-Month Time Clock Extension Request Form

WTW 45	Welfare To Work (WTW) 24-Month Time Clock Extension Determination
WTW 46	End Of Welfare-To-Work 24-Month Time Clock Review Appointment Letter

The following tables under the CASE and PERS Trees will be retained during the Data Removal process:

CASE TABLES NOT BEING DELETED
CASE_PERS
COMPAN_CASE
CONFID
CONFID_DETL
CS_COLLECT
CS_OUT_TRANSACT
CS_OUT_TRANSACT_DETL
TIME_LIMIT_AID
TIME_LIMIT_AID_DETL
TIME_LIMIT_DETL
TL_AID_CASE_TRANSACT
TL_AID_CS_COLLECT_XREF
TO_DO_LIST
PERS TABLES NOT BEING DELETED
C4Y_PERS
CASE_PERS
CITZ

CITZ_PERS_DETL

DUPL_PERS

OTHER_PGM_ASSIST
OTHER_SSN
PERS_ADDR
PERS_RELSHP
RECEIPT
RES
TIME_LIMIT
TIME_LIMIT_CASH_AID
TIME_LIMIT_CLOCKS
TIME_LIMIT_DETL
TIME_LIMIT_DIVERSN
TIME_LIMIT_EXCEPT
TIME_LIMIT_NON_CAL
TIME_LIMIT_NON_CAL_EXCEPT
TIME_LIMIT_PGM_PARTICPTN
VITAL_STAT
VITAL_STAT_BIRTH_CERT
VITAL_STAT_DOC
VITAL_STAT_REQ
VITAL_STAT_SENT
VLP_CASE_PERS
WDTIP_NON_CAL_PARTICPTN
WDTIP_PGM_EXCEPTION

2.2 Case Data Removal Identification

2.2.1 Overview

A batch job will identify cases eligible for removal based on the approved record retention guidelines:



2.2.2 Rules:

Case must meet **<u>all</u>** the following criteria in order to be considered removable:

- The Case must have no open programs
- All programs on the Case must be closed for more than six years. A program is defined as Closed if it is in one of the following statuses:
 - Discontinued (DS)
 - o Denied (DE)
 - Deferred (DF)
 - o Deregistered (DG)
- If the Case has any recovery accounts, they must all be Closed. Open recovery accounts are defined as any that are currently in one of the following statuses:
 - Active (AC)
 - Transferred Out (TO)
 - Pending (PE)
 - Suspended (SU)

- Uncollectible (UF)
- Pending Agreement (PA) (CalSAWS Only)
- Pending Approval (AP) (CalSAWS Only)
- If the Case has a recovery account in a status representing Closed, but has a Recovery Account balance, it will not be Identified for purge.
- The Case cannot have any Special Investigation records (regardless of the status of those investigations).
- The Case cannot contain any of the following programs, regardless of status:
 - Foster Care (FC)
 - Kin-GAP (KG)
 - Adoption Assistance (AA)
- The Case cannot have an open Federal or State audit. Federal/State audits are conducted within the first two years of Case closure and it may take up to a year to complete the investigation. Therefore, selecting cases that are closed for more than six years covers this rule without any additional automation.

Please Note there are multiple types of audits that can be conducted on a case; and not every audit is necessarily captured in Cal SAWS. This could end up being a potential Override reason when that functionality is designed.

- The Case cannot have any Intentional Program Violations. The following types of IPV sanctions are considered:
 - Child Support IPV (06)
 - o Cal Fresh IPV (24)
 - General Assistance IPV (29) (CalSAWS Only)

2.2.3 Case Data Removal Identification Report

The purpose of this report is to provide counties a list of which cases have been identified by the System as those that will have data removed during the next deletion batch ruin. The Report will be split into multiple sheets for counties with over 1M rows. Some highlights of items included in this report:

- Identification Date is the date the Case was selected for removal having met all the requirements outlined above.
- Closure Month represents the month the case program was closed (i.e., Denied, Discontinued, Deregistered, or Deferred).
- When possible, the Aid Code for the program in question will be displayed on the Report. This column is populated using the same method as the Aid Code that is displayed on the Case Summary page. For example, Medi-Cal aid codes exist at the person level and are not displayed on the Case Summary page. The same is true this report: All MC programs listed on the report will have the Aid Code blank.
- Recovery Account Closure Date reflects the latest Closed status date of any recovery accounts associated to the purged case.

 Navigation to the Report: Homepage > Reports > Scheduled > Case Activity > Title 'Case Data Removal Identification Report'

Report image TBD using the new reporting solution

2.2.4 Batch Jobs

A new process (PB00P800) will be created to identify cases that can have data removed . This module will search the CalSAWS database to identify data removal cases and insert into the purge table with an initial status of 'Identified'.

- A new database table called CASE_PURGE will store the case ID and purge status, along with other information required for auditing and reporting.
- A new batch process (PB00P800) will execute the core SQL to identify cases and insert them into the purge table.
- After PB00P800, the Report Load Job TBD is run to load the RPT_CASE_PURGE Table to facilitate Report Creation for each County.
 - The Identification Report as shown above is created by TBD Jobs for each of the Counties.

2.2.5 Batch job Schedule

Specifics related to run frequency and schedule date/time will be determined during a later phase of the project. The present run frequency for the Case Data Removal Identification Reporting processes is monthly on 11th of each month.

2.2.6 Restart Logic

See section 2.5.6

2.3 Case Data Removal Override

2.3.1 Case Data Removal Override Report

The purpose of this report is to provide counties a list of which cases have been overrode by users. The report will also display the Override Reason of why these cases should not have any case data removed on them. This report will contain each column contained in the Identification reports with three additional columns. The following bullets detail each of the additional columns on the Override report:

- Override Reason represents the reason for the Override, based on the agreed upon set of reasons across each County. These reasons are all situations that cannot be automatically identified by the System.
 - The current Override reasons:
 - Board of Supervisors Decision
 - Hearing/Court Order
 - Pending Litigation
 - Under QA/QC Review
- Override Date represents the date the County Staff member switched the Data Removal Status from Identified to Override on the Case Data Removal detail page.
- Worker ID represents the ID of the County Staff member that switched the status from Identified to Override on the Case Data Removal detail page.
- Recovery Account Closure Date reflects the latest Closed status date of any recovery accounts associated to the purged case.

Navigation to the Report: Homepage > Reports > Scheduled > Case Activity > Title 'Case Data Removal Override Report'

Report image TBD using the new reporting solution

2.3.2 Batch Jobs

The batch job (PB00P800) identifies cases that can be removed. This module will search the C-IV database to identify data removal cases and insert into the purge table with an initial status of 'Identified'

- The CASE_PURGE table will store the case ID and purge status, along with other information required for auditing and reporting.
- The batch job (PB00P800) will execute the core SQL to identify cases and insert them into the CASE_PURGE table.
- After PB00P800, the Report Load Job TBD is run to load the RPT_CASE_PURGE Table to facilitate Report Creation for each County.
- The Override Report as shown above is generated by the TBD Jobs for each of the Counties. It will load the RPT_CASE_PURGE table cases that have a status of Override and populate the Override report in the application.

2.3.3 Batch job Schedule

Specifics related to run frequency and schedule date/time will be determined during a later phase of the project. The present run frequency for the Case Data Removal Identification and Override Reporting processes is monthly on 11th of each month Initially, the Case Identification batch will run on (TBD in a future Sprint)

2.3.4 Restart Logic

See section 2.5.6

2.4 Case Data Removal Online Page changes

2.4.1 Case Summary Page updates

For cases that have been identified for Case Data Removal only, the Case Summary page will now show Case Data Removal Status changes as we progress from Identified to Complete in the deletion process.

C-IV Application Case Data Removal Status:

- Identified: The Case has been identified as one that will have data removed from the System per Data Retention Policies
- In Process: The removal of data for this case has begun. This status will only be set once the Case Data Removal process has started on the case through the deletion batch process. Once this Status has been set, the user cannot Override it.
- **Override**: Someone has decided to override the System's automated decision to remove this Case's data. The reason for this override will also be captured.
 - Please reference section 2.3.1 for the listing of current Override Reason Codes.
- **Complete**: Data has been removed. This is now a Shell Case. This status will only be set once the Case Data Removal process has completed on the case through the deletion batch process. Once this Status has been set, the user cannot Override it.

2.4.2 Case Data Removal Status on Case Summary Page

The C-IV Case Summary page will now show a Case Data Removal Status, which will be a hyperlink to display the current status in the Case Data Removal process. This link will also take you to the Case Data Removal Detail page when clicked.

The following image represents the Identified Data Removal Status on the Case Summary page for a County Staff member that does not have rights to edit the Data Removal Status.

Cal SAWS	Case Name: Case Number:	Case Name			0C 🋄	urnal 🕎 T	Tasks 🔞 Help	Resource	s 💓 Page Map	oping 🎮 Imagi	ng <mark>≧</mark> Log Out
San Bernardino SYS1	Case Info	Eligibility	Empl. Services	Child	Care R D	esource atabank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Case S	Summa	iry								
Case Number:	Case N	ame					Images	; Ca	pture	Generate Co	oversheet
Person Search	Case Na	ime					San Berna	rdino			
EBT Account Search	Data R	emoval St	atus				Identifica	tion Date			
Application Registration	Identifi	ed					09/11/202	0			
Case Summary							,				
Contact	- Camp	anian Caa									
Authorized Representative	• Comp	anion Cas	es								
Application Questions	Case N	umber					Case Name	2			
Negative Action											Add
New Program											
New Person	Display:	_	_								
Hide Person	01/01/2022		View								
EBT Account List											
Issuance History	All Peop	ole Associa	ated with the	Case							
Auxiliary Authorization List	Name		DOB	Age	Gender	SSN	CI	N	Person #	Household	d Status
Expungement History	Edwin Ho	olcombe	03/07/1947	74	Μ				<u>01</u>		
Child Support Collections										_	
Time Limit Aid Summary											Images
Case Flag											
Legacy Case	This <u>Type 1</u>	<u>l</u> page took 0.	.36 seconds to lo	ad.							

The following image represents the Identified Data Removal Status on the Case Summary page for a County Staff member that has rights to edit the Data Removal Status. The Case must also have a removal status of 'Identified' or 'Override' for this Edit button to appear.

Cal SAWS	Case Name: Case Name Case Number:	و		🛄 Jou	rnal 🔽 T	asks 🔞 Help 🛔	Resources	🊺 Page Map	ping 🎮 Imagi	ng <mark></mark> Log Out
San Bernardino SYS1	Case Info Eligibil	ity Empl. Services	Child (Care Re Da	source tabank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Case Summ	nary								
Case Number:	Case Name					Images County	Ca	pture	Generate Co	oversheet
Person Search	<u>Case Name</u>					San Bernar	rdino			
EBT Account Search	Data Removal	Status				Identifica	tion Date			
Application Registration	Identified	Edit				09/11/202	0			
Case Summary	<u>Adontinou</u>	Lone				09/11/202	0			
Contact										
Authorized Representative	 Companion Ca 	ases								
Application Questions	Case Number					Case Name	e			
Negative Action										Add
New Program										
New Person	Display:									
Hide Person	01/01/2022	View								
EBT Account List										
Issuance History	All People Asso	ciated with the	e Case							
Auxiliary Authorization List	Name	DOB	Age	Gender	SSN	CII	N	Person #	Househol	d Status
Expungement History	Edwin Holcombe	03/07/1947	74	Μ				<u>01</u>		
Child Support Collections									_	
Time Limit Aid Summary										Images
Case Flag										
Legacy Case	This <u>Type 1</u> page tool	k 0.36 seconds to lo	ad.							

The following image represents the Override Data Removal Status on the Case Summary page for a County Staff member that has rights to edit the Data Removal Status. The Case must also have a removal status of 'Identified' or 'Override' for this Edit button to appear.

Cal SAWS	Case Name: Case Number:	Case Name			🛄 Jou	urnal 🕎 T	asks 🔞 Help [Resources	; 🂓 Page Map	ping 🎮 Imagi	ng <mark>≧</mark> Log Out
San Bernardino SYS1	Case Info	Eligibility	Empl. Services	Child	Care Re Da	esource atabank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Case S	Summa	ıry								
Case Number:	Case Na	ame					Images County	Ca	pture	Generate Co	oversheet
Person Search	<u>Case Na</u>	ime					San Bernar	dino			
EBT Account Search	Data Re	emoval St	atus				Identificat	tion Date			
Application Registration	Overrid	le	Edit				09/11/2020	D			
Contact											
Authorized Representative	- Compa	anion Case	es								
Application Questions	Case Nu	umber					Case Name	:			
Negative Action											Add
New Program											
New Person	Display:										
Hide Person	01/01/2022		View								
EBT Account List											
Issuance History	All Peop	le Associa	ated with the	Case							
Auxiliary Authorization List	Name		DOB	Age	Gender	SSN	CIN	N	Person #	Househol	d Status
Expungement History	Edwin Ho	lcombe	03/07/1947	74	Μ				<u>01</u>		
Child Support Collections										_	
Time Limit Aid Summary											Images
Case Flag	This Type 1	page tech	26 cocondo to lo	ad							
Legacy Case		<u>, page took 0.</u>	.so seconds to 10	au.							

{Insert CalSAWS Case Summary page with Override Reasons once delivered}

When a case is in a Data Removal status of Complete on the Case Summary page, the status hyperlink of 'Complete' will display in the Data Removal section and can navigate you to the Case Data Removal Detail page where further details are listed.

CalSAWS	Case Name: Case Name Case Number: 22			🛄 Jou	rnal 🕎 Tas	sks 🔞 Hel	p 📄 Resources	s 🔟 Page Map	ping 🎮 Imaging	J 🚰 Log Out	
San Bernardino SYS1	Case Info Eligibili	i ty Empl. Services	Child	Care Re Da	source tabank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools	
Case Summary	Case Summ	ary									
	-									Images	
Case Number:	Case Name					County					
Person Search	Case Name					San Ber	nardino				
EBT Account Search	Data Damawal G	`				Tdoutifi	antion Data	Completion	Completion Date		
Application Registration	Data Removal S	otatus							Completion	06/02/2021	
Case Summary	Complete					09/11/2	020		06/02/2021		
Contact											
Authorized Representative	 Companion Ca 	ses									
Application Questions	Case Number				(Case Na	me				
Negative Action										Add	
New Program											
New Person	Display:										
Hide Person	01/01/2022 📰 🗸	iew									
EBT Account List											
Issuance History	All People Assoc	iated with the	Case								
Auxiliary Authorization List	Name	DOB	Age	Gender	SSN	(CIN	Person #	Household	Status	
Expungement History	Edwin Holcombe	03/07/1947	74	М	906-57-	4390	06497516E	<u>01</u>			

When a case is in the Complete Data Removal status it is known as a Shell Case. When in the context of this type of case while on the Case Summary page, the page option to add a new program will display on the page. Once 'New Program' is clicked a violation message will appear 'Cannot add programs to a shell case' preventing a program from being added to the case, as shown below.

CalSAWS	Case Name: Case Number:	Case Name III Journal 🗹 Tasks 🛞 Help 🗐 Resources 🔟 Page Mapping 🏧 Imaging 🕍 Log Ou Case Number: 22											
San Bernardino SYS1	Case Info	Eligibility	Empl. Services	Child	Care Re Da	source tabank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools		
Case Summary	Case S	Summar	y										
											Images		
Case Number:	Case Na	ame					County						
Person Search	Case Na	me					San Berna	ardino					
EBT Account Search	Data Re	emoval Stat	us				Identifica	ation Date	Completion Date				
Application Registration	Complet	e					09/11/202	20		06/02/2021			
Case Summary		<u></u>					00, 11, 20			00,02,2021			
Contact													
Authorized Representative	- Compa	anion Cases											
Application Questions	Case Nu	ımber					Case Name						
Negative Action											Add		
New Program													
New Person	Display:												
Hide Person	01/01/2022	🔝 🛛 View											
EBT Account List													
Issuance History	All Peop	le Associate	ed with the	Case									
Auxiliary Authorization List	Name	D	ов	Age	Gender	SSN	C	(N	Person #	Household	Status		
Expungement History	Edwin Ho	lcombe		74	М				01				

CalSAWS	Case Name: Case Number:	Case Name 22]Journal 🕎 T	asks 🔞 Help	Resources	📜 Page Mapp	oing 🎮 Imagin	g 🕍 Log Out
San Bernardino SYS1	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Progra	am Deta	nil							
Case Number:	Cannot ac	dd program <u>1</u> page took 0.4	is to a shell 10 seconds to l	case.						
Person Search EBT Account Search										
Application Registration										
Contact										
Authorized Representative Application Questions										
Negative Action										
New Person										
Hide Person EBT Account List										
Issuance History Auxiliary Authorization List										
Expungement History										

This feature is in place for Shell Cases in order to lock them down from having any new programs pended or activated on them. In this situation the Worker should create a brand new case, if needed, to add the shell case members and begin activation of a new case, linking the new one to the aged out shell case.

In addition to preventing programs from being added to Shell Cases, a new feature to disable the Image 'Scan' and 'Generate Worksheet' buttons has been implemented on the Case Summary page, leaving only the Images button itself as shown below.

CalSAWS	Case Name: Case Number: 2	Case Name 22			🛄 Ιοι	ırnal 🕎 1	Fasks 🔞 Help	Resources	i 🔟 Page Map	ping 💌 Imagin	g <mark></mark> Log Out
San Bernardino SYS1	Case Info	Eligibility	Empl. Services	Child	Care Re Da	esource atabank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Case S	ummar	У								
Case Number	_										Images
Go	Case Na	ime					County				
Person Search	Case Na	me					San Bern	ardino			
EBT Account Search	Data Re	moval Stat	us				Identific	ation Date	Completio	n Date	
Application Registration	Complet	e					09/11/20	20		06/02/2021	1
Case Summary		<u> </u>					00, 11, 20			,,	-
Contact	- Comm	nion Coose									
Authorized Representative	• Compa	mon cases									
Application Questions	Case Nu	mber					Case Nan	ne			
Negative Action											Add
New Program											
New Person	Display:										
Hide Person	01/01/2022	🔝 🛛 View									
EBT Account List											
Issuance History	All Peop	le Associate	ed with the	Case							
Auxiliary Authorization Lis	t Name	D	ОВ	Age	Gender	SSN	C	IN	Person #	Household	Status
Expungement History	Edwin Ho	lcombe		74	М				<u>01</u>		

The Images button remains on the Case Summary page for Workers to have access to any of the retained Images required from the Retention Policy –

- Personal images where a person is shared on other cases that have not gone through the Data Removal process
- Time Limit images attached to the Shell Case

2.4.3 Case Data Removal Detail page

The Case Data Removal Detail page is where County Staff members with the appropriate rights can update the Status from 'Identified' to 'Override', or back to 'Identified' from 'Override'. If the Status on this detail page is changed from the original Status of 'Identified' (as determined by the Data Removal Identification batch job) to the 'Override' status, the case will be excluded from having any case data removed. If the status is left in 'Identified' status, the case will have case data removed once the Deletion Batch is executed [Note that the run date of the first execution of the Deletion Batch is currently TBD, no earlier than January 2021].

Security Group for Edit functionality:

The Case Data Removal Detail page Edit functionality is accessible for users who are joined to the new 'Case Data Removal Edit' security group. This also applies to the Edit button on Case Summary, next to the status, for those cases having a Case Data Removal status of 'Identified' or 'Override'. The 'Case Data Removal Edit' group, which

contains the 'CaseDataRemovalEdit' right, is not assigned to any security role. The local Security Administrators will need to add the approved users to this new security group.

The following image represents the Case Data Removal Detail page in Read Only mode when left in 'Identified' status.



The following image represents the Case Data Removal Detail page in Edit Mode when left in 'Identified' status.

						A	Journal 🕎 Ta	asks 🔞 Help	順 Page Mappir	ıg <mark></mark> Log Ou
San Bernardino	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Document Control	Tools
Case Summary	Case D)ata Rei	noval [Detail						
	*- Indicat	es required	fields					Save and	Return	Cancel
Case Number:	Data Re Identified	moval Stat	us: <mark>*</mark>							
Imaging Workflow	Identifi	cation Date								
EBT Account Search	08/14/20	020								
Case Copy List										
								Save and	Return	Cancel
	This Type 1	page took 0.2	7 seconds to I	oad.						

The following image represents the Case Data Removal Detail page in Edit Mode when changing from 'Identified' status to 'Override' status. This status change allows the 'Override Reason' field to display (see Section 2.3.1 for a list of Override Reasons).

						Œ	Journal 🔽 Ta	asks 🔞 Help	🊺 Page Mappi	ng 🕍 Log Out
San Bernardino	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Document Control	Tools
Case Summary	Case D	ata Rer	noval [Detail						
L	*- Indicat	es required	fields					Save and	Return	Cancel
Case Number:	Data Re	moval Stat	us: <mark>*</mark>	Override	Reason: *					
Person Search	Override	\checkmark		- Select - Board of Sup	ervisors Decision					
Imaging Workflow	Identific	cation Date		Hearing/Court Order Pending Litigation						
EBT Account Search	08/14/20)20		Under QA/QC	Review					
Case Copy List										
							(Save and	Return	Cancel
	This <u>Type 1</u>	page took 0.2	7 seconds to l	oad.						

The following image represents the Case Data Removal Detail page in Edit Mode when the status has already been updated to 'Override'. The County Staff member will be able to see the Override Date the Override was made in addition to the Worker ID that made the change.

	Case Name: Case Name Case Number: 1509852				ũ	🏥 Journal 😴 Tasks 🛞 Help ኺ Page Mapping 🚰 Log Out				
San Bernardino	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Document Control	Tools
Case Summary	Case D)ata Rer	noval [Detail						
	*- Indicates required fields							Save and	Return	Cancel
Case Number:	Data Ren	noval Statu	s: <mark>*</mark>	Override Reason: *						
Person Search	Override V]		Hearing/Court C	Order V					
Imaging Workflow	Identific	ation Date		Override D	ate	W	orker ID			
EBT Account Search	09/11/20.	20		02/19/2021		90	<u>u</u>			
Case Summary								Save and	Peturn	Cancel
Contact									Ketuin	Curreer
Authorized Representative	1									

When the Worker switches the Data Removal status between both Identified and Override status, that Worker's ID gets captured on the Detail page as a hyperlink. Clicking on that hyperlink takes you to the Staff Detail page of that Worker that made the change. Once you click the Close button on the Staff Detail page it will route you back to the Data Removal Detail page.

	Case Name: Case Number:	Case Name				ũ] Journal 🕎 Ta	sks 🔞 Help	📜 Page Mapping	🕍 Log Out
Tehama	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Document Control	Tools
Case Summary	Staff D	Detail								
Correction and Correction	*- Indicat	es required t	fields							Close
Go	General	Staff Inform	nation							
Person Search	First Na	me:		Mid	dle Name:		Last Name	:*	Suffix:	
Imaging Workflow										
EBT Account Search	Staff Sta	tus Code: 🕴	•	Clas	sification T	itle: <mark>*</mark>			Staff ID	:
Case Summary	Active - F	T							2	
Contact	Regiona	l Call Cente	r:							
Authorized Representative	Available	e Hours: (D	ay-Day Tir	ne-Time):						
Application Questions										
Negative Action	Addition	al Informat	ion:							
New Program										
New Person										
Hide Person	Spoken I	Language I	nformatio	n						
EBT Account List	Spoken		8			Proficie	ncy 🏶			
Issuance History	English					Deriver a stat				
	English					Primary				

{Insert CalSAWS Case Data Removal Detail page with Data Removal section}

The Case Data Removal Detail page in Complete status displays as follows -

Cal SAWS	Case Name: Case Number:	Case Name 22		ũ] Journal 🕎 Ta	asks 🔞 Help	Resources	💓 Page Mapp	oing 🂌 Imagin	ng <mark>≧</mark> Log Out
San Bernardino SYS1	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Case Summary	Case D	ata Rer	noval C	Detail						
	*- Indicat	es required t	fields							Close
Case Number:	Data Ren	noval Statu	s							
Person Search	Complete									
EBT Account Search	Identific	ation Date			Completio	n Date				
Application Registration	09/11/202	20			06/02/2021	L				
Case Summary	Journal Hi	istory								
Contact										Class
Authorized Representative										Close
Application Questions										
Negative Action										
New Program										
New Person										
Hide Person										
EBT Account List										
Issuance History										

2.5 Case Verification

Workers have been given time, since the original reporting run date of September 11, 2020, to evaluate identified cases before the case data removal is performed. During this time, it is possible that changes on identified cases will make them no longer eligible for the case data removal process. The nightly Re-Verification Job (PB00P803) will evaluate identified cases to confirm their eligibility for the purge.

The Re-verification batch process will execute the same query criteria (section 2.2.2 criteria rules) used in the PB00P800 (case Identification) job. This is a standalone job that will run daily in Production to identify any of the cases in the CASE_PURGE table that no longer meet the criteria and will remove those cases from the table. Cases removed from this table will not be picked up in any downstream case-purge process.

Note: Cases in Overridden status will be excluded from this nightly Re-verification process.

A batch scheduler change request will deactivate the Re-Verification batch job after the final set of data deletions have taken place.

Once this batch job runs in Production and removes the cases from the CASE_PURGE table the following will occur in the C-IV application:

- These cases will have their Case Data Removal status section on Case Summary removed and they will not have a Detail page
- For the Case Data Removal Reports, these cases will drop off from the next version of the reports (generated on the 11th business calendar date of each month), decreasing the overall record counts and total case counts

2.6 Data Deletion Process

The final removal of data associated to identified cases has been split into four separate batch jobs.

- 1) PDF Generation for Journals and Issuances
- 2) Removing NOAs and Forms
- 3) Removing Imaged documents
- 4) Remove case data

2.6.1 PDF Creation Batch Job - PB00P802

The PDF batch process will write each of the records for the Issuance and Journal History to a separate file for each case and store them to the file server. For cases that have historic information, these PDF files will be accessible on the Case Data Removal Detail page as hyperlinks. These hyperlinks will appear on the page after the case data deletion process has processed the case (reference section 2.3.3 for Batch Deletion Schedule). Further information and examples of each PDF type can be found below in section 2.6.

The initial steps of the Batch Deletion process are to check each case originally identified for deletion still meets the criteria. If so, the System will generate PDFs to capture any Journal and Issuance History prior to deleting any case data. If there is no data for the PDF in question (e.g., if no Issuance History exists for a case), then no PDF will be generated. The generation of each PDF file will be processed through a batch job (reference section 2.5.1.1 for the batch jobs) that will retrieve data from the following C-IV pages per PDF type.

2.6.1.1 Issuance History PDF

This PDF will retrieve the same data from the Issuance Search Detailed Results Page for every issuance record on that case. An example of the Issuance History PDF is shown below:

The County, Date Created, Case Number and Case Name will display at the top portion of the document for each file generated.

All data elements within the document are searchable using the 'Find' option within the PDF application, as shown above.

2.6.1.2 Journal History PDF

This PDF will retrieve the same data from the Journal Detail page results for each journal entry on that case. An example of the Journal History PDF is shown below:

The County, Date Created, Case Number and Case Name will display at the top portion of the document for each file generated.

2.6.1.3 History PDF Hyperlinks in the C-IV Application

The PDF files behind the hyperlink targets will be stored on the AWS S3 storage after the PB00P802 job completes per each case. Each file will be unique and will exclusively contain journal and issuance history data specific to the case processed. The file names, as created on the file storage, are generated as follows:

- journalEntry.pdf
- issuance.pdf

They are stored in the following folder structure:

- CasePurge/[county name]/[case_id]/journalEntry.pdf
- CasePurge/[county name]/[case_id]/issuance.pdf

The Journal and Issuance History PDF hyperlinks will display on the Case Data Removal Detail page if there is data to export from the C-IV database for the case. These hyperlinks will display in the application only after the case deletions batch process has completed for a given case. The following screenshot shows where each hyperlink will display on the Detail page.

2.6.2 Document Removal – PB00P804

The Document Removal batch job (PB00P804) will remove generated notice of actions (NOAs) and forms from the file management system passing in the identified set of cases. It considers records discovered by the Case Identification batch (PB00P804) that are not in either a "Complete" or "Overridden" status. This job will remove all generated NOAs and forms, with the following exceptions:

- 1) Retain all documents outlined under section 2.1.1.2, which describes what data remains in the shell case.
- 2) Retain all documents associated to a person who is associated to a case not eligible for case purge. This may occur when a person is associated to multiple cases in the SAWS system. A case is not considered eligible for case purge if:
 - a. The case was not discovered by the Case Identification batch (PB00P800).
 - b. The case has been overridden in the case purge process (a.k.a. that Case Purge status is set to "Override").

After removing all eligible documents, this job will update the Document Status on the associated case purge record to indicate that documents have been removed for the case by setting CASE_PURGE.DOC_STAT_IDENTIF = 'Y'.

A small percentage of documents this job attempts to remove from the file store will be unavailable, due to broken links between the database and the document. Two batch properties are used to set an error threshold, which allows for some broken links but will terminate the job if too many are missing (potentially indicating a connection issue with the file store):

1) maxErrorPercentage: Compare the number of records processed vs the number of records missing. If the percentage of number of records missing is greater than

the maxErrorPercentage, the job will terminate. The following property will make sure that the job won't terminate if the first case happens to be missing documents. This threshold is currently set to 5%.

2) minErrorCount: The minimum number of errors that occur before the job terminates. This sets an error threshold, where the job won't terminate until we reach the minimum number of errors. This threshold is currently set to 100 errors.

2.6.3 Image Removal – PB00P806

The Image Removal Job (PB00P806) removes all images associated to the case people eligible for the purge associated to the case.

This job reports all Identified cases to the Imaging system that have neither been overridden or already reported to the Imaging server. The imaging system will then execute scripts (invoking third party software's APIs) to remove all images associated to the identified records. Time Limit documents are retained.

The Image Removal batch will also review the status of people and cases who were reported to the imaging system in prior runs. Once processed, this job will update the associated CASE_PURGE record with an IMG_STAT_IDENTIF of "Y" to signify that the image removal is complete.

2.6.4 Data Deletion Batch Job - PB00P801

Data Deletion is an Oracle procedure that physically deletes the data from the database tables for a given Case. The procedure uses configuration tables, defined in the below section, to traverse through the tree to find the leaf node, build the delete SQL statement based on the table key to uniquely identify the data, and execute the SQL statement to physically delete the data. Once the data is deleted from the table, it moves up in the hierarchy to find the next leaf and repeat the process.

The list of database tables that are identified for deletion is loaded into the configuration tables (described in detail in technical design document) with parent and child relationships and appropriate keys to identify unique data. The process reads the configuration tables and will traverse through the relationship to find the leaf node (lowest child). Once the leaf node is identified, it starts deleting the data and moves up the hierarchy until the data from parent table is deleted. An example of the parent and child relationship (tree structure) and traversing logic is defined in the following diagram.



The above diagram represents the parent and child relationship of database tables in a tree structure. This structure is used to traverse through the branches to find the children (leaf node) to start deleting the data. The highlighted steps in red describe how the deletion leaf node logic identifies the child tables at a high level.

- 1) When a Case is selected from the CASE_PURGE table, Program IDs associated to the Case are selected from the PGM table
- 2) Based on the Program ID, appropriate records from the EDBC table are selected
- 3) As we traverse through the EDBC tables, the EDBC_EVENT table is a leaf node, and hence the data from EDBC_EVENT table can be deleted
- 4) After deleting the data, the logic flow is moved up to find the next child and the leaf node

A new batch process (section 2.5.3) will be created to delete the case data from the database tables. This module will perform the following steps to remove the data:

- Once the Case is verified to still meet all the deletion criteria (section 2.5.1 batch job), the initial step of the PDF Generation batch job will update the Status to 'In Process' and the PDF creation module is called to create PDF files for Journal Entries and Issuance history data.
- Upon successful creation of PDFs, the data deletion module is called to delete the data from identified tables.
- Upon successful deletion of Case data, the process updates the Case Data Removal Status to 'Complete' and will begin processing the next Case for deletion.

2.6.4.1 Configuration table

The data deletion logic will be driven by two configuration tables. The first configuration table lists the immediate child of the root and the second table contains children of the

parent and their level, as noted in section 2.6.4. The details of these tables are defined in the technical section 3 of this document.

2.6.4.2 Deletion Logging Mode

The batch deletion process will have an option to turn the deletion logging on or off by passing a parameter in the main batch job. When the logging mode is on, the data deletion module will start logging every action performed in the function, including table name where data is being deleted with the Case ID, Person ID and other key columns to identify a unique record in the table.

2.6.5 Batch Dependencies

The Case Deletion batch (PB00P801) must wait for the PDF Generation (PB00P802) and Document Deletion (PB00P804) to complete processing a case before it can move forward with removing that case's data. It does not wait on the Image Deletion (PB00P806) job. This allows the case data and image removal to occur in parallel.

2.6.6 Batch Process Load Balancing

The PDF creation, Document Deletion and Case Deletion processes each work in single modules. For the April 2021 C-IV run, there are approximately 1.78 million cases up for purge with their respective program records to be processed. Using a single flow to process this many cases will take a significant amount of time and is not feasible. To process a large volume of cases in a reasonable window, we have added a multi-threading capability for both the PDF creation and the case deletion modules.

The following batch properties are available to configure our multi-threading approach for the Case Delete (PB00P801), Generate PDFs (PB00P802) and Delete Documents (PB00P804) batch jobs:

- 1) restrictStatuses: Used in testing environments to limit which records are processed by the job. Normally, the job pulls all records where the status on the case purge record is set to either null or "N". When restrictStatuses=Y, the job will exclude any records where the status is null and instead only process records where the status is explicitly set to "N".
- 2) verbose: Adds additional logging that tracks which documents are removed and which documents are skipped, along with the skip reason. This property should be left off in production, since it results in much larger log files.
- 3) numOfThreads: This job employs multiple threads to allow for parallel processing. In test environments we default the thread count to 15, while in production we will default to 100.
- 4) max.workload.size: Since this job may run for millions of records, this property allows us to set the size of the "chunks" of data being considered at a given time. Increasing the size of the max workload will reduce the amount of time spent waiting for threads to complete, at the trade-off of increasing the amount of memory required to run the job.

2.6.7 Exception Logging

A standard batch framework is used to log all exceptions encountered in the data deletion process. These exceptions will be monitored as part of standard batch operations. Depending on the reason for the exception, Defects or Changes will be logged and tracked in Jira.

2.6.8 Batch Restart

Restartability for all jobs is managed by records inserted and updated in the CASE_PURGE table. Should a job terminate unexpectedly, it should be resubmitted with restart.mode=false. It will continue from the last commit of the previous run.

2.7 Case Completion Report

The Case Completion report lists all cases that have successfully completed the case purge process. It will display the following information:

Case Number: Case that has completed the case purge.

Case Name: Name associated to the Case.

Identification Date: The date the case was originally identified for the case purge process.

Completion date: Date that the case was purged from the system.

Navigation to the Report: Homepage > Reports > Scheduled > Case Activity > Title 'Case Data Removal Completion Report'

2.7.1 Batch Job

The PBxxR803 job will be run on-demand once the case deletion process is complete.

2.8 What's Next

Our planned timeline for the C-IV scheduling of these jobs are shown below. The Completion Report will be scheduled to run in Production after the final case has completed through Data Removal. Once all jobs have completed for C-IV Case Purge we will submit the BPCR's to deactivate each job.

The CalSAWS porting Epic for Case Purge includes a ten Sprint product timeline to modify and port in the original solution, with customizations made for the CalSAWS application and system.

The following is a list of pending scope that will be developed in the upcoming sprints. These sprints will focus on implementing the changes for CalSAWS.

Sprint #	Sprint Scope
	Case Summary and Data Removal Detail page updates, PDF's to S3 Storage from
Sprint 1	Alfresco
Sprint 2	Case Locking, Image View only
	Remove CalHEER's related tables, Add new EDBC/RA Rules to Identification Sweeps,
Sprint 3	PDF Character Limit increase
	Deletion Batch process for PGM_DETL and Child Tables, Case Data Removal
Sprint 4	Identification Report, PDF Configuration to \$3
	Document Removal process, Re-Verification logic, YBN e-app logic to block transfers,
Sprint 5	History PDF Batch, Override Report
Sprint 6	Image Removal, CalSAWS PDF Generation process
Sprint 7	Time Limit Aid Summary page, Completion Report
Sprint 8	Disaster Recovery Document Deletion, OBIEE/EDR Cleanup for Delete Track, VLP
Sprint 9	Batch Performance Environment Preparation & Test Execution
Sprint 10	Performance Environment Preparation & Execution

3 TECHNICAL DESIGN

3.1 Delete Process

The case purge process is driven primarily off the CASE_PURGE and the CASE_PURGE_DEL_TABLE_CONF tables. The Case Purge table identifies the list of cases to be deleted from the C-IV database tables and the Case Purge Configuration table identifies the list of tables where case data will be deleted. The tables logical structure is as follows:

Case Purge table structure:

		CASE PURGE			
9 🗐	ID	NUMBER	NN	(PK)	(IX2)
è 🗐	CASE_ID	NUMBER	NN	(FK)	(AK0,IX6)
° -	SELECT_DATE	DATE	NN		
=	START_DATE	DATE			(IX3)
=	COMPL_DATE	DATE			(IX4)
8	STAT_CODE	VARCHAR2 (3 Byte)			(IX5)
=	OVERRD_DATE	DATE			(IX8)
9 🗉	OVERRD_STAFF_ID	NUMBER		(FK)	(IX7)
Č 🖽	OVERRD_RSN_CODE	VARCHAR2 (3 Byte)			(IX1)
	CREATED_BY	VARCHAR2 (30 Byte)	NN		
	UPDATED_BY	VARCHAR2 (30 Byte)	NN		
	CREATED_ON	TIMESTAMP(6)	NN		
	UPDATED_ON	TIMESTAMP(6)	NN		
	ISSUANCE_FORMS_STAT_IDENTIF	VARCHAR2 (1 Byte)			
	ISSUANCE_FORMS_URL	VARCHAR2 (500 Byte)			
	JOURNAL_FORMS_STAT_IDENTIF	VARCHAR2 (1 Byte)			
	JOURNAL_FORMS_URL	VARCHAR2 (500 Byte)			

CASE_PURGE_DEL_TABLE_CONF:

CASE_PURGE_DEL_TABLE_CONF						
TABLE_GRP	VARCHAR2 (50 Byte)					
DEL_SEQ	INTEGER					
PARENT_TABLE	VARCHAR2 (50 Byte)					
CHILD_TABLE	VARCHAR2 (50 Byte)					
DML_ACTION	VARCHAR2 (2 Byte)					
FOREIGN_KEY	VARCHAR2 (50 Byte)					
CHILD_TABLE_KEY	VARCHAR2 (50 Byte)					
DML_QUERY	VARCHAR2 (500 Byte)					

As part of the deletion process, two batch jobs (PB00P801 and PB00P802) along with a PL/SQL stored procedure have been developed, as defined in section 2.5.1 and 2.5.2. The batch job (PB00P801) picks up all the cases that are identified for deletion (CASE_PURGE) and calls the PL/SQL stored procedure for each case to delete the case/person data from the database tables. The procedure uses the configuration table, list of tables where case/person data can be deleted, to drive the deletion process as defined in section 2.5.

The attached spreadsheet contains two tab pages – Delete Tables and Do not Delete Tables. The first tab page contains list of tables configured in CASE_PURGE_DEL_TABLE_CONF table for data deletion. The second tab page contains the list of tables where case/person data will be retained. For example – Time tracking data.



To support the deletion process we have created a series of DBCR's to perform On Delete Set to Null value operations for the following tables:

- On Delete Set EXPNGMNT_ID to Null on ISSUANCE table
- On Delete set ISSUANCE_ID to NULL on ISSUANCE table
- On Delete set RELATED_TRANSACT_ID to NULL on RECOV_ACCT_TRANSACT table
- On Delete set PGM_PERS_ID to Null on TIME_LIMIT_DETL table
- On Delete set TEMP_EDBC_SRC_PGM_ID to Null on PGM table
- On Delete set PGM_ID to Null on GENERATE_DOC table
- On Delete set SERV_ARRGMT_ID to Null on GENERATE_DOC table

To break the CalHEER's linkage to purged cases we are deleting from the following list of tables, per CalHEER's Design and Development Teams:

- ICT_CIV_CASE
- ICT_CIV_PERS
- CH_TRANSACT_INFO
- CH_CASE_INFO

3.2 Stage Document Utility

Testing environments do not include copies of forms and NOAs from the production environment. References to forms and documents stored in GENERATE_DOC end up as broken links since the documents don't exist in the testing file management system.

The Stage Documents Utility (PB00P805) will resolve these broken links by mocking files in the testing file management system. This ultimately allows for more accurate testing of the Document Removal batch (PB00P804).

The Stage Documents utility is also capable of storing mocked image files for the ImageNow system. You can control whether mocked forms or mocked images are generated with the following batch properties:

- 1) generateDocuments: Set to "Y" if you would like to generate documents.
- 2) generateImages: Set to "Y" if you would like to generate images.

Generating images also requires setting the following property:

1) sampleImagePath: The filepath of a sample .TIF image file. Note: it is best to keep the filesize of this image relatively small, since the job will generate several thousand copies of the image.

The Stage Documents Utility will identify all generated documents for a given case ID. Case IDs can be provided to the utility in two ways:

- 1) caseId: Set this property to match a single case ID which contains documents you would like to mock.
- 2) caseListPath: You may provide a list of Case IDs to feed into the utility by employing the caseListPath property. First, you need to create a text file that contains all the case IDs you would like to mock with each case ID on its own line. You'll need to upload this file to the batch server, then provide the file's path as the caseListPath parameter. For example: caseListPath=" /export/batch/scripts/CaseList.txt".

Mocked files will appear on the testing file management system under the casePurge/mockedForms. Mocked images will appear under the server's output_agent directory under eict_import.

Note: This utility cannot (and should not) be run in production. All batch properties associated to this job have been labeled as test properties, which prevents the job's execution on production batch servers.

4 REQUIREMENTS

4.1 Project Requirements

DDID	Description	Notes
CIV-105446	Monthly Batch job - case data removal – Discontinued / Inactive cases.	The scope of this DDID is covered in SCR-107763.
CA-208415	Monthly Batch job - case data removal - Discontinued / Inactive cases.	

5 MIGRATION IMPACTS

It was determined to start with building a C-IV Case Data Removal process first, due to the large amount of data that would get removed from that database. Deletion of a large amount of data will help with the conversion cutover window when C-IV migrates to CalSAWS. The current timeline of the planned Sprints has been confirmed to dovetail nicely with the Conversion timeline.

6 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
107763	SCR	Create Case Data Removal Functionality	
107825	SCR	Implement Case Data Removal Sprint 1 Features	
107834	SCR	Implement Case Data Removal Sprint 2 Features	
107924	SCR	Implement Case Data Removal Sprint 3 Features	
107957	SCR	Implement Case Data Removal Sprint 4 Features	

108104	SCR	Implement Case Data Removal Sprint 5 Features	
108106	SCR	Implement Case Data Removal Sprint 6 Features	
108107	SCR	Implement Case Data Removal Sprint 7 Features	
108108		Implement Case Data Removal Sprint 8 Features	
108109	SCR	Implement Case Data Removal Sprint 9 Features	
108110	SCR	Implement Case Data Removal Sprint 10 Features	
108111	SCR	Implement Case Data Removal Sprint 11 Features	
108215	SCR	Data Change - Sutter County - Override 2014 cases from data removal per Board of Supervisors Decision	
220458	SCR (CalSAWS)	Create CASE_PURGE table and Codes Table references to align with C-IV	
224147	SCR (CalSAWS)	Update CASE_PURGE table to include deletion status fields for documents and images to align with C-IV	
108554	SCR	Tehama County - Data Retention Flag Due to Opioid Litigation	
108616	SCR	Case Data Removal Sprint 9 On Delete Set Null CR's	
108630	SCR	Case Data Removal Sprint 10 On Delete Set Null CR's	
CA 229298	SCR (CalSAWS)	Port Case Data Removal Functionality into CalSAWS	
CA 229300	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 1	
CA 229302	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 2	

CA 229301	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 3	
CA 229303	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 4	
CA 229305	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 5	
CA 229306	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 6	
CA 229308	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 7	
CA 229309	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 8	
CA 235667	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 9	
CA 235669	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 10	



California Statewide Automated Welfare System

Design Document

CA-229461

Customer Non-Benefit Issuance Category (Phase II)

CalSAWS	DOCUMENT APPROVAL HISTORY		
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/21/2021	1.0	Initial Version	Alexander Neilson
<mark>09/30/2021</mark>	<mark>1.1</mark>	Updated Assumption 8.1.4 to include additional Fiscal and State reports. Update to assumption #10 to reference CA-233690 Update Reports for Customer Non-Benefit Issuance Category.	Esequiel Herrera-Ortiz
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1 OVERVIEW

1.1 Current Design

A new Issuance Category of Customer Non-Benefit was added with CA-226779 in the 21.05 release. Customer Non-Benefit issuances will not be counted as a Customer Benefit and thus will no count towards a customer's food or cash assistance and Time Limit Aid Summary.

1.2 Requests

Fully automate the Customer Non-Benefit Issuance Category for the online fiscal pages, fiscal issuance batch jobs, fiscal interfaces, and claiming.

Note: Fiscal Reports will be addressed with a separate SCR.

1.3 Overview of Recommendations

- 1. Update Issuance Detail to disallow editing for Customer Non-Benefit issuances.
- 2. Update the Auxiliary Authorization Detail to allow users with special rights to select Customer Non-Benefit Type value.
- 3. Update Issuance Batch to assign the new Customer Non-Benefit issuance category to issuances with one of the two new Customer Non-Benefit pay codes.
- 4. Update Daily Direct Deposit Writer jobs to include the new Customer Non-Benefit issuances.
- 5. Update the EBT Benefit Writer interface to include the new Customer Non-Benefit issuances.
- 6. Update the Daily SWR Writer jobs to include the new Customer Non-Benefit issuances.
- 7. Update the Migration Warrant Print Writer to include the new Customer Non-Benefit issuances.
- 8. Update the San Bernardino Daily Warrant Print Writer to include the new Customer Non-Benefit issuances.
- 9. Update the Merced Warrant Print Writer to include the new Customer Non-Benefit issuances.
- 10. Update the Riverside Daily Warrant Print Writer to include the new Customer Non-Benefit issuances.
- 11. Update the QCIS Interface CalFresh Secondary Universe job to exclude issuance transactions of category type' Customer Non-Benefit'.
- 12. Update the QCIS Interface CalFresh Negative Universe job to exclude issuance transactions of category type' Customer Non- Benefit'.

1.4 Assumptions

- 1. The EBT Benefit Type will still follow the existing program and aid code mapping from CT 2055.
- 2. Customer Non-Benefit issuances will not be considered in the Previous Potential Benefit calculations on EDBC.
- 3. Customer Non-Benefit issuances will not be Collectible.
- 4. On EBT Repayment Detail page, the system will not be able to determine if benefits are from Customer Non-Benefit issuance.
- 5. There will be no new Claiming Transaction Type Codes for Customer Non-Benefit Issuances. The new Customer Non-Benefit pay codes will be used to identify Customer Non-Benefit Issuances for claiming and reports purposes.
- 6. Interface partner testing with CalWIN Counties will be handled with a separate DDID.
- 7. Existing Customer Non-Benefit issuances (Pandemic Emergency Assistance Fund and Golden State Grant payments) will not be updated with the new Customer Non-Benefit Pay Codes.
- 8. All issued Customer Non-Benefit issuances will display on the following reports depending on the program or issuance method of the payment:

1.1.

- 1.1.1. CalFresh over 399 with Earned Income Report
- 1.1.2. DCFS New Placement Report
- 1.1.3. PRUCOL Case Tracking Report
- 1.2. Administrative Reports:
 - 1.2.1. Supervisor Authorization Report
 - 1.2.2. AB109 LRS Financial Summary Report
- 1.3. Employment Services Reports:
 - 1.3.1. Assessment and Learning Disability Evaluation Provider Payments Report
- 1.4. Fiscal Reports:
 - 1.4.1. 1099 Monthly Control Report
 - 1.4.2. 1099 Reconciliation Report
 - 1.4.3. 1099 Reconciliation Detail Report
 - 1.4.4. Cash EBT Production Reconciliation Report
 - 1.4.5. Child Care Manual Issuance Register
 - 1.4.6. Claim Grand Totals Detail Report
 - 1.4.7. Claim Grand Totals Summary Report
 - 1.4.8. Community Treatment Facility Report
 - 1.4.9. DCFS Claim Data Report
 - 1.4.10. Foster Care Facility GH and FFA Report
 - 1.4.11. Foster Care Transitional Housing Payment Report
 - 1.4.12. Integrated CalFresh Issuance Detail Claiming Report Incomplete information
 - 1.4.13. Integrated Nutrition Benefit Issuance Detail Claiming Report
 - 1.4.14. Integrated Payroll Benefit Issuance Detail Claiming Report
 - 1.4.15. Integrated Payroll Benefit Issuance Detail Claiming Report By Case
 - 1.4.16. JVW Daily Details Report

- 1.4.17. JVW Month-End Details Report
- 1.4.18. JVW Monthly Details Report
- 1.4.19. MTFC-ITFC Payment Report
- 1.4.20. Month-End JVW Cancellations and Expungement Report
- 1.4.21. Out of State Facility Report
- 1.4.22. Retroactive Aid Code Adjustment Detail Report
- 1.4.23. Rush Child Care Warrant Register
- 1.4.24. Warrant Production Reconciliation Report
- 1.4.25. CalFresh EBT Production Reconciliation Report
- 1.4.26. Nutrition Benefit EBT Production Reconciliation Report
- 1.4.27. Skipped Issuance Report
- 9. All claimed Customer Non-Benefit issuances will display on the Auxiliary Authorization Registers.
- 10. All Customer Non-Benefit issuances will be included in the State reports listed below depending on the program they were issued for. With **CA-233690 Update Reports for Customer Non-Benefit Issuance Category** the reports will be updated to exclude Customer Non-Benefit information. Until the implementation of CA-233690, counties will need to manually adjust for the customer Non-Benefit information.
 - a. State/CA 237 HA
 - b. State/CA 237 CW
 - <mark>c. State/GA 237</mark>
 - d. State/STAT 45
 - e. Disaster CalFresh Daily
 - f. FC1 Continuum of Care Reform Facility Report
 - g. TEMP 2220 Children Aged 5-17 in Families Receiving CalWORKs
- 11. Customer Non-Benefit issuances will not be sent in the Child Support Interface.
- 12. Customer Non-Benefit issuances will not be sent in the CalFresh Primary and Secondary Sampling Interface.
- 13. Customer Non-Benefit issuance will not be sent in the TANF Primary and Secondary Sampling Interface.
- 14. Cancelled Customer Non-Benefit issuance will not be sent in the CalFresh Negative Review interfaces (Quality and Negative Action (QNA)).

2 RECOMMENDATIONS

2.1 Issuance Detail

2.1.1 Overview

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

2.1.2 Description of Changes

- 1. Update the Issuance Detail page to disallow editing for Customer Non-Benefit issuances.
- 2. Update the Issuance Detail Page to **<u>not display</u>** the following buttons for Customer Non-Benefit issuances.
 - ➢ Reissue
 - External Reissue
 - ➢ Replace
 - ➤ Collect
 - > Edit
 - > Affidavit

NOTE: Any lost or recovered funds must be created through another authorization.

- 3. Update the Issuance Detail Page to **<u>display</u>** the following buttons for Customer Non-Benefit issuances.
 - > Cancel
 - > Close
 - ➤ Print

2.1.3 Page Location

- Global: Case Info
- Local: Case Summary
- **Task:** Issuance History

2.1.4 Security Updates

No changes.

2.1.5 Page Mapping

No Changes.

2.1.6 Page Usage/Data Volume Impacts

No changes.

2.2 Auxiliary Authorization Detail

2.2.1 Overview

The Auxiliary Authorization Detail page allows the users to create and authorize auxiliary authorization requests without requiring any eligibility determination. This update will allow workers with the correct security right to select Customer Non-Benefit type value which will then determine the appropriate pay code that mark an issuance as belonging to the new Customer Non-Benefit issuance category.

2.2.2 Auxiliary Authorization Detail Page Mockup

Auxiliary Authorization Detail					
*- Indicates required fields					
		Save and Continue	Cancel		
Customer Non-Benefit: *	Customer Non-Benefit: * None				
Auxiliary Number:	Case Number: L020DA0	County: Los Angeles			
Program: * Aid Code: * - Select - - Select -					
Pay Code:	Amount: *				

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

Auxiliary Authorization Detail

*- Indicates required fields			
		Save and Continue	Cancel
Customer Non-Benefit: *			
Auxiliary Number:	Case Number: L020DA0	County: Los Angeles	
Program: *	Aid Code: *		
- Select -	- Select -	·	
Pay Code: Federal Customer Non-Benefit	Amount: *		

Figure 2.2.2 – Auxiliary Authorization Detail page – Customer Non-Benefit Selection

2.2.3 Description of Changes

- 1. Add a new section immediately before the header section of the Auxiliary Authorization Detail page. This section will only be visible for users with the appropriate security rights.
- 2. Add a 'Customer Non-Benefit' field to the new section with a dropdown containing the values 'None', 'Federal', and 'Non-Federal', with 'None' being the default value. Selecting 'Federal' or 'Non-Federal' from this dropdown will update the pay code field to the corresponding Federal or Non-Federal Customer Non-Benefit pay codes. They pay code field will then be set to read only. If the pay code field has been set to a Customer Non-Benefit pay code and made non-editable, selecting 'None' will remove the pay code selection and make the pay code field editable again.
- 3. Add a form validation that will verify that the worker has the appropriate security rights when a Customer Non-Benefit selection has been made other than 'None'. The validation message will be 'Customer Non-Benefit: Worker does not have appropriate security rights.'

2.2.4 Page Location

- Global: Case Info
- Local: Case Summary
- Task: Auxiliary Authorization List

2.2.5 Security Updates

Security Right	Right Description	Right to Group Mapping
CustomerNonBenefitCr eate	This right will allow workers on the "Auxiliary Authorization Detail" page to view and click the "Customer Non-Benefit" and "Remove Customer Non- Benefit" buttons.	Customer Non-Benefit Create

2.2.6 Page Mapping

	Table Name	Column	Description
Customer Non- Benefit	AUX_PMT	PAY_CODE	623-This field captures the pay code associated to the auxiliary authorization record.

2.2.7 Page Usage/Data Volume Impacts

No changes.

2.3 Issuance Batch

2.3.1 Overview

Issuance Batch is responsible for creating an Issuance record for each authorization that is subject to be paid on a Monthly/Nightly basis. This update is to configure the Issuance Batch to process the new Customer Non-Benefit Issuance Category.

2.3.2 Description of Change

- 1. Update the Issuance Batch to identify issuances based on the new Federal and Non-Federal Customer Non-Benefit pay codes and set the issuance category to the new Customer Non-Benefit issuance category.
- 2. Update the logic to update from Direct Deposit to Warrant if the county is a Monthly DD County and not a monthly benefit for the new Customer Non-Benefit issuance category.

2.3.3 Execution Frequency

No Change.

2.3.4 Key Scheduling Dependencies

No Change

2.3.5 Counties Impacted

All CalSAWS counties.

2.3.6 Data Volume/Performance

No Change.

2.3.7 Failure Procedure/Operational Instructions

No Change.

2.4 Daily Direct Deposit Writer Jobs

2.4.1 Overview

Several county direct deposit writer jobs share the same database access logic that will need to be updated to include the new Customer Non-Benefit issuance category.

2.4.2 Description of Changes

1. Update the Direct Deposit Writer to retrieve issuances with the new Customer Non-Benefit issuance category in addition to what it currently retrieves.

2.4.3 Execution Frequency

No Change.

2.4.4 Key Scheduling Dependencies

No Change

2.4.5 Counties Impacted

All CalSAWS counties.

2.4.6 Data Volume/Performance

No Change.

2.4.7 Failure Procedure/Operational Instructions No Change.

2.5 EBT Benefit Writer Interface

2.5.1 Overview

The EBT Benefit Writer Interface is responsible for transmitting EBT benefits to FIS to be issued. This update is to include the new Customer Non-Benefit issuance category when sending EBT reactivations.

2.5.2 Description of Changes

1. Modify the EBT Daily Cash and EBT Daily Food writers to include the Customer Non-Benefit Issuance Category.

2.5.3 Execution Frequency

No Change.

2.5.4 Key Scheduling Dependencies

No Change

2.5.5 Counties Impacted

All CalSAWS counties.

2.5.6 Data Volume/Performance

No Change.

2.5.7 Failure Procedure/Operational Instructions No Change.

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2.6 Daily SWR Writer Jobs

2.6.1 Overview

The Daily SWR Writer jobs are responsible for submitting warrant and direct deposit benefits to eCAPS to be issued. This update is to include issuances belonging to the new issuance category.

2.6.2 Description of Changes

1. Modify the DPSS Daily job (PO19F413) to include the new Customer Non-Benefit issuance category when retrieving issuances.

2. Modify the DCFS Daily job (PO19F418) to include the new Customer Non-Benefit issuance category when retrieving issuances.

2.6.3 Execution Frequency

No Change.

2.6.4 Key Scheduling Dependencies

No Change

2.6.5 Counties Impacted

Los Angeles County.

2.6.6 Data Volume/Performance No Change.

2.6.7 Failure Procedure/Operational Instructions

No Change.

2.7 Migration Warrant Print Writer – POXXF100

2.7.1 Overview

The Migration Warrant Print Writer job writes the ready for issuance warrant issuances to the outbound file and updates their status to submitted.

2.7.2 Description of Changes

1. Update the Migration Warrant Print Writer job to include the Customer Non-Benefit issuance category.

2.7.3 Execution Frequency

No Change.

2.7.4 Key Scheduling Dependencies

No Change

2.7.5 Counties Impacted

C-IV Migration Counties.

2.7.6 Data Volume/Performance

No Change.

2.7.7 Failure Procedure/Operational Instructions

No Change.

2.8 San Bernardino Daily Warrant Print Writer – PO36F105

2.8.1 Overview

The San Bernardino Daily Warrant Print Writer job writes the ready for issuance warrant issuances to the outbound file and updates their status to submitted.

2.8.2 Description of Changes

1. Update the San Bernardino Daily Warrant Print Writer job to include the Customer Non-Benefit issuance category.

2.8.3 Execution Frequency

No Change.

2.8.4 Key Scheduling Dependencies

No Change

2.8.5 Counties Impacted

San Bernardino.

2.8.6 Data Volume/Performance

No Change.

2.8.7 Failure Procedure/Operational Instructions No Change.

2.9 Merced Warrant Print Writer – PO24F100

2.9.1 Overview

The Merced Warrant Print Writer job writes the ready for issuance warrant issuances to the outbound file and updates their status to submitted.

2.9.2 Description of Changes

1. Update the Merced Warrant Print Writer job to include the Customer Non-Benefit issuance category.

2.9.3 Execution Frequency

No Change.

2.9.4 Key Scheduling Dependencies

No Change

2.9.5 Counties Impacted

Merced.

2.9.6 Data Volume/Performance

No Change.

2.9.7 Failure Procedure/Operational Instructions No Change.

2.10 Riverside Daily Warrant Print Writer – PO33F100

2.10.1 Overview

The Riverside Daily Warrant Print Writer job writes the ready for issuance warrant issuances to the outbound file and updates their status to submitted.

2.10.2 Description of Changes

1. Update the Riverside Daily Warrant Print Writer job to include the Customer Non-Benefit issuance category.

2.10.3 Execution Frequency

No Change.

2.10.4 Key Scheduling Dependencies

No Change

2.10.5 Counties Impacted

Riverside.

2.10.6 Data Volume/Performance

No Change.

2.10.7 Failure Procedure/Operational Instructions

No Change.

2.11 Update QCIS Interface CalFresh Secondary Universe job 'POXXE801'

2.11.1 Overview

Currently the CalFresh secondary universe QCIS (Quality Control Information System) interface batch job 'POXXE801'randomly selects the issued or manually issued issuances of issuance category code other than 'Monthly Benefit' and sends them to QCIS to measure accuracy in the food assistance programs.

2.11.2 Description of Changes

1. Update the batch job 'POXXE801' to exclude the issuance category type of 'Customer Non-Benefit' along with the 'Monthly Benefit' when selecting the issuances to send to to QCIS – Quality Control Information System.

2.11.3 Execution Frequency

No Change

2.11.4 Key Scheduling Dependencies

No Change

2.11.5 Counties Impacted

All counties

2.11.6 Data Volume/Performance

Unknown

2.11.7 Interface Partner

QCIS – Quality Control Information System

2.11.8 Failure Procedure/Operational Instructions

No Change

2.12 Update QCIS Interface CalFresh Negative Universe job 'POXXE802'

2.12.1 Overview

Currently the CalFresh Negative universe QCIS (Quality Control Information System) interface batch job 'POXXE802'randomly selects denied/Discontinued/ Rescinded CalFresh programs with cancelled issuances that have not been re-issued for a sample month and sends them to QCIS to measure accuracy in the food assistance programs.

2.12.2 Description of Changes

 Update the batch job POXXE802' to exclude the issuance category type of 'Customer Non-Benefit' when selecting the cancelled issuances in the CalFresh program for the sample month to send to to QCIS – Quality Control Information System.

2.12.3 Execution Frequency

No Change

2.12.4 Key Scheduling Dependencies

No Change

2.12.5 Counties Impacted

All counties

2.12.6 Data Volume/Performance

Unknown

2.12.7 Interface Partner

QCIS – Quality Control Information System

2.12.8 Failure Procedure/Operational Instructions

No Change

2.13 Fund Code Determination

2.13.1 Overview

Currently in the System, fund codes are used to store the accounting String information for a County. This information helps in claiming the funding for County from State (Federal/Non-Federal). This update will add the appropriate funding codes and accounting strings for the new Customer Non-Benefit Pay Codes.

2.13.2 Description of Changes

Add the new Fund Codes in the system to store the accounting string information for the new Customer Non-Benefit Pay Codes.

NOTE: Please refer to the attached "Customer Non-Benefit Fund Codes.xlsx "file under Section 3 for the appropriate fund codes and accounting string information for each county.

2.14 Counties Interface Testing

2.14.1 Overview

Each CalSAWS county has its separate warrant print & auditor control file exchange process. This section describes the recommendations to perform interface testing for all CalSAWS counties.

2.14.2 Description of Changes

- 1. Perform the interface file testing for following counties:
 - FIS Food/Cash Daily EBT Interface
 - Los Angeles eCAPS Special Warrant Request (SWR)
 - Migration (ISAWS) WarrantPrintWriter file
 - Merced FIRMS
 - Stanislaus

- San Bernardino FAS
- Riverside OASIS

2.15 Code Table Change Request (CTCR)

- 1. Add a new Federal Customer Non-Benefit pay code. This code will be used to identify an issuance as a Customer Non-Benefit issuance with a federal funding source.
 - > The federal indicator attribute will be set to Yes.
 - > The 'Claim Based on Pay Code' attribute will be set to Yes.
 - > This pay code will be enabled for all programs.
 - > This pay code will be disabled for all counties*.
- 2. Add a new Non-Federal Customer Non-Benefit pay code. This code will be used to identify an issuance as a Customer Non-Benefit issuance with a Non-Federal funding source.
 - > The federal indicator attribute will be set to No.
 - > The 'Claim Based on Pay Code' attribute will be set to Yes.
 - > This pay code will be enabled for all programs.
 - > This pay code will be disabled for all counties*.
- 3. Update the pay code chart on the web portal to include the two new Customer Non-Benefit pay codes.

***NOTE**: The new Customer Non-Benefit pay codes will be disabled for all counties as a measure to prevent them from being accessible on page pay code dropdowns. They will only be accessible through special functionality on the Auxiliary Authorization Detail page.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Fiscal	Customer Non- Benefit Fund Codes	Customer%20Non-B enefit%20Fund%200

4 REQUIREMENTS

4.1 **Project Requirements**

REQ # REQUIREMENT TEXT		How Requirement Met	

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

5 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?

6 OUTREACH

No Change.

7 APPENDIX

No Change.



California Statewide Automated Welfare System

Design Document

CA-231970

ACL 21-130 CalWORKs Increase to the Applicant Earned Income Disregard

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1 OVERVIEW

1.1 Current Design

CalWORKs applicant family will not be eligible for CalWORKs (CW) assistance if the family's income, exclusive of the first ninety dollars (\$90) of earned income for each employed person, is more than the Minimum Basic Standard of Adequate Care (MBSAC) for the family size. This is also known in CalSAWS as the CalWORKs Applicant Financial Eligibility Test.

If an applicant family passes this test, they'll undergo a subsequent Recipient Prospective Financial Test which anticipates income received in the next payment period to determine the Maximum Aid Payment (MAP) amount.

Currently in CalSAWS, the system does not have the form, CW 29– Applicant Test available. Also, when the applicant fails these financial tests and is denied for CalWORKs assistance, only one denial reason with a generic NA 1239 SAR budget is generated on the CW Denial NOA.

1.2 Requests

AB-135 increases the CalWORKs earned income disregard (EID) for applicants from \$90 per each employed person to \$450 per each employed person effective July 1, 2022.

The \$450 EID will be used to calculate if the applicant family's total net nonexempt income is less that the MBSAC for the family size. When the CalWORKs applicant family fails the Applicant MBSAC Test, a Denial NOA will generate with the NA 213 budget. When the applicant family passes the Applicant MBSAC Test, but fails the Recipient MAP Test, a Denial NOA will generate with the NA 213A budget.

1.3 Overview of Recommendations

- 1. Update CalWORKs EID for applicants from \$90 per each employed person to \$450 per each employed person effective July 1, 2022.
- 2. Update the description of the disregard stored in CT322_38 to be remove the '\$90' value from the description of applicant EID displayed on The EDBC Person Line Item Detail - Applicant Earned Income Disregards page.
- 3. Add form, CW 29 (10/21) Applicant Test Intake Financial Test, into the CalSAWS system.
- 4. Add NA 213 (10/21) budget and a new NOA template into the CalSAWS system to generate a Denial NOA with M44-207J reason verbiage.
- 5. Add NA 213A (7/21) budget into the CalSAWS system to generate a Denial NOA with M44-207M reason verbiage.

1.4 Assumptions

- 1. CA-222540 will address the correspondence updates due to the increases to the income disregards of CalWORKs recipients.
- 2. CA-236542 will implement the CW Denial NOAs for failing the Applicant and Recipient Test in the missing threshold languages.
- 3. There are no changes made to the current CW Discontinuance NOA for EDBC Status Reason: Over Income with this effort.

2 **RECOMMENDATIONS**

2.1 Update CalWORKs EID for Applicant Test

2.1.1 Overview

EID for applicant test shall be used to calculate if the applicant family's total net nonexempt income is less that the MBSAC for the family size. Update the current \$90 per each employed person to \$450 per each employed person effective July 1, 2022.

2.1.2 Description of Changes

- 1. Create a CTCR to end date the existing EID value (CT335_66) of \$90 effective 06/30/2022
- 2. Create a CTCR to add new EID value (CT335_66) of \$450 effective 07/01/2022 to high date.

2.1.3 Programs Impacted

CW, RCA

2.1.4 Performance Impacts

None

2.2 Update the EDBC Line Item Description

2.2.1 Overview

The EDBC Person Line Item Detail - Applicant Earned Income Disregards page displays the description of the disregard applied and the amount of disregard applied. Update the description of the disregard stored in CT322_38 to be remove the '\$90' value from the description to be more adaptable to changes.

2.2.2 Description of Changes

1. Update the short and long decode value of CT322_38 from the current value "\$90 Work Expense Deduction" to "Work Expense Deduction".

2.2.3 Programs Impacted

CW, RCA

2.2.4 Performance Impacts

None

2.3 Add new CalWORKs Form, CW 29

2.3.1 Overview

The latest State version of CW 29 (10/2021) will be added into the Template Repository.

State Form: CW 29 (10/2021) Programs: CalWORKs, RCA Attached Forms: N/A Forms Category: Form Template Repository Visibility: ALL, All Counties Languages: English

2.3.2 Form/NOA Verbiage

Create CalWORKs CW 29 Form XDP

This form will be added into the system with new variables including the applicant income disregard.

Form Header: N/A

Form Title (Document List Page Displayed Name): Applicant Test – Intake Financial Test

Form Number: CW 29 Include NA Back 9: No Imaging Form Name (40 char. Maximum): CW Applicant Test Imaging Document Type: CalWORKs (CW) Imaging Case/Person: Case Form Mockups/Examples: See Supporting Documents #1.

2.3.3 Form/NOA Variable Population

The new CW 29 form will have its form body and all variables editable.

Variables that are not populated are listed in Supporting Documents #4. Variables that will populate when the form is generated from the Template Repository are listed below.

Note: The variables, form body and all its fields will be editable.

1. Populate the below variables when the form is generated from the Template Repository.

Variable Name	Population	Formatt ing	Editable / Field Type	Template Repository Population
<casename></casename>	Case name	Arial Font Size 10	Y, Text Field	Y
<casenumber></casenumber>	Number of the CalWORKS case	Arial Font Size 10	Y, Numeric Field	Y
<caseworkerna me></caseworkerna 	Name of case worker	Arial Font Size 10	Y, Text Field	Y
<date></date>	Date the form is generated	Arial Font Size 10	Y, Date Field	Y

Form Body Variables:

2.3.4 Form/NOA Generation Conditions

1. Add Form to Template Repository

The CW 29 form will be added to the Template Repository and visible to all counties.

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

2. Add Form Control

The following Form Control details will be included for the CW 29 form:

Tracking	BRM	Imaging
Barcode	Barcode	Barcode

Y	Ν	Y

3. Add Form Print Options and Mailing Requirements

The following Print Options will be included for the CW 29 form:

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

Mailing Requirements:

Mail-To (Recipient): N/A Mailed From (Return): N/A Mail-back-to Address: N/A Outgoing Envelope Type: N/A Return Envelope Type: N/A

Additional Requirements:

Special Paper Stock: N/A Enclosures: N/A Electronic Signature: N/A CW/CF Electronic Signature (IVR/Text): No Check to Sign: No Post to Self Service Portal (SSP): No

2.4 Add a New CalWORKs NOA Template

2.4.1 Overview

This effort is adding a new NOA Template to be used for the CW Denial NOA with the NA 213 budget and M44-207J reason verbiage. This new Template will have three master pages: First Page, NA Back 9 Page, and a Continuation Page. These master pages will utilize existing NOA variable population.

Note: Per this SCR, the NA 213 / M44-207J Denial NOA will not be generating the Continuation page of this Template. This Template will be available for other reasons or scenarios to use and hence the Continuation page is available for use if needed.

State Form/NOA: NA 213 (10/2021) Template Revision Date: 10/2021 Program(s): CalWORKs Includes NA Back 9: Yes Languages: English, Spanish

2.4.2 NOA Template Layout

1. Create new Template XDP

Add a new CW NOA template for the CalWORKs program.

Technical Note: This new Template's Master pages and its population will be similar to existing CW_NOA_TEMPLATE (Fragment ID: 3026) with the exception of this new Template having a Budget Area on the right-hand column of the First Page.

2. Add a NOA Master Page - Main Page (Page 1)

This master page will only generate once as the first page of the NOA.

This first page of the NOA will contain a standard CalSAWS header and footer. The State Hearing information will be under the header.

Technical Note: The header and State Hearing's static text and its formatting will be similar to existing CW_NOA_TEMPLATE (Fragment ID: 3026).

There will be a dynamic NOA title that populates based on the NOA fragments that are generated.

There is a main section, <MAIN_SECTION>, where the NOA action, reason, message fragments will generate. There will be a <BUDGET_AREA> section for the associated budget to generate.

Above the footer and below the main section will be a regulations section, <REGULATION_SECTION>, for regulations to populate. The page number and page total will generate at the bottom of the page.

<address_name> <address_line_1> <address_line_2></address_line_2></address_line_1></address_name>	COUNTY OF <cc< th=""><th>)UNTY></th><th>STATE OF CALIFORNIA HEALTH AND WELFARE AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES</th></cc<>)UNTY>	STATE OF CALIFORNIA HEALTH AND WELFARE AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
NOTICE OF ACTION CALWORKS DENIAL		NOTICE DATE: CASE NAME: CASE NUMBER: WORKER NAME: WORKER ID: TELEPHONE NUMBE CUSTOMER ID:	<notice_date> <case_name> <case_num> <worker_name> <worker_id> R: <phone_num> <pers_id></pers_id></phone_num></worker_id></worker_name></case_num></case_name></notice_date>
		<person <pers_a <pers_a< td=""><td>_NAME> DDRESS_1> DDRESS_2></td></pers_a<></pers_a </person 	_NAME> DDRESS_1> DDRESS_2>
		Questions? Ask yo	our worker.
<main_section></main_section>		<pre>can ask for a hear Your benefits may hearing before this</pre>	ng. The back page tells you how. / not be changed if you ask for a s action takes place.
		L	

3. Add a NOA Master Page - NA Back 9 Page (Page 2)

This master page has a placeholder (NA_BACK_9_SECTION) for the NA Back 9 form. It will generate only once as the back of the first page (also known as the second page).

4. Add a NOA Master Page - Continuation Page (page 3)

This master page is the third template page and is generated for all pages following the NA Back 9 and is known as the NOA

Continuation page. This template page contains a <OVERFLOW_SECTION> for NOA fragments to continue generating from the prior page within the overflow sections.

The Continuation page will generate with a standard header and footer.

Technical Note: The header's static text and its formatting will be similar to existing CW_NOA_TEMPLATE (Fragment ID: 3026) with the exception of the Notice Title displaying 'Continuation Page'.

NOTICE OF ACTION Continuation Page COUNTY OF <county> STATE OF CALIFORM EXERCENCY CALIFORM DESTRIBUTIONS DOCAL SERVICE NOTE CATE CASE MARK </county>				
COVERFLOW_SECTIONS COVERFLOW_SECTIONS COVERFLOW_SECTIONS COVERFLOW_SECTIONS	NOTICE OF ACTION Continuation Page	COUNTY OF <co< th=""><th>UNTY></th><th>STATE OF CALIFORNIA HEALTH AND WELFARE AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES</th></co<>	UNTY>	STATE OF CALIFORNIA HEALTH AND WELFARE AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
			NOTICE DATE: CASE NAME: CASE NUMBER: WORKER NAME: WORKER ID: TELEPHONE NUMB CUSTOMER ID:	<notice_date> <case_name> <case_num> <worker_name> <worker_id> ER: <phone_num> <pers_id></pers_id></phone_num></worker_id></worker_name></case_num></case_name></notice_date>
COVERFLOW_SECTION>				
	<overflow_section></overflow_section>			
FORM NUM> of <page_num> of <page_total< p=""></page_total<></page_num>				
FORM NUM>				
FORM NUM>				
FORM_NUM>				
CFORM_NUM>				
<form_num> Page<page_num> of <page_total></page_total></page_num></form_num>	[
-	<form_num></form_num>			Page <page_num> of <page_total></page_total></page_num>

* Note: dashes are only displayed to indicate sections and will not appear on NOAs.

2.4.3 NOA Template Variable Population

Technical Note: Variable population of the standard header, footer, NOA Title, Form Number will be similar to those of existing CW_NOA_TEMPLATE (Fragment ID: 3026)

Add existing Header/Footer Variable Population

This new Template will have the standard header and footer variables populated.

Add NOA Title Variable Population

The NOA Title variable population will be similar to the existing CW_NOA_TEMPLATE (Fragment ID: 3026) in which the NOA_TYPE section populates with the associated NOA Title fragment.

Add Form Number Variable Population

Use the footer value of the associated budget to populate the form number.

2.4.4 NOA Template Section Generation

2.4.4.1 Create Main / Overflow Section

- 1. The NOA fragments will begin generating in the Main Section of the first page. If any text does not fit within this section, rest of text will generate and display on the Overflow Section of the Continuation Page.
- 2. If the generation of fragments does not use the Overflow Section, do not display the Continuation Page.

2.4.4.2 Create Regulations Section

- 1. The Regulation Section will generate with the Regulations Fragment that populates with the regulations associated with the generated fragments on the NOA.
- 2. This section only generates when there is a regulation associated for the NOA.

2.4.4.3 Create NA Back 9 Section to back of first page

1. The NA Back 9 Section will generate on the back of the first page. This Section will populate with the current CalSAWS NA Back 9 and will use the existing variable population.

2.5 Update existing Over Countable Income CalWORKs Reason Fragment

2.5.1 Overview

This effort is to update the existing Over Countable Income Reason fragment to generate appropriately on a new template for the CW Denial NOA in failing the CW Applicant MBSAC Test.

Reason Fragment Name: CW_DN_CNTBL_INC_EXCEED_STND_A233 (Fragment ID: 6136) State Form/NOA: This is based on State M44-207J (06/98) NOA Template ID(s): The new Template from Section 2.4 Current Program(s): CalWORKs, RCA Current Action Type: Denial Current Fragment Level: Program Currently Repeatable: No Includes NA Back 9: Yes Current Forms/NOAs Generated with this NOA: N/A Existing Languages: English, Spanish Note: Please refer to Section 2.5.4.1 for details of turning off NOA in Spanish.

2.5.2 NOA Verbiage

Update the Reason Fragment XDP

Update the CW NOA Reason verbiage to reflect the latest State NOA Reason versions.

Descrip tion	Existing Text	Updated Text	Langua ge
Static	You can not get cash aid if your family's net countable income is more than the need standard set by the State. Your family's needs and	You can not get cash aid if your family's net countable income is more that the need standard set by the state.	English

	income are figured on this page.	Your family's needs and income are figured on this page.	
Static	Usted no puede recibir asistencia monetaria si los ingresos contables netos de su familia son más de lo permitido en las normas de necesidad establecidas por el Estado. Los ingresos y necesidades de su familia están calculados en esta página.	Usted no puede recibir asistencia monetaria si los ingresos netos contables de su familia son más que el estándar de necesidades establecido por el estado. En esta página se calculan las necesidades e ingresos de su familia.	Spanish

2.5.3 NOA Variable Population

1. Variable Population

There are no changes and no variables.

2. <u>Update Regulations</u>

The reason has new associated regulations. The following will be the overall regulations for this reason fragment:

Regulations: EAS: 44-207.1, W&IC 11450.12 (a)

3. <u>Update NOA Footer and Reference</u>

Current NOA Reference: CW RCPIENT PRSPCTIVE TEST FAIL

Update the existing NOA Reference and Footer to the below:

NOA Reference on Document List Page: CW APPLICANT TEST FAIL

NOA Reason Footer: M44-207J

The footer of this overall Denial NOA for failing the CW Applicant Test will show NA 213 / M44-207J.

NOA Mockups/Examples: See Supporting Documents #2

2.5.4 NOA Generation Conditions

1. Turn Off Threshold Language Fragments

Update and turn off the Over Countable Income CalWORKs reason fragment and its NOA for Spanish.
Final Language Availability of NOA: English

Note: As the associated Spanish NA 213 budget is not available and not provided timely, this NOA will be turned off for Spanish (The System would still have stored the updated Spanish verbiage per Section 2.5.2). Future CA-236542 is scoped to turn this NOA back on for Spanish.

2. <u>Update Reason Fragment Generation</u>

Update the generation conditions for the reason fragment to generate on a CW Denial NOA only when the CalWORKs application has failed the Applicant Financial Test via the following conditions:

- EDBC Program Status: Denied
- EDBC Status Reason: Over Income
- 'Applicant Financial Eligibility Test' Result of EDBC Summary page: Fail

(equivalent to CW_BUDGET.TEST_RESULT_CODE = 'FL')

2.6 Add a New CalWORKs NOA Budget Fragment

2.6.1 Overview

This effort is adding a new Budget to be tied with CW_DN_CNTBL_INC_EXCEED_STND_A233 (Fragment ID: 6136).

State Form/NOA: This is based on State Form NA 213 (10/2021) NOA Template ID(s): The new Template from Section 2.4 Budget Name: CalWORKs Applicant Test Budget Program(s): CalWORKs, RCA Action Type: Denial Fragment Level: Program Repeatable: No Languages: English

2.6.2 NOA Budget

Create new CW Denial NOA Budget Fragment XDP

Create a new CalWORKs Denial NOA budget fragment XDP. This Budget will have 9 variables that will populate from the values of EDBC.

NOA Mockups/Examples: See Supporting Documents #2

Descrip tion	Text	Format ting
Static	Family's Total Earned Income	Arial
	(Assistance Unit + Non-Assistance Unit Members) \$< <mark>CwTotalEarned</mark> >	Font Size 8
	<pre>\$<appeid> Disregard for each employed person</appeid></pre>	
	- < EID>	
	Assistance Unit Members) + < <mark>CwOtherNonexempt</mark> >	
	(A) Net Countable Income = < CwNetCountable>	
	Family Needs	
	Basic Need for < <mark>CwUnitSize</mark> > Persons (Assistance Unit + Non-Assistance Unit Members) \$< <mark>MBSAC</mark> >	
	Special Needs (Assistance Unit + Non-Assistance Unit Members) + < <mark>CwSpecialNeeds</mark> >	
	(B) Family Needs = < <mark>CwTotalNeeds</mark> >	

2.6.3 NOA Variable Population

Add CW Budget Fragment Variable Population

The variables will populate on the budget as per below:

Variable Name	Population	Formatting*
<cwtotalearned></cwtotalearned>	The family's gross income, including earned, unearned income, disability, and self-employment income. Calculated by CW_BUDGET.TEST_EARN_INC_AMT + CW_BUDGET.TEST_NET_UNEARN_INC_AMT - <cwothernonexempt> Ex. 100.00</cwothernonexempt>	Arial Font Size 8
<appeid></appeid>	The current applicant earned income disregard value per each employed person. Sourced from CT335_66	Arial Font Size 8

	Ex. 450.00	
<eid></eid>	The total applicant earned income disregard. Sourced from CW_BUDGET.TEST_EARN_INC_DISRGD_AMT Ex. 100.00	Arial Font Size 8
<cwothernonexempt></cwothernonexempt>	Other Nonexempt Income Calculated by Max (CW_BUDGET.TEST_UNEARN_INC_AMT – CW_BUDGET.DISAB_INC_AMT) and \$0 Ex. 100.00	Arial Font Size 8
<cwnet Countable></cwnet 	The net non-exempt countable income. Sourced from CW_BUDGET. TEST_NET_NON_EXEMPT_INC_AMT Ex. 100.00	Arial Font Size 8
<cwunitsize></cwunitsize>	The Family Unit Size for MBSAC Sourced from CW_BUDGET.TEST_MBSAC_UNIT_SIZE_QTY Ex. 3	Arial Font Size 8
<mbsac></mbsac>	The MBSAC Amount for the unit size of <cwunitsize>. Sourced from CW_BUDGET.TEST_MBSAC_MAP_AMT Ex. 100.00</cwunitsize>	Arial Font Size 8
<cwspecialneeds></cwspecialneeds>	The special needs amount for the family.	Arial Font Size 8

	Sourced from CW_BUDGET.FAM_SPEC_NEED_AMT Ex. 100.00	
<cwtotalneeds></cwtotalneeds>	The total family needs. Calculated by <mbsac> + <cwspecialneeds> Ex. 100.00</cwspecialneeds></mbsac>	Arial Font Size 8

Add Footer for new Budget

The following is the footer to be included for the new budget fragment.

The <ReasonFormNumber> variable will generate the form number or footer of the reason fragment associated to this budget.

NOA Budget Footer: NA 213 / <ReasonFormNumber>

Note: The footer of the reason fragment associated to this budget is M44-207J, however if this Budget is used with other reasons the appropriate Form number will generate after 'NA 213 /'.

2.6.4 NOA Fragment Generation

Add CW Budget Fragment Generation

This new CW budget will be newly tied with reason fragment, CW_DN_CNTBL_INC_EXCEED_STND_A233 (Fragment ID: 6136).

Location on NOA: Right column of the first page of the NOA

2.7 Add a New CalWORKs Reason Fragment

2.7.1 Overview

This effort is adding a new Reason fragment to generate appropriately on a CW Denial NOA for passing the CW Applicant MBSAC Test and failing the CW Recipient MAP Test.

State Form/NOA: This is based on State M44-207M (08/20) NOA Template ID(s): CW_NOA_TEMPLATE (Fragment ID: 3026) Program(s): CalWORKs, RCA Action Type: Denial Fragment Level: Program Repeatable: No Includes NA Back 9: Yes Forms/NOAs Generated with this NOA: N/A Languages: English, Spanish

2.7.2 NOA Verbiage

Create new Reason Fragment XDP

Create a new CalWORKs NOA reason fragment xdp with the following verbiages:

NOA Mockups/Examples: See Supporting Documents #3

Description	Text	Formatting / Location
<static></static>	You cannot get cash aid if your family's net countable income is equal to or more than the need standard set by the state. The need standard for your family size of <familyunitsize> is \$<familymaxaidpayment>.</familymaxaidpayment></familyunitsize>	Arial Font Size 10 / First page, after action
	Your family's needs and income are figured on the following page.	fragment

2.7.3 NOA Variable Population

1. Add Reason Fragment Variable Population

The variables will populate in the reason fragment as per below:

Variable Name	Population	Formatting
<familyunitsize></familyunitsize>	Count of AU and Non-AU members. Sourced from CW_BUDGET.MAP_UNIT_SIZE_QTY	Arial Font Size 10
	Ex: 3	

<familymaxaidpayment></familymaxaidpayment>	Max aid for family. Sourced from CW_BUDGET.FAM_MAP_AMT	Arial Font Size 10
	Ex: 100.00	

2. Add Regulations for new Reason

The new reason has associated regulations to be generated on the NOA:

New Regulations: EAS: 44-207.2, W&IC 11450.12

3. Add NOA Title and Footer Reference for new Reason

The following are the references that will be included for the new reason fragment.

NOA Reference on Document List Page: CW RCPNT PRSPCTIVE TEST FAIL NOA Title: CalWORKs Denial

NOA Title Requires Translations: No

NOA Reason Footer: M44-207M

The footer of this overall Denial NOA for passing the CW Applicant Test and failing the CW Recipient Test will show NA 213A / M44-207M.

2.7.4 NOA Generation

1. Add Reason Fragment Generation

This new reason fragment will generate on the CW Denial NOA only when the CalWORKs application passed the Applicant MBSAC Financial Test and failed the subsequent Recipient MAP Test via the following conditions:

- EDBC Program Status: Denied
- EDBC Status Reason: Over Income
- 'Applicant Financial Eligibility Test' Result of EDBC Summary page: Pass
 - (equivalent to CW_BUDGET.TEST_RESULT_CODE = 'PS')
- 'CW Budget' Result of EDBC Summary page: Fail (equivalent to CW_BUDGET.FAM_MAP_RESULT_CODE = 'FL')

Action Fragment: CW_DN_ACTION1 (Fragment ID: 4015) Message Fragment: CW_DN_MESSAGE5 (Fragment ID: 5018) Ordering on NOA: This fragment will generate after the action fragment.

2.8 Add a New CalWORKs NOA Budget Fragment

2.8.1 Overview

This effort is adding a new Budget to be tied with the new reason fragment of the previous Section.

State Form/NOA: This is based on State Form NA 213A (07/2021) NOA Template ID(s): CW_NOA_TEMPLATE (Fragment ID: 3026) Budget Name: CalWORKs Recipient Test Budget Program(s): CalWORKs, RCA Action Type: Denial Fragment Level: Program Repeatable: No Languages: English, Spanish

2.8.2 NOA Budget XDP

Create new CW Denial NOA Budget Fragment XDP

Create a new CalWORKs Denial NOA budget fragment XDP. This Budget will have variables that will populate from the values of EDBC.

The population of variables are documented in Supporting Documents #3.

Technical Note: Majority of below variables exist in another budget, BUDGT_CW_APPROVAL_SAR (Fragment ID = 1289).

Descrip tion	Text	Format ting / Locati on
Static	When you get paid every week or every other week, here is how we figure your monthly income:	Arial Font Size 8
	First, we add all the income you got in the month and divide by the total number of payments you got. Then, we multiply that amount by the average number of payments in a month.	/ Left colum n of Contin

	 If you get paid every week, you may get paid 4 or 5 times in a month. 4.33 is the average number of payments in a month. If you get paid every other week, you may get paid 2 or 3 times in a month. 2.167 is the average number of payments in a month. Here's your information: Income Reported for the month of <month1l></month1l> Self-Employment Income = <netselfemploymentl> Earned Income + <earnedincome> Unearned Income + <unearnedincome></unearnedincome></earnedincome></netselfemploymentl> Total Income for the month = <grossincome></grossincome> 	ued Page
Static	Net Countable Income, Month of <month1l> 1. Total Self-Employment Income\$ <selfemploytotal> 2. Self-Employment Expenses: a. 40% Standard</selfemploytotal></month1l>	Arial Font Size 8 / Right colum n of Contin ued Page

8. Total Earned Income	\$ <earnedincome></earnedincome>
9. Net Earnings from Self-Emp	oloyment
(from above)	+ <netselfemployment2></netselfemployment2>
10. Subtotal	= < <mark>Subtotal1</mark> >
11. Unused Amount of \$ <dbi< td=""><td>></td></dbi<>	>
(from #7)	<unuseddbi2></unuseddbi2>
12. Subtotal	= <subtotal2></subtotal2>
13. Earned Income Disregard	b
50%	<earnedincomedisregard></earnedincomedisregard>
14. Subtotal	= <subtotal3></subtotal3>
15. Nonexempt Unearned D	isability-
Based Income (from #6)	+ <nonexemptdbi2></nonexemptdbi2>
16. Other Nonexempt Incom	ie
(Assistance Unit + Non-Assiste	ance
Unit Members)	+ <othernonexemptincome></othernonexemptincome>
17. Child Support collected I	by County + < <mark>ChildSupport</mark> >
18. Total Net Countable	
Income	= <netcountableincome></netcountableincome>
19. Maximum Aid Payment	
Maximum Aid for <familyuni< td=""><td>tSize> Persons</td></familyuni<>	tSize> Persons
(Assistance Unit + Non-Assist	ance Unit
Members)	\$ <familymaxaidpayment></familymaxaidpayment>
Special Needs (Assistance	
Unit + Non-Assistance Unit	
Members)	+ <familyspecialneeds></familyspecialneeds>
20 Maximum Aid Payment	= <maxaidpayment></maxaidpayment>

2.8.3 NOA Variable Population

Add CW Budget Fragment Variable Population

This new budget will have variables that are populated with values from EDBC.

See Supporting Documents #4 for the list of budget variables and its population.

Add Footer for new Budget

The following is the footer to be included for the new budget fragment.

The <ReasonFormNumber> variable will generate the form number or footer of the reason fragment associated to this budget.

NOA Budget Footer: NA 213A / <ReasonFormNumber>

The footer of the reason fragment associated to this budget is M44-207M.

2.8.4 NOA Fragment Generation

Add CW Budget Fragment Generation

This new CW budget will be tied with new reason fragment from the previous Section.

Technical Note: When generating the NA 213A / M44-207M NOA, this new CW budget will be the only budget visible in its associated NOA template, CW_NOA_TEMPLATE.

Location on NOA: This new budget will be on the Continued Page of NOA.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Form	CW 29 mockup in English	CA 231790 - CW 29.pdf
2	NOA	CW Denial NOA mockup for scenario of CW Applicant MBSAC Test Fail	CA 231790 - CW - DN - MBSAC Fail.pdf
3	NOA	CW Denial NOA mockup for scenario of CW Recipient MAP Test Fail	CA 231790 - CW - DN - MAP Fail.pdf
4	NOA	Excel containing variables and variable population for CalWORKs Recipient Test Budget fragment	CA-231970 – Variables and Population.xlsx

REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.21	The LRS shall automate eligibility determination and benefit calculation for certain individual and case changes.	New eligibility logic will account for the changes to the applicant earned income disregard.
2.18.3.7	The LRS shall identify case actions that require a notice, NOA, form, letter, stuffer, or flyer, and shall generate that appropriate notice, NOA, form, letter, stuffer, or flyer, using variable case- specific information.	Automation of applicant EID forms and notices.

Calsaws

California Statewide Automated Welfare System

Design Document

CA-232018

Add Clothing Allowance NOA

		DOCUMENT APPROVAL HISTORY
CalSAWS	Prepared By	Maria Jensen, Jimmy Tu
	Reviewed By	Tiffany Huckaby, Sidhant Garg

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/16/2021	0.1	Initial Draft	Maria Jensen
09/17/2021	0.2	Peer Review fixes	Maria Jensen, Tiffany Huckaby
09/21/2021	0.3	BA comments: Added Template Repository and Batch generation	Maria Jensen
10/13/2021	0.4	Peer Review fixes	Maria Jensen
10/19/2021	0.5	Added Generate Form button	Jimmy Tu
10/20/2021	0.6	QA comments fixes	Maria Jensen
11/01/2021	0.7	County feedback: Updated page location Added Regulation to Mockups	Jimmy Tu, Maria Jensen
11/08/2021	0.8	Build/ST Review fixes	Maria Jensen
11/10/2021	0.9	Added Automated Regression Test recommendations	William Baretsky
11/17/2021	1.0	Added Mailto as Payee	Maria Jensen
12/10/2021	1.1	Revised NA Back 9 to use DCFS version	Maria Jensen
12/21/2021	1.2	Batch generation clarification All Print Options set to Y per std	Maria Jensen
<mark>01/10/2021</mark>	<mark>1.3</mark>	Post to SSP set to N as FC not supported in BenefitsCal	<mark>Maria Jensen</mark>

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1 OVERVIEW

This SCR will add the CSF 182 – Clothing Allowance Approval (revision 9/21) non-State form to the CalSAWS system in English and Spanish for all 58 Counties.

1.1 Current Design

Currently the CalSAWS system does not have a way to communicate the approval of a Clothing Allowance request for the Foster Care program.

1.2 Requests

- The C-IV system had a dynamically generated Clothing Allowance NOA that was generated from the Service Arrangement page, in all Threshold languages. The same NOA was also generated when a Service Arrangement was created by the Clothing Allowance Batch. Add new Non-State Form CSF 182 - Clothing Allowance Approval in the CalSAWS system. (See Supporting Documents #1-2)
- 2. This form will be available via the Template Repository and Online via the Service Arrangement page in English and Spanish for all 58 Counties.
- 3. This form will be available via the Clothing Allowance Batch in English and Spanish for the 57 migration Counties.

1.3 Overview of Recommendations

- 1. Add new Non-State Form CSF 182 Clothing Allowance Approval.
- 2. Make the form available via the Template Repository and Online via the Service Arrangement page, with the CalSAWS standard header information in English and Spanish for all 58 Counties.
- 3. Make the form available via the Clothing Allowance Batch, with the CalSAWS standard header information in English and Spanish for the 57 migration Counties.

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. This effort will only add the form in English and Spanish. Future SCR CA-233577 will add the form in the rest of the Threshold languages.
- 3. No Generate Form button will be displayed when a Service Arrangement is created with status other than 'Approved'. No Generate Form button will be displayed when a Service Arrangement with status other than 'Approved' is edited to have its status changed to 'Approved'.
- 4. This effort will add a Generate Form button in order for Counties to control the form functionality.
- 5. This effort will make the form available via Batch only for the 57 migration Counties. This effort will have no impact on the LA County process. LA County

will continue to use a separate Clothing Allowance job for their Back To School Clothing Allowance (BTSCA).

2 RECOMMENDATIONS

2.1 Add Form CSF 182 - Clothing Allowance Approval

2.1.1 Overview

This SCR will add the non-State form CSF 182 - Clothing Allowance Approval (revision 9/21) to the CalSAWS system. The new form is to be sent at the approval of a Clothing Allowance for the Foster Care program and at the creation of a Service Arrangement via the Clothing Allowance Batch. The new form will also be available via the Template Repository.

Non-State Form: CSF 182 (9/21) Programs: Foster Care Attached Forms: NA Back 9, DCSF version (NA_BACK9_DCFS_FRAGMENT) Forms Category: NOA Template Repository Visibility: All counties Languages: English, Spanish

2.1.2 Form/NOA Verbiage

Create Form XDP

The new form will have 2 impression which will consist of short verbiage and 3 prepopulated variables. See Supporting Documents #1-2 for details.

Form Header: CalSAWS Standard Header #1 (Header_1) Form Title (Document List Page Displayed Name): Clothing Allowance Approval Template Description: This form is used to inform customers that their Clothing Allowance request was approved. Form Number: CSF 182 Include NA Back 9: Yes Imaging Form Name: Clothing Allowance Approval Imaging Document Type: Foster Care (FC) Imaging Case/Person: Case Form Mockups/Examples: See Supporting Documents #1-2 for PDF Mockups

2.1.3 Form/NOA Variable Population

The following variables will be prepopulated as the form is generated from the Service Arrangement page:





Form Body Variables:

Variable Name	Population	Formatting	Editable*/ Field Type	Template Repository Population	Online Population	Batch Population
<planningcase Name></planningcase 	Case Name Taken from Service Arrangement detail	Arial Font Size 10	Y, Text Field	Y	Y	Y
<total></total>	Approved Amount for the Arrangement period Taken from Service Arrangement detail page Field label: Total	Arial Font Size 10 Format: \$xx,xxx,xxx.xx	Y, Text Field	Y	Y	Y
<periodbeginda te></periodbeginda 	Arrangement Period Begin Date Taken from Service Arrangement detail page Field label: From:	Arial Font Size 10 Format: MM/DD/YYY Y	Y, Date Field	Y	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.

Variables Requiring Translations: N/A

2.1.4 Form/NOA Generation Conditions

1. Add Online Form Generation

In the Context of a Foster Care case, when a Need of Category='Foster Care/Kin-GAP Services' and Type='Clothing Allowance' has been added, and a Service Arrangement has been created with the status of Approved, the Generate Form button will be displayed on the Service Arrangement Detail page (see section 2.2). Clicking the Generate Form button will generate form CSF 182 and automatically save it to Distributed Documents, no Document Parameters required.

<u>Required Form Input:</u> Service Arrangement ID

Mailto/Addressee: Payee

2. Add Batch Form Generation

Generate and save form CSF 182 when a Service Arrangement is created by the Clothing Allowance Batch for the 57 migration Counties. Form trigger will be saved into the System Transact table by the Clothing Allowance Job and the Service Arrangement Id will be the required form input. The actual form will be generated by the form threads.

<u>Required Form Input:</u> Service Arrangement ID

Mailto/Addressee: Payee

Tech Note: PBxxF103 job (where xx is a migration County)

Note: LA County will continue to use a separate Clothing Allowance job for their Back To School Clothing Allowance (BTSCA), namely PB19F103 job.

3. Add Form to Template Repository

Add Form CSF 182 to the Template Repository in English and Spanish for all 58 counties.

Required Document Parameters: Case Number, Customer Name, Program, Service Arrangement ID, Language

4. Add Form Control

Barcode options for the CSF 182 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
Ν	Ν	Y

5. Add Form Print Options and Mailing Requirements

Include the following Print Options and Mailing Requirements for Form CSF 182:

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): Service Arrangement Payee Mailed From (Return): Standard Population Mail-back-to Address: N/A Outgoing Envelope Type: Standard Outgoing Mail Return Envelope Type: N/A Mailing Priority: Same Day Priority

Additional Requirements:

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

2.2 Service Arrangement Detail Page

2.2.1 Overview

The Service Arrangement Detail page allows users to add, edit, or view information for specific service arrangements.

2.2.2 Service Arrangement Detail Page Mockup

Service Arrangement Detail

*- Indicates required fields	Gene	rate Form	Create Pag	ment Request	Edit	Close	
Name: *	Service Arrangement ID: 4000744322						
Need 😵							
Need Type: <u>Clothing Allowance</u> Need Description:	Need Cat Foster Ca	e gory: re/Kin-GAP Ser	vices	Need Status: Met			
Activities							
Туре	Status	Be	gin Date	End	Date		
Arrangement Details							
Arrangement Period: * From: 10/19/2021 To: 10/31/2	021						
Program Type: * Foster Care		Aid Code: 40 - AFDC-	★ FC (State)				

Figure 2.1.2 – Service Arrangement Detail Page

2.2.3 Description of Changes

- 1. Turn on the 'Generate Form' button on the Service Arrangement Detail page for the need category of Foster Care/Kin-GAP Services' and the need type of 'Clothing Allowance'.
 - a. This Generate Form button will generate the CSF 182
 - b. The Generate Form button will only display when the Service Arrangement is created in 'Approved' status.

2.2.4 Page Location

- **Global:** Eligibility
- Local: Customer Information
- Task: Service Arrangement

2.2.5 Security Updates

None.

2.2.6 Page Mapping

None.

2.2.7 Page Usage/Data Volume Impacts

None.

2.3 Clothing Allowance Migration Batch

2.3.1 Overview

This is the Clothing Allowance Batch (PBXXF103) for Migration Counties. This batch will create the service arrangement and payment requests for a Clothing Allowance need and this batch will be updated to generate the Clothing Allowance NOA (CSF 182) upon the approval of the Clothing Allowance Payment Request.

2.3.2 Description of Change

- 1. Update the Clothing Allowance Migration batch for migration counties to generate the CSF 182 when the following conditions are true.
 - a. Need Type: Clothing Allowance
 - b. Need Category: Foster Care/Kin-GAP Services
 - c. Clothing Allowance Service Arrangement: Approved

2.3.3 Execution Frequency

No Change.

2.3.4 Key Scheduling Dependencies

No Change.

2.3.5 Counties Impacted

Other 57 Migration Counties (will not impact LA County).

2.3.6 Data Volume/Performance

No Change.

2.3.7 Failure Procedure/Operational Instructions

No Change.

2.4 Automated Regression Test

2.4.1 Overview

Create new automated regression test scripts to verify that the CSF 182 form is available in the Template Repository, that the Generate Form button displays on the Service Arrangement Detail page at the

appropriate time, and that clicking this button results in a generated CSF 182 form displaying on the Distributed Documents Search page.

2.4.2 Description of Change

- 1. Create a new regression test script to create a Need and Service Arrangement with the details listed below. Verify that the Generate Form button displays on the Service Arrangement Detail page, and that clicking this button results in the CSF 182 form being displayed on the Distributed Documents Search page for the case in context.
- 2. Create a new regression test script to verify that the CSF 182 form is available through the Template Repository Search page.

Need and Service Arrangement details:

- a. Need Category: Foster Care/Kin-GAP Services
- b. Need Type: Clothing Allowance
- c. Service Arrangement Status: Approved

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 182 in English	CSF182_EN.pdf
2	Correspondence	CSF 182 in Spanish	CSF182_SP.pdf

4 REQUIREMENTS

4.1 **Project Requirements**

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.1 CAR-1237	The LRS shall automatically generate the following correspondence online or in the batch process, as a result of individual and/or case action initiated by the LRS or by COUNTY-specified Users, except when exempt due to program requirements: a. Adverse notices (includes: decrease, collection, denial, or termination of benefits); b. Non-adverse notices (includes: approval, increase in benefits, no change, and rescission); and c. Non-approval notices (includes: cancellation, withdrawal, informational, and benefit issuance).	With SCR CA- 232018, the CSF 182 - Clothing Allowance Approval (9/21) form will be added to the CalSAWS system for all counties in English and Spanish.

Calsaws

California Statewide Automated Welfare System

Design Document

CA-232069

ACL 21-140 Pregnancy Special Needs Payment Increase

	DOCUMENT APPROVAL HISTORY		
CalSAWS	Prepared By	Paul Galloway, Phong Xiong	
	Reviewed By		

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
2021-09-08	.01	Initial Draft	Paul Galloway, Phong Xiong

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1 OVERVIEW

1.1 Current Design

The CalWORKs (CW) and Refugee Cash Assistance (RCA) programs issue a \$47 Pregnancy Special Needs (PSN) payment to qualified recipients along with their grant. A NOA with the \$47 amount hardcoded in the wording of the snippet is generated to a recipient when they start receiving a PSN benefit.

1.2 Requests

Per ACL 21-140, increase the amount of the PSN payment to \$100 effective 5/1/2022.

1.3 Overview of Recommendations

- 1. Update the amount in the Special Needs Code Table for Pregnancy to \$100 effective 5/1/2022.
- 2. Add new Batch Run Reasons for running Batch EDBC to update the PSN.
- 3. Update the PSN NOA that currently has \$47 hardcoded in the wording to instead get the PSN amount from the code table based on the benefit month.
- Inactivate the old rule that paid Pregnancy Special Needs amounts from data entered on the Special Needs page. (The old rule is not used at all in CalSAWS. This is just deactivating an unnecessary rule and has no effect on benefit determination.)

1.4 Assumptions

- 1. No changes are being made to the logic that determines if a recipient is eligible for the PSN. Only the amount is being increased.
- 2. No changes are being made to the logic that generates the NOA with the PSN amount in it. Only the amount that is being displayed is being changed.
- 3. CA-233027 will run Batch EDBC for 5/2022 on CW and RCA households receiving a PSN payment to apply the increased value.

2 RECOMMENDATIONS

2.1 Eligibility: CTCR for Pregnancy Special Needs Amount

2.1.1 Overview

Update the Special Needs Amount for Pregnancy in the code tables.

2.1.2 Description of Changes

- Insert a new row for Pregnancy in the "Special Need Type Code" table (CT200, Code 06, "Pregnancy") that is effective beginning 5/1/2022 and increases the rate from \$47 to \$100 and keeps all other values for that row the same.
- 2. End date the existing row for Pregnancy in the "Special Need Type Code" table effective 4/30/2022.

2.1.3 Programs Impacted

CW, RCA, Homeless - Perm, Homeless - Temp

2.1.4 Performance Impacts

None

2.2 Eligibility: CTCR's for Batch EDBC processing

2.2.1 Overview

Insert new Batch Run Reasons to be used in the Batch EDBC run.

2.2.2 Description of Change

1. Insert a new entry in CT744 (EDBC Run Reason Code):

Field	Value
CATGRY_ID	744
CODE_NUM_IDENTIF	xx (to be determined)
SHORT_DECODE_NAME	Update Preg. Special Need Amt
LONG_DECODE_NAME	Update Preg. Special Need Amt
CODE_DESCR	
ORDER_BY_NUM	0
BEG_DATE*	1/1/1900
END_DATE	12/31/9999
REFER_TABLE_1_DESCR - REFER_TABLE_17_DESCR	Ν

2. Insert a new entry in CT942 (Batch Eligibility Sweep Codes):

Field	Value
CATGRY_ID	942
CODE_NUM_IDENTIF	xx (to be determined)
SHORT_DECODE_NAME	Update Preg. Special Need Amt
LONG_DECODE_NAME	Update Preg. Special Need Amt
CODE_DESCR	
ORDER_BY_NUM	0
BEG_DATE*	1/1/1900
END_DATE	12/31/9999

2.3 Eligibility: Inactivate old PSN Rule

2.3.1 Overview

In C-IV, Pregnancy Special Needs payments were issued by entries on the Special Needs page. The rule that issued these payments was inherited by CalSAWS but is never used because CalSAWS issues the PSN amount through an automated process based on Pregnancy data. (See CIV-109450 for steps taken at C-IV migration.)

The old rule can be inactivated in CalSAWS.

2.3.2 Description of Changes

Inactivate the old _400CWFamilyPregnancySpecialNeeds rule that paid Pregnancy Special Needs amounts from the Special Needs page.

2.3.3 Programs Impacted

CW

2.3.4 Performance Impacts

None

2.4 Correspondence: Update NOA Pregnancy Special Need Reason Fragment

2.4.1 Overview

The current PSN reason fragment informs the customer of the start of their PSN allowance as well as the monthly PSN payment. The current payment is \$47 and hardcoded into the fragment. This effort will update the fragment to remove the hardcoded payment and replace it with a new PSN variable.

Reason Fragment Name & ID: CW_CH_PREGNANCY_SPL_NEED_A875 & 6400

Current NOA Template: NOA 290

Current Program(s): CalWORKs

Current Action Type: Change

Current Fragment Level: Case

Currently Repeatable: No

Include NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: NA 1239

Existing Languages: English and Spanish

2.4.2 NOA Verbiage

Update Fragment XDP

The fragment will be updated to remove the hardcoded \$47 and replaced with a new variable.

Descrip tion	Existing Text	Updated Text	Formatti ng*
Static	A pregnancy special need allowance has been approved from {EffectivePregnancyApp rovalDate} through the month your baby is born or you are no longer pregnant for some other reason.	A pregnancy special need allowance has been approved from {EffectivePregnancyApp rovalDate} through the month your baby is born or you are no longer pregnant for some other reason.	Arial Font Size 10
	You must tell your Eligibility Worker when you are no longer pregnant.	You must tell your Eligibility Worker when you are no longer pregnant.	
	The monthly pregnancy special need payment is \$47.00.	The monthly pregnancy special need payment is {PregnancySpecialNeed PMT}.	

NOA Mockups/Examples: Please see supporting document #1

*English only, Spanish and threshold will generate based on project standards for that language.

2.4.3 NOA Variable Population

Add Fragment Variable Population

The fragment currently only has 1 variable. A new variable will be added with this effort.

Variable Name	Population	Formatting*
PregnancySpecialNeedPMT	Populates with the PSN payment.	Arial Font Size 10
	REFERENCE TABLE 2 from CT200, CODE_NUM_IDENTIF = 06.	

*English only, Spanish and threshold will generate based on project standards for that language.

Variables Requiring Translations: N/A

2.4.4 NOA Generation Conditions

N/A, the PSN reason fragment does not require any Generation Condition update.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	NOAs	NOA – CW – Benefit Change – Approved: Pregnancy SPL	PSN_NOA_Mockup_EN.pdf
		Needs	PSN_NOA_Mockup_SP.pdf



California Statewide Automated Welfare System

Design Document

SCR CA-233489 DDID 2314 FDS: GA GR Rules Phase 3 Batch 2 - Resource, Reporting Rules and corresponding NOA Reasons, MU triggers
	DOCUMENT APPROVAL HISTORY		
Cal SAWS	Prepared By	Justis Ketcham, Peterson Etienne, Stephanie Hugo, Shreesha Venugopal Math	
	Reviewed By		

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/19/2021	1.0	Initial Draft	Justis Ketcham, Peterson Etienne, Stephanie Hugo, Shreesha Venugopal Math
12/08/2021	1.1	Update based on QA log	Justis Ketcham, Peterson Etienne, Shreesha Venugopal Math, Praveen Badabhagni
12/15/2021	1.2	 2.6.4 has new trigger conditions for 'Secondary Property > Personal Property Limit' 2.6.3 rule name change 2.6.5 removed two rules 	Justis Ketcham
12/16/2021 1.3		Removed assumption that no longer applies for Lump Sum, and updated assumption for Sanction, removing release.	Jennifer Chen
12/20/2021 1.4		2.6.1.2.2 Changed 'Multiple Dwelling' to 'Other Real Property' in the condition d. for setting the status reason 'Multi-dwelling Property 1 Unit Can be Utilized, Not Producing 6% of NMV'	Justis Ketcham
12/21/2021	1.5	2.6.2.2.2 Modified trigger conditions for status reasons 'Bank Account not Verified' and 'Cash on Hand > Cash on Hand Limit'.	Justis Ketcham
12/28/2021	1.6	1.4 Added Assumptions related to Indigent Burial and Aid In-Kind Recipient flags which are being set in future SCRs.	Praveen Badabhagni

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/29/2021	1.7	2.6.2.2.2 Trigger condition mismatch with visio for status reasons 'Bank Account is not Verified' and 'Cash on Hand > Cash on Hand Limit'. 2.6.7.1.2 Removed unused rules EDX207C005, EDX207C007, and EDX207C011. 2.6.3.2.2 Trigger condition mismatch with visio for status reason 'Countable Liquid Property After Deduction > Liquid Property Limit'. Added assumption #21 based on GAGR Design review on 12/29/2021/	Justis Ketcham Peterson Etienne
01/10/2022	1.8	2.3.1 – Added clarification on how to calculate the POI End date.	Rama Krishna Kuchibhotla

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1 OVERVIEW

This SCR will implement Resource functionality for the GA/GR Automated EDBC/CC Counties Solution in CalSAWS

1.1 Current Design

The GA/GR Automated EDBC/CC Counties Solution in the CalSAWS system is designed to automate the rules for the Los Angeles county's implementation as well as the automation and monitoring of their General Relief Opportunities for Work (GROW) program. Currently CalWIN manages their GA/GR program logic by using a Rule Matrix which can be accessed by the county to allow each county administrator to customize the behavior to their specific county.

1.2 Requests

The GA/GR Automated EDBC/CC Counties Solution will be developed in CalSAWS to automate the rules and administer the program for the 18 CalWIN counties. This solution will provide the framework for the remaining 39 C-IV counties to opt into this solution in the future. This change request will automate the financial functionality for the new solution.

1.3 Overview of Recommendations

- 1. Add all the required Data Collection elements to implement the Resource functionalities for the new solution
- 2. Create new Admin Summary and Detail pages that can be accessed in Admin tools by the County Admin staff
- 3. A new set of Admin detail pages, Rules, Batch and NOA triggers will be added for the below Resources and Financial.
 - 1. Transfer Income / Lump Sum POI and Spend Down
 - 2. Earned Income Tax Credit
 - 3. Earned Income Tax Refund
 - 4. <u>Real Property Utilization</u>
 - 5. <u>Liquid Resources</u>
 - 6. <u>Life Insurance</u>
 - 7. Secondary Real Property Test
 - 8. <u>Secondary Real Property</u>
 - 9. <u>Burial Assets</u>
 - 10. Transfer Resources

1.4 Assumptions

- 1. The existing Los Angeles County rules will remain unchanged.
- 2. This SCR CA-233489 is based on the WCDS approved documents.
- 3. The design of the rules is for each CalWIN county based on the Gainwell documents approved by the counties.

- 4. The functionality of this SCR CA-233489 will be disabled until activated by the system property flag established in SCR CA-215687 which is part of the 20.11 release. The flag will be turned on at CalWIN go live.
- 5. Any logic related to San Francisco explicitly called out in relevant WCDS approved use cases will be included in this design. Any, San Francisco sub program logic independent of the rule will be added in SCR CA-215677 DDID 2374 scheduled for 22.01.
- 6. Alerts will be handled separately outside the Rules design in a separate SCR CA-220119.
- 7. All functionality related to new fields will only affect the rules related to an individual county's General Assistance/General Relief program and will not impact the rules of other programs, unless specified.
- 8. All Data collection used in EDBC determination is effective for the benefit month.
- 9. Leveraged rules are main rules from another use cases whose logic are also used in this use case. Leveraged rules in this SCR whose main use case are not designed in phase 1 or 2 cannot be tested using the admin page.
- 10. EDBC summary page layout will follow current Los Angeles County GA EDBC summary. The following sections will be in the EDBC summary page, others will be added in later phases: EDBC Header, EDBC Information, Program Configuration, Reporting Configuration, Allotment, Page Mappings (PMCR) and Security (STCR). Note: Security will follow current Los Angeles County security framework.
- 11. All calculations for computed values will be detailed in the Visio diagram.
- 12. 'Participation status' will be an internal flag in CalSAWS, when a participation status is set in the rule it will replace the previous set status for each individual.
- 13. Logic that checks or creates Sanctions cannot be tested until CA-227328 is implemented.
- 14. Manual EDBC and negative action EDBC cannot be run with these changes.
- 15. Some Property types entered in Data collection page on a particular Property category and in EDBC will treat it as different property category based on County policy. Details are provided in the appendix under section 7.2 Behavior of Properties by County Policy.
- 16. Worker is responsible to enter the Earned Income Tax Credit/Rebates/Refunds either as income or as Property based on county policy for CalWIN GA/GR program. If worker enters the Earned Income Tax Credit/Rebates/Refunds from Income page, it will be treated as Income. If worker enters Earned Income Tax Refund from Property page, it will be treated as Property. If worker enters both from Income and Property page, it will be counted twice as Income and Property as well.
- 17. Indigent burial related logic cannot be tested until 22.03 release. It will be defaulted to false in 22.01.
- 18. 'Aid In-kind recipient', used in Aid in-kind functionality is set in time clock functionality which can't be tested until 22.05 release.
- 19. Any status reasons that have a Notice that need a reference table value to be 'Y' for a particular county and the county currently has it as 'N' cannot be tested.
- 20. If the property begin date is first of the month the EDBC will evaluate the property for the current month and the if the property begin date is after the first of the month

then the EDBC will evaluate the property from the subsequent month. This is the existing property logic in CalSAWS for all programs except for LA GA/GR cases that are subject to quarterly reporting.

2 RECOMMENDATIONS

2.1 Property History Detail

2.1.1 Overview

The Property History Detail page is used to track the historical information of a property. This page will be updated to add information related to Real Property Utilizations.

2.1.2 Property History Detail Mockup

Property History	Detail			
*- Indicates required fields			Save and Return	Cancel
Change Reason				
New Change Reason: *		New Reported Date: *		
Property Category: Real Value: Status: *		Property Type: Other Real Property Encumbrance: Status Reason:	×	
Usage: * - Select - Listed For Sale: * Yes V Utilization Date:	V	Utilization:		
Begin Date: * End Date Reason: V		End Date: Amount Received:		
Verified: * Pending View				
Sales Details				
Asking Price: * Sale Start Date: *	Appraisal Value: Selling Expense Amo	ount:	Final Sale Pri	ce:
Lien Applicable: * Yes Verified: * Pending View	Lien Desription:		Lien Signed [Date:
			Save and Return	Cancel

Figure 2.1.2.1 – Property History Detail Mockup

2.1.3 Description of Changes

1. Add a new Date field labeled, "Utilization Date". This field will be editable in Create and Edit modes. This field will only display while the "Utilization" field is "Yes" for the Property Category, "Real". This field will default to blank.

2.1.4 Page Location

- **Global:** Eligibility
- Local: Customer Information
- **Task:** Financial-> Property

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

New page mappings are required for the new fields.

2.1.7 Page Usage/Data Volume Impacts

No additional page usage is expected from this update.

2.2 Transferred Property/Income Detail

2.2.1 Overview

This page allows you to view, add or edit transferred property/income information and calculate a period of ineligibility for a participant/beneficiary. This page will be updated to include a Property Category drop down field.

2.2.2 Transferred Property/Income Detail Mockup

New Reported Date: *		
New Reported Date: *		
Program: * GA/GR Automated Solution V	Type: * Property ✔	
End Date:		
		/
Property Limit: * 200.00		
	Program: * GA/GR Automated Solution	Program: * Type: * GA/GR Automated Solution ▼ End Date: Property Imit: * 200.00

Figure 2.2.2.1 – Transferred Property/Income Detail Mockup

2.2.3 Description of Changes

- 1. Add a Property Category drop down field. This field displays only when the program is GA/GR Automated EDBC/CC Counties Solution and Type is selected as 'Property'. It will have the following values:
 - Liquid
 - Other

- Personal
- Real
- Vehicle
- 2. Update the page to not display "Income Limit" field when the 'Income' is selected from the Type drop down for GA/GR Automated EDBC/CC Counties Solution.

2.2.4 Page Location

- Global: Eligibility
- Local: Customer Information
- Task: Financial -> Property

2.2.5 Security Updates

No security updates

2.2.6 Page Mapping

New page mappings are required for the new fields.

2.2.7 Page Usage/Data Volume Impacts

No usage impacts.

2.3 Logic Overview

2.3.1 Online Logic – Lump Sum POI

The Transferred Property and/or Income can be entered into system using the 'Transferred Property/Income Detail' page. The information from this page will be used to calculate the POI (Period of Ineligibility) and to create the noncompliance records. In CalSAWS, Transferred Income will be treated as Transferred Property and any amounts entered for Transferred Income will be added to Transferred Property and will be shown in the Property Section of Eligibility Summary page.

The Transferred Property/Income Detail Page can be accessed using the following navigation:

- Place the cursor over Eligibility on the Global navigation bar.
- Select Customer Information from the Local navigator.
- Click the Financial link on the Task navigation bar.

- Click the Property link on the Task navigation bar to access the Property List page.
- Select Transferred Property/Income from the Property Category drop list.
- Click the Add button to access the Transferred Property/Income Detail page in Add mode.

The Transferred Property/Income Detail page can be used both for Transfer of Income and Transfer of Property.

To add the Transfer of Property:

- 1. Select the Type 'Property' from the drop down.
- 2. Then choose the Property Category 'Personal'.

Transferred Property/Income Detail – Property Category Personal

Transferred Property/1	Income Detail		
*- Indicates required fields		Calculate	Cancel
Change Reason			
New Change Reason: * Participant Provided - Written	New Reported Date: *		
Owner: * Participant Name Date of Transfer: * 10/17/2021 Countable Income: * 500 Description: * Abc	Program: * Typ General Assistance/General Relief V End Date:	e: * Property Ca etty v - Select - V - Select - V Liquid Personal Real Vehicle	tegory:
Property			
Other Countable Property in Month of Transfer: * 100 AU Size: * 1 Verified: Verified View	Property Limit: *		
		Calculate	Cancel

2.3.1.1 Transferred Property/Income Detail Property Category Personal

The Property Limit is pre-populated with the value from the reference table for applicable county based on 'Amount for POI Calculation' (from CT10664)

The Total Property considered for POI calculation = Countable Income + Other Countable Property in Month of Transfer – Property Limit.

To add the Transfer of Income:

1. Select the Type as 'Income' from the drop down.

Transferred Property/Income Detail – Property Category Income

Transferred Property/Income Detail						
*- Indicates required fields		Calculate Cancel				
Change Reason						
New Change Reason: * Participant Provided - Written V	New Reported Date: *					
Owner: * Participant Name Date of Transfer: * 10/17/2021 Countable Income: * 500 Description: * Abd	Program: * General Assistance/General Relief ✓ End Date:	Type: * Income ▼				
Income Other Countable Income in Month of Transfer: * 100 AU Size: * 1 Verified: Verified View						
		Calculate Cancel				

2.3.1.2 – Selecting the Type: Income on Transferred Property/Income Detail

The "Income Limit" field will not be displayed when the 'Income' is selected from the Type drop down for GA/GR Automated EDBC/CC Counties Solution.

Total Property considered for POI calculation = Countable Income + Other Countable Income in Month of Transfer.

The following mandatory information is required on the page to calculate the POI months and the POI period:

- 1. Owner: Participant Name
- 2. Program: Select General Assistance/General Relief program
- 3. Type: Income / Property
- 4. Date of Transfer: Income / Property transfer date
- 5. Countable Income: Value of Transferred Income / Property
- 6. Description: Description of the transaction.
- 7. Other Countable Income in Month of Transfer: Any other countable income applicable in the month of transfer.
- 8. AU Size: AU size of the program which will be used to get the Grant amount from the reference table to calculate the POI period.

Once the mandatory information is entered in the page and click the 'Calculate' button, the system will calculate the POI months and Days (Days are applicable only for few counties depending on the admin rules and type is 'Income') based on the income and/or property, AU size and populates the information on the page as shown below:

Transferred Property/Income Detail						
*- Indicates required fields Ima	ages	Calculate	Save and Add Ano	ther Save and Retur	n Cancel	
Change Reason						
New Change Reason: * Participant Provided - Written V			New Reported	l Date: *		
Owner: * Participant Name ✓ Date of Transfer: *	Program General Ass End Date	: * istance/General R	telief ~	Type: *		
10/17/2021						
Description: *						
Value: 200.00	Total Nu POI mon 0	mber of ths: *				
Income Other Countable Income in Month of Transfer: * 100.00 AU Size: * 1	e					
Verified: Verified View						
		Calculate	Save and Add Anol	ther Save and Return	n Cancel	

Transferred Property/Income Detail – Property Category POI Months

2.3.1.3 – Showing the Total Number of POI Months on the Transferred Property/Income Detail

When the Total Number of POI months calculated are greater than or equal to 1 then two additional fields 'POI Start Date' and 'Period of Ineligibility' will be shown dynamically on the screen as shown below:

Transferred Property/Income Detail						
*- Indicates required fields	ges Calculate	Save and Add Another	Save and Return	Cancel		
Change Reason						
New Change Reason: * Participant Provided - Written V		New Reported Date: * 10/17/2021				
Owner: * Participant Name ✓	Program: *	elief 🗸	Type: *			
Date of Transfer: *	End Date:					
Countable Income: *						
Description: *						
Value: 600.00	Total Number of POI months: * 2	POI Start Date: *	Period of Ineligi	bility:		
		Calculate POI	Create Non-Com	pliance		
Income Other Countable Income in Month of Transfer: * 100.00 AU Size: * 1 Verified: Verified View						
	Calculate	Save and Add Another	Save and Return	Cancel		

Transferred Property/Income Detail – POI Start Date

2.3.1.4 – Showing the POI Start Date on the Transferred Property/Income Detail

The POI begin date will be entered by the worker as come-up month's begin date (it can't be middle of the month) based on the 10-day cut-off date. When the Total number of POI months are greater than or equal to 1 and a valid POI Start Date is entered and the button 'Calculate POI' is clicked, the Period of Ineligibility will be calculated by adding the number of months and days (if applicable) to the POI Start Date and POI period will be displayed on the screen as shown below. For example

- i. When 2 months are added to the POI start date of '10/01/2021'
 - The POI End date = Month of POI Begin Date + Number of POI months
 1 calendar day (this will make the date as end of previous month)
 - The Period of Ineligibility will be '10/01/2021 11/30/2021'.
- ii. When 2 months and 10 days are added to the POI start date of '10/01/2021'
 - The POI End date = Month of POI Begin Date + Number of POI months + Number of POI Days – 1 calendar day
 - The Period of Ineligibility will be '10/01/2021 12/10/2021'.

Transferred Property/Income Detail – Period of Ineligibility

Transferred Property/Income Detail						
*- Indicates required fields	ges Calculate	Save and Add Another	Save and Return	Cancel		
Change Reason New Change Reason: * Participant Provided - Written V		New Reported Date: 1 0/17/2021	*			
Owner: * Participant Name Date of Transfer: * 10/17/2021 Countable Income: * 500.00 Description: * Abc	Program: * General Assistance/General F End Date:	Relief 🗸	Type: ★ Income ✓			
Value: 600.00	Total Number of POI months: * 2	POI Start Date: * 11/01/2021 Calculate POI	Period of Inelig 11/01/2021-12/3 Create Non-Com	ibility: 1/2021 apliance		
Income Other Countable Income in Month of Transfer: * 100.00 AU Size: * 1 Verified: Verified View	3					
	Calculate	Save and Add Another	Save and Return	Cancel		

2.3.1.5 – Showing that the POI Start Date effects the Period of Ineligibility on the Transferred Property/Income Detail

When the Period of Ineligibility is populated and clicked on 'Create Non-Compliance' button, the system will navigate to Eligibility Non-Compliance Detail page where some of the information is pre-populated with the information from POI period calculations as shown below. This will used to create the non-compliance record applicable for POI period.

Eligibility Non-Compliance Detail

Eligibility Non-Compliance Deta	il		
*- Indicates required fields	Save and Add Another	Save and Return	Cancel
Program: General Assistance/General Relief Name: *	Determined By: User Determined		
(Math. Sacramento 29M V) Type: * Transferred Property/Income V Reason: * Rol			
Good Cause:	Non-Compliance Act:		
Begin Date: *	End Date:		
	Save and Add Another	Save and Return	Cancel

2.3.1.6 – Showing Non-Compliance Detail page with pre-populated values

The income/property amount entered in Transferred Property/Income Detail page will be considered as "Transfer Property" amount in the benefit month it is added subject to 10-day rules and tested against property limit amount for AU size not depending on the number of POI months calculated (even the number of calculated POI months = 0). If the transfer property amount is greater than the property limit amount for AU size, then the program will fail with the reason 'Countable Resource is Greater Than the Limit'.

Transferred Property/Income Detail - Considered for EDBC

Transferred Prop	erty/Income	Detail				
*- Indicates required fields		Images	s Calculate	Sa	we and Return	Cancel
Change Reason						
New Change Reason: ★ Participant Provided - Written ▼ Change Reason: Participant Provided - Writte	ten	No 10 Re 10	ew Reported Date	: *		View
Owner: * Participant Name Date of Transfer: * 10/01/2021 Countable Income: * 500.00 Description: * abc	Program: * General Assistance/General End Date:	I Relief 💙			Type: *	
Value: 500.00	Total Number of POI months: * 2					//
Income Other Countable Income in Month of Transfer: * 0.00 AU Size: * 1 Verified: Verified View	3					
			Calculate	Sa	ve and Return	Cancel

2.3.1.7 – Showing the Transferred Property/Income Detail considered for EDBC run

General Assistance/General Relief EDBC Summary

- indicated requi	red fields				Change Reason	Accept	Cance
Begin Month	End I	Month	Run D	ate	Run Status	Accepted	By
10/2021			10/27/	2021	Not Accepted	Worker Na	ime
EDBC Information	on						
Quarterly Repor	ting Period I	Begin Month	: 09/202:	1			
eporting Type	Reason:						
ype: Regular							
ecalculation: N	No						
rogram Config	uration						
System Determ	ination						
DBC Source:	Online EDBC R	tules					
Aid Code:							
Program Status	: Discontinue	ed					
Program Status Greater Than the	Reason: Co Limit	untable Resou	rce is				
Note: Overridder	n rows are in	bold.					
Name	DOB	Role Role	Reason	Status	Status Reason		
articipant Name	09/03/1988	MEM		Discontinued	Countable Resource	is Greater Thar	n the Limit
					Ove	erride Program (Configurati
Reporting Con	figuration						
	tion						
Work Registra							
Work Registra							
Work Registra Property Eligibil	ity					Regular	
Work Registra Property Eligibil Fransfer Proper	ity ty:					Regular	
Work Registra Property Eligibil Transfer Proper	ity ty:					Regular \$	<u>500.(</u>
Work Registra roperty Eligibil ransfer Proper mount: roperty Limit:	ity ty:					Regular \$ \$	<u>500,1</u> 442.0

2.3.1.8 – Eligibility summary page showing the failed program with new status reason NOTE: the Property Limit depends on the county.

2.4 Financial

2.4.1 Transfer Income / Lump Sum POI and Spend Down Functionality

2.4.1.1 County Admin Detail - Transfer Income / Lump Sum POI and Spend Down

2.4.1.1.1 Overview

A new County Admin Detail page for Transfer Income / Lump Sum POI and Spend Down will be created. This page is viewed by the County Administrator to view the list of rules applicable for the Transfer Income / Lump Sum POI and Spend Down functionality to their county.

2.4.1.1.2 Description of Changes

- a. The Admin detail page for Transfer Income / Lump Sum POI and Spend Down will have the below functional categories and its associated flag turned on or off based on the current GA/GR functionality for each County
- b. The activate switch Yes/No indicate if that functionality is applicable to the displayed county.
- c. The functionality is effective dated with begin and end date
- d. The rule functionality can be viewed as of a date using the view date

Rule Name	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Lump sum POI applicable.	Ν	Y	Y	Y	Ν	Y	Y	Y	Y	Ν	Y	Y	Y	Y	Y	Y	Y	Ν
Applicant received any time.	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
POI by no rounding and days.	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν
POI by rounding down.	Ν	Y	Y	Ν	Ν	Y	Y	Y	Ν	Ν	Ν	Y	Ν	Ν	Y	Υ	Ν	Ν
POI no rounding and use remainder.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Y	Y	Ν	Ν	Y	Ν
Maximum POI months	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Lumpsum POI – Received in the current month	Ν	Ν	Y	Ν	Ν	Ν	Y	Y	Ν	Ν	Ν	Y	Ν	Ν	Y	Y	Ν	Ν
Lumpsum POI – Not received in the current month.	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalWIN Rule	CalSAWS Rule
EDX316C001	Lump Sum POI applicable.	Lump sum POI applicable.
EDX316C004	Applicant received any time.	Applicant received any time.
EDX316C011	POI by no rounding and days.	POI by no rounding and days.
EDX316C012	POI by rounding down.	POI by rounding down.
EDX316C013	POI no rounding and use remainder.	POI no rounding and use remainder.
EDX316C014	Maximum POI months.	Maximum POI months
EDX316C016 & EDX316C017 & EDX316C018	Lumpsum POI – Received in the current month.	Lumpsum POI – Received in the current month
EDX316C019 & EDX316C020	Lumpsum POI – Not received in the current month.	Lumpsum POI – Not received in the current month.
EDX316C021	Lumpsum POI.	Lumpsum POI.

The tables below show the combined rules and the combined indicators in the admin matrix format. These rules are combined because their logic are the same.

Rule Name	Alameda	Contra Costa Fresno	Drange	lacer	sacramento	san Diego	san Francisco	san Luis Obispo	san Mateo	santa Barbara	santa Clara	ŝanta Cruz	ŝolano	sonoma	rulare	Ventura	-
-----------	---------	------------------------	--------	-------	------------	-----------	---------------	-----------------	-----------	---------------	-------------	------------	--------	--------	--------	---------	---

Lumpsum POI – Received in the current month	И	N	Y	N	N	Ν	Y	Y	Ν	N	Ν	Y	Ν	Ν	Y	Y	N	Ν
CalWIN Rule																		
EDX316C016	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Y	Ν	Ν
EDX316C017	Ν	Ν	Y	Ν	Ν	Ν	Y	Y	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν
EDX316C018	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

Rule Name	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Lumpsum POI – Not received in the current month.	И	N	Ν	N	Ν	Ν	Ν	N	Ν	И	Ν	Y	N	Ν	Ν	Z	Z	N
CalWIN Rule																		
EDX316C019	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	N	N	N
EDX316C020	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	N	Z	Ν

The following CalWIN rules has been removed for this functionality.

CalWIN Number	CalWIN Description	Reason
EDX316C015	Lump sum report.	This rule being active or not does not affect the flow of the logic or the result of the EDBC.

The following CalWIN rules will not be migrated due to the functionality of Transfer Income and Lump Sum POI are merged.

CalWIN Number	CalWIN Description	Reason
EDX317C001	Transfer of income applicable.	Since, the transfer of Income and Lump Sum POI calculation is now combined, this admin rule can be managed by 'EDX316C001'

		(Lump sum POI applicable)
EDX317C002	Transfer of income for applicant	Worker is responsible to check the good cause for the transfer of income. If the good cause is applicable, then Worker will not add the transfer income to 'Transferred Property/Income Detail' page to avoid calculating the POI period.
EDX317C003	Transfer of income recipient.	Worker is responsible to check the good cause for the transfer of income. If the good cause is applicable, then Worker will not add the transfer income to 'Transferred Property/Income Detail' page to avoid calculating the POI period.
EDX317C004	Count income in the month transferred.	Worker is responsible to enter the non- exempted countable income to be counted as part of the transfer property for the current benefit month and to

	calculate the POI
	period for future
	months.

2.4.1.2 EDBC Changes

2.4.1.2.1 Overview

This section will provide the Eligibility Rules flow for Transfer Income / Lump Sum POI and Spend Down Program Person Eligibility that can be filtered for each CalWIN County.

2.4.1.2.2 Description of Change

Transfer Income / Lump Sum POI and Spend Down Rules Flow Diagram:

A Consolidated Rules Flow Visio document will be provided as a separate Attachment in addition to this design Document that will depict the rules for a selected County.

Field (CalWIN)	Field (CalSAWS)	Location Details	comments
Lump Sum: Income Received Detail Page	None	None	This field is not mapped in CalSAWS as the information in 'Transferred Property/Income Detail' page is exclusively for Transfer of Income/Property Lump Sum Amount so this switch will not be added.
Reason: Collect Transfer of Income Detail	None	None	Reason is used get the Good Cause applicable value from reference table. Worker is responsible to check the good cause value for the transfer of income type. If the good cause is applicable then worker will not add the transfer income to 'Transferred Property/Income Detail' page to avoid calculating the POI period. This will eliminate the need

The following Data Collection elements will be used by this Rule Flow.

			for the reference table 'Income Transfer Reason' look-up for transfer of income type so this switch will not be added.
Date of Transfer: Collect Transfer of Income Detail	Date of Transfer	Transferred Property/Income Detail	Worker is responsible to verify if the transfer of income is applicable to the benefit month. This will eliminate the need for the reference table 'Time Limit Table' look-up for the description 'Transfer of Income' as this value is used to add to date of transfer and the resulted date checked if it is after the benefit month begin date.
FMV of Purchased Product/Service Collect Transfer of Income Detail	Countable Income	Transferred Property/Income Detail	

Please refer the <u>Rules Flow Diagram</u> in the Appendix section on how to open and navigate the Visio diagram.

prev. lumpsum poi

<u>New Program/Person Status:</u>

New Program/Person Status Reasons will be added to be used by this Rule Flow. The following reasons will set to the program/person level when the following conditions are met:

- 1. The new program status reason CT73 'The Benefit Month is Within POI Month' will be set as a failure status reason when all the following conditions are met:
 - a. There is a Non-compliance record that is effective for the benefit month (benefit month begin date lies in non-compliance begin date and non-compliance end date).
 - Type: 'Transferred Property/Income' (Type in Eligibility Non-Compliance Detail page).
 - Reason: 'POI' (Reason in Eligibility Non-Compliance Detail page).
 - b. The individual Begin Date of Aid (BDA) is on or before the noncompliance end date.

Category Short Description

	The Benefit Month is Within
73	POI Month

- c. The new program status reason CT73 'Prev. Lumpsum POI' will be set as a failure status reason when all the following conditions are met:
 - a.There is a Non-compliance record that is effective for the benefit month (benefit month begin date lies in noncompliance begin date and non-compliance end date).
 - i. Type: 'Transferred Property/Income' (Type in Eligibility Non-Compliance Detail page).
 - ii. Reason: 'POI' (Reason in Eligibility Non-Compliance Detail page).
 - b.The individual Begin Date of Aid (BDA) is on or before the non-compliance end date.

Category	Short Description
73	Prev. Lumpsum POI

2.4.1.3 Correspondence

2.4.1.3.1 Overview

This section describes the Notice of Action (NOA) triggers that will be created depending on the resulting EDBC reason code in the previous sections. Notices only trigger from certain reason codes listed in this section.

The reason codes listed in the rule recommendations are formatted as <CalWIN Reason Code> - <CalSAWS EDBC Display Reason>. The trigger condition describes the statuses and reasons in which the notice will trigger for. The countyspecific information describes which counties and actions the notices will generate for, as well as the document name and number that will be displayed on the distributed documents page. The template column determines how notices are grouped when generated.

2.4.1.3.2 Description of Change

1. Reason Code: XAF339 - The Benefit Month is within POI Month

- a. Trigger Condition
 - i. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'The Benefit Month is within POI Month'.
- b. Program Level Reason
- c. County-specific information:

County Action Docu	ent Description Number Template
--------------------	---------------------------------

Contra Costa	Denial	GA Denial - Currently Serving a Period of Ineligibility (POI)	255 0	12529
Sacramento	Denial	DENIAL/DEFER'D LUMP SUM INCOME POI HAS NOT ENDED/CHANGE	CDS 179-0 (07/93)	11748
Sacramento	Denial	GA DENIAL/OTHER PROGRAM SANCTION/PERIOD OF INELIGIBILITY	CDS 180-1 (09/94)	608457
Santa Clara	Denial	GA Denial - Lump Sum Exceeds Need	GA 121	12603
San Mateo	Denial	GA Denial - Penalty Period Not Expired	127 0	607394

2. <u>Reason Code: XAF345 - Prev. Lumpsum POI</u>

- a. Trigger Condition
 - i. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'Prev. Lumpsum POI'. or
 - ii. This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Prev. Lumpsum POI'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Contra Costa	Discontinuance	GA Discontinuance - Excess Personal Property	034 1	12590
Fresno	Discontinuance	General Relief Discontinuance - Lump Sum Income	015-B	12717
Orange	Discontinuance	GRDisc - Lump Sum Benefits Received	082 A	11611
Orange	Denial	GR Denial - Lump Sum/Liquid Resources - Period of Ineligibility	236 A	11608
Santa Barbara	Discontinuance	GR - Disc - Lump Sum	068-1 (04/04)	12691
Santa Clara	Discontinuance	GA Discontinuance - Lump Sum Income	GA 032	12600
Santa Clara	Denial	GA Denial - Lump Sum Exceeds Need	GA 121	12603
Sonoma	Discontinuance	GA Disc - Lump Sum Income	010-1 (09/99)	12530

2.4.1.3.3 Project Requirements

DDID 2686/2314	DDID Description	D Description How DDID Requirement Met						
	[Business Rule: {Lump Sum POI Applicable} CalSAWS must determine whether the GA/GR individual received a lump sum.]	The rule 'Lump sum POI applicable.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Lump Sum Received} CalSAWS must apply Lum Sum POI to GA/GR when the individual received a lump sum payment.]	The rule 'Applicant received any time.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Lump Sum POI No Rounding} CalSAWS must determine POI for GA/GR by converting the number of POI months to days and not apply rounding.]	The rule 'POI by no rounding and days.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Lump Sum POI Rounding Downward} CalSAWS must determine POI for GA/GR by number of months and rounding downward.]	The rule 'POI by rounding down.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Lump Sum POI Use Remainder} CalSAWS must calculate POI for GA/GR without rounding and apply the remainder to the next month's grant after POI ends.]	The rule 'POI no rounding and use remainder.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Lump Sum POI Maximum POI Months} CalSAWS must not determine GA/GR POI for longer than 12 months.]	The rule 'Maximum POI months.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Lumpsum POI Received Current Month} CalSAWS must calculate Lumpsum GA/GR POI for income received in the current month.]	The rule 'Lumpsum POI – Received in the current month.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					

DDID 2686/2314	DDID Description	escription How DDID Requirement Met					
	[Business Rule: {Lump Sum POI Divide Grant} CalSAWS must determine the number of months rounded downward are equal to the Lump Sum divided by grant amount for GA/GR POI.]	The rule 'Lumpsum POI – Received in the current month.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.				
	[Business Rule: {Lump Sum POI Divide Grant Intake} CalSAWS must not calculate Lumpsum POI for income received in the current month on an Intake GA/GR case.]	The rule 'Lumpsum POI – Received in the current month.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.				
	[Business Rule: {Lump Sum POI Not Received Current Month} CalSAWS must determine Lumpsum POI for income received in the prior month on an ongoing GA/GR case.]	The rule 'Lumpsum POI – Not received in the current month.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.				
	[Business Rule: {Lump Sum POI Not Received Current Month Downward Rounding} CalSAWS must determine Lump Sum divided by grant amount equals Number of POI months rounded downward to determine POI for GA/GR.]	The rule 'Lumpsum POI – Not received in the current month.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.				
	[Business Rule: {Lump Sum POI Received Last 12 Months} CalSAWS must determine Lumpsum POI on income received in the last 12 months on an intake GA/GR case.]	The rule 'Lump sum POI applicable.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.				

2.5 Resource

2.5.1 Earned Income Tax Credit Functionality

2.5.1.1.1 Overview

The Earned income tax credit functionality will be handled as an income type:

- Category: Miscellaneous
- Type: Tax Refunds/Rebates/Credits

Which can be controlled in the income county parameter page where each county can decide how they want the EDBC to handle this income type.

2.5.2 Earned Income Tax Refund Functionality

2.5.2.1 County Admin Detail - Earned Income Tax Refund

2.5.2.1.1 Overview

A new County Admin Detail page for Earned Income Tax Refund will be created. This page is viewed by the County Administrator to view the list of rules applicable for the Earned Income Tax Refund functionality to their county.

2.6 Description of Changes

- a. The Admin detail page for Earned Income Tax Refund will have the below functional categories and its associated flag turned on or off based on the current GA/GR functionality for each County
- b. The activate switch Yes/No indicate if that functionality is applicable to the displayed county.
- c. The functionality is effective dated with begin and end date
- d. The rule functionality can be viewed as of a date using the view date

Rule Description	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Exempt Income tax refund.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Y	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν

Count as Lumpsum resource and apply lumpsum POI.	N	Ν	N	Y	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Y	Ν	Ν	Y	Ν
Count as income in the month received. Count as resource in the following month.	Y	Y	Ν	Ν	Y	Y	Y	Ν	Y	Ν	И	Y	И	Ν	Ν	Ν	Д	Y
For Alameda count as personal property in the following month.	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Count as income, Apply Lumpsum rules.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	У	Ν	Ν	Ν
Count as income in the month received.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν
Income tax refund greater than monthly grant.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Rule	CalSAWS Rule
EDX213C001	Exempt Income tax refund.
EDX213C002	Count as Lumpsum resource and apply lumpsum POI.
EDX213C003	Count as income in the month received. Count as resource in the following month.
EDX213C004	For Alameda count as personal property in the following month.
EDX213C006	Count as income, Apply Lumpsum rules.
EDX213C007	Count as income in the month received.
EDX213C008	Income tax refund greater than monthly grant.

Leverage Rule

Below is the corresponding leveraged CalWIN rule County Admin Matrix and the CalWIN number mapped to CalSAWS rules

Rule Description	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Add liquid resource to personal property	Y	Ν	Y	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Y	Y

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalSAWS Rule
EDX215C004	Add liquid resource to personal property

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Exempt Income Tax Refund} CalSAWS must exempt an Income Tax Refund for GA/GR.]	The rule 'Exempt Income tax refund.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Tax Refund Resource POI} CalSAWS must count an Income Tax Refund as Iump sum resource and apply Iump sum POI for GA/GR.]	The rule 'Count as Lumpsum resource and apply lumpsum POI.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Tax Refund Income and Resource} CalSAWS must count an Income Tax Refund as income in the month received and resource in the following month.]	The rule 'Count as income in the month received. Count as resource in the following month.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Tax Refund Income and Personal Property} CalSAWS must count an Income Tax Refund as income in the month received and personal property in the following month.]	The rule 'For Alameda count as personal property in the following month.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Tax Refund Income POI} CalSAWS must count an Income Tax Refund as income and apply lump sum POI for GA/GR.]	The rule 'Count as income, Apply Lumpsum rules.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Tax Refund Month Received} CalSAWS must count an Income Tax Refund as income as income in the month received.]	The rule 'Count as income in the month received.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Tax refund Monthly Grant} CalSAWS must count an Income Tax Refund amount greater than the monthly grant as lump sum resource and apply lump sum POI for GA/GR.]	The rule 'Income tax refund greater than monthly grant.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

2.6.1 Real Property Utilization Functionality

2.6.1.1 County Admin Detail - Real Property Utilization

2.6.1.1.1 Overview

A new County Admin Detail page for Real Property Utilization will be created. This page is viewed by the County Administrator to view the list of rules applicable for the Real Property Utilization functionality to their county.

2.6.1.1.2 Description of Changes

- a. The Admin detail page for Real Property Utilization will have the below functional categories and its associated flag turned on or off based on the current GA/GR functionality for each County
- b. The activate switch Yes/No indicate if that functionality is applicable to the displayed county.
- c. The functionality is effective dated with begin and end date
- d. The rule functionality can be viewed as of a date using the view date

Rule Description	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Real property Utilization applies.	Y	Y	Y	Ζ	Ν	Ν	Ν	Y	Y	Ν	Ν	Y	Ν	Y	Ν	Ν	Y	Y
Multiple unit providing return 6% of NMV of the property.	Ν	Ν	Z	Z	Z	Ν	Z	Y	Ν	Ν	Ν	Ν	Ν	Ν	И	Ν	И	И
Individual not receiving FMV for the units.	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Rule	CalSAWS Rule
EDX217C001	Real property Utilization applies.
EDX217C002	Multiple unit providing return 6% of NMV of the property.
EDX217C003	Individual not receiving Value for the units.

Leverage Rule

Below is the corresponding leveraged CalWIN rule County Admin Matrix and the CalWIN number mapped to CalSAWS rules
Only liquid resource is deemed and added to	Ν	Ν	Ν	Y	Ν	Ν	И	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
sponsor's income.																		

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalSAWS Rule
EDX219C017	Only liquid resource is deemed and added to sponsor's income.

2.6.1.2 EDBC Changes

2.6.1.2.1 Overview

This section will provide the Eligibility Rules flow for Real Property Primary Residence Program Person Eligibility that can be filtered for each CalWIN County.

2.6.1.2.2 Description of Change

Real Property Utilization Rules Flow Diagram:

A Consolidated Rules Flow Visio document will be provided as a separate Attachment in addition to this design Document that will depict the rules for a selected County.

Field (CalWIN)	Field (CalSAWS)	Location Details
Is Individual Real		
Property Willingness		Property History
to Utilize?	Utilization	Detail
Can a unit be		Property History
utilized?	Utilization	Detail
Does individual		
have a multiple	Property Type:	
dwelling property	Other property	Property Detail
Real Property		Property History
Utilization Date	Utilization Date	Detail

The following Data Collection elements will be used by this Rule Flow.

Please refer the <u>Rules Flow Diagram</u> in the Appendix section on how to open and navigate the Visio diagram.

New Program/Person Status:

New Program/Person Status Reasons will be added to be used by this Rule Flow. The following reasons will set to the program/person level when the following conditions are met:

- 1. The new program status reason CT73 'Multi-dwelling Property 1 Unit Can be Utilized, Not Producing 6% of NMV' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Real property Utilization applies.' is active.
 - b. The Property type is not 'Burial lot'.
 - c. The property exemption class is Other.
 - d. The Real Property Type is 'Other Real Property'.
 - e. The Property status is (from the Property History Detail page) 'available'.
 - f. The Property Willingness to Utilization (from the Property History Detail page) is Yes.
 - g. 'Total monthly rental income' < Real Property Utilize Limit.
 - h. The rule 'Individual not receiving Value for the units.' is not active.
 - i. The 'Total monthly rental income' > 0.

Category	Short Description
	Multi-dwelling Property 1
	Unit Can be Utilized, Not
73	Producing 6% of NMV

2.6.1.3 Correspondence

2.6.1.3.1 Overview

This section describes the Notice of Action (NOA) triggers that will be created depending on the resulting EDBC reason code in the previous sections. Notices only trigger from certain reason codes listed in this section.

The reason codes listed in the rule recommendations are formatted as <CalWIN Reason Code> - <CalSAWS EDBC Display Reason>. The trigger condition describes the statuses and reasons in which the notice will trigger for. The countyspecific information describes which counties and actions the notices will generate for, as well as the document name and number that will be displayed on the distributed documents page. The template column determines how notices are grouped when generated.

2.6.1.3.2 Description of Change

- 1. <u>Reason Code: XAR253 Multi-Dwelling Property 1 Unit Can Be Utilized, Not</u> <u>Producing 6% of NMV</u>
 - a. Trigger Condition
 - This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Multi-Dwelling Property 1 Unit Can Be Utilized, Not Producing 6% of NMV'.

or

- ii. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'Multi-Dwelling Property 1 Unit Can Be Utilized, Not Producing 6% of NMV'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Santa Clara	Discontinuance	GA Discontinuance - Excess Personal Property	GA 034	12013
Yolo	Denial	GA Denial - Excess Property	122-3	12215

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Real Property Utilization} CalSAWS must determine whether real property utilization applies for GA/GR.]	The rule 'Real property Utilization applies.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Real Property Multiple Units NMV} CalSAWS must count the value of real property minus expenses for GA/GR.]	The rule 'Multiple unit providing return 6% of NMV of the property.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Real Property Multiple Units FMV} CalSAWS must count the net market value of real property for GA/GR when it has been more than three months since the property was utilized.]	The rule 'Individual not receiving Value for the units.' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

2.6.2 Liquid Resources Functionality

2.6.2.1 County Admin Detail – Liquid Resources

2.6.2.1.1 Overview

A new County Admin Detail page for Liquid Resources will be created. This page is viewed by the County Administrator to view the list of rules applicable for the Liquid Resources functionality to their county.

2.6.2.1.2 Description of Changes

- a. The Admin detail page for Liquid Resources will have the below functional categories and its associated flag turned on or off based on the current GA/GR functionality for each County
- b. The activate switch Yes/No indicate if that functionality is applicable to the displayed county.
- c. The functionality is effective dated with begin and end date
- d. The rule functionality can be viewed as of a date using the view date

Rule Description	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Applied for PAES or SSIP or GA.	N	Ν	N	N	N	N	N	Y	N	N	N	N	N	N	N	N	Ν	N
Liquid resource is a checking account and client has a direct deposit account.	N	Z	N	N	N	N	Y	N	Z	N	Z	N	Z	N	Z	N	N	N
Cash on hand greater than cash on hand limit.	N	N	N	N	N	N	N	N	Y	N	N	N	N	N	N	N	N	N
Add liquid resource to personal property.	Y	N	Y	N	Y	N	N	N	N	N	N	N	N	Y	N	N	Y	Y
Countable liquid resource total exceeds the liquid resource limit.	N	N	N	N	N	N	N	N	N	Y	N	N	Y	N	N	N	Ν	N
Count remainder as income in the month. Compute POI if countable amount exceeds monthly grant.	Ν	Ν	N	N	N	N	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν
Count remainder as income.	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

Bank Account																		
verification.	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Deemed liquid resource is																		
treated as income.	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Rule	CalSAWS Rule
EDX215C001	Applied for PAES or SSIP or GA.
EDX215C002	Liquid resource is a checking account and client has a direct deposit account.
EDX215C003	Cash on hand greater than cash on hand limit.
EDX215C004	Add liquid resource to personal property.
EDX215C005	Countable liquid resource total exceeds the liquid resource limit.
EDX215C006	Count remainder as income in the month. Compute POI if countable amount exceeds monthly grant.
EDX215C007	Count remainder as income.
EDX215C008	Bank Account verification.
EDX215C010	Deemed liquid resource is treated as income.

Leverage Rule

Below is the corresponding leveraged CalWIN rule County Admin Matrix and the CalWIN number mapped to CalSAWS rules

Rule Description	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Personal property value greater than personal property limit.	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalSAWS Rule
EDX201C002	Personal property value greater than personal property limit.

2.6.2.2 EDBC Changes

2.6.2.2.1 Overview

This section will provide the Eligibility Rules flow for Liquid Resources Program Person Eligibility that can be filtered for each CalWIN County.

2.6.2.2.2 Description of Change

Liquid Resources Rules Flow Diagram:

A Consolidated Rules Flow Visio document will be provided as a separate Attachment in addition to this design Document that will depict the rules for a selected County.

Please refer the <u>Rules Flow Diagram</u> in the Appendix section on how to open and navigate the Visio diagram.

New Program/Person Status:

New Program/Person Status Reasons will be added to be used by this Rule Flow. The following reasons will set to the program/person level when the following conditions are met:

- 1. The new program status reason CT73 'Bank Account is not Verified' when all the following conditions are met
 - a. All the following in A or B:
 - A. The rule 'Personal property value greater than personal property limit.' is not active.
 - B. The following:
 - i. The rule 'Personal property value greater than personal property limit.' is active.
 - ii. The 'countable liquid property value' is less than or equal to the county defined 'Liquid Asset' property limit.
 - b. The rule 'Applied for PAES or SSIP or GA.' is active.
 - c. All the following in I or II:
 - A. All the following:
 - i. The Person has applied for SFO GAGR sub program (PAES', SSIP, AGEX).

- ii. SSI or Earned Income Disregard program is NOT discontinued and rescinded within 3 months.
- B. The Person has not applied for SFO GAGR sub program (PAES', 'SSIP', 'AGEX').
- d. The property type is countable for the county.
- e. The rule 'Add liquid resource to personal property.' is active.
- f. liquid asset type is: checking account or savings account.

Category	Short Description
	Bank Account is not
73	Verified

- 2. The new program status reason CT73 'Resource not Verified' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Bank Account Verification.' Is active.
 - b. The property is not verified.
 - c. The following is false: applicant is marked as 'Deemed'.

Category	Short Description						
73	Resource Not Verified						

- 3. The new program status reason CT73 'FTP Sponsor Personal Property' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Bank Account Verification.' Is active.
 - b. The property is not verified.
 - c. The applicant is marked as 'Deemed'.

Category	Short Description
	FTP Sponsor Personal
73	Property

- 4. The new program status reason CT73 'Cash on Hand > Cash on Hand Limit' will be set as a failure status reason when all the following conditions are met:
 - a. All the following in A or B:
 - A. The rule 'Personal property value greater than personal property limit.' is not active.
 - B. The following:
 - i. The rule 'Personal property value greater than personal property limit.' is active.
 - ii. The 'countable liquid property value' is less than or equal to the county defined 'Liquid Asset' property limit.
 - b. The rule 'Applied for PAES or SSIP or GA.' is not active.

- c. The property type is countable for the county.
- d. The rule 'Add liquid resource to personal property.' is active.
- e. The property type is not 'income tax refund' or 'retirement funds' or 'earned tax credit '.
- f. The rule 'Cash on hand greater than cash on hand limit' is active.
- g. The following is not true: 'liquid asset value' < 'cash on hand' limit amount.

Category	Short Description
	Cash on Hand > Cash on
73	Hand Limit

- 5. The new program status reason CT73 'Liquid Property Amount > Liquid Property Limit' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Personal property value greater than personal property limit.' is active.
 - b. The 'countable liquid property value' > county defined 'Liquid Asset' property limit.

Category	Short Description
	Liquid Property Amount >
73	Liquid Property Limit

2.6.2.3 Correspondence

2.6.2.3.1 Overview

This section describes the Notice of Action (NOA) triggers that will be created depending on the resulting EDBC reason code in the previous sections. Notices only trigger from certain reason codes listed in this section.

The reason codes listed in the rule recommendations are formatted as <CalWIN Reason Code> - <CalSAWS EDBC Display Reason>. The trigger condition describes the statuses and reasons in which the notice will trigger for. The countyspecific information describes which counties and actions the notices will generate for, as well as the document name and number that will be displayed on the distributed documents page. The template column determines how notices are grouped when generated.

2.6.2.3.2 Description of Change

1. <u>Reason Code: XAR827 - FTP Sponsor Personal Property</u>

a. Trigger Condition

- This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'FTP Sponsor Personal Property'. or
- ii. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'FTP Sponsor Personal Property'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Fresno	Discontinuance	General Relief Discontinuance- Sponsored Alien Requirements	068-A	11539
Fresno	Denial	General Relief Denial - Sponsored Alien Requirements	127-C	610725

DDID 2686/2314	DDID Description	DID Description How DDID Requirement Met						
	[Business Rule: {Liquid Resource PAES, SSIP or GA Applied} CalSAWS must determine liquid resource eligibility for an individual who has applied for PAES or SSIP or GA.]	The rule 'Applied for PAES or SSIP or GA.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Liquid Resource Checking and Direct Deposit} CalSAWS must subtract the direct deposit account minimum balance amount from the resource for GA/GR.]	The rule 'Liquid resource is a checking account and client has a direct deposit account.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram					
	[Business Rule: {Liquid Resource Cash on Hand} CalSAWS must determine whether an individual's cash on hand is greater than the cash on hand limit for GA/GR.]	[Business Rule: {LiquidResource Cash on Hand}CalSAWS must determinewhether an individual'scash on hand is greaterthan the cash on handlimit for GA/GR.]The rule 'Cash on handimit for GA/GR.]						
	[Business Rule: {Liquid Resource Personal Property} CalSAWS must include cash on hand as a liquid resource and count as personal property for GA/GR.]	The rule 'Add liquid resource to personal property.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Liquid Resource Countable} CalSAWS must fail GA/GR when the countable liquid resource total exceeds the liquid resource limit.]	The rule 'Countable liquid resource total exceeds the liquid resource limit.' Will mee this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Liquid Resource and POI} CalSAWS must count the remainder of liquid resource as income and compute POI for GA/GR.]	The rule 'Count remainder as income in the month. Compute POI if countable amount exceeds monthly grant.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Liquid Resource as Income} CalSAWS must count excess liquid resource as income for GA/GR.]	The rule 'Count remainder as income.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Liquid Resource Bank Account Type} CalSAWS must verify liquid resource type for GA/GR.]	The rule 'Bank Account verification.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Liquid Resource Bank Account as Property} CalSAWS must verify liquid resources type and add to personal property for GA/GR.]	The rule ' Bank Account verification.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Liquid Resource Deemed as Income} CalSAWS must treat deemed liquid resource as income for GA/GR.]	The rule 'Deemed liquid resource is treated as income.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

2.6.3 Life Insurance Functionality

2.6.3.1 County Admin Detail – Life insurance

2.6.3.1.1 Overview

A new County Admin Detail page for Life Insurance will be created. This page is viewed by the County Administrator to view the list of rules applicable for the Life Insurance functionality to their county.

2.6.3.1.2 Description of Changes

- a. The Admin detail page for Life Insurance will have the below functional categories and its associated flag turned on or off based on the current GA/GR functionality for each County
- b. The activate switch Yes/No indicate if that functionality is applicable to the displayed county.
- c. The functionality is effective dated with begin and end date
- d. The rule functionality can be viewed as of a date using the view date

Rule Description	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
CALM application																		
received and the life	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

insurance policy has a CSV.																		
If Life insurance has																		
CSV, then exempt one																		
life insurance policy per																		
person. Count CSV of																		
all others as personal																		
property.	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
If the CSV of the life																		
insurance greater than																		
500, count the excess of																		
\$500 as personal																		
property.	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Fail the case, if CSV																		
greater than Life																		
Insurance limit.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Sum the CSV of life																		
insurance and burial																		
insurance, if CSV is																		
greater than insurance																		
limit, fail the case.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν
Fail the case, if CSV																		
greater than Life																		
Insurance limit of \$1000.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν
If CSV of the life																		
insurance is greater																		
than \$50 then fail case.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Count CSV as income.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν
Client making a good																		
faith effort to liquidate																		
policy, if so, count																		
excess personal																		
property as income.																		
Compute POI if amount																		
exceeds monthly grant.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν
Add life insurance CSV																		
to countable personal																		
property if cost of																		
liquidating policy																		
greater than CSV.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y
Add life insurance CSV																		
to countable personal																		
property.	Ν	Ν	Y	Y	Ν	Ν	Y	Ν	Y	Ν	Ν	Y	Ν	Ν	Ν	Y	Ν	Ν
Net CSV equal to or less																		
than zero.	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Exempt life insurance																		
amount from table.	Ν	Ν	Ν	Ν	Y	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

Deeming rule same as																		
applicant.	Y	Ν	Y	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν
Deem resource with																		
deduction.	Ν	Y	Ν	Ν	Ν	Y	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Resource Deeming not																		
applicable.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Y	Ν	Ν	Y
Only liquid resource is																		
deemed and added to																		
sponsor's income.	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Fail when countable																		
Total Resource Value																		
exceeds the Total																		
Resource Limit.	Ν	Ν	Ν	Ν	Ν	Ν	Y	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

*Please Note CSV = Cash Surrender Value

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Rule	CalWIN Rule	CalSAWS Rule
EDX219C001	CALM application received and the life insurance policy has a CSV.	CALM application received and the life insurance policy has a CSV.
EDX219C002	If Life insurance has CSV, then exempt one life insurance policy per person. Count CSV of all others as personal property.	If Life insurance has CSV, then exempt one life insurance policy per person. Count CSV of all others as personal property.
EDX219C003	If the CSV of the life insurance greater than 500, count the excess of \$500 as personal property.	If the CSV of the life insurance greater than 500, count the excess of \$500 as personal property.
EDX219C004	Fail the case, if CSV greater than Life Insurance limit.	Fail the case, if CSV greater than Life Insurance limit.
EDX219C005	Sum the CSV of life insurance and burial insurance, if CSV is greater than insurance limit, fail the case.	Sum the CSV of life insurance and burial insurance, if CSV is greater than insurance limit, fail the case.
EDX219C006	Fail the case, if CSV greater than Life Insurance limit of \$1000.	Fail the case, if CSV greater than Life Insurance limit of \$1000.

EDX219C007	If CSV of the life insurance is greater than \$50 then fail case.	If CSV of the life insurance is greater than \$50 then fail case.
EDX219C008	Count CSV as income.	Count CSV as income.
EDX219C009	Client making a good faith effort to liquidate policy, if so, count excess personal property as income. Compute POI if amount exceeds monthly grant.	Client making a good faith effort to liquidate policy, if so, count excess personal property as income. Compute POI if amount exceeds monthly grant.
EDX219C010	Add life insurance CSV to countable personal property if cost of liquidating policy greater than CSV.	Add life insurance CSV to countable personal property if cost of liquidating policy greater than CSV.
EDX219C011	Add life insurance CSV to countable personal property.	Add life insurance CSV to countable personal property.
EDX219C012	Net CSV equal to or less than zero.	Net CSV equal to or less than zero.
EDX219C013	Exempt life insurance amount from table.	Exempt life insurance amount from table.
EDX219C014	Deeming rule same as applicant.	Deeming rule same as applicant.
EDX219C015	Deem resource with deduction.	Deem resource with deduction.
EDX219C016	Resource Deeming not applicable.	Resource Deeming not applicable.
EDX219C017	Only liquid resource is deemed and added to sponsor's income.	Only liquid resource is deemed and added to sponsor's income.
EDX219C030	Fail when countable Total Resource Value exceed the Total Resource Limit	Fail when countable Total Resource Value exceeds the Total Resource Limit.

Leverage Rule

Below is the corresponding leveraged CalWIN rule County Admin Matrix and the CalWIN number mapped to CalSAWS rules

Rule Name	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Alameda Burial arrangements irrevocable then exempt.	Y	N	Ν	И	N	Ν	N	N	Ν	Ν	Ν	N	Ν	N	N	N	Ν	N
Personal property value greater than grant amount.	Ν	Ν	Ν	Ν	N	Ν	N	N	Ν	Ν	Ν	N	Ν	Y	Y	Y	Ν	N
Secondary property Value greater than personal property limit.	Ν	Ν	Ν	Ν	N	Ν	N	N	Ν	Ν	Ν	N	Ν	Ν	Y	Ν	Ν	N
Applied for PAES or SSIP or GA.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Countable liquid resource total exceeds the liquid resource limit.	N	Ν	Ν	Ν	N	Ν	N	N	Ν	Y	Ν	N	Y	Ν	Ν	Ν	Ν	N
Count remainder as income in the month. Compute POI if countable amount exceeds monthly grant.	N	Ν	Ν	Ν	N	Ν	N	N	Ν	Ν	Ν	N	N	Ν	Y	Ν	Ν	N
Count remainder as income.	N	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Burial arrangements method 4.	N	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν
Earned income - Alameda Only.	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalSAWS Rule
EDX200C010	Alameda Burial arrangements irrevocable then exempt.
EDX201C001	Personal property value greater than grant amount.

EDX203C003	Secondary property Value greater than personal property limit.
EDX215C001	Applied for PAES or SSIP or GA.
EDX215C005	Countable liquid resource total exceeds the liquid resource limit.
EDX215C006	Count remainder as income in the month. Compute POI if countable amount exceeds monthly grant.
EDX215C007	Count remainder as income.
EDX302C007	Burial arrangements method 4.
EDX309C001	Earned income - Alameda Only.

2.6.3.2 EDBC Changes

2.6.3.2.1 Overview

This section will provide the Eligibility Rules flow for Life Insurance Program Person Eligibility that can be filtered for each CalWIN County.

2.6.3.2.2 Description of Change

Life Insurance Rules Flow Diagram:

A Consolidated Rules Flow Visio document will be provided as a separate Attachment in addition to this design Document that will depict the rules for a selected County.

The following Data Collection elements will be used by this Rule Flow.

Field (CalWIN)	Field (CalSAWS)	Location Details
Type[Life Insurance: CSV of term life policy]	Insurance Type: Term/Whole	Liquid Property Detail
CSV	Value	Property History Detail

Please refer the <u>Rules Flow Diagram</u> in the Appendix section on how to open and navigate the Visio diagram.

New Program/Person Status:

New Program/Person Status Reasons will be added to be used by this Rule Flow. The following reasons will set to the program/person level when the following conditions are met:

- 1. The new program status reason CT73 'Personal Property > Grant Amount.' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Only liquid resource is deemed and added to sponsor's income.' Is active.
 - b. The individual is marked as 'Deemed'.
 - c. One of the following:
 - i. The rule 'Resource Deeming not applicable.' Is active.
 - ii. The following is not true: applicant is marked as 'Deemed'.
 - iii. The rule 'Deem Resource with deduction' is not active.
 - d. The following is not true "The EDBC status Failed."
 - e. The countable personal property value > personal property limit.
 - f. The rule 'Personal property value greater than grant amount.' is active.

Category	Short Description
	Personal Property > Grant
73	Amount

- 2. The new program status reason CT73 'Liquid Property > Property Limit' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Only liquid resource is deemed and added to sponsor's income.' Is active.
 - b. The individual is marked as 'Deemed'.
 - c. One of the following:
 - i. The rule 'Resource Deeming not applicable.' Is active.
 - ii. The following is not true: applicant is marked as 'Deemed'.
 - iii. The rule 'Deem Resource with deduction' is not active.
 - d. AU size > zero or Total countable liquid property value > 'liquid asset' limit.
 - e. The following is false: the Individual Indigent Burial granted is not true.

Category	Short Description
	Liquid Property > Property
73	Limit

- 3. The new program status reason CT73 'Resource Value > Resource Limit' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Only liquid resource is deemed and added to sponsor's income.' Is active.
 - b. The individual is marked as 'Deemed'.
 - c. One of the following:
 - i. The rule 'Resource Deeming not applicable.' Is active.
 - ii. The following is not true: applicant is marked as 'Deemed'.
 - iii. The rule 'Deem Resource with deduction' is not active.
 - d. The rule 'Fail when countable Total Resource Value exceeds the Total Resource Limit.' is active.
 - e. Total Net countable property value > total resource limit.

Category	Short Description
	Resource Value >
73	Resource Limit

- 4. The new program reason CT73 'Personal Property > The Maximum Limit' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Only liquid resource is deemed and added to sponsor's income.' Is active.
 - b. The individual is marked as 'Deemed'.
 - c. One of the following:
 - i. The rule 'Resource Deeming not applicable.' Is active.
 - ii. The following is not true: applicant is marked as 'Deemed'.
 - iii. The rule 'Deem Resource with deduction' is not active.
 - d. Either A or B:
 - A. All the following:
 - i. The rule 'Earned income Alameda Only.' is active.
 - ii. The 'Total resource deemed amount' > 'Personal Property Limit'.
 - B. All the following:
 - i. The following is not true "The EDBC status Failed."
 - ii. The countable personal property value > Personal property limit.
 - iii. The rule 'Personal property value greater than grant amount.' Is active.

Category Short Description

	Personal Property > The
73	Maximum Limit

- 5. The new program reason CT73 'CSV Less Than or Equal to Zero' will be set as a failure status reason when all the following conditions are met:
 - a. The liquid property type 'life insurance' is countable for the county.
 - b. One of the following:
 - The rule 'CALM application received and the life insurance policy has a CSV..' is not active.
 - SFO PRR Program type code is CALM (CM).
 - Life Insurance CVS amount > 0.
 - c. The rule 'If Life insurance has CSV, then exempt one life insurance policy per person. Count CSV of all others as personal property.' Is not active.
 - d. The rule 'If the CSV of the life insurance greater than 500, count the excess of \$500 as personal property..' Is not active.
 - e. The rule 'Fail the case, if CSV greater than Life Insurance limit.' Is not active.
 - f. The rule 'Sum the CSV of life insurance and burial insurance, if CSV is greater than insurance limit, fail the case.' Is not active.
 - g. The rule 'Fail the case, if CSV greater than Life Insurance limit of \$1000...' is not active.
 - h. The rule 'If CSV of the life insurance is greater than \$50 then fail case.' Is not active.
 - i. The rule 'Count CSV as income.' Is not active.
 - j. The rule 'Client making a good faith effort to liquidate policy, if so, count excess personal property as income. Compute POI if amount exceeds monthly grant..' is not active.
 - k. The rule 'Add life insurance CSV to countable personal property if cost of liquidating policy greater than CSV.' Is not active.
 - I. The rule 'Add life insurance CSV to countable personal property.' is not active.
 - m. The rule 'Net CSV equal to or less than zero' is active.
 - n. The following is not true "the 'Net CSV' amount is equal to or less than zero."

Category	Short Description
	CSV Less Than or Equal to
73	Zero

- 6. The new program reason CT73 'Not Making a Good Faith Effort' will be set as a failure status reason when all the following conditions are met:
 - a. The liquid property type 'life insurance' is countable for the county.

- b. One of the following:
 - i. The rule 'CALM application received and the life insurance policy has a CSV.' is not active.
 - ii. SFO PRR Program type code is CALM (CM).
 - iii. Life Insurance CVS amount > 0.
- c. The rule 'If Life insurance has CSV, then exempt one life insurance policy per person. Count CSV of all others as personal property.' Is not active.
- d. The rule 'If the CSV of the life insurance greater than 500, count the excess of \$500 as personal property..' Is not active.
- e. The rule 'Fail the case, if CSV greater than Life Insurance limit.' Is not active.
- f. The rule 'Sum the CSV of life insurance and burial insurance, if CSV is greater than insurance limit, fail the case.' Is not active.
- g. The rule 'Fail the case, if CSV greater than Life Insurance limit of \$1000...' is not active.
- h. The rule 'If CSV of the life insurance is greater than \$50 then fail case.' Is not active.
- i. The rule 'Count CSV as income.' Is not active.
- j. Either A or B:
 - A. All the following
 - The rule 'Client making a good faith effort to liquidate policy, if so, count excess personal property as income. Compute POI if amount exceeds monthly grant.' is active.'
 - ii. The following is not true: the CSV (cash surrender value) is zero.
 - Β.
 - i. The rule 'Client making a good faith effort to liquidate policy, if so, count excess personal property as income. Compute POI if amount exceeds monthly grant.' is not active.
 - ii. The rule 'Add life insurance CSV to countable personal property if cost of liquidating policy greater than CSV' is active.' and the
 - iii. The following is not true: Cost of Liquidating Policy > CSV (cash surrender value).

Category	Short Description
	Not Making a Good Faith
73	Effort

- 7. The new program reason CT73 'CSV Exceeds the Life Insurance Limit' will be set as a failure status reason when all the following conditions are met:
 - a. The liquid property type 'life insurance' is countable for the county.

- b. One of the following:
 - The rule 'CALM application received and the life insurance policy has a CSV.' is not active.
 - SFO PRR Program type code is CALM (CM).
 - Life Insurance CVS amount > 0.
- c. The rule 'If Life insurance has CSV, then exempt one life insurance policy per person. Count CSV of all others as personal property.' Is not active.
- d. The rule 'If the CSV of the life insurance greater than 500, count the excess of \$500 as personal property..' Is not active.
- e. The rule 'Fail the case, if CSV greater than Life Insurance limit.' Is not active.
- f. The rule 'Sum the CSV of life insurance and burial insurance, if CSV is greater than insurance limit, fail the case.' Is not active.
- g. The rule 'Fail the case, if CSV greater than Life Insurance limit of \$1000...' is not active.
- h. The rule 'If CSV of the life insurance is greater than \$50 then fail case.' is active.
- i. The following is not true: The CSV (cash surrender value) < 'Individual Life Insurance' limit amount.

Category	Short Description					
	CSV Exceeds the Life					
73	Insurance Limit					

- 8. The new program reason CT73 'Cash Surrender Value > Life Insurance Limit' will be set as a failure status reason when all the following conditions are met:
 - a. The liquid property type 'life insurance' is countable for the county.
 - b. One of the following:
 - The rule 'CALM application received and the life insurance policy has a CSV.' is not active.
 - SFO PRR Program type code is CALM (CM).
 - Life Insurance CVS amount > 0.
 - c. The rule 'If Life insurance has CSV, then exempt one life insurance policy per person. Count CSV of all others as personal property.' Is not active.
 - d. The rule 'If the CSV of the life insurance greater than 500, count the excess of \$500 as personal property.' Is not active.
 - e. The rule 'Fail the case, if CSV greater than Life Insurance limit.' Is not active.
 - f. The rule 'Sum the CSV of life insurance and burial insurance, if CSV is greater than insurance limit, fail the case.' Is not active.
 - g. The rule 'Fail the case, if CSV greater than Life Insurance limit of \$1000.' is active.

h. The following is not true: The CSV (cash surrender value) < 'Individual Life Insurance' limit amount.

Category	Short Description	
	Cash Surrender Value >	
73	Life Insurance Limit	

- 9. The new program status reason CT73 'CSV > Life Insurance Limit' will be set as a failure status reason when all the following conditions are met:
 - a. The liquid property type 'life insurance' is countable for the county.
 - b. One of the following:
 - The rule 'CALM application received and the life insurance policy has a CSV.' is not active.
 - SFO PRR Program type code is CALM (CM).
 - Life Insurance CVS amount > 0.
 - c. The rule 'If Life insurance has CSV, then exempt one life insurance policy per person. Count CSV of all others as personal property.' Is not active.
 - d. The rule 'If the CSV of the life insurance greater than 500, count the excess of \$500 as personal property.' Is not active.
 - e. Any of the following rules are active:
 - 'Fail the case, if CSV greater than Life Insurance limit.'
 - 'The rule 'Sum the CSV of life insurance and burial insurance, if CSV is greater than insurance limit, fail the case.'
 - f. The following is not true: The Life CSV (cash surrender value) < 'Individual Life Insurance' limit amount.

Category	Short Description
73	CSV > Life Insurance Limit

- 10. The new program status reason CT73 'Real Property > Property Limit' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Only liquid resource is deemed and added to sponsor's income.' Is active.
 - b. The individual is marked as 'Deemed'.
 - c. One of the following:
 - The rule 'Resource Deeming not applicable.' Is active.
 - The following is not true: applicant is marked as 'Deemed'.
 - The rule 'Deem Resource with deduction' is not active.
 - d. The following is not true "The EDBC status Failed."
 - e. The following is not true: The countable personal property value > personal property limit.

f. The countable real property value is greater than real property limit.

Category	Short Description	
	Real Property > Property	
73	Limit	

- 11. The new program status reason CT73 'Secondary Real Property Exceeds the Limit' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Only liquid resource is deemed and added to sponsor's income.' Is active.
 - b. The individual is marked as 'Deemed'.
 - c. One of the following:
 - The rule 'Resource Deeming not applicable.' Is active.
 - The following is not true: applicant is marked as 'Deemed'.
 - The rule 'Deem Resource with deduction' is not active.
 - d. The following is not true "The EDBC status Failed."
 - e. The following is not true: The countable personal property value > personal property limit.
 - f. The countable real property value is greater than real property limit.
 - g. The rule 'Secondary property Value greater than personal property limit.' is active.
 - h. The countable secondary real property value is greater than real property limit.

Category	Short Description	
	Secondary Real Property	
73	Exceeds the Limit	

- 12. The new program status reason CT73 'Client Leaves AIK Facility Due to Discontinuance' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Only liquid resource is deemed and added to sponsor's income.' Is active.
 - b. The individual is marked as 'Deemed'.
 - c. One of the following:
 - The rule 'Resource Deeming not applicable.' Is active.
 - The following is not true: applicant is marked as 'Deemed'.
 - The rule 'Deem Resource with deduction' is not active.
 - d. The following is not true "The EDBC status Failed."

- e. The following is not true: The countable personal property value > personal property limit.
- f. The countable real property value is greater than real property limit.
- g. 'AID in kind RCP' is Yes.

Category	Short Description	
	Client Leaves AIK Facility	
73	Due to Discontinuance	

- 13. The new program status reason CT73 'Countable Liquid Property > Liquid Property Limit' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Only liquid resource is deemed and added to sponsor's income.' Is active.
 - b. The individual is marked as 'Deemed'.
 - c. One of the following:
 - The rule 'Resource Deeming not applicable.' Is active.
 - The following is not true: applicant is marked as 'Deemed'.
 - The rule 'Deem Resource with deduction' is not active.
 - d. The rule 'Countable liquid resource total exceed the liquid resource limit.' is active.
 - e. The total countable liquid property value > 'Liquid Asset CAAP EID' limit amount.

Category	Short Description	
	Countable Liquid Property	
73	> Liquid Property Limit	

- 14. The new program status reason CT73 'Countable Liquid Property After Deduction > Liquid Property Limit' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Only liquid resource is deemed and added to sponsor's income.' Is active.
 - b. The individual is marked as 'Deemed'.
 - c. One of the following:
 - The rule 'Resource Deeming not applicable.' Is active.
 - The following is not true: applicant is marked as 'Deemed'.
 - The rule 'Deem Resource with deduction' is not active.
 - d. The rule 'Countable liquid resource total exceeds the liquid resource limit.' is not active.
 - e. The rule 'Count remainder as income in the month. Compute POI if countable amount exceeds monthly grant.' is not active.

- f. The rule 'Count remainder as income.' Is not active.
- g. The total countable liquid property value + Total Liquid property deemed amount + liquid property limit > 'liquid resource amount'.
- h. The following is not true: individual Indigent Burial granted is not true.

Category	Short Description		
	Countable Liquid Property		
	After Deduction > Liquid		
73	Property Limit		

2.6.3.3 Correspondence

2.6.3.3.1 Overview

This section describes the Notice of Action (NOA) triggers that will be created depending on the resulting EDBC reason code in the previous sections. Notices only trigger from certain reason codes listed in this section.

The reason codes listed in the rule recommendations are formatted as <CalWIN Reason Code> - <CalSAWS EDBC Display Reason>. The trigger condition describes the statuses and reasons in which the notice will trigger for. The countyspecific information describes which counties and actions the notices will generate for, as well as the document name and number that will be displayed on the distributed documents page. The template column determines how notices are grouped when generated.

2.6.3.3.2 Description of Change

1. <u>Reason Code: XAR208 - Personal Property > Grant Amount</u>

- a. Trigger Condition
 - This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Personal Property > Grant Amount'. or
 - ii. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'Personal Property > Grant Amount'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Placer	Discontinuance	Discontinuance - Excess Property	034	608577
Placer	Denial	Excess Personal Property	122-1	608582

		GA		
		Denial/Discontinuance-		
		Various-Property Exceeds	CDS 030-0	
Sacramento	Denial	Maximum	(05/93)	11787
		GA		
		Denial/Discontinuance-		
		Various-Property Exceeds	CDS 030-0	
Sacramento	Discontinuance	Maximum	(05/93)	607891
Santa		GR - Deny - Excess		
Barbara	Denial	Property	154-0	12331
		GA - Denial - Excess		
Solano	Denial	Personal Property	154	12437
		GA Denial - Excess		
		Resources (Other Than	122-4A	
Sonoma	Denial	Vehicle or Real Property)	(08/98)	12670

2. <u>Reason Code: XAR209 - Real property > Property Limit</u>

- a. Trigger Condition
 - This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Real property > Property Limit.'.
 - or
 - ii. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'Real property > Property Limit.'.

b. Program Level Reason

c. County-specific information:

County	Action	Document Description	Number	Template
Contra Costa	Discontinuance	GA Discontinuance - Excess Personal Property	034 1	12590
Contra Costa	Denial	GA Denial - Excess Personal Property	122 1	11519
Fresno	Discontinuance	General Relief Discontinuance - Excess Real Property	012-B (01/05)	11542
Fresno	Denial	General Relief Denial - Excess Real Property	121	610723
Orange	Discontinuance	GR Disc - Excess Property	034 B	11613
Orange	Denial	GR Denial - Excess Property	122 B	11608
Santa Barbara	Discontinuance	GR - Disc - Excess Property	054-1	12334

Santa		GR - Deny - Excess		
Barbara	Denial	Property	154-0	12331
Santa Cruz	Discontinuance	Discontinuance - Excess Resources for GA	013-B	12094
Santa Cruz	Denial	Denial - General Assistance Denial Excess Property	121-B	610710
San Mateo	Discontinuance	GA Discontinuance - Excess real property	005 0	11964
San Mateo	Denial	GA Denial - Excess Real Property	1110	11953
Solano	Denial	GA - Denial - Excess Real Property	155	12112
Yolo	Discontinuance	GA Disc Excess Property	033-3	12217
Yolo	Denial	GA Denial - Excess Property	122-3	12215

3. <u>Reason Code: XAR210 - Liquid property > Property Limit</u>

- a. Trigger Condition
 - This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Liquid property > Property Limit.'.
 - ii. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'Liquid property > Property Limit.'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Contra Costa	Denial	GA Denial - Excess Personal Property	122 1	11519
Placer	Discontinuance	Discontinuance - Excess Property	034	608577
Placer	Denial	Excess Personal Property	122-1	608582
San Francisco	Denial	CAAP Denial - Excess Cash Assets	2155-09	12604
Sonoma	Denial	GA Denial - Excess Resources (Other Than Vehicle or Real Property)	122-4A (08/98)	607473

4. <u>Reason Code: XAR216 - CSV > Life Insurance Limit</u>

- a. Trigger Condition
 - i. This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'CSV > Life Insurance Limit'. or
 - ii. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'CSV > Life Insurance Limit'.
- b. Program Level Reason
- c. County-specific information:

Santa CruzDiscontinuanceExcessSanta CruzDiscontinuanceResources for GA013-BDenial - GeneralActivity and Participal Fundation	County	Action	Document Description	Number	Template
Denial - General	Santa Cruz	Discontinuance	Discontinuance - Excess Resources for GA	013-B	12094
Assistance Denial Excess Santa Cruz Denial Property 121-B	Santa Cruz	Denial	Denial - General Assistance Denial Excess Property	121_B	610710

5. <u>Reason Code: XAR290 - Secondary Real Property Exceeds the Limit</u>

- d. Trigger Condition
 - This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Secondary Real Property Exceeds the Limit'.
- e. Program Level Reason
- f. County-specific information:

County	Action	Document Description	Number	Template
Santa		GA Discontinuance -		
Clara	Discontinuance	Excess Personal Property	GA 034	12013
		GA Disc - Excess Property:	033-4B	
Sonoma	Discontinuance	Vehicles or Real Property	(09/99)	12534

6. <u>Reason Code: XAR254 - Countable Liquid Property > Liquid Property Limit</u>

- a. Trigger Condition
 - This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Countable Liquid property > Liquid Property Limit'. or
 - ii. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'Countable Liquid property > Liquid Property Limit'.
- b. Program Level Reason

c. County-specific information:

County	Action	Document Description	Number	Template
Santa Cruz	Discontinuance	Discontinuance - Excess Resources for GA	013-B	12094
Santa Cruz	Donial	Denial - General Assistance Denial Excess Property	101 0	(10710
Santa Cruz	Deniai	горену	121-B	610/10

7. <u>Reason Code: XAR255 - Countable Liquid Property After Deduction > Liquid</u> <u>Property Limit</u>

- a. Trigger Condition
 - This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Countable Liquid property After Deduction > Liquid Property Limit'. or
 - ii. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'Countable Liquid property After Deduction > Liquid Property Limit'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
		GA Denial/Discontinuance- Various-Property Exceeds	CDS 030-0	
Sacramento	Discontinuance	Maximum	(05/93)	607891
		GA Denial/Discontinuance- Various-Property Exceeds	CDS 030-0	
Sacramento	Denial	Maximum	(05/93)	11787

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Life Insurance CSV CALM Application} CalSAWS must perform budgeting of CSV of life insurance for the CALM program.]	The rule 'CALM application received and the life insurance policy has a CSV.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Life Insurance Exempt One Per Person} CalSAWS must exempt one life insurance policy per person for GA/GR.]	The rule 'If Life insurance has CSV, then exempt one life insurance policy per person. Count CSV of all others as personal property.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Life Insurance Count Excess \$500} CalSAWS must count the CSV of life insurance that is over the GA/GR life insurance limit.]	The rule 'If the CSV of the life insurance greater than 500, count the excess of \$500 as personal property.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Life Insurance CSV Fail} CalSAWS must fail the case when the CSV of life insurance is greater than the GA/GR life insurance limit.]	The rule 'Fail the case, if CSV greater than Life Insurance limit.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Life and Burial Insurance CSV} CalSAWS must fail the case when the sum of the CSV of life insurance and burial insurance is greater than the GA/GR life insurance limit.]	The rule 'Sum the CSV of life insurance and burial insurance, if CSV is greater than insurance limit, fail the case.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Life Insurance Fail \$1000 CSV} CalSAWS must fail the case when the CSV of life insurance is greater than the GA/GR \$1000 life insurance limit.]	The rule 'Fail the case, if CSV greater than Life Insurance limit of \$1000.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Life Insurance Fail \$50 CSV} CalSAWS must fail the case when the CSV of life insurance is greater than \$50 for GA/GR.]	The rule 'If CSV of the life insurance is greater than \$50 then fail case.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Life Insurance Count CSV Income} CalSAWS must count CSV of life insurance as income for GA/GR.]	The rule 'Count CSV as income.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Life Insurance Good Faith Liquidate Effort} CalSAWS must exempt CSV of life insurance for 30-days for GA/GR when the individual is making a good faith effort to liquidate the policy.]	The rule 'Client making a good faith effort to liquidate policy, if so, count excess personal property as income. Compute POI if amount exceeds monthly grant.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Life Insurance CSV Personal Property Liquidate Cost} CalSAWS must add life insurance CSV to countable personal property for GA/GR when the cost of liquidating policy greater than CSV.]	The rule 'Add life insurance CSV to countable personal property if cost of liquidating policy greater than CSV.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Life Insurance CSV Personal Property} CalSAWS must add life insurance CSV to countable personal property for GA/GR.]	The rule 'Add life insurance CSV to countable personal property.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Life Insurance Zero CSV} CalSAWS must fail the GA/GR case if the net CSV of life insurance is greater than zero.]	The rule 'Net CSV equal to or less than zero.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Life Insurance Exempt Table Amount} CalSAWS must exempt life insurance limit amount from table for GA/GR and count the rest as income.]	The rule 'Exempt life insurance amount from table.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Life Insurance Applicant Deeming} CalSAWS must deem the life insurance amount for GA/GR according to applicant rules.]	The rule 'Deeming rule same as applicant.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Life Insurance Deem Resource} CalSAWS must deem the life insurance amount for GA/GR after deducting the allowed disregard.]	The rule 'Deem resource with deduction.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Life Insurance Not Deemed} CalSAWS must not apply resource deeming to life insurance for GA/GR.]	The rule 'Resource Deeming not applicable.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Life Insurance Sponsor Deeming} CalSAWS must deem the life insurance of an alien sponsor when determining the eligibility for GA/GR.]	The rule 'Only liquid resource is deemed and added to sponsor's income.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

2.6.4 Secondary Real Property Test Functionality

2.6.4.1 County Admin Detail - Secondary Real Property Test

2.6.4.1.1 Overview

A new County Admin Detail page for Secondary Real Property Test will be created. This page is viewed by the County Administrator to view the list of rules applicable for the Secondary Real Property Test functionality to their county.

2.6.4.1.2 Description of Changes

- a. The Admin detail page for Secondary Real Property Test will have the below functional categories and its associated flag turned on or off based on the current GA/GR functionality for each County
- b. The activate switch Yes/No indicate if that functionality is applicable to the displayed county.
- c. The functionality is effective dated with begin and end date
- d. The rule functionality can be viewed as of a date using the view date

Rule Description	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Net Monthly housing expenses greater than total monthly income plus indv assets.	Я	И	И	И	И	Я	И	Y	Я	Я	И	И	Я	N	И	И	Я	И
Secondary property Value greater than personal property limit and indv making a good faith effort to sell.	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ζ	Ν	Ν	Ν	Ν
Secondary property Value greater than personal property limit.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	N	Y	Ν	Ν	Ν
Secondary Real property is for sale and it is producing 6% return on NMV per year.	Ν	N	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	N	N	Y	Ν	Ν	Ν	Ν	Ν
Add the countable value of the principal residence to the countable value of sec real property.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

	CalWIN Rule	
CalWIN Rule		CalSAWS Rule
EDX203C001	Net Monthly housing expenses greater than total monthly income plus indv assets.	Net Monthly housing expenses greater than total monthly income plus indv assets.
EDX203C002	Secondary property Value greater than personal property limit and indv making a good faith effort to sell.	Secondary property Value greater than personal property limit and indv making a good faith effort to sell.
EDX203C003	Secondary property Value greater than personal property limit.	Secondary property Value greater than personal property limit.
EDX203C004	Secondary Real property is for sale and it is producing 6% return on NMV per year.	Secondary Real property is for sale and it is producing 6% return on NMV per year.
EDX203C005	Add the countable value of the principal residence to the countable value of sec real property.	Add the countable value of the principal residence to the countable value of sec real property.

Leverage Rule

Below is the corresponding leveraged CalWIN rule County Admin Matrix and the CalWIN number mapped to CalSAWS rules

Rule Description	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Only liquid resource is deemed and added to sponsor's income.	Ν	N	Ν	Y	N	Ν	N	Ν	Ν	Ν	N	N	Ν	N	N	N	N	N
Fail indv, if indv has Real property	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalSAWS Rule
EDX219C017	Only liquid resource is deemed and added to sponsor's income.
EDX205C002	Fail indv, if indv has Real property

2.6.4.2 EDBC Changes

2.6.4.2.1 Overview

This section will provide the Eligibility Rules flow for Liquid Resources Program Person Eligibility that can be filtered for each CalWIN County.

2.6.4.2.2 Description of Change

Secondary Real Property Test Rules Flow Diagram:

A Consolidated Rules Flow Visio document will be provided as a separate Attachment in addition to this design Document that will depict the rules for a selected County.

The following Data Collectior	n elements will be	used by this Rule Flow.
-------------------------------	--------------------	-------------------------

Field (CalWIN)	Field (CalSAWS)	Location Details
Willing to Sell	Listed For Sale	Property History
		Detail
Acquired Date	begin date	Property History
		Detail
Individual real	Status	Property History
property available		Detail
percent owned	Percentage	Real Property
		Detail

Please refer the <u>Rules Flow Diagram</u> in the Appendix section on how to open and navigate the Visio diagram.

New Program/Person Status:

New Program/Person Status Reasons will be added to be used by this Rule Flow. The following reasons will set to the program/person level when the following conditions are met:

- The new program status reason CT73 'Secondary Property > Personal Property Limit' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Fail indv, if indv has Real property' is not active.
 - b. The rule 'Net Monthly housing expenses greater than total monthly income plus indv assets.' is not active.
 - c. All the following in A, B, or C:
 - A. All the following:
 - 1. The rule 'Secondary property Value greater than personal property limit and indv making a good faith effort to sell.' is not active.
 - 2. The rule 'Secondary property Value greater than personal property limit.' is not active.
 - 3. Either of the following is true:
 - The rule 'Secondary Real property is for sale and it is producing 6% return on NMV per year.' is active and the countable real property < real property limit.
 - The rule 'Secondary Real property is for sale and it is producing 6% return on NMV per year.' is not active and the Countable secondary real property value (computed in jointly owned use case) < real property limit
 - 4. All the following is not true
 - i. "property is Listed for Sale"
 - ii. "Real Property Utilization Limit is greater than Real Property Rental Income."
 - iii. "property 'value' is 0 and Real property Rented Income is 0."
 - B. All the following:
 - 1. The rule 'Secondary property Value greater than personal property limit and indv making a good faith effort to sell.' is not active.
 - 2. The rule 'Secondary property Value greater than personal property limit.' is not active.
 - 3. Either of the following is true:
 - The rule 'Secondary Real property is for sale and it is producing 6% return on NMV per year.' is active and the countable real property > real property limit.
 - The rule 'Secondary Real property is for sale and it is producing 6% return on NMV per year.' is not active and the Countable secondary real property value (computed in jointly owned use case) > real property limit
- C. All the following:
 - 1. The rule 'Secondary property Value greater than personal property limit and indv making a good faith effort to sell.' Is active.
 - 2. The Countable secondary real property value > property limit
 - 3. The following is not true: The property is listed for sale.

Category	Short Description
	Secondary Property >
73	Personal Property Limit

- 2. The new program status reason CT73 'Secondary Real Property Exceeds the Limit' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Fail indv, if indv has Real property' is not active.
 - b. The rule 'Net Monthly housing expenses greater than total monthly income plus indv assets.' is not active.
 - c. The rule 'Secondary property Value greater than personal property limit and indv making a good faith effort to sell.' is not active.
 - d. The rule 'Secondary property Value greater than personal property limit.' is active.

Category	Short Description
	Secondary Real Property
73	Exceeds the Limit

2.6.4.3 Correspondence

2.6.4.3.1 Overview

This section describes the Notice of Action (NOA) triggers that will be created depending on the resulting EDBC reason code in the previous sections. Notices only trigger from certain reason codes listed in this section.

The reason codes listed in the rule recommendations are formatted as <CalWIN Reason Code> - <CalSAWS EDBC Display Reason>. The trigger condition describes the statuses and reasons in which the notice will trigger for. The countyspecific information describes which counties and actions the notices will generate for, as well as the document name and number that will be displayed on the distributed documents page. The template column determines how notices are grouped when generated.

2.6.4.3.2 Description of Change

1. <u>Reason Code: XAR203 - Secondary Property > Personal Property Limit</u>

- a. Trigger Condition
 - i. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'Secondary Property > Personal Property Limit'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
		Denial - General Assistance Denial Excess		
Santa Cruz	Denial	Property	121-B	610710
Yolo	Denial	GA Denial - Excess Property	122-3	12215

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Secondary Real Property Test Exempt} CalSAWS must exempt Secondary Real Property net monthly housing expenses greater than total monthly income plus individual assets for GA/GR.]	The rule 'Net Monthly housing expenses greater than total monthly income plus indv assets.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Secondary Real Property Test Exempt 3 MOs Good Faith} CalSAWS must exempt Secondary Real Property value greater than personal property limit for 3 months for GA/GR when the individual is making a good faith effort to sell.]	The rule 'Secondary property Value greater than personal property limit and indv making a liqto sell.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Secondary Real Property Test Fail} CalSAWS must fail the case when the Secondary Real Property value is greater than the personal property limit for GA/GR.]	The rule 'Secondary property Value greater than personal property limit.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Secondary Real Property Test Property For Sale} CalSAWS must exempt Secondary Real Property for GA/GR that is greater than the Real Property limit but producing more than 6% return per year when the property is for sale.]	The rule 'Secondary Real property is for sale and it is producing 6% return on NMV per year.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Secondary Real Property Test Countable Value} CalSAWS must add the countable value of the principle residence to the countable value of secondary real property for GA/GR.]	The rule 'Add the countable value of the principal residence to the countable value of sec real property.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

2.6.5 Secondary Real Property Functionality

2.6.5.1 County Admin Detail - Secondary Real Property

2.6.5.1.1 Overview

A new County Admin Detail page for Secondary Real Property will be created. This page is viewed by the County Administrator to view the list of rules applicable for the Secondary Real Property functionality to their county.

2.6.5.1.2 Description of Changes

- a. The Admin detail page for Secondary Real Property will have the below functional categories and its associated flag turned on or off based on the current GA/GR functionality for each County
- b. The activate switch Yes/No indicate if that functionality is applicable to the displayed county.
- c. The functionality is effective dated with begin and end date
- d. The rule functionality can be viewed as of a date using the view date

Rule Name	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Countable value of Secondary Real property.	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	Y	N	N	N
Property value greater than \$3500.	Ν	N	Y	N	Ν	Ν	Ν	Ν	Ν	N	N	Ν	Ν	Ν	Ν	N	Ν	N
Lien signed.	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Property produces income greater than or equal to 6% of NMV per year.	Ν	Y	N	N	Ν	Ν	Ν	Ν	Y	N	N	Ν	Ν	Ν	Ν	N	Ν	N
Property producing income consistent with FMV.	N	N	N	N	Y	Ν	Ν	Ν	N	N	N	N	N	N	N	N	N	N
Countable value of Secondary Real property and value greater than Real property limit.	N	N	N	N	Ζ	Ν	Ζ	Ν	Ν	Y	N	Ν	Ν	N	Ν	N	Ν	N
Countable value of Secondary Real property less \$50.	N	N	N	N	Ν	N	Ν	N	N	N	N	Y	N	N	N	N	N	N
Property is a home and producing income that meets client's needs.	N	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	N	N
Secondary property available.	Ν	Ν	Ν	N	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν
Countable amount of Secondary Real property.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Z	Ν	Ν	N	Y	Ν	Z	Ν	Z	Ν
Count FMV less encumbrance less other costs.	N	N	N	N	Ν	Ν	Ν	Ν	N	N	N	N	Ν	N	N	N	N	Y
Property producing income consistent with FMV.	Ν	N	N	N	Ν	Ν	Ν	Ν	Ν	N	N	Ν	Ν	Y	Ν	N	Y	N
At least 6% return on NMV per year, then exempt the property, but count as income.	N	N	N	N	Ν	Ν	Ν	Y	Ν	N	N	N	Ν	N	Ν	N	Ν	N

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Rule	CalWIN Rule	CalSAWS Rule
EDX204C001	Countable value of Secondary Real property.	Countable value of Secondary Real property.
EDX204C002	Property value greater than \$3500.	Property value greater than \$3500.
EDX204C003	Lien signed.	Lien signed.
EDX204C004	Property produces income greater than or equal to 6% of NMV per year.	Property produces income greater than or equal to 6% of NMV per year.
EDX204C005	Property producing income consistent with FMV.	Property producing income consistent with FMV.
EDX204C006	Countable value of Secondary Real property and value greater than Real property limit.	Countable value of Secondary Real property and value greater than Real property limit.
EDX204C007	Countable value of Secondary Real property less \$50.	Countable value of Secondary Real property less \$50.
EDX204C008	Property is a home and producing income that meets client's needs.	Property is a home and producing income that meets client's needs.
EDX204C009	Secondary property available.	Secondary property available.
EDX204C011	Countable value of Secondary Real property.	Countable amount of Secondary Real property.
EDX204C013	Count FMV less encumbrance less other costs.	Count FMV less encumbrance less other costs.
EDX204C014	Property producing income consistent with FMV.	Property producing income consistent with FMV.
EDX204C015	At least 6% return on NMV per year, then exempt the property, but count as income.	At least 6% return on NMV per year, then exempt the property, but count as income.

CalWIN Number	CalWIN Description	Reason
EDX204C010	Property not available	rule being applicable or not will have the same result
EDX204C012	Exempt Secondary Real Property and Set 30 day alert	rule being applicable or not will have the same result

The following CalWIN rules has been removed for this functionality.

Leverage Rule

Below is the corresponding leveraged CalWIN rule County Admin Matrix and the CalWIN number mapped to CalSAWS rules

Rule Name	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Dieao	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Earned income - Alameda Only.	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	И

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalSAWS Rule
EDX309C001	Earned income - Alameda Only.

2.6.5.2 EDBC Changes

2.6.5.2.1 Overview

This section will provide the Eligibility Rules flow for Liquid Resources Program Person Eligibility that can be filtered for each CalWIN County.

2.6.5.2.2 Description of Change

Secondary Real Property Rules Flow Diagram:

A Consolidated Rules Flow Visio document will be provided as a separate Attachment in addition to this design Document that will depict the rules for a selected County.

Field (CalWIN)	Field (CalSAWS)	Location Details
Fair Market Value (FMV)	value	Property History Detail
Lien Signed	Listed For Sale is yes> Lien Applicable is yes	Property History Detail
date signed	lien sign date	Property History Detail
Utilization Requirement	Utilization:	Property History Detail
Willing to Sell	Listed For Sale	Property History Detail
Acquired Date	begin date	Property History Detail
Individual real property available	Status	Property History Detail
percent owned	Percentage	Real Property Detail
real property usage reason code is set as "Principal Residence" or "Home"	Usage: home	Property History Detail
generating income	Usage: Income Producing	Property History Detail
Utilization date	Utilization date	Property History Detail

The following Data Collection elements will be used by this Rule Flow.

Please refer the <u>Rules Flow Diagram</u> in the Appendix section on how to open and navigate the Visio diagram.

New Program/Person Status:

New Program/Person Status Reasons will be added to be used by this Rule Flow. The following reasons will set to the program/person level when the following conditions are met:

- 1. The new program status reason CT73 'Real Property Not Used as Home' will be set as a failure status reason when all the following conditions in A or B are met:
 - A. The following:
 - a. Either the following is true:.
 - i. The rule 'Countable value of Secondary Real property.' is active.
 - ii. The rule 'Countable value of Secondary Real property.' and 'Property value greater than \$3500.' is not active and the rule 'Lien signed.' is active.
 - b. The property usage is not 'home'.
 - B. The following
 - a. The rule 'Countable value of Secondary Real property and value greater than Real property limit.' is not active.
 - b. The rule 'Countable value of Secondary Real property less \$50.' is not active.
 - c. The rule 'Property is a home and producing income that meets client's needs.' is active.
 - d. The property usage is not 'home' and it is the only real property that the individual has.

Category	Short Description
	Real Property Not Used as
73	Home

- 2. The new status reason CT73 'Net Income From Other Property > 6%.' will be set as a display status reason to trigger NOA when all the following conditions in ether A or B are met:
 - A. All the following:
 - a. The rule 'Countable value of Secondary Real property.' is not active.
 - b. The rule 'Property value greater than \$3500.' is not active.
 - c. The rule 'Lien signed.' is not active.
 - d. The rule 'At least 6% return on NMV per year, then exempt the property, but count as income.' is not active.
 - e. The rule 'Property produces income greater than or equal to 6% of NMV per year.' is not active.
 - f. The rule 'Property producing income consistent with FMV.' is not active.
 - g. Either of the following in I or II is true
 - I. All the following:
 - i. The rule 'Countable value of Secondary Real property and value greater than Real property limit.' is active.
 - II. All the following:

- i. The rule 'Countable value of Secondary Real property and value greater than Real property limit.' is not active.
- ii. The rule 'Countable value of Secondary Real property less \$50.' is not active,
- iii. The rule 'Property is a home and producing income that meets client's needs.' is not active.
- iv. The real property Status is available.
- v. Any of the following is true:
 - a. The rule 'Secondary property available.' is active.
 - b. The rule 'Countable value of Secondary Real property.' is active.
 - c. The property is not Listed For Sale on property detail history and the rule 'Count FMV less encumbrance less other costs.' is active or the rule 'Property producing income consistent with FMV.' is not active.
- h. The individual real property status is available.
- i. Countable secondary real property value is less than or equal to 0 or Countable secondary real property value is less than or equal to secondary real property limit.
- j. The real property rent income is greater than or equal to the real property utilization limit.
- B. All the following:
 - a. The rule 'Countable value of Secondary Real property.' is not active.
 - b. The rule 'Property value greater than \$3500.' is active.
 - c. The individual real property status is available.
 - d. Countable secondary real property value is less than or equal to 0 or Countable secondary real property value is less than or equal to secondary real property limit.
 - e. The real property rent income is greater than or equal to the real property utilization limit.

Category	Short Description	
	Net Income From Other	
73	Property > 6%	

- 3. The new status reason CT73 'Net Income From Other Property > 6%.' will be set as a display status reason to trigger NOA when all the following conditions in ether A or B are met:
 - A. All the following:
 - a. The rule 'Countable value of Secondary Real property.' is not active.
 - b. The rule 'Property value greater than \$3500.' is not active.
 - c. The rule 'Lien signed.' is not active.

- d. The rule 'At least 6% return on NMV per year, then exempt the property, but count as income.' is not active.
- e. The rule 'Property produces income greater than or equal to 6% of NMV per year.' is not active.
- f. The rule 'Property producing income consistent with FMV.' is not active.
- g. All the following in I or II:
 - I. The rule 'Countable value of Secondary Real property and value greater than Real property limit.' is active.
 - II. All the following:
 - i. The rule 'Countable value of Secondary Real property and value greater than Real property limit.' is not active.
 - ii. The rule 'Countable value of Secondary Real property less \$50.' is not active,
 - iii. The rule 'Property is a home and producing income that meets client's needs.' is not active.
 - iv. The real property Status is available.
 - v. Any of the following is true:
 - d. The rule 'Secondary property available.' is active.
 - e. The rule 'Countable value of Secondary Real property.' is active.
 - f. The property is not Listed For Sale on property detail history and the rule 'Count FMV less encumbrance less other costs.' is active or the rule 'Property producing income consistent with FMV.' is not active.
- h. The individual real property status is available.
- i. Countable secondary real property value is less than or equal to 0 or Countable secondary real property value is less than or equal to secondary real property limit.
- j. The real property rent income is greater than or equal to the real property utilization limit.
- B. All the following:
 - a. The rule 'Countable value of Secondary Real property.' is not active.
 - b. The rule 'Property value greater than \$3500.' is active.
 - c. The individual real property status is available.
 - d. Countable secondary real property value is less than or equal to 0 or Countable secondary real property value is less than or equal to secondary real property limit.
 - e. The following is not true: the real property rent income is greater than or equal to the real property utilization limit.

Category Short Description

	Net Income From Other
73	Property < 6%

- 4. The new program status reason CT73 'Acceptable Utilization Req. Not Met' will be set as a failure status reason when all the following conditions are met:
 - a. The rule 'Countable value of Secondary Real property.' is not active.
 - b. The rule 'Property value greater than \$3500.' is not active.
 - c. The rule 'Lien signed.' is not active.
 - d. The rule 'At least 6% return on NMV per year, then exempt the property, but count as income.' is active.
 - e. Property status is 'available'.
 - f. One of following is true:
 - i. Real Property Rental Income < 0.
 - ii. Real Property Rental Income < real property utilization limit.
 - g. The property is not exempted. (This is determined based on the visio.)

Category	Short Description	
	Acceptable Utilization	
73	Req. Not Met	

- 5. The new program status reason CT73 'Net Monthly Housing Exp Exceeded Monthly Inc for More Than 30 Days' will be set as a failure status reason when the following conditions are met in A,B,C,D,E,F,G,H,I,J in the following combinations:
 - 1. A and J
 - 2. B and C and J
 - 3. B and D and E and J
 - 4. B and D and F and J
 - 5. B and D and G and H and J
 - 6. B and D and G and I and J
 - A. The rule ' Property value greater than \$3500.' is active.
 - B. All the following:
 - a. The rule ' Property value greater than \$3500.' is not active.
 - b. The rule 'Lien signed.' is not active.
 - c. The rule 'At least 6% return on NMV per year, then exempt the property, but count as income.' is not active.
 - d. The rule ' Property produces income greater than or equal to 6% of NMV per year.' is not active.

- e. The rule ' Property producing income consistent with FMV.' is not active.
- C. The rule ' Countable value of Secondary Real property and value greater than Real property limit.' is active.
- D. All the following:
 - a. The rule ' Countable value of Secondary Real property less \$50.' is not active.
 - b. The rule ' Property is a home and producing income that meets client's needs.' is not active.
 - c. Real property Status is available.
- E. The rule 'Secondary property available.' is active.
- F. All the following:
 - a. The rule 'Secondary property available.' is not active.
 - b. The rule ' Countable value of Secondary Real property.' is active.
- G. All the following:
 - a. The rule 'Secondary property available.' is not active.
 - b. The rule ' Countable value of Secondary Real property.' is not active.
 - c. The following is not true: property is Listed For Sale on property detail history.
- H. The rule ' Count FMV less encumbrance less other costs.' is active.
- I. All the following:
 - a. The rule ' Count FMV less encumbrance less other costs.' is not active.
 - b. The rule ' Property producing income consistent with FMV.' is not active.
- J. All the following:
 - a. Individual real property status is available.
 - b. One of the following is false:
 - i. Countable secondary real property value > 0.
 - ii. Countable secondary real property value > secondary real property limit.
 - c. All the following in i or ii:
 - i. The following is not true: 'Utilization' (from Property History Detail) is 'Y'.
 - ii. All the following:

- a. 'Utilization' (from Property History Detail) is 'Y'.
- b. Property Utilization is yes.
- c. Benefit month begin date > non utilization date.

Category	Short Description	
	Net Monthly Housing Exp	
	Exceeded Monthly Inc for	
73	More Than 30 Days	

2.6.5.3 Correspondence

2.6.5.3.1 Overview

This section describes the Notice of Action (NOA) triggers that will be created depending on the resulting EDBC reason code in the previous sections. Notices only trigger from certain reason codes listed in this section.

The reason codes listed in the rule recommendations are formatted as <CalWIN Reason Code> - <CalSAWS EDBC Display Reason>. The trigger condition describes the statuses and reasons in which the notice will trigger for. The countyspecific information describes which counties and actions the notices will generate for, as well as the document name and number that will be displayed on the distributed documents page. The template column determines how notices are grouped when generated.

2.6.5.3.2 Description of Change

1. <u>Reason Code: XAR272 - Real Property Not Used as Home</u>

- a. Trigger Condition
 - i. This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Real Property Not Used as Home'.

or

- ii. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'Real Property Not Used as Home'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Alameda	Denial	GA Denial - Real Property	124 1 (10/10)	11462
Sacramento	Denial	GA Denial/Discontinuance- Various-Property Exceeds Maximum	CDS 030-0 (05/93)	11787
Sacramento	Discontinuance	GA Denial/Discontinuance- Various-Property Exceeds Maximum	CDS 030-0 (05/93)	607891

		GA Denial - Excess Resources:	122-4B	
Sonoma	Denial	Vehicle or Real Property	(08/98)	12539

2. <u>Reason Code: XAR832 - Net Income From Other Property > 6%</u>

- a. Trigger Condition
 - This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is still 'Active' on the current EDBC with no change in benefits and has the reason 'Net Income From Other Property > 6%'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Fresno	No Change	General Relief - Property Utilization/Sale	799-C (09/94)	12748

3. <u>Reason Code: XAR212 - Acceptable Utilization Reg. Not Met</u>

- a. Trigger Condition
 - This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Acceptable Utilization Req. Not Met'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
San Francisco	Discontinuance	CAAP Discontinuance: Excess Real Property	025 0	12599

4. <u>Reason Code: XAR231 - Net Monthly Housing Exp Exceeded Monthly Inc for</u> <u>More Than 30 Days</u>

- a. Trigger Condition
 - i. This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Housing Expenses > Monthly Income or Assets'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
San Francisco	Discontinuance	CAAP Discontinuance: Excess Shelter Costs	009 1	12599

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Secondary Real Property Home Countable Value} CalSAWS must determine the countable value of Secondary Real Property used as a home for GA/GR.]	The rule 'Countable value of Secondary Real property.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Secondary Real Property Greater than \$3500} CalSAWS must determine Secondary Real Property value that is greater than \$3500 for GA/GR.]	The rule 'Property value greater than \$3500.'will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Secondary Real Property Lien Signed} CalSAWS must exempt Secondary Real Property when the lien signed for GA/GR utilization requirement is met.]	The rule 'Lien signed.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Secondary Real Property 6% Income} CalSAWS must determine whether Secondary Real Property produces income greater than or equal to 6% of NMV per year for GA/GR.]	The rule 'Property produces income greater than or equal to 6% of NMV per year.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Secondary Real Property Income FMV} CalSAWS must determine whether Secondary Real Property is producing income consistent with the property FMV for GA/GR.]	The rule 'Property producing income consistent with FMV.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Secondary Real Property Real Property Value} CalSAWS must determine the countable NMV of Secondary Real Property for GA/GR.]	The rule 'Countable value of Secondary Real property and value greater than Real property limit.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Secondary Real Property Countable \$50} CalSAWS must determine whether the countable value of Secondary Real Property is less \$50 for GA/GR.]	The rule 'Countable value of Secondary Real property less \$50.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Secondary Real Property Home Meets Needs} CalSAWS must determine whether Secondary Real Property is a home and producing income that meets client's needs for GA/GR.]	The rule 'Property is a home and producing income that meets client's needs.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Secondary Real Property Available} CalSAWS must determine whether Secondary Real Property available for GA/GR.]	The rule 'Secondary property available.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Secondary Real Property Countable Value} CalSAWS must determine the countable value of Secondary Real Property for GA/GR.]	The rule 'Countable amount of Secondary Real property.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Secondary Real Property Encumbrances} CalSAWS must count the FMV of Secondary Real Property minus encumbrances for GA/GR.]	The rule 'Count FMV less encumbrance less other costs.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Secondary Real Property Exempt Income FMV} CalSAWS must exempt Secondary Real Property for GA/GR that is producing income consistent with its FMV.]	The rule 'Property producing income consistent with FMV.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Secondary Real Exempt Property 6% Income } CalSAWS must exempt but count as income Secondary Real Property that produces income greater than or equal to 6% of NMV per year for GA/GR.]	The rule 'At least 6% return on NMV per year, then exempt the property, but count as income.' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

2.6.6 Burial Assets Functionality

2.6.6.1 County Admin Detail – Burial Assets

2.6.6.1.1 Overview

A new County Admin Detail page for Burial Assets will be created. This page is viewed by the County Administrator to view the list of rules applicable for the Burial Assets functionality to their county.

2.6.6.1.2 Description of Changes

- a. The Admin detail page for Burial Assets will have the below functional categories and its associated flag turned on or off based on the current GA/GR functionality for each County
- b. The activate switch Yes/No indicate if that functionality is applicable to the displayed county.
- c. The functionality is effective dated with begin and end date
- d. The rule functionality can be viewed as of a date using the view date

Rule Name	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	oloY
Apply \$500 exclusion.	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Burial plot and more than																		
1 per HH members.	Ν	Ν	N	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν
Apply \$600 exclusion.	Ν	Ν	N	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Burial type exempt.	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Y	Y	Ν	Ν	Y
\$300 limit for Burial																		
arrangements.	N	N	N	N	N	N	Ν	Ν	Ν	N	N	Y	Ν	Ν	Ν	N	Ν	Ν
Count as property	N	N	N	N	N	N	N	Ν	Ν	N	N	Ν	N	Y	Ν	N	Ν	Ν
Burial funds are refained						V						V		V				
tor personal use.	N	N	N	N	N	Y	N	Ν	Ν	N	N	Y	N	Y	Ν	N	Ν	Ν
Burial arrangements																		
\$250 exemption	М	М	м	М	N	N	N	N	N	N	М	N	N	N	М	v	N	М
Alameda Burial								IN	IN			IN				1	IN	
arrangements																		
irrevocable then exempt.	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Burial arrangements																		
irrevocable then,																		
exempt.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Count CSV in excess of \$300.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν
If it is burial insurance, count CSV in excess of \$500.	N	N	N	N	N	N	Ν	Ν	N	N	N	Ν	Ν	Ν	N	N	N	Y
Accumulate burial																		
values.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Count CSV/Loan value as personal property, if Burial arrangement is burial insurance and it has a CSV/Loan value.	N	N	N	Y	N	N	Ν	Ν	Ν	N	N	Ν	Ν	Ν	Ν	N	Ν	Ν
Burial insurance and has																		
a CSV value.	Ν	Ν	Y	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Burial resource is a burial insurance, then count the CSV to Burial resource amount	N	N	N	N	N	N	N	N	N	N	N	N	N	Ν	N	N	N	N
Burial resource value is	IN	IN		IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN
greater than the prepaid burial limit, then count	Ν	Ν	Ν	N	Ν	Ν	Ν	Ν	Ν	Y	N	Ν	Ν	Ν	Ν	Ν	Ν	Ν

the burial resource																		
amount minus prepaid																		
burial limit.																		
Burial resource retained																		
for personal use.	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν
Burial asset Irrevocable.	Ζ	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Deduct \$1000 per person																		
from value.	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Exempt burial, funeral																		
reserves, or trusts \$500 or																		
less.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Rule	CalSAWS Rule
EDX200C001	Apply \$500 exclusion.
EDX200C002	Burial plot and more than 1 per HH members.
EDX200C003	Apply \$600 exclusion.
EDX200C004	Burial type exempt.
EDX200C005	\$300 limit for Burial arrangements.
EDX200C006	Count as property.
EDX200C007	Burial funds are retained for personal use.
EDX200C009	Burial arrangements irrevocable then apply \$250 exemption.
EDX200C010	Alameda Burial arrangements irrevocable then exempt.
EDX200C011	Burial arrangements irrevocable then, exempt.
EDX200C014	Count CSV in excess of \$300.
EDX200C015	If it is burial insurance, count CSV in excess of \$500.
EDX200C016	Accumulate burial values.

EDX200C017	Count CSV/Loan value as personal property, if Burial arrangement is burial insurance and it has a CSV/Loan value.
EDX200C018	Burial insurance and has a CSV value.
EDX200C019	Burial resource is a burial insurance, then count the CSV to Burial resource amount.
EDX200C020	Burial resource value is greater than the prepaid burial limit, then count the burial resource amount minus prepaid burial limit.
EDX200C021	Burial resource retained for personal use.
EDX200C022	Burial asset Irrevocable.
EDX200C023	Burial type not exempt.
EDX200C024	Deduct \$1000 per person from value.
EDX200C025	Exempt burial, funeral reserves, or trusts \$500 or less.

The following CalWIN rules has been removed for this functionality.

CalWIN Number	CalWIN Description	Reason
EDX200C008	Burial funds are retained for personal use , then exempt one person.	This rule is not used in this functionality. This is based on Gainwell notation 'Not in copybook'.
EDX200C012	Fail individual, if Net burial value greater than \$1000.	This rule is not used in this functionality. This is based on Gainwell notation 'Not in copybook'.
EDX200C013	Burial arrangements are not irrevocable.	This rule is not used in this functionality. This is based on Gainwell notation 'Not in copybook'.

EDX200C023	Burial type not exempt.	This rule is not used in this functionality. This is based on Gainwell notation 'Not in copybook'.
		пот п сорудоок.

Leverage Rule

Below is the corresponding leveraged CalWIN rule County Admin Matrix and the CalWIN number mapped to CalSAWS rules

Rule Description	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Only liquid resource is deemed and added to sponsor's income.	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Z

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalSAWS Rule
EDX219C017	Only liquid resource is deemed and added to sponsor's income.

2.6.6.2 EDBC Changes

2.6.6.2.1 Overview

This section will provide the Eligibility Rules flow for Liquid Resources Program Person Eligibility that can be filtered for each CalWIN County.

2.6.6.2.2 Description of Change

Burial Assets Rules Flow Diagram:

A Consolidated Rules Flow Visio document will be provided as a separate Attachment in addition to this design Document that will depict the rules for a selected County.

The following Data Collection elements will be used by this Rule Flow.

Field (CalWIN)Field (CalSAWS)Location Details

		Liquid Property
		Peal Property
		Real Topeny
Percent owned	Percentage	Detail
		Liquid Property
Revocable	Revocable	Detail
Usage: Personal		Property History
Use'	Personal	Detail

Please refer the <u>Rules Flow Diagram</u> in the Appendix section on how to open and navigate the Visio diagram.

Verification(Non Financial Verification Logic):

- 1. Update the mandatory verification after due date verification for property detail with the new program status reason CT73 'Burial Asset Not Verified' will be set as a failure status reason when all the following conditions are met:
 - a. Either of the following:
 - a. The following is not true: Property is verified (Property History).

Category	Short Description
73	Burial Asset Not Verified

New Program/Person Status:

New Program/Person Status Reasons will be added to be used by this Rule Flow. The following reasons will set to the program/person level when the following conditions are met:

- 1. The new program status reason CT73 'Burial Asset > Burial Asset Limit' will be set as a failure status reason when all the following conditions are met in A, B, C, E, F, G in the following combinations:
 - A and B
 - A and C and D
 - A and C and F and E
 - A and C and G and E
 - A. All the following:
 - b. Any of the following is not true:
 - c. The rule 'Apply \$500 exclusion.' is not active.
 - d. The rule 'Burial plot and more than 1 per HH members.' is not active.
 - B. All the following:

- a. The rule 'Exempt burial, funeral reserves, or trusts \$500 or less.' is active.
- b. The Property type is 'Burial Insurance' or 'Burial Funds' or 'Burial Lot'.
- c. The countable property value > 0.
- C. All the following:
 - a. The rule 'Exempt burial, funeral reserves, or trusts \$500 or less.' is not active.
 - b. The rule 'Apply \$600 exclusion.' is not active.
- D. All the following:
 - a. The rule 'Burial type exempt.' is not active.
 - b. The rule 'Burial arrangements irrevocable then apply \$250 exemption.' is not active.
 - c. The rule 'Alameda Burial arrangements irrevocable then exempt.' is not active.
 - d. 'Revocable' (from Liquid Property Detail page) is 'No'.
 - e. The rule 'Burial arrangements irrevocable then, exempt.' is not active.
 - f. The rule 'Deduct \$1000 per person from value.' is active.
 - g. Burial Item Value is greater than Burial Asset Limit Amt.
- E. All the following:
 - a. The rule 'Count CSV in excess of \$300.' is not active.
 - b. The rule 'If it is burial insurance, count CSV in excess of \$500.' is not active.
 - c. The rule 'Accumulate burial values.' is not active.
 - d. The rule 'Count CSV/Loan value as personal property, if Burial arrangement is burial insurance and it has a CSV/Loan value.' is not active.
 - e. The rule 'Burial insurance and has a CSV value.' is not active.
 - f. All the following in I or II:
 - I. All the following:
 - i. The rule 'Count CSV in excess of \$300.' is not active.
 - ii. The rule 'Burial resource value is greater than the prepaid burial limit, then count the burial resource amount minus prepaid burial limit.' is not active.
 - iii. The property entry is: 'Burial Funds'.
 - iv. Burial Item Value is greater than Burial Asset Limit Amt.
 - II. All the following:
 - i. The rule 'Count CSV in excess of \$300.' is active.

- ii. The following is not true: the property is 'Burial Insurance'.
- iii. The property type is 'Burial Plot'.
- iv. The Property type is 'Burial Insurance' or 'Burial Funds' or 'Burial Lot'.
- v. The countable property value > 0.
- F. All the following:
 - a. The rule 'Burial type exempt.' is not active.
 - b. The rule 'Burial arrangements irrevocable then apply \$250 exemption.' is not active.
 - c. The rule 'Alameda Burial arrangements irrevocable then exempt.' is not active.
 - d. The following is not true: 'Revocable' (from Liquid Property Detail page) is 'No'.
 - e. The rule 'Deduct \$1000 per person from value.' is active.
- G. All the following:
 - a. The rule 'Burial type exempt.' is active.
 - b. All the following in i or ii:
 - i. The rule 'Burial type exempt.' is active and property type is countable for the county.
 - ii. All the following:
 - a) The rule 'Burial funds are retained for personal use.' is active.
 - b) The following is not true: the usage is 'personal'.
 - iii. All the following in a) or b) :
 - a) All the following:
 - The rule 'Burial asset Irrevocable.' is not active.
 - The following is not true: 'revocable' (from Liquid Property Detail page) is 'No'.
 - The rule 'Count as property.' is not active.
 - b) All the following:
 - The rule 'Burial asset Irrevocable.' is active.
 - The following is not true: 'Revocalble' (from Liquid Property Detail page) is 'No'.
 - The rule 'Deduct \$1000 per person from value.' is active.

Category	Short Description
	Burial Asset > Burial Asset
73	Limit

2.6.6.3 Correspondence

2.6.6.3.1 Overview

This section describes the Notice of Action (NOA) triggers that will be created depending on the resulting EDBC reason code in the previous sections. Notices only trigger from certain reason codes listed in this section.

The reason codes listed in the rule recommendations are formatted as <CalWIN Reason Code> - <CalSAWS EDBC Display Reason>. The trigger condition describes the statuses and reasons in which the notice will trigger for. The countyspecific information describes which counties and actions the notices will generate for, as well as the document name and number that will be displayed on the distributed documents page. The template column determines how notices are grouped when generated.

2.6.6.3.2 Description of Change

1. <u>Reason Code: XAR271 - Burial Asset > Burial Asset Limit</u>

- a. Trigger Condition
 - This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Burial asset > Burial Asset Limit'. or
 - ii. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'Burial asset > Burial Asset Limit'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Sacramento	Denial	GA Denial/Discontinuance- Various-Property Exceeds Maximum	CDS 030-0 (05/93)	11787
Sacramento	Discontinuance	GA Denial/Discontinuance- Various-Property Exceeds Maximum	CDS 030-0 (05/93)	607891

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Burial Asset Apply \$500 Exclusion} CalSAWS must apply a \$500 exclusion to burial assets for GA/GR.]	The rule 'Apply \$500 exclusion. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram					
	[Business Rule: {Burial Asset Exempt One Per HH} CalSAWS must exempt one burial plot per household for GA/GR and add the remainder to personal property.]	The rule 'Burial plot and more than 1 per HH members. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Burial Asset Apply \$600 Exclusion} CalSAWS must apply a \$600 exclusion to burial assets for GA/GR.]	The rule 'Apply \$600 exclusion. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Burial Asset Type Exempt} CalSAWS must determine whether the burial type is exempt for GA/GR.]	The rule 'Burial type exempt. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Burial Asset \$300 Burial} CalSAWS must exempt \$300 per burial plot per person for GA/GR.]	The rule '\$300 limit for Burial arrangements. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Burial Asset Count as Property} CalSAWS must count burial assets as property for GA/GR.]	The rule 'Count as property. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Burial Asset Personal Use} CalSAWS must determine whether burial assets are retained for personal use for GA/GR.]	The rule 'Burial funds are retained for personal use. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					
	[Business Rule: {Burial Asset Irrevocable} CalSAWS must apply \$250 exemption to GA/GR for irrevocable burial arrangements.]	The rule 'Alameda Burial arrangements irrevocable then exempt. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.					

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Burial Asset Countable after Exemption} CalSAWS must count irrevocable burial assets over the limit as personal property for GA/GR.]	The rule 'Burial arrangements irrevocable then, exempt. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Burial Asset CSV \$300} CalSAWS must count burial asset CSV in excess of \$300 for GA/GR.]	The rule 'Count CSV in excess of \$300. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Burial Asset Insurance} CalSAWS must count CSV of burial insurance in excess of \$500 for GA/GR.]	The rule 'If it is burial insurance, count CSV in excess of \$500. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Burial Asset Accumulate Values} CalSAWS must accumulate burial asset values for GA/GR.]	The rule 'Accumulate burial values. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Burial Asset Insurance Loan CSV} CaISAWS must count CSV/Loan value of burial insurance as personal property for GA/GR.]	The rule 'Count CSV/Loan value as personal property, if Burial arrangement is burial insurance and it has a CSV/Loan value. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Burial Asset Burial Insurance CSV} CalSAWS must determine whether burial insurance has a CSV for GA/GR.]	The rule 'Burial insurance and has a CSV value. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Burial Asset Burial Insurance Resource} CalSAWS must apply the CSV of burial insurance to the GA/GR burial resource amount.]	The rule 'Burial resource is a burial insurance, then count the CSV to Burial resource amount. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

DDID 2686/2314	DDID Description	How DDID Requirement Met	Rule Flow diagram		
	[Business Rule: {Burial Asset Prepaid Burial} CalSAWS must count the burial resource value amount that exceeds the prepaid burial limit for GA/GR.]	The rule 'Burial resource value is greater than the prepaid burial limit, then count the burial resource amount minus prepaid burial limit. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.		
	[Business Rule: {Burial Asset Exempt One Per Person} CalSAWS must exempt one burial asset retained for personal use per person for GA/GR.]	The rule 'Burial resource retained for personal use. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.		
	[Business Rule: {Burial Asset Irrevocable} CalSAWS must determine whether a burial asset is irrevocable for GA/GR.]	The rule 'Burial asset Irrevocable. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.		
	[Business Rule: {Burial Asset Not Exempt} CalSAWS must determine whether a burial type is not exempt for GA/GR.]	The rule 'Burial type not exempt. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.		
	[Business Rule: {Burial Asset Deduct \$1000 per Person} CalSAWS must deduct \$1000 per person from a burial asset value for GA/GR.]	The rule 'Deduct \$1000 per person from value. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.		
	[Business Rule: {Burial Asset Exempt Assets \$500 or Less} CalSAWS must exempt the countable value of GA/GR burial, funeral reserves or trusts of \$500 value or less.]	The rule 'Exempt burial, funeral reserves, or trusts \$500 or less. Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.		

2.6.7 Transfer Resources Functionality

2.6.7.1 County Admin Detail – Transfer Resources

2.6.7.1.1 Overview

A new County Admin Detail page for Transfer Resources will be created. This page is viewed by the County Administrator to view the list of rules applicable for the Transfer Resources functionality to their county.

2.6.7.1.2 Description of Changes

- a. The Admin detail page for Transfer Resources will have the below functional categories and its associated flag turned on or off based on the current GA/GR functionality for each County
- b. The activate switch Yes/No indicate if that functionality is applicable to the displayed county.
- c. The functionality is effective dated with begin and end date
- d. The rule functionality can be viewed as of a date using the view date

Rule Name	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Transferred property in the last 24 months	Y	N	Y	Y	N	N	Y	Y	N	Y	Y	Y	N	Y	N	N	Ν	N
Received adequate consideration for the property.	Y	N	N	N	N	N	- N	- N	N	N	N	N	N	N	N	N	N	N
Transferred property in the last 12 months.	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν
Transferred property in the last 12 months, then calculate POI.	Ν	Y	N	N	N	N	N	Ν	N	N	N	N	N	N	N	N	Ν	Ν
Transferred property in the last 3 months.	Ν	Ν	N	N	N	Ν	Ν	Ν	Ν	N	N	N	Y	Ν	Y	N	Ν	N
Transferred property in the past 12 months.	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	N	N	N	Ν	Ν	Ν	Ν	Ν
Did not receive adequate consideration for the property.	Ν	N	N	N	N	Ν	Ν	Ν	N	N	N	N	Y	N	Ν	N	Ν	Z
Lump Sum Equals amount received for the disposed property minus GR personal property limit.	Ν	N	Y	N	N	N	Ν	N	N	N	N	N	N	N	N	N	Ν	Ν

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Rule Numer	CalWIN Rule Name	CalSAWS Rule Name			
EDX207C001	Transferred property in the last 24 months	Transferred property in the last 24 months			
EDX207C002	Received adequate consideration for the property	Received adequate consideration for the property			
EDX207C003	Transferred property in the last 12 months	Transferred property in the last 12 months			
EDX207C004	Transferred property in the last 12 months, then calculate POI	Transferred property in the last 12 months, then calculate POI			
EDX207C006	Transferred property in the last 3 months	Transferred property in the last 3 months			
EDX207C008	Transferred property in the last 12 months	Transferred property in the past 12 months			
EDX207C009	Did not receive adequate consideration for the property	Did not receive adequate consideration for the property			
EDX207C010	Lump Sum Equals amount received for the disposed property minus GR personal property limit	Lump Sum Equals amount received for the disposed property minus GR personal property limit			

The following CalWIN rules has been removed for this functionality.

CalWIN Number	CalWIN Description	Reason
EDX207C005	Calculate POI, if transferred property in the last 24 months, after receiving adequate consideration for the property	This rule is not used in this functionality. This is based on Gainwell notation 'Not in copybook'.
EDX207C007	Transferred property in the month of application	This rule is not used in this functionality. This is based on Gainwell notation 'Not in copybook'.

		This rule is not used		
		in this functionality.		
EDX207C011		This is based on		
	Resource level disposition and POI	Gainwell notation		
		'Not in copybook'.		

Leverage Rule

Below is the corresponding leveraged CalWIN rule County Admin Matrix and the CalWIN number mapped to CalSAWS rules

Rule name	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Only liquid resource is deemed and added to sponsor's income.	Ν	Z	Z	Y	Ν	Ζ	Z	Z	Ν	Ν	Ν	Ν	Ζ	Ν	Ν	Ν	Ν	Z

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalSAWS Rule
EDX219C017	Only liquid resource is deemed and added to sponsor's income.

2.6.7.2 EDBC Changes

2.6.7.2.1 Overview

This section will provide the Eligibility Rules flow for Liquid Resources Program Person Eligibility that can be filtered for each CalWIN County.

2.6.7.2.2 Description of Change

Transfer Resources Flow Diagram:

A Consolidated Rules Flow Visio document will be provided as a separate Attachment in addition to this design Document that will depict the rules for a selected County.

	Field		comments
Field (CalWIN)	(CalSAWS)	Location Details	

Date of Transfer:	Date of	Transferred	Worker is responsible to
Collect Transfer of	Transfer	Property/Income	verify if the transfer of
Income Detail		Detail	income is applicable to the
			benefit month.
			This will eliminate the need
			for the reference table
			'Time Limit Table' look-up
			for the description 'Transfer
			of Income' as this value is
			used to add to date of
			transfer and the resulted
			date checked if it is after
			the benefit month begin
			date.

Please refer the <u>Rules Flow Diagram</u> in the Appendix section on how to open and navigate the Visio diagram.

New Program/Person Status:

New Program/Person Status Reasons will be added to be used by this Rule Flow. The following reasons will set to the program/person level when the following conditions are met:

- 1. The new program status reason CT73 'Related POI / Failure.' will be set as a failure status reason when all the following conditions are met:
 - a. Transferred Property/Income record exists for benefit month.
 - b. The rule 'Did not receive adequate consideration for the property.' is active.

Category	Short Description
73	Related POI / Failure

- 2. The new program status reason CT73 'Resource Related to POI Personal Property' will be set as a failure status reason when all the following conditions are met:
 - a. Transferred Property/Income record exists for benefit month.
 - b. The rule 'Did not receive adequate consideration for the property.' is not active.
 - c. Property Category is Personal Property (Property Category from Transferred Property/Income Detail Page).

Category Short Description

	Resource Related to POI –
73	Personal Property

- 3. The new program status reason CT73 'Resource related to POI Real Property' will be set as a failure status reason when all the following conditions are met:
 - a. Transferred Property/Income record exists for benefit month.
 - b. The rule 'Did not receive adequate consideration for the property.' is not active.
 - c. Property Category is Real Property (Property Category from Transferred Property/Income Detail Page).

Category	Short Description	
	Resource Related to POI –	
73	Real Property	

- 6. The new program status reason CT73 'Countable Resource is Greater Than the Limit' will be set as a failure status reason when all the following conditions are met:
 - a. Transferred Property/Income record exists for benefit month.
 - b. Countable property value > 'Transfer Property Limit'.

Category	Short Description
	Countable Resource is
73	Greater Than the Limit

- 7. The new program status reason CT73 'Not Received Adequate Consideration' will be set as a failure status reason when all the following conditions are met:
 - a. Transferred Property/Income record exists for benefit month.
 - b. The rule 'Received adequate consideration for the property' is active.

Category	Short Description	
	Not Received Adequate	
73	Consideration	

2.6.7.3 Correspondence

2.6.7.3.1 Overview

This section describes the Notice of Action (NOA) triggers that will be created depending on the resulting EDBC reason code in the previous sections. Notices only trigger from certain reason codes listed in this section.

The reason codes listed in the rule recommendations are formatted as <CalWIN Reason Code> - <CalSAWS EDBC Display Reason>. The trigger condition describes the statuses and reasons in which the notice will trigger for. The countyspecific information describes which counties and actions the notices will generate for, as well as the document name and number that will be displayed on the distributed documents page. The template column determines how notices are grouped when generated.

2.6.7.3.2 Description of Change

1. <u>Reason Code: XAR233 - Related POI / Failure.</u>

- a. Trigger condition
 - This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Related POI / Failure.'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
San Francisco	Discontinuance	CAAP Discontinuance: Excess Real Property	025 0	12599

2. <u>Reason Code: XAR828 – Resource Related to POI – Personal Property</u>

- a. Trigger Condition
 - a. This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Related to POI Personal Property'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
San Francisco	Discontinuance	CAAP Discontinuance: Excess Personal Property	026 1	12599

3. <u>Reason Code: XAR829 – Resource Related to POI – Real Property</u>

- a. Trigger Condition
 - This notice generates for the applicable counties when the program was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'Related to POI – Real Property'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Santa Clara	Discontinuance	GA Discontinuance - Transfer of Real Property	GA 024	12013

	CAAP Discontinuance: Excess		
San Francisco Discontinuance	Real Property	025 0	12599

4. <u>Reason Code: XAF339 – The Benefit Month is Within POI Month</u>

- a. Trigger Condition
 - i. This notice generates for the applicable counties when the program was 'Pending' and is now 'Denied' on the current EDBC with the reason 'The Benefit Month is Within POI Month'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Contra Costa	Denial	GA Denial - Currently Serving a Period of Ineligibility (POI)	255 0	12529
Sacramento	Denial	DENIAL/DEFER'D LUMP SUM INCOME POI HAS NOT ENDED/CHANGE	CDS 179-0 (07/93)	11748
Sacramento	Denial	GA DENIAL/OTHER PROGRAM SANCTION/PERIOD OF INELIGIBILITY	CDS 180-1 (09/94)	608457
Santa Clara	Denial	GA Denial - Lump Sum Exceeds Need	GA 121	12603
San Mateo	Denial	GA Denial - Penalty Period Not Expired	127 0	607394

DDID 2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Transferred Property 24 Months} CalSAWS must determine whether an individual transferred property in the last 24 months for GA/GR.]	The rule 'Transferred property in the last 24 months' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Transferred Property 24 Months Adequate Consideration} CalSAWS must determine whether the individual received adequate consideration for the property transferred in the last 24 months for GA/GR.]	The rule 'Received adequate consideration for the property' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

DDID 2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
	[Business Rule: {Transferred Property 12 Months} CalSAWS must determine whether an individual transferred property in the last 12 months for GA/GR.]	The rule 'Transferred property in the last 12 months' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Transferred Property 12 Months POI} CalSAWS must determine whether an individual transferred property in the last 12 months for GA/GR and calculate POI.]	The rule 'Transferred property in the last 12 months, then calculate POI' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Transferred Property 3 Months} CalSAWS must determine whether an individual transferred property in the last 3 months for GA/GR.]	The rule 'Transferred property in the last 3 months' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Transferred Property 12 Months Applied 3 Months} CalSAWS must determine whether an individual transferred property in the last 12 months and applied for GA/GR in the last 3 months.]	The rule 'Transferred property in the past 12 months' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
DDID 2314	DDID Description	How DDID Requirement Met	Rule Flow diagram
-----------	---	--	--
	[Business Rule: {Transferred Property 3 Months Adequate Consideration} CalSAWS must determine whether the individual received adequate consideration for the property transferred in the last 3 months for GA/GR.]	The rule 'Did not receive adequate consideration for the property' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.
	[Business Rule: {Transferred Property Disposed Lump Sum} CalSAWS must calculate the amount received for the disposed property minus the GR personal property limit to determine lump sum.]	The rule 'Lump Sum Equals amount received for the disposed property minus GR personal property limit' Will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix.

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2314	The CONTRACTOR shall update the CalSAWS Software to determine the benefit levels, resource limits and benefit allocation amounts (housing, utility, etc.) based on each counties GA/GR eligibility determination rules with updates through security rights. Eligibility determination rules shall include the following: 1) Residency 2) Income 3) Aid paid pending 4) Immediate need 5) Property/resource 6) Deductions 7) Household composition/Assistance Unit 8) Aid codes 9) Hearings 10) Sanctions 11) Non-compliances 12) Living Arrangement 13) Citizenship 14) Expenses 15) Special Need	Eligibility: The existing 705 rules/attributes shared by DXC will be consolidated by functionality into 110 rules in CalSAWS but still providing the existing flexibility available to the County Admin to turn on or off a functionality specific to their county. The breakdown of the complexity is as shown below Create new 21 Difficult rules 24 Medium rules 13 Easy rules Modify existing 14 Difficult rules 23 Medium rules 15 Easy rules Batch/Interfaces Up to 20 new Batch sweeps will be created in CalSAWS to handle the MU triggers that is currently existing for CalWIN GR program Note: This does not include data collection MU trigger since CalSAWS as a system does not support Data Collection batch triggers for all programs including GR. Fiscal Existing CalSAWS Fiscal framework will be leveraged for	The following subsequent Rules migrated in this SCR will met these requirements.

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
#		the new CalWIN GR program for benefit Issuance, Claiming and Adjustments.	Met

4 MIGRATION IMPACTS

General Assistance/General Relief functionality will be implemented as a new program for the 57 counties excluding Los Angeles County. Los Angeles GA/GR functionality will not be modified.

5 APPENDIX

5.1 Rules Flow Diagram

Viewing Visio Document in Internet Explorer

- 1. This is applicable for Laptops/Desktops that do not have Microsoft Visio software installed
- 2. Once you double click the attachment or right click and open with Internet Explorer the Visio will open in internet explorer.

3. The internet Explorer will open with the below pop up in the bottom of the page



- 4. Click Allow Blocked Content.
- 5. Once the Visio opens in Internet Explorer, select the tab at the bottom and navigate using the buttons highlighted below for the appropriate rules (in this case Included Individual)

K	• •	K	Identity Check Page 1 of 2	$\langle \$	Identity Check Page 2 of 2	λ	Included Individual	

6. Click the layer icon circled in red color below

🕞 🛞 😰 C:\Users\girish.chakkingal\OneDrive - calaces.org\LRS\CalSAWS\CalWIN GA GR implementation\Rules Flow\Included Individual flow diagram 🝷 🖒
🥙 C:\Users\girish.chakkingal\O × 📑
File Edit View Favorites Tools He

7. Once the layers button is clicked the Properties box will pop up.

Properties						×
Shape Properties	Display	Layers	Comments			
Layers for page:	Included	d Individu	lal			0
Layer Name				Show	Color	^
Alameda						
AllCounties				~		
Connector						
Contra Costa						
Flowchart						
Fresno						~
Transparency:			0%	Layer color]•
			an an Adult		•	_

8. Then click the county name that is applicable to you, in this case Alameda

Shape Properties	Display	Layers	Comments			
Layers for page:	Includeo	d Individ	Jal			?
Layer Name				Show	Color	^
Alameda				~		
AllCounties						
Connector						
Contra Costa						
Flowchart						
Fresno						~
_			0%			

9. Once you select Alameda and close the properties pop up (by clicking the x button at top right corner like closing a tab or window) the flow diagram will show only the rules /functionalities applicable to Alameda.

Viewing Visio Document in Microsoft Visio

- 1. This is applicable for Laptops/Desktops that do have Microsoft Visio software installed
- 2. Once you double click the attachment or right click and open with Visio then it will open in Microsoft Visio
- 3. Once the Visio opens in Internet Explorer, select the tab at the bottom and navigate using the buttons highlighted below for the appropriate rules (in this case Included Individual)



4. On the right side of the flow diagram the counties names will be displayed as shown below

All Counties	
🗆 Alameda	
🗆 Contra Costa	
Fresno	
C Orange	
□ Placer	
Sacramento	
San Diego	
San Francisco	
San Luis Obispo	
SanMateo	
Santa Barbara	
Santa Clara	
Santa Cruz	
Ventura	

5. Then click the county name that is applicable to you, in this case Alameda as shown below



6. Once you select Alameda the flow diagram will show only the rules /functionalities applicable to Alameda.

5.2 Behavior of Properties by County Policy

Use Case	Property Category by Data Collection	Property Category by Data EDBC	Counties
Vehicle Resource Test	Motor Vehicle	Sets Personal Property Status Reason "non– exempt personal property is over the maximum limit "	Contra Costa Placer
Trust Fund	Liquid	Counts as Personal Property	Alameda, Fresno, Placer, SLO, San Mateo, Santa Cruz, Solano, Ventura, Yolo
Trust Fund	Liquid	Sets Personal Property Status Reason "non– exempt personal property is over the maximum limit "	Sacramento
Liquid Resources	Liquid	Counts as Personal Property	Alameda, Fresno, Placer, Solano, Ventura, Yolo
Earned Income Tax Refund	Liquid	Counts as Personal Property	Alameda
Life Insurance	Liquid	Counts as Personal Property	Fresno, Orange SLO, Santa Clara, Tulare
Life Insurance	Liquid	Counts as Personal Property	Placer Sacramento
Life Insurance	Liquid	Counts as Personal Property	Yolo
Life Insurance	Liquid	Sets Personal Property Status Reason "GA client leaves AIK facility due to discontinuance because client has excess personal/real property or failure to utilize property."	Santa Cruz
Retirement Plans	Liquid	Counts as Personal Property	SFO, Solano, Sonoma

5.3 Reference Table

Reference table for CT73 (Program status reason) and corresponding status reason in this design document. This table shows the values for the new columns added.

a. Key:

- i. GR Priority
 - 01. The lower the number the higher the priority
- ii. GR Program Role
 - 01. FE This indicator means the status reason will change the person role to FRE 'Financially Responsible Excluded'
 - 02. FI This indicator means this status reason will change the person role to FRI 'Financially Responsible – Included'
 - 03. MM This indicator means this status reason will change the person role to MMO 'Medi-Cal Member Only'
 - 04. UP This indicator means this status reason will change the person role to UP 'Unaided Person'
- iii. GR Close Person
 - 01. CanCloseBoth Indicator means this status reason can close both person and program level.
 - 02. Y indicator means this status reason can close the person.
- iv. GR Close Program
 - 01. CanCloseBoth Indicator means this status reason can close both person and program level.
 - 02. Y Indicator means this status reason can close the program.
- v. General Relief
 - 01. Y -Indicator means this status reason will be applicable for CalWINs General Relief Program

CalWIN Status	GR Priority	CalSAWs Status (Status Reason)	Set by Eligibility	GA/GR Program Role	GA/GR Close Person	GA/GR Close Program	General Relief	Use Case
		FTP Sponsor						Liquid
XAR827	2010	Personal Property				Y	Y	Resource
XAR231	2320	Net Monthly Housing Exp Exceeded Monthly Inc for More Than 30 Days				Y	Y	Secondary Property
XAR224	2560	Personal Property > The Maximum Limit				Y	Y	Life Insurance

XAR227	2580	Liquid Property Amount > Liquid Property Limit		Y	Y	liquid resource
		Bank Account is				Liquid
E10045	3100	not Verified		Y	Y	Resource
XAF339	3120	The Benefit Month is Within POI Month		Y	Y	Transfer Resources
		Client Leaves AIK				
N 4 1 4 1 0	01.40	Facility Due to				
XAN410	3140	Discontinuance.		Y	Y	Life Insurance
XAR203	3160	Property > Personal Property Limit		Y	Y	Secondary Property Test
		Personal Property				
XAR208	3180	> Grant Amount		Y	Y	Life Insurance
XAR209	3200	Real Property > Property Limit		Y	Y	Life Insurance
XAR210	3220	Liquid property > Property Limit		Y	Y	Life Insurance
XAR212	3240	Acceptable Utilization Req. Not Met		Y	Y	Secondary Property
XAR216	3260	CSV > Life Insurance Limit		Y	Y	Life Insurance
XAR218	3280	Not Making a Good Faith Effort.		Y	Y	Life Insurance
XAR220	3300	Cash on Hand > Cash on Hand Limit		У	у	Liquid Resource
XAR233	3320	Related POI / Failure.		Y	Y	Transfer Resources
XAR234	3340	Countable Resource is Greater Than the Limit		Y	Y	Transfer Resources

VADOOF	22/0	Resource Value >			V	V	
XAR235	3360			-	Y	Y	Lite insurance
		Multi-dwelling					
		Property 1 Unit					
		Can be Utilized,					
		Not Producing 6%					Real Property
XAR253	3380	of NMV.			Y	Y	Utilization
		Countable Liquid					
		Property > Liquid					
XAR254	3420	Property Limit			Y	Y	Life Insurance
		Countable Liquid					
		property After					
		Deduction > Liquid					
XAR255	3440	Property Limit.			Y	Y	Life Insurance
		Cash Surrender					
		Value > Life					
XAR256	3460	Insurance limit			Y	Y	Life Insurance
		CSV less than or			-		
XAR257	3480	equal to 7ero.			Y	Y	Life Insurance
		CSV exceeds the			-		
		Life Insurance					
XAR258	3490	Limit			Y	Y	Life Insurance
70 11200	01/0	Burial Asset > Burial			•	•	
XAR271	3500	Asset Limit			Y	Y	Burial Asset
70 ((2) 1	0000	Real Property Not					Secondary
XAR272	3520	Used as Home			Y	Y	Property
	0020	Burial Asset Not			-	•	
XAP273	3540	Varifiad			v	V	Burial Assat
7/1/2/3	0040	Secondary Peal			1	1	
		Proporty oxoods					
VAR200	2540	the limit			V	V	
AAK270	3360				I	I	
XARZ9U	25/0	Property exceeds			V	V	Secondary
	3560				Ý	Y	Property lest
	o / o o	Resource Not					LIQUIA
XAR826	3600	Verified.			У	У	Resource
		Resource Related					
XAR828		to POI – Personal					Transfer
	3620	Property			Y	Y	Resources
		Resource Related					
XAR829		to POI – Real					Transfer
	3640	Property			Y	Y	Resources
		Net Income From					
XAR832		Other Property >					Secondary
	3660	6%			Y	Y	Property

		Net Income From				
XAR833		Other Property <				Secondary
	3670	6%		Y	Y	Property
XAR252						Real Property
		Has property, no				Primary
	3680	lien signed		Y	Y	Residence
XAR211		Not Received				
		Adequate				Transfer
	3690	Consideration		Y	Y	Resource

Calsaws

California Statewide Automated Welfare System

Design Document

CA-233919

Update Office Detail Page

	DOCUMENT APPROVAL HISTORY			
CalSAWS	Prepared By	Farhat Ulain		
	Reviewed By	Matthew Lower, Amy Gill, Himanshu Jain, Christine Altavilla, Shilpa Suddavanda		

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/29/2021	1.0	Initial Draft	Farhat Ulain

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1 OVERVIEW

The Office Detail page provides detailed information about an office, such as office ID, office type, public hours of operation, programs offered, address and contact information. Additionally, this page allows the user to add, edit or view the office information.

1.1 Current Design

In the Public Hours of Operation section of the Office Detail page, the Start Time and End Time fields are required to specify hours of operation of the office for each working day. If the Start Time and End Time fields remain blank for Monday through Friday, a validation is displayed requiring the user to enter the values in these fields.

1.2 Requests

Update the validation message to exclude Friday from being required when entering the Start Time and End Time for hours of operation.

1.3 Overview of Recommendations

1. Update the validation message to exclude Friday from being enforced when entering the Start Time and End Time for hours of operation.

1.4 Assumptions

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

2 RECOMMENDATIONS

2.1 Office Detail

2.1.1 Overview

The Public Hours of Operation section of the Office Detail page allows the user to enter the Start Time and End Time to specify the hours of operation of the office. The Start Time and End Time fields are required for Monday through Friday of the week to specify the time. This change will update the validation message to exclude Friday from being required when entering the Start Time and End Time.

2.1.2 Office Detail Page Mockup

Office Detail							
*- Indicates required fields Edit Close							
General Office Information							
Office Name: * SAN GABRIEL VALLEY GRO	W	Office ID: V0					
Begin Date: * 01/01/1900		End Date:					
Office Type: * GROW Office		Accepts E-Applications: * Yes					
Region: District: 020 - San Gabriel Valley		Region Groups: Division: III					
Public Hours of Operati	on:						
Day	Start Time 🛞	End Time 🍀					
Monday	8:00 AM	5:00 PM					
Tuesday	8:00 AM	5:00 PM					
Wednesday	8:00 AM	5:00 PM					
Thursday	8:00 AM	5:00 PM					
Friday							
Saturday							
Sunday							
Correspondence Office H Start Time: * 8 : 00 AM	lours:	End Time: * 5 : 00 PM					
County: * Los Angeles							
Description:							

Figure 2.1.2-1 – Office Detail Page

2.1.3 Description of Change

- 1. Update the validation message to exclude Friday from being required when entering the Start Time and End Time for hours of operation.
 - a. A validation will not be displayed when the Start Time and End Time fields are blank for the Friday.
 - i. End Time Field is required. Please enter a value. Start Time – Field is required. Please enter a value.

2.1.4 Page Location

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

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

N/A

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.1.1.5	The CalSAWS shall provide field-level and cross-field validation upon completion of data entry by User and immediately display appropriate corrective instructions for the related field.	A validation message will be updated to exclude the Friday from being required to enter the Start Time and End Time for the office hours of operation.

Calsaws

California Statewide Automated Welfare System

Design Document

CA-235292

Update Email Format to Indicate Customer's Language

	DOCUMENT APPROVAL HISTORY			
CalSAWS	Prepared By	Farhat Ulain		
	Reviewed By	Matthew Lower		

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/17/2021	1.0	Initial Draft	Farhat Ulain

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1 OVERVIEW

In the CalSAWS, outbound emails are sent to the workers informing their up-coming appointments with the customers. The email includes date & time, purpose, location of the appointment along with the customer's case number and the phone number.

1.1 Current Design

Currently, the outbound email format does not include the customer's language preference indicator.

1.2 Requests

Update the outbound email format to indicate customer's language preference.

1.3 Overview of Recommendations

1. Update the subject line in the outbound email format to indicate customer's language preference.

1.4 Assumptions

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

2 RECOMMENDATIONS

2.1 Email Format

2.1.1 Overview

The outbound emails are sent to the workers informing them about their upcoming appointments. The email includes date & time, purpose, location of the appointment, along with the customer's case number and the phone number. This change will add the language indicator in the subject line of the outbound email format that specifies the customer's language preference.

2.1.2 Mockup

N/A

2.1.3 Description of Change

- 1. Add language indicator in the subject line of the outbound email.
 - a. The language indicator will be applied in the newly generated appointment email and in the rescheduling appointment email formatted as "[Subject] [LANGUAGE]".
 - b. The language indicator will not be applied in the appointment cancellation email.
 - c. The language indicator will be specifying the customer's language preference, based upon the available languages in the CalSAWS system.

Note: The language preference determination will be based upon the spoken language selected in the Individual demographic page.

If there are more than one customer scheduled for the same appointment and their spoken languages are different, the subject line in the email will be formatted as "[Subject] – [LANGUAGE], [LANGUAGE], [LANGUAGE]".

2.1.4 Page Location

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

N/A

4 **REQUIREMENTS**

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.1.1.5	The CalSAWS shall provide field-level and cross-field validation upon completion of data entry by User and immediately display appropriate corrective instructions for the related field.	The outbound email format will be updated to include the customer language indicator in the subject line.

Calsaws

California Statewide Automated Welfare System

Design Document

CA-235297

Update Population Logic for Forms for Migration Counties – Phase 2

	DOCUMENT APPROVAL HISTORY				
CalSAWS	Prepared By	Jasmine Chen			
	Reviewed By	Priya S.			

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/19/2021	1.0	Initial Document	Jasmine Chen

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1 OVERVIEW

1.1 Current Design

Currently certain CalSAWS forms are populating Los Angeles (LA) County-specific references when the form is generated for Migration counties:

- NA 1261
- NA 1261A
- NA 1261B
- ARC 2

The form generation batch (PBXXF107) jobs of NA 1261 had been turned off and suppressed mailing for certain Migration counties by CA-235468.

1.2 Requests

Update the logic to remove LA County references from these forms. Turn on the NA 1261 form generation batch.

1.3 Overview of Recommendations

- 1. Update the population logic of these forms to populate the appropriate data based on the County in context.
- 2. Turn back on the NA 1261 form generation batch for Migration counties who had opted in.
- 3. Update CalSAWS ARC 2 form to resemble the State's latest ARC 2 (10/19) version.

1.4 Assumptions

- 1. Previous SCR, CA-235468, had turned off the form generation batch jobs (PBXXF107) of NA 1261 for Migration counties who had opted in (XX is for the county code).
- 2. Generation conditions of these forms (except NA 1261) will not be changed with this SCR.
- 3. There are no changes to the existing forms that are already generated and visible in the Distributed Documents page.
- 4. CA-204849, CA-226807 will update forms NA 1261, NA 1261A respectively to align with the State's latest versions.
- 5. No additional Threshold Languages for any of the Forms will be added with this effort.

2 RECOMMENDATIONS

2.1 Updates to NA 1261

2.1.1 Overview

This effort will update the population logic of this existing CalSAWS form and remove the Los Angeles County-specific references (as shown in below example):

Cu	rrent NA 1261 - Header
	STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
1	DCFS Finance - Overpayment
4	425 Shatto Place, Room 304
1	Los Angeles, CA 90020
M	Notice of Action Fiscal Form
	DCFS Finance - Overpayment
	425 Shatto Place, Room 304
	Los Angeles, CA 90020

State Forms: NA 1261 Current Programs: Foster Care, Kin-GAP, AAP Current Attached Forms: NA Back 9 Current Forms Category: NOA Current Template Repository Visibility: All counties Existing Languages: English

2.1.2 Form Variable Population

Update population logic

Update the population logic of the form to no longer populate static Los Angeles County-specific references:

1. Remove the Mailed-From (Return) and Mail-back-to address static values (top left) and dynamically populate these address fields with the 'Collection Mailing Address' value based on the Migration County of context.

2. Due to LA County having multiple records for 'Collection Mailing Address', dynamically populate these address fields with the address value of organization name 'DCFS Finance – Overpayments'.

2.1.3 Form Generation Conditions

Updates to Form Generation

Turn back on and enable mailing from NA 1261 form generation batch, PBXXF107 (XX is for the county code), for Migration counties who opted in originally:

Inyo, Imperial, Sierra, San Benito, Butte, Humboldt, Napa, Del Norte, Glenn

Note: PBXXF107 remains turned on for LA County (XX = 19).

2.2 Updates to NA 1261A

2.2.1 Overview

This effort will update the population logic of this existing CalSAWS form and remove the Los Angeles County-specific references (as shown in below example):



COUNTY OF GLENN DCFS Finance - Overpayment

425 Shatto Place, Room 304 Los Angeles, CA 90020

NOTICE OF ACTION

FORM AND INSTRUCTIONS - For Approved Relatives, Non-Relative Extended Family Members, Foster Family Homes, Non-Related Legal Guardians or Non-Minor Dependents Residing In A Supervised Independent Living Setting:



State Forms: NA 1261A Current Programs: Foster Care Current Attached Forms: NA 1261A Back Current Forms Category: Form Current Template Repository Visibility: All counties Existing Languages: English

2.2.2 Form Variable Population

Update population logic

Update the population logic of the form to no longer populate static Los Angeles County-specific references:

- 1. Remove the Mailed-From (Return) and Mail-back-to address static values (top left) and dynamically populate these address fields with the 'Collection Mailing Address' value based on the Migration County of context.
- 2. Due to LA County having multiple records for 'Collection Mailing Address', dynamically populate these address fields with the address value of organization name 'DCFS Finance – Overpayments'.

2.3 Updates to NA 1261B

2.3.1 Overview

This effort will update the population logic of this existing CalSAWS form and remove the Los Angeles County-specific references (as shown in below example):

Current NA 1261B - Header



NOTICE OF ACTION FORM AND INSTRUCTIONS -FOR KINSHIP-GUARDIANS ONLY

DCFS Finance - Overpayment
425 Shatto Place, Room 304
Los Angeles, CA 90020

State Forms: NA 1261B

Current Programs: Kin-GAP

Current Attached Forms: NA 1261B Back

Current Forms Category: Form

Current Template Repository Visibility: All counties

Existing Languages: English

2.3.2 Form Variable Population

Update population logic

Update the population logic of the form to no longer populate static Los Angeles County-specific references:

- 1. Remove the Mailed-From (Return) and Mail-back-to address static values (top left) and dynamically populate these address fields with the 'Collection Mailing Address' value based on the Migration County of context.
- 2. Due to LA County having multiple records for 'Collection Mailing Address', dynamically populate these address fields with the address value of organization name 'DCFS Finance – Overpayments'.

2.4 Updates to ARC 2

2.4.1 Overview

This effort will update the existing CalSAWS form and remove Los Angeles County-specific references (as shown in below example). This effort will also update the existing form to resemble the State's latest ARC 2 (10/19) version.

Current ARC 2 (page 3) - Letter

Date: 10/19/2021

Dear Relative Caregiver,

The Los Angeles County Department of Children and Family Services (DCFS) is reaching out to you because you are receiving benefits from the Approved Relative Caregiver (ARC) Program.

The ARC Program requires annual redetermination of eligibility, please complete the ARC 2 application included with this communication and return it to the assigned Eligibility Worker within 30 days of receipt. The ARC Program requires you to complete the enclosed ARC 2 application <u>for each relative child</u> for whom you are receiving benefits.

Please note, it is imperative that you complete and submit your ARC 2 application as soon as possible as any delay may affect your benefits. Mail the completed application(s) using the enclosed, self-addressed/stamped envelope to:

DCFS Revenue Enhancement Division					
CalSAWS Project Office					
97 BRADLEE ST					
NORWALK, CA 90650					
Attention: Jonathan Goldsmith					

If you have questions or need assistance completing the ARC 2 application, call the child's Children Social Worker or the assigned Eligibility Worker at the number listed below. You may visit the ARC Program web page for additional information at http://dcfs.lacounty.gov/ARCWeb/index.html.

Eligibility Worker: Telephone Number: Jonathan Goldsmith

"To Enrich Lives Through Effective and Caring Service"

State Forms: ARC 2 (10/2019) Current Programs: Foster Care (ARC) Current Attached Forms: N/A Current Forms Category: Form Current Template Repository Visibility: All Counties Existing Languages: English

2.4.2 Form Verbiage

Update Form XDP

This form will be updated to no longer populate Los Angeles Countyspecific references.

Form Mockups/Examples: See Supporting Documents #1

- 1. Replace the form's existing DPSS Header with the CalSAWS' standard header, HEADER_1.
- 2. Remove the front and back page of LA County's cover letter from the existing ARC 2 form.
- 3. Update the existing form to resemble the State's latest ARC 2 version (10/19), including updates to the form verbiage and section placements.
- 4. Update the form's XDP to have continuous page numbering.

3 SUPPORTING DOCUMENTS

Numbe r	Functional Area	Description	Attachment
1	Forms	ARC 2 - English mockup	CA 235297 – ARC 2.pdf

REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
CAR- 1239	The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including: a. Appointment notices; b. Redetermination, Recertification, and/or Annual Agreement notices and forms; c. Other scheduling notices (e.g., quality control, GR hearings, and appeals); d. Periodic reporting notices; e. Contact letters; f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site; g. Information notices and stuffers; h. Case-specific verification/referral forms; i. GR Vendor notices; k. Court-mandated notices, including Balderas notices; l. SSIAP appointment notices; m. Withdrawal forms; n. COLA notices; o. Time limit notices; g. Interface triggered forms and notices (e.g., IFDS, IEVS); r. Non-compliance and sanction notices; s. Benefit issuance and benefit recovery forms and notices, including reminder notices; t. Corrective NOAs on State Fair Hearing decisions; u. CSC paper ID cards with LRS-generated access information; and v. CSC PIN notices.	This list of forms will have its populated to no longer populate static Los Angeles County references.

Calsaws

California Statewide Automated Welfare System

Design Document

CA-235360

Add MSP Failed to Complete Redetermination NOA
CalSAWS	DOCUMENT APPROVAL HISTORY		
	Prepared By	Ayman Hussein	
	Reviewed By	Tiffany Huckaby	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/17/2021	1.0	Initial Draft	Ayman Hussein
12/8/2021	1.1	Updated per committee feedback	Ayman Hussein

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1 OVERVIEW

This SCR is to add a new Failure to Complete Redetermination NOA for Medicare Savings Program (MSP). MSP is sent the non-MAGI RE Packet. However, there is no Failure to complete redetermination NOA specifically for MSP with non-MAGI RE Packet.

1.1 Current Design

CalSAWS does not have a Failure to Complete Redetermination NOA specifically for MSP with non-MAGI RE Packet.

1.2 Requests

Add a new Medicare Savings Program (MSP) Failure to Complete Redetermination NOA.

1.3 Overview of Recommendations

- 1. Add the new MSP NOA Action Header Fragment from ACWDL XX-XX.
- 2. Update the NOA non-MAGI Failed to Respond Reason Fragment to now generate for MSP.
- 3. Add the new MSP NOA Message from ACWDL XX-XX.

1.4 Assumptions

- 1. The New MSP Failure to complete redetermination NOA will be created based on the State ACWDL XX-XX: Updates to MSP NOAs.
- 2. There will be no changes to the existing Medi-Cal generation conditions for the existing non-MAGI Failed to Respond Reason Fragment. The fragment will continue to generate as it did previous to this effort.
- 3. The updated NOA fragment reasons will require the 90-day NOA verbiage. This effort will be using the existing CalSAWS 90-day NOA verbiage and variable population. The existing 90-day verbiage in CalSAWS matches MEDIL 16-04.
- 4. The updated NOA fragment reason will generate only on Non- MAGI Discontinuance NOAs when the program equals Medi-Cal and or Medicare Savings Program (MSP) as this fragment is on program level.
- CA-214024 will add the missing Translations for Common Fragment to allow the new MSP failed to complete redetermination NOA to generate in all CalSAWS supported Threshold Languages. Until this is implemented only English Language will generate for the new MSP NOA along with the GEN 1365 (MULTILINGUAL) form as per Medi-Cal policy.
- 6. MSP verbiage currently generates on it's own NOA separately from MC NOAs and that functionality will not change with this effort.

2 RECOMMENDATIONS

2.1 Add a new MSP NOA Action Header Fragment

2.1.1 Overview

This effort is adding a new MSP NOA Header Action from ACWDL XX-XX.

State Form/NOA: Taken from State ACWDL XX-XX MSP NOAs Program(s): Medicare Savings Program (MSP) Action Type: Discontinuance Note: As per the State, this header should be included in all notices sent regarding the MSP program. SCP CA 599(2 will be updated to include the

Note: As per the State, this header should be included in all notices sent regarding the MSP program. SCR CA-58963 will be updated to include the new NOA verbiage including updating this Fragment to generate with all MSP.

Fragment Level: Program

Repeatable: No

Languages: English

Note: Threshold Languages will be added with SCR CA-236895.

2.1.2 Form/NOA Verbiage

Create New MSP NOA Action Header Fragment XDP

Add a new XDP for the MSP NOA Action Header fragment for Failed to Respond Reasons.

NOA Mockups/Examples: See Supporting Documents #1

Description	Text	Formatting*
Static	IF YOU ARE ALREADY RECEIVING REGULAR MEDI-CAL BENEFITS, THIS DOES NOT AFFECT THOSE BENEFITS.	Arial Font Size 10 Bold

*English only, Spanish and threshold will generate based on project standards for that language.

2.1.3 Form/NOA Variable Population

Note: The new Fragment does not include any variables.

2.1.4 Form/NOA Generation Conditions

Add Fragment Generation

This will generate with the existing non-MAGI Failed to Respond Reason in Recommendation 2.2 when generating for MSP.

Technical Note: This fragment will be updated with SCR CA-58963 to generate with the new MSP verbiage from ACWDL XX-XX. As such this needs to be implemented like the MAGI Header in that it will with CA-58963 generate as the first fragment on MSP NOAs.

Ordering on NOA: This will be the first fragment generated on the NOA.

2.2 Update NOA Non-MAGI Failed to Respond Reason Fragment

2.2.1 Overview

This recommendation is to use the existing NOA Non-MAGI Failed to respond Reason fragment on the new MSP Failed to Complete Redetermination NOA.

Note: There are no changes to the existing Non-MAGI reason fragment other than the variable change specified in section 2.2.2.3.

Reason Fragment Name and ID: MC_TN_FAIL_TO_RESPOND_M427 (Fragment ID:7787)

State Form/NOA: NOA verbiage from ACWDL 17-32

Current NOA Template: MC_NOA_TEMPLATE (Fragment ID: 3028)

Current Program(s): Medi-Cal (Non-MAGI only)

Current Action Type: Discontinuance

Current Fragment Level: Program

Currently Repeatable: No

Includes NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: N/A

Existing Languages: Armenian, Cambodian, Chinese, English, Korean, Russian, Spanish, Tagalog, Vietnamese

2.2.2 Form/NOA Verbiage

2.2.2.1 Update NOA Non-MAGI Failed to Respond Reason Fragment XDP

Update the NOA Non-MAGI Failed to Respond Reason only to change the Medi-Cal word into a variable that will populate with the program name Medi-Cal and or Medicare Savings Program (MSP) when applicable.

Updated Languages: English

Note: Threshold will be added with SCR CA-236895 and the new variable will be added with the threshold versions at that time.

NOA Mockups/Examples: See Supporting Documents # 1 for NOA mockup.

DESCRIPTION	Existing Text	Updated TEXT	FORMATTING*
Static	Your Medi-Cal is ending on <date> because you did not provide the renewal information that we asked for. We need you to give us information about the following to see if you can still get Medi-Cal: • Proof of your property. Some examples of proof of your property are bank account statements, investments statements, or titles for property that you own. • Proof of your income. Some examples of proof of your income are a paystub, your most recent tax return, a letter from your employer, or a benefits award letter.</date>	Your < FULL_PGM_NAME > is ending on <date> because you did not provide the renewal information that we asked for. We need you to give us information about the following to see if you can still get < PGM_NAME >: • Proof of your property. Some examples of proof of your property are bank account statements, investments statements, or titles for property that you own. • Proof of your income. Some examples of proof of your income are a paystub, your most recent tax return, a letter from your employer, or a benefits award letter.</date>	Arial Font Size 10
	Please call us, visit your county social services office, or return your	Please call us, visit your county social services office, or return your	
	completed and	completed and	

	signed renewal form to give us this information.	signed renewal form to give us this information.	
Static – Existing 90- day verbiage	You can still get Medi-Cal, but you need to give us more information. We need it within 90 days, by <date1>. We can give you Medi-Cal from <date2> if you are eligible. If we do not get the information by <date1>, you must reapply for Medi-Cal.</date1></date2></date1>	You can still get < PGM_NAME >, but you need to give us more information. We need it within 90 days, by <date1>. We can give you < PGM_NAME > from <date2> if you are eligible. If we do not get the information by <date1>, you must reapply for < PGM_NAME >.</date1></date2></date1>	Arial Font Size

*English only, Spanish and threshold will generate based on project standards for that language.

2.2.2.2 Form/NOA Generation Conditions

Note: There are no changes to the existing non-MAGI Medi-Cal generation conditions.

Update the NOA Non-MAGI Failed to Respond Reason Fragment logic to generate when **all** the following conditions are true:

- There is a Non-MAGI RE Packet on the case
- In the newly run Medi-Cal EDBC the program status is Discontinued with the "Failed to Complete Redetermination" negative action reason.
- The Non-MAGI RE Packet is either in the "Sent" or "Generated" status.
- There is at least one existing Medi-Cal EDBC for the current Benefit month and in the most recent saved Medi-Cal EDBC of the existing Medi-Cal EDBCs for that month there is at least one person with an MSP aid code or MSP as a secondary aid code

or

there is not a previously existing Medi-Cal EDBC for the current Benefit month and there is at least one Medi-Cal EDBC for the previous month and in the most recent saved Medi-Cal EDBC for the previous month there is at least one person with an MSP aid code or MSP as a secondary aid code.

Note: A household can receive both a notice for non-MAGI and MSP when the program has persons receiving non-MAGI MC and persons receiving MSP or if a person is receiving MSP as a secondary aid code.

New NOA Template: Yes, this fragment will be updated to generate for MSP and will generate on the appropriate MSP Template.

For MSP: Q_NOA_TEMPLATE

Note: Existing non-MAGI will continue to generate on the same MC Template.

New Program Generation: Yes, this will now generate for Medicare Savings Program (MSP) and Medi-cal when applicable.

Action Fragment: New MSP NOA Action Header Fragment, see Recommendation 2.1

Messege Fragment: New MSP NOA Message for Non-MAGI Discontinuances, see Recommendation 2.3

Ordering on NOA: This fragment will generate following the New MSP Action Header Fragment.

2.2.2.3 Add Fragment Variable Population

The NOA Non-MAGI Failed to Respond Reason Fragment will have new variables. The variables will populate with the program name Medi-Cal and or Medicare Savings Program (MSP) when applicable.

VARIABLE NAME	POPULATION	FORMATTING*
<full_pgm_name></full_pgm_name>	 Populates with: "Medi-Cal" when the program is non-MAGI MC. "Medicare Savings Program (MSP)" when the program is MSP. 	Arial Font Size 10
<pgm_name></pgm_name>	 Populates with: "Medi-Cal" when the program is non-MAGI MC. "MSP" when the program is MSP. 	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

2.2.2.4 Add Regulations for NOA Non-MAGI Failed to Respond Reason Fragment

The following Regulations will be added when the NOA Non-MAGI Failed to Respond Reason Fragment is generated on a Medicare Savings Program (MSP) NOA: **New Regulations:** California Code of Regulations, Title 22, sections 50175 and 50179

2.2.2.5 Add NOA Title and Footer Reference for new Reason

The following are the references that will be included for the NOA Non-MAGI Failed to Respond Reason Fragment.

NOA Title: Existing MSP Discontinuance (MC_TN_NOA_TYPE_MSP) NOA Title Requires Translations: No

NOA Footer: MC-MSP-T

NOA Footer Requires Translations: No

2.3 Add a New MSP NOA Message for Non-MAGI Discontinuances

2.3.1 Overview

Add a new Medicare Savings Program (MSP) NOA Message for MSP Non-MAGI Discontinuance NOAs.

Known County NOA: Taken from State ACWDL XX-XX MSP NOAs.
Program(s): Medicare Savings Program (MSP)
Action Type(s): Discontinuance
Fragment Level: Program
Repeatable: No
Languages: English

Note: Threshold Languages will be added with SCR CA-236895.

2.3.2 Form/NOA Verbiage

Create a new MSP NOA Message Fragment XDP

Add a new MSP NOA message.

NOA Mockups/Examples: See Supporting Documents #1

Description	Text	Formatting*
Static	Income and property limits may change annually. If you have Medicare Part A and/or Part B and you experience a decrease in income or property, you may reapply. If you also applied for regular Medi-Cal benefits, you will receive a separate notice about that program.	Arial Font Size 10
	If you are discontinued from the QMB program and do not already receive Medicare Part A for free the state will no longer pay for your Medicare Part A premium. The state may no longer pay for your Medicare Part B premiums. Any questions about these premiums should be directed to your local Social Security Office and not the office listed at the top of this	

*English only, Spanish and threshold will generate based on project standards for that language.

2.3.3 Form/NOA Variable Population

Note: The new MSP NOA Message Fragment does not include any variables.

2.3.4 Form/NOA Generation Conditions

Add Generation for new MSP Message

This Message fragment will generate with the existing non-MAGI Failed to Respond Reason in Recommendation 2.2 on an MSP NOA when there is at least one program person that is MSP.

Ordering on NOA: This message fragment will generate after the Reason Fragments on the NOA.

3 SUPPORTING DOCUM	ENTS
---------------------------	------

Number	Functional Area	Description	Attachment
1	NOA	MSP NOA Non- MAGI	MSP_NOA_NON_MAGI_FAILED_TO_RESPOND_Mockup.pdf

Eailed to	
Respond	
Reason	
Mockup	
москор	
Note: The	
NA DACK 7	
is not	
included in	
the	
mockup	
however	
will	
generate	
gonoraro	
on the	
back of	
the first	
page.	
included in the mockup however will generate on the back of the first page.	

REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
(CAR-1239) 2.18.3.3	CalSAWS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including: a. Appointment notices; b. Redetermination, Recertification, and/or Annual Agreement notices and forms; c. Other scheduling notices (e.g., quality control, GR hearings, and appeals); d. Periodic reporting notices; e. Contact letters; f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site; g. Information notices and stuffers; h. Case-specific verification/referral forms; i. GR Vendor notices; k. Court-mandated notices, including Balderas notices; l. SSIAP appointment notices; m. Withdrawal forms; n. COLA notices; o. Time limit notices; p. Transitioning of aid notices; q. Interface triggered forms and notices (e.g., IFDS, IEVS); r. Non-compliance and sanction notices; s. Benefit issuance and benefit recovery forms and notices, including reminder notices; t. Corrective NOAs on State Fair Hearing decisions; U. CSC paper ID cards with LRS-generated access information; and v. CSC PIIN notices.	This SCR will produce the new MSP NOA regarding Failure to Complete Redetermination.

Calsaws

California Statewide Automated Welfare System

Design Document

CA-235422

Mark the RE SAR7 packet as Complete when the Program is discontinued due to changes from the RE SAR7 packet

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Meenavalli S
	Reviewed By	Jason F, Ritu Ch, Caroline B, Binh Tran

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/25/2021	1.0	Initial Draft	Meenavalli S
12/08/2021	1.1	Added changes based on the BA comments	Meenavalli S

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1 OVERVIEW

In CalSAWS, for CW(CalWORKs), RCA (Refugee Cash Assistance) and CF (Cal-Fresh) Programs when the SAR7 or RE EDBC's run, CalSAWS application will evaluate and determine the benefits based on the worker entered data collection details. The new EDBC could be a FAIL (Discontinue) or PASS (Active).

Note: RCA Program will have SAR7 and not RE.

1.1 Current Design

For the CW/RCA and CF Programs when the SAR7 or RE EDBC's run for the future month of SAR7 / RE due month, the SAR7 or RE Packets that are marked as "Reviewed-Ready to Run EDBC" are flipped to "Complete-EDBC Accepted" on the Customer Reporting Pages and RE Due date will be advanced when the Program is PASS / Active due to the changes from the RE Packet.

If any new Income added or expenses decreased etc., that negatively impacts the program and resulted in program closure (Discontinue), the SAR7 or RE Packets that are marked as "Reviewed-Ready to Run EDBC" are not being flipped to "Complete-EDBC Accepted" on the Customer Reporting Pages.

Also, for RE's the RE Due date will not be advanced when the Program is discontinued due to the changes from the RE Packet.

The SAR7/RE packet is marked as complete with Run Reason SAR7 / RE and RE date will be advanced when the Program is Rescind and made Active. The Run Reason SAR7 / RE is automatically applied after Rescind with Run EDBC and packet is flipped from "Reviewed-Ready to Run EDBC" to "Complete-EDBC Accepted" on the Customer Reporting Pages.

1.2 Requests

The purpose of this SCR is to set the SAR7 / RE packets that are marked as "Reviewed-Ready to Run EDBC" to be flipped to "Complete-EDBC Accepted" on the Customer Reporting Pages even the program is Discontinued due to the changes from SAR7 / RE Packet and EDBC is run with Run Reason SAR7 / RE.

Additionally, when the program is rescinded and made Active for any future month with the SAR7 / RE Past Due date, the PASS / Active EDBC need to be run with Run Reason SAR7 / RE even the SAR7 / RE packets are marked as "Complete-EDBC Accepted" on the Customer Reporting Pages and advance the RE due month based on the RE run reason.

1.3 Overview of Recommendations

- Update the Customer Reporting logic to flip the SAR7 / RE packets that are marked as "Reviewed-Ready to Run EDBC" to "Complete-EDBC Accepted" when the program is Discontinued with the Run reason SAR7/RE.
- Update the EDBC logic to set the Run reason SAR7 / RE for the month when the program is PASS Active Regular EDBC and the SAR7 / RE is Past Due.
- Update the EDBC logic to advance the RE due month based on the RE run reason for the PASS Active Regular EDBC.

1.4 Assumptions

- There will be no Batch Run for this SCR.
- The Discontinued EDBC will have the Run Reason SAR7 / RE.
- This change will apply to all counties.

2 **RECOMMENDATIONS**

2.1 CW/CF EDBC Rules Update

2.1.1 Overview

To ensure that RE/SAR7 Packets are flipped to "Complete-EDBC Accepted" when the program is Discontinued with the Run reason SAR7/RE, EDBC rules need to be updated.

2.1.2 Description of Changes

- 1. Update the Customer Reporting logic to flip the SAR7/RE packets that are marked as "Reviewed-Ready to Run EDBC" to "Complete-EDBC Accepted" when the program is Discontinued with the Run reason SAR7 / RE and Authorized.
- 2. Update the EDBC logic to set the Run reason SAR7 / RE for the month when the following conditions are met
 - a. When the program is discontinued rescinded and made Active Regular EDBC
 - b. Ran EDBC for month after the SAR7 / RE Past Due month
 - c. The Past due SAR7 / RE Packet status is in "Complete-EDBC Accepted"
- 3. Update the EDBC logic to advance the RE due month based on the RE run reason for the Active Regular EDBC when the RE is past Due.

Note: The RE / SAR7 Change reason logic should be followed based on the EDBC Run Reason: RE / SAR7

EDBC Scenario 1: Case with CW/CF SAR7/RE Due: 12/31/2021.

- a. Add income to Discontinue the CW/CF Programs
- b. Mark the SAR7/RE Packet in Customer Reporting Page to "Reviewed-Ready to Run EDBC".
- c. Run EDBC for 01/2022.

Expected Results:

- i. CW/CF EDBC for 01/2022 will be Discontinued with Run Reason: SAR7/RE
- ii. SAR7/RE Packet to be flipped to "Complete-EDBC Accepted" when Authorized.
- iii. For RE, RE Due date to not be advanced when Authorized.

EDBC Scenario 2: Case with CW/CF SAR7/RE Due: 12/31/2021.

- a. Mark the SAR7/RE Packet in Customer Reporting Page to "Reviewed-Ready to Run EDBC".
- b. Run EDBC for 01/2022.

Expected Results:

- i. If CW/CF EDBC for 01/2022 is Discontinued with Run Reason: SAR7/RE then SAR7/RE Packet to be flipped to "Complete-EDBC Accepted" when Authorized.
- ii. For RE, RE Due date to not be advanced when Authorized.
- iii. Rescind the CW Program and Run EDBC for 01/2022
- iv. On the EDBC Summary Page, display Run Reason: SAR7/RE
- v. For RE, Advance the RE Due date when Authorized

EDBC Scenario 3: Case with CW/CF SAR7/RE Due: 12/31/2021.

a. SAR7/RE Packet in Customer Reporting Page marked incomplete b. Run EDBC for 01/2022.

Expected Results:

- i. CW/CF EDBC for 01/2022 will be Discontinued.
- ii. SAR7/RE Packet will not be flipped to "Complete-EDBC Accepted" when Authorized.
- iii. For RE, RE Due date will not be advanced when Authorized.
- iv. Customer turned in completed packet and then Mark the SAR7/RE Packet in Customer Reporting Page to "Reviewed-Ready to Run EDBC".
- v. Rescind the CW Program and Run EDBC for 01/2022
- vi. On the EDBC Summary Page, display Run Reason: SAR7/RE
- vii. SAR7/RE Packet to be flipped to "Complete-EDBC Accepted" when Authorized.
- viii. For RE, Advance the RE Due date when Authorized.

2.1.3 Programs Impacted

CalWORKs, Refugee Cash Assistance, Cal-Fresh

2.1.4 Performance Impacts

N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4 REQUIREMENTS

None

5 MIGRATION IMPACTS

None

6 OUTREACH

None

7 APPENDIX

None

Calsaws

California Statewide Automated Welfare System

Design Document

CA-236077

Update Central Print Batch Job to Support BenefitsCal and YBN

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Phong Xiong
	Reviewed By	Priya Sridharan, Raj Devidi

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/02/2021	1.0	Initial Draft	Phong Xiong

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1 OVERVIEW

This SCR is to update the Central Print Batch Job to support both BenefitsCal and YBN accounts in CalSAWS. Every time a customer creates an account in either BenefitsCal or YBN, there is no differentiation between the two portals in the database. It is valid for a customer to have multiple accounts in both portals.

1.1 Current Design

Currently, the Central Print Batch Job contains a query that selects a customer with their associated login information. It is valid for a customer to have multiple accounts; therefore, in the database, a customer is tied directly to multiple login information. The Central Print Batch Job cannot be executed since there are multiple login records associated to a single person. Here are some example scenarios that are resulting in multiple login records:

- 1. A person meets with a Community Based Organization (CBO) who helps the person apply for benefits. The CBO creates an account for the person. The person then creates their own personal account so that they can view their benefits. The Central Print Batch Job will fail due to multiple login records for a single person.
- 2. If a person created an account but forgot their password, they have the ability to create a new account with a new email. There is no limit in the system to limit how many accounts a person can create. The Central Print Batch Job will fail due to multiple login records for a single person.
- 3. A person who is currently living in LA county, and has a YBN account, moves to a county who now uses BenefitsCal. The person creates an account with BenefitsCal. Now, the person is tied to two different accounts and the system does not differentiate between YBN and BenefitsCal. Now the Central Print Batch Job will fail due to multiple login records for a single person.

1.2 Requests

1. Update the Central Print logic to pick up the correct login based on the customer's most recent high-dated standard or YBN account.

1.3 Overview of Recommendations

1. Update the FIND_PRINT_CENTRAL_SQL in the Central Print Batch Job to select distinct person and login records.

1.4 Assumptions

- 1. This SCR is solely a Client Correspondence effort to resolve scenarios 2 and 3 as shown section 1.1.
- 2. Scenario 1 from section 1.1 is corrected by the Online Team with a DCR from CA-236926.
- 3. Any other impacts, if any, to other teams will be implemented with a different SCR.

2 RECOMMENDATIONS

2.1 Updates to Central Print Batch Job

2.1.1 Overview

The Central Print Batch Job mails out all of the forms and NOAs that needs to be sent out to customers daily.

2.1.2 Description of Change

- 1. The FIND_PRINT_CENTRAL_SQL in the PrintFormsCentrallyDao.java needs to be updated to select distinct persons records and associated login records. Please see Exhibit A in Section 4 Appendix for the current SQL that needs to be corrected.
 - a. Update the query to select the most recent high-dated, standard login information for a person record.
 - b. The standard accounts are marked as TYPE_CODE = "SD" in the C4Y_LOGIN_INFO table.
 - c. There is also a TYPE_CODE = "YB" which will also be considered a standard account.
 - i. This is based on current design and should not be changed.

2.1.3 Key Scheduling Dependencies

There are no updates in this section.

2.1.4 Counties Impacted

All counties.

2.1.5 Data Volume/Performance

2,000 forms.

2.1.6 Failure Procedure/Operational Instructions

There are no updates in this section.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.1 CAR- 1237	The LRS shall automatically generate the following correspondence online or in the batch process, as a result of individual and/or case action initiated by the LRS or by COUNTY-specified Users, except when exempt due to program requirements: a. Adverse notices (includes: decrease, collection, denial, or termination of benefits):	The Central Print Batch job is updated to ensure that the correspondence is mailed to the correct users.
	 b. Non-adverse notices (includes: approval, increase in benefits, no change, and rescission); and c. Non-approval notices (includes: cancellation, withdrawal, informational, and benefit issuance). 	

4 APPENDIX

<u>Exhibit A</u>

FIND_PRINT_CENTRAL_FORMS_SQL = "WITH LOGIN_INFO AS ("

+ "(SELECT C4Y_PERS_LOGIN_INFO.PERS_ID AS PERS_ID, C4Y_LOGIN_INFO.ID AS LOGIN_INFO_ID "

+ "FROM C4Y_PERS_LOGIN_INFO, C4Y_LOGIN_INFO"

+ "WHERE C4Y_LOGIN_INFO.TYPE_CODE IN ('SD', 'YB') "

+ " AND (C4Y_PERS_LOGIN_INFO.END_DATE = HIGH_DATE OR C4Y_PERS_LOGIN_INFO.END_DATE IS NULL) "

+ " AND C4Y_PERS_LOGIN_INFO.C4Y_LOGIN_INFO_ID = C4Y_LOGIN_INFO.ID)) "

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-236079

Task Management Update ICT Task/Journal Processing

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Justin Dobbs
	Reviewed By	Sarah Cox, Dymas Pena

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/2/2021	1.0	Initial Revision	Justin Dobbs

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1 OVERVIEW

This design outlines modifications to update ICT Automated Action and Journal logic to be invoked from Online transactions.

1.1 Current Design

Prior to the cutover of C-IV counties into the CalSAWS System, Los Angeles County was the only county on CalSAWS. ICT Automated Action trigger conditions are housed within a batch process that reads an incoming ICT interface file and triggers the appropriate Automated Action and Journaling. This functionality is based on the previous assumption that each of the 57 additional California counties are external to the CalSAWS System which required a file transfer. The Automated Actions that are invoked as part of the batch processing are:

- a. Clearance: ICT
- b. e-ICT Request: Received
- c. e-ICT Cancellation: Received
- d. e-ICT Disposition: Received
- e. e-ICT: Document Request Received

As counties begin to migrate into the CalSAWS System, the ICT functionality is internal to CalSAWS when transfers/requests are passed between two CalSAWS counties. Information is not passed via file exchange in this instance.

1.2 Requests

Update the ICT processing to invoke the ICT Automated Actions and Journaling when transfers/requests are passed between two CalSAWS counties.

1.3 Overview of Recommendations

1. Update ICT processing to invoke the appropriate Automated Action and logging of Journal entries when necessary.

1.4 Assumptions

- 1. The functionality within this enhancement is limited to ICT transactions that occur between two CalSAWS counties. Transactions between a CalSAWS county and a CalWIN county will still utilize the file transfer processing.
- 2. The Automated Action/Journal logic that will be introduced to the Online transactions will be the same as the existing logic in the ICT batch process.
- 3. The following Automated Actions are only available for Los Angeles County:

- a. e-ICT Request: Received
- b. e-ICT Cancellation: Received
- c. e-ICT Disposition: Received
- d. e-ICT: Document Request Received
- 4. The Journal entries described in this document will apply to all CalSAWS counties.

2 RECOMMENDATIONS

This section will outline recommendations to modify Online ICT transactions to invoke Automated Action/Journaling when required.

2.1 Update Online ICT Processing to Invoke Automated Action/Journaling

2.1.1 Overview

This section will describe the Online trigger conditions to invoke each of the 5 ICT Automated Actions and appropriate Journal entries.

2.1.2 Description of Changes

- 1. Update the ICT Detail page to:
 - ICT Received
 - a. On send of an ICT, invoke the "Clearance: ICT" Automated Action for the receiving county when an ICT is sent and both the sending and receiving counties are CalSAWS counties.

ICT Request Received

- a. On send of an ICT request, invoke the "e-ICT Request: Received" Automated Action for the CalSAWS county receiving a request for an ICT from another CalSAWS county.
- b. Log an "Eict Case Request Received" Journal Entry for the Requested Case if the Case is Active.
 Technical Note: The journal template is found in CT363.
- Log a "E-ICT Request Record Received" Journal Entry for the Requested Case if the Case is not Active.
 Technical Note: The journal template is found in CT363.
- ICT Cancellation Received
 - a. On send of an ICT cancellation, invoke the "e-ICT Cancellation: Received" Automated Action for the CalSAWS county receiving an ICT cancellation from another CalSAWS county and the ICT has already been linked to a Case in the receiving county.

b. Log a "E-ICT Cancelation Record Received" Journal Entry associated to the Case that has been linked to the ICT in the receiving county.

Technical Note: The journal template is found in CT363.

- 2. Update the ICT Document Detail page to: ICT Document Request Received
 - a. On Save and Return, if an ICT Document Request is received by a CalSAWS county and the request originated from a different CalSAWS county invoke the "e-ICT: Document Request Received" Automated Action for the county receiving the request.
 - b. Log a "ICT Document Request Received" Journal Entry associated to the Case associated to the ICT in the county receiving the request.
 Technical Note: The journal template is found in CT363.

rechnical Note: The journal template is found in C1363.

3. Update the ICT Transaction Sweep Batch Process (PB00E151) to:

ICT Disposition Received

- a. Invoke the "e-ICT Disposition: Received" Automated Action after creating an ICT Program Disposition record for the county that initially sent the ICT.
- b. Log a "E-ICT Disposition Record Received" Journal Entry associated to the ICT case of the sending county.
 Technical Note: The journal template is found in CT363.

3 SUPPORTING DOCUMENTS

N/A

REQUIREMENTS

5 OUTREACH

N/A

APPENDIX
Calsaws

California Statewide Automated Welfare System

Design Document

CA-236371

Update Batch MAGI EDBC RE Sweep Job to Only Process Once per Renewal

	DOCUMENT APPROVAL HISTORY		
CalSAWS Prepared By Carmen Kolaskey		Carmen Kolaskey	
	Reviewed By	Derek Goering, Prashant Goel, William Baretsky, Maksim Volf, Noel Acosta, and Renee Gustafson	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/19/2021	.01	Draft	Carmen Kolaskey
12/14/2021	.02	Reviewed with Build and Test	Carmen Kolaskey
12/14/2021	1.0	Draft Review with Consortia	Carmen Kolaskey
12/16/2021	1.1	Updated the following: • 1.3 - #1 • Example	Carmen Kolaskey
12/16/2021	1.2	Removed Automated Regression Test section	Carmen Kolaskey
12/20/2021	1.2	Updated the following: • 1.3 - #1 • Example	Carmen Kolaskey

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1 OVERVIEW

The Batch MAGI EDBC RE sweep is a daily job that looks for MAGI MC programs where a Renewal (RE) Determination Eligibility Response (DER) is received from the Batch MAGI RE sweep job. If a MAGI MC program meets the MAGI EDBC RE sweep criteria, Batch EDBC will attempt to process the program through the 'No Touch' renewal and advance the Renewal to the future year. If a MAGI MC program is skipped by Batch EDBC the Batch MAGI EDBC RE sweep job will again pick up the MAGI MC program for Batch EDBC processing the next day. This process continues until the first of the following month. This SCR updates CalSAWS Batch MAGI EDBC RE sweep job to only attempt to process Renewal for a MAGI Medi-Cal (MC) program in Batch EDBC one time.

1.1 Current Design

The Batch MAGI RE Sweep job (PH00E203) initiates the MAGI Medi-Cal renewal process by identifying MAGI Medi-Cal programs with a Renewal Due Date two months in the future and sends a Renewal (RE) EDR to CalHEERS through Batch MAGI.

After the RE EDRs are sent to CalHEERS, the Batch MAGI EDBC RE Sweep job (PB00E120) then identifies MAGI MC Programs to process through the 'No Touch' renewal. The Batch MAGI EDBC RE sweep job looks for MAGI Medi-Cal programs with a Renewal Due Date two months in the future with an RE DER received from the Batch MAGI RE Sweep job. The Batch MAGI EDBC RE Sweep job checks if an RE DER is received with the same benefit month as the RE EDR that was initiated from Batch MAGI RE Sweep job. The Batch MAGI EDBC RE Sweep job runs daily and will pick up the same MAGI Medi-Cal Program for processing until the first of the following month. Then the batch stops identifying and trying to process RE EDBC.

During the Batch EDBC process, if EDBC skips a MAGI MC program for 'Soft Pause', a Non-MAGI Screening Packet (NMSP) is generated with Submit Month set to the month following the EDBC Batch date. Since the Batch MAGI EDBC RE Sweep job attempts to process same MAGI MC program daily until the first of the following month, it causes Batch EDBC to skip for 'Soft Pause' daily – up to and including the first of the following month. Each time the Batch EDBC skips for 'Soft Pause', the NMSP is prompted to be generated. The NMSP batch job has logic to not create a duplicate NMSP with the same Submit Month, but on the first of the following month, the Batch Date is a new month and the NMSP gets generated with a new Submit Month. In addition to the issues with the NMSP, the attempt to process the same MAGI MC Program to be included in the Batch Eligibility Report with a Skip reason of 'Soft Pause' daily and is unnecessary re-processing.

1.2 Requests

The Batch MAGI EDBC RE Sweep job should only attempt to process a MAGI MC program through the 'No Touch' renewal process once.

1.3 Overview of Recommendations

1. Update the Batch MAGI EDBC RE Sweep job (PB00E120) to only attempt to process a MC Program in Batch EDBC once when the RE DER is received between the Batch MAGI EDBC RE Sweep job Last Success Date and the Current Batch Date.

For Example: Using a Renewal Due Date of December 31, 2021.

- Batch MAGI RE Sweep job identifies Medi-Cal Programs and sends RE EDRs to CalHEERS on 10/01/2021.
- The next day, Batch MAGI EDBC RE sweep will begin checking for Medi-Cal Programs that can be processed by Batch EDBC.
- On 10/5/2021 6:35PM, RE DER received from CalHEERS for MC Program #1.
- On 10/5/2021 8:00PM, Batch MAGI EDBC RE sweep job identifies RE DER for MC Program #1 for processing
 - If the MC Program #1 is skipped for any reason, EDBC does not process the MC program.

Note: If the RE DER is received on 10/5/2021 after 8:01PM, the Batch MAGI EDBC RE Sweep job will capture the RE DER the next day (10/6/2021) and attempt EDBC processing.

- On 10/6/2021 at 8:00PM, the Batch MAGI EDBC RE sweep job has a new condition to only check for any RE DERs received after 10/5/2021
 8:00pm (Last Success Date), and on or before today's batch date, 10/6/2021 8:00PM
 - MC program #1 is not picked up for EDBC processing because the RE DER received date is prior to the Last Success Date.

1.4 Assumptions

1. All other existing Batch MAGI EDBC RE Sweep job (PB00E120) conditions will remain unchanged.

2 RECOMMENDATIONS

2.1 Batch MAGI EDBC RE Sweep (PB00E120)

2.1.1 Overview

Update the Batch MAGI EDBC RE Sweep job (PB00E120) to only attempt to process a MC Program in Batch EDBC once, when the RE DER is received between the Batch MAGI EDBC RE Sweep job Last Success Date and the Current Batch Date.

2.1.2 Description of Change

- 1. Update the Batch MAGI EDBC RE Sweep job (PB00E120) to only attempt to process a MC Program in Batch once, with the following criteria:
 - a. If the RE DER (received in response to the EDR sent from Batch MAGI RE Sweep job) is received after the Batch MAGI EDBC RE Sweep Last Success Date and on or before the current Batch Date, then identify the MAGI MC Program for Batch EDBC processing, if it meets all other existing Sweep criteria.

Technical Note: For cases with multiple MC Program blocks, the existing criteria to process the MAGI MC Program blocks with aligned RE Due Dates remains unchanged – regardless of the MC program assigned to the RE DER.

2.1.3 Execution Frequency

No Change

2.1.4 Key Scheduling Dependencies

No Change

2.1.5 Counties Impacted

All Counties

2.1.6 Data Volume/Performance

No Change

2.1.7 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.)

Calsaws

California Statewide Automated Welfare System

Design Document

CA-236793

Allow Transfer and Refunds of System Generated Transaction

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Jimmy Tu
	Reviewed By	John B., Kapil S.

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/29/2021	1.0	Initial Version	Jimmy Tu
1/4/2022	1.1	Design Clarification to update Security Groups Section	Jimmy Tu
1/6/2022	1.2	Design Clarification that the "Transfer" Button displays on Transaction Detail Page when transaction type is refund reversal.	Jimmy Tu

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1 OVERVIEW

1.1 Current Design

System does not allow <mark>refunds on</mark> system generated Benefit Reduction, Offsets, or Refund Reversal transactions. to be transferred or refunded.

System does not allow transfers on system generated Benefit Reduction and Offset transactions.

1.2 Requests

Allow for transfers and refunds of Benefit Reduction, Offset and Refund Reversal transactions.

Allow for transfers of Benefit Reduction and Offset transactions.

1.3 Overview of Recommendations

- 1. Update Transaction Detail Page to add a new "Transfer" and "Refund" button for system generated Benefit Reduction, Offsets, and Refund Reversals.
- Update the Transaction Detail to add a new "Transfer" button for system generated Benefit Reductions and Offsets.
- 3. Update Transaction Detail page to display the 'Bounce' button for Electronic Check and PayPal.

1.4 Assumptions

- 1. LA County will not be impacted by the new "Transfer" and "Refund" buttons unless they assign the new security rights associated to the buttons to their staff.
- The "Transfer" button currently displays on the Transaction Detail page for "Refund Reversals".

2 RECOMMENDATIONS

2.1 Transaction Detail Page

2.1.1 Overview

The Transaction Detail page allows users to post and view transactions on a recovery account. Currently we do not allow users to transfer or refund Benefit Reductions, Offsets, and Refund Reversals on this page. We are updating the page to allow transfer and refunds on those types.

2.1.2 Transaction Detail Page Mockup

Transaction Detail



Figure 2.1.1 – Transaction Detail Page – Transfer/Refund buttons

Transaction Detail

*- Indicates required fields			
Generate Form	Transfer Refund	Back Out Bounc	e Edit Close
Transaction Number:	Receipt Number:		Invoice Number:
Posted Date: 11/30/2021	Effective Month: * 11/2021	Transaction Amount: * 50.00	State Cycle Number:
Posting Type: Manual	Posting Status:	Vendor Id:	
Source Document Number :	Transaction Type: * PayPal	Transaction Method: * Fraud	
Responsible Party: *	Created By:	Location: CalSAWS Project Office	
Advance Refund Clearing:			
GLDoc ID:			
Comments:			

Figure 2.1.2 – Transaction Detail Page – Bounce button

2.1.3 Description of Changes

- Update Transaction Detail Page to add a new <u>"Transfer" and</u> "Refund" button for system generated Benefit Reduction, Offsets, and Refund Reversals.
- 2. Update the Transaction Detail to add a new "Transfer" button for system generated Benefit Reductions and Offsets.
- 3. Update Transaction Detail page to display the 'Bounce' button for Electronic Check and PayPal.

2.1.4 Page Location

- Global: Fiscal
- Local: Collections
- Task: Transaction Summary

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
TransactionTransferEditSpecial	This security right will allow users to use and view the	Counties Discretion.

Security Right	Right Description	Right to Group Mapping
	Transfer Button when a transaction type is Benefit Reduction, Offset. or Refund Reversal.	
TransactionRefundEditSpecial	This security right will allow users to use and view the Refund Button when a transaction type is Benefit Reduction, Offset, or Refund Reversal.	Counties Discretion.

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Transaction Transfer Edit Special	Allows Users to see the 'Transfer' button on the Transaction Detail page for Benefit Reductions, Offset. , and Refund Reversal.	System Administrators
Transaction Refund Edit Special	Allows Users to see the 'Refund' button on the Transaction Detail page for Benefit Reductions, Offset, and Refund Reversal.	System Administrators

2.1.6 Page Mapping

No Change.

2.1.7 Page Usage/Data Volume Impacts

No Change.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Security Rights	Security Matrix attached.	CA-236793 Security Matrix

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
3.8.1.2	The LRS shall identify and map all data fields, field definitions, and structural differences between the DPSS Systems data, DCFS Systems data, and other legacy data and LRS Data.	These requirements are met by aligning the difference between the old C-IV system and the current CalSAWS system.

5 MIGRATION IMPACTS

None.

6 OUTREACH

None.

7 APPENDIX

None.

Calsaws

California Statewide Automated Welfare System

Design Document

CA-236997

Retro Month EDBC on Converted Cases

		DOCUMENT APPROVAL HISTORY
CalSAWS	Prepared By	Paul Galloway
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
2021-11-24	.01	Initial Draft	Paul Galloway
2021-12-10	.02	Updates following Build & Test review	Paul Galloway

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	Overview

1 OVERVIEW

When C-IV counties migrated to CalSAWS, the Run EDBC page had restrictions on running EDBC for benefit months prior to migration on converted programs. After migration, a workload impact was detected when workers who process multiple retro months of EDBC were forced to do Manual EDBC's which are more time-consuming. Allowing some workers to run EDBC for additional pre-migration months can help relieve this impact.

1.1 Current Design

Page validation on the Run EDBC and Negative Action Detail pages prevents workers from running EDBC on a program converted from C-IV for a benefit month prior to:

- 6/2021 if the program is CalWORKs(CW), CalFresh(CF), Kin-GAP(KG), Medi-Cal(MC), or Nutrition Benefit(NB),
- 10/2021 if the program is Foster Care(FC), Adoption Assistance Program (AAP), Disaster CalFresh, Cash Assistance Program for Immigrants (CAPI), Refugee Cash Assistance (RCA), Diversion, General Assistance/General Relief (GA/GR), Homeless Assistance (HA) Permanent and Temporary, and Immediate Need (IN).

The validation logic on the pages uses the Conversion Date field on the Program Table (PGM.CONV_DATE) which is not visible to users online. That field was populated during conversion and was set to 5/31/2021 for programs in the first bullet above, and 9/30/2021 for those in the second bullet.

If a user selects an earlier Begin Month (on Run EDBC) or Benefit Month (on Negative Action Detail) on a converted C-IV program, the program(s) do not display, and the user sees this message instead:

"<List of Program(s)>: EDBC cannot be run for this program(s) prior to <MM/YYYY>. Please use Manual EDBC for months prior to <MM/YYYY>."

1.2 Requests

IEVS workers typically process EDBC for retro months. Processing multiple months of Manual EDBCs creates a workload impact. C-IV migration counties have requested the ability to run regular EDBC for some programs beginning with the 1/2021 benefit month.

1.3 Overview of Recommendations

- 1. Add a new security right that allows a worker with that right to run EDBC for retro months prior to the Conversion Date (PGM.CONV_DATE) set during C-IV conversion.
- 2. Update validation on the Run EDBC page for CW, CF, and NB programs converted from C-IV to allow workers with the new security right to select a Begin Month prior to the PGM.CONV_DATE but no earlier than 1/1/2021. This will

override the current restriction on running prior to the PGM.CONV_DATE. All other validations on the page will remain unchanged.

- 3. Add a warning message on the Run EDBC page when a worker selects a Begin Month prior to the PGM.CONV_DATE for a converted CW, CF, or NB program and clicks Run EDBC. The message is to remind the worker that they may receive unexpected results running EDBC prior to the PGM.CONV_DATE and it may require them to do a Manual EDBC. The warning message will not prevent a worker with the security right from running EDBC.
- 4. Update validation on the Negative Action Detail page for CW, CF, and NB programs converted from C-IV to allow workers with the new security right to select a Benefit Month prior to the PGM.CONV_DATE but no earlier than 1/1/2021. This will override the current restriction on running prior to the PGM.CONV_DATE. All other validations on the page will remain unchanged.
- 5. Add a warning message on the Negative Action Detail page that will display when a worker with the new security right selects a Begin Month before the PGM.CONV_DATE and there is a converted CW, CF, or NB program on the case. The warning message will not prevent a worker with the security right from running EDBC.
- 6. Issue a CIT prior to implementing this change to notify counties that there is no formal assurance of EDBC functionality for converted CW, CF, and NB programs for benefit months prior to 06/2021. As such, there may be limited support of related issues or errors escalated through the helpdesk process.

1.4 Assumptions

- The restriction on running EDBC for retro months only applies to programs that existed in C-IV and were converted to CalSAWS. Converted programs are identified by a PGM.CONV_DATE that is not MIN_DATE (i.e., 1/1/1000). New programs created in CalSAWS (even if they are on a case that was converted from C-IV) have the PGM.CONV_DATE set to MIN_DATE, so there is no restriction on how far back EDBC can run on them other than existing restrictions based on Application Date, original County Go-Live date, etc.
- 2. The message that displays when workers select a Begin/Benefit Month earlier than the CONV_DATE was set by CA-228383 "Update Run EDBC Validation Message for Conversion Months." If a worker with the new security right selects a Begin/Benefit Month prior to 1/2021 on a converted CW/CF/NB program, the message will display using the value in the PGM.CONV_DATE field. This means it will still say "EDBC cannot be run for this program(s) prior to 6/2021..." even though workers with the new security right can run for months prior to that date. No change is being made to the message in this SCR.

2 RECOMMENDATIONS

2.1 Eligibility: Run EDBC Page

2.1.1 Overview

The list of programs available to select for EDBC is updated when the Begin Month dropdown is changed on the Run EDBC page. Currently, programs will not display on the Run EDBC Page if the Begin Month selected is earlier than the Conversion Date (PGM.CONV_DATE). When workers select a Begin Month prior to that date, they see a message indicating that they can only do Manual EDBC for the converted programs for those months.

This SCR adds a new security right so certain workers can select a Begin Month as far back as 1/2021 on the Run EDBC page for CW, CF, and NB programs converted from C-IV.

2.1.2 Run EDBC Mockup

Case Info	Eligibility	Empl. (Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Run El	OBC								
*- Indica	es required f	ields				(Change R	eason	Cancel
Benefit P	rocessing R	ange:							
Begin Mo	nth: 🗚	End	Month: 米						
05/2021 🗸		01/202	22 🗸						
🔲 Pr	ogram	Status	Ti	mely Notice	Exception		Reas	on	Run
									Reason
CalFresh 06/2021	, CalWORKs . Please us	5, Nutrition B e Manual EDE	enefit: EL BC for mo)BC cannot nths prior t	be run for tl o 06/2021.	nis progra	m(s) prior	to	

Figure 2.1.2.1 – Current Functionality: Begin Month before 6/2021 on converted CW/CF/NB programs displays this message. Will not change for workers who don't receive new security right.

Case	Info Eligibili	ty Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Ru	n EDBC								
* - I	ndicates requir	ed fields			C	hange Reason	Run	EDBC	Cancel
Ben	efit Processin	g Range:							
Begi 05/20	in Month: * 121 🗸	E	nd Month: *						
	Program	Status	Fimely Notice	e Exception		Reason		Run R	eason
	CalFresh	Active (No 🗸						
	Nutrition Benefit	Active (No 🗸						
	CalWORKs	Active (No 🗸						

Figure 2.1.2.2 – New Functionality: Begin Month from 1/2021 to 5/2021 on converted C-IV programs for workers with new

security right. CW/CF/NB programs display with checkbox (if the program is available for the month).

Case	Info Eli	igibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Ru	n EDB	С								
* - I	ndicates r	equired	fields				Change Reason	Run	EDBC	Cancel
Ben	efit Proce	essing R	lange:							
Beg 05/20	in Month 021 ✔	: *	E	End Month: *						
	Program	n S	tatus	Timely Notice	Exception		Reason		Run Re	eason
	CalFresh	n A	ctive	No 🗸						
	Nutrition Benefit	A A	ctive	No 🗸						
	CalWOR	Ks A	ctive	No 🗸						
Run und Sel	Running EDBC for benefits months between 1/2021 and 5/2021 on a converted program may produce unexpected results. A manual EDBC may be necessary. Selected End Month is not in the Come-Up(Future) Month.									

Figure 2.1.2.3 – New Functionality: Begin Month from 1/2021 to 5/2021 on converted C-IV programs displays new warning message after worker clicks Run EDBC button.

1	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
1	Run ED	OBC								
	*- Indicat	es required i	fields					Change R	leason	Cancel
	Benefit Pı	rocessing R	ange:							
	Begin Mo	nth: 🗚	En	dMonth: 🗚						
	12/2020 🗸		01/	2022 🗸						
	Pro	ogram	Statu	s Ti	mely Notic	e Exception		Reas	on	Run Reason
-	CalFresh 06/2021	, CalWORK . Please us	s, Nutrition e Manual E	Benefit: El DBC for mo	OBC cannot onths prior	t be run for tl to 06/2021.	his progra	m(s) prior	to	

Figure 2.1.2.4 – Current/New Functionality: Begin Month before 1/2021 on converted CW/CF/NB programs displays existing message to all workers regardless of new security right.

Message will show "6/2021" even if a worker has new security right and can run 1/2021 - 5/2021. (See <u>1.4</u>-Assumptions # <u>2</u>.)

2.1.3 Description of Changes

- 1. Update Run EDBC Begin Month dropdown processing to check if the worker has the new RunCnvrtdRetroEDBC security right when determining which programs to display in the program list.
- 2. If the new security right is found, display the programs and checkboxes, and do not display the message "EDBC cannot be run for this program(s) prior to <MM/YYY>..." if:
 - a. The Begin Month is before the PGM.CONV_DATE but no earlier than 1/2021; and,
 - b. The program is CW, CF, or NB and was converted from C-IV (identified by a CONV_DATE that is not MIN_DATE).

Note: this does not change any other validations that determine if a program can display on the page such as application date, status, etc.

3. Add a new warning message to the Run EDBC page:

Running EDBC for benefits months between 1/2021 and 5/2021 on a converted program may produce unexpected results. A manual EDBC may be necessary.

- 4. Display the new warning message when the Run EDBC button is clicked, and the following are all true:
 - a. The worker has the new security right.
 - b. The Begin Month is before the PGM.CONV_DATE.
 - c. The selection includes a CW, CF, or NB program converted from C-IV (identified by a CONV_DATE that is not MIN_DATE).

Note: The new message is a warning (like the existing "Selected End Month is not in the Come-Up(Future) Month", "The following verification(s) have not been received: ", etc.). It will not prevent a worker from continuing onward with running EDBC by clicking the "Run EDBC" button again (or clicking "Run EDBC w/o Verifications" if it displays).

2.1.4 Page Location

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

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
RunCnvrtdRetroEDBC	Run EDBC and Negative Action pages allow selection of a Begin Month on programs converted from C-IV that are otherwise not allowed.	Run Converted Retro EDBC

2. Security Groups

Security Group	Group Description	Group to Role Mapping
Run Converted Retro EDBC	Run EDBC and Negative Action pages allow selection of a Begin Month on programs converted from C-IV that are otherwise not allowed.	See Security Matrix

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Eligibility: Negative Action Detail Page

2.2.1 Overview

The list of programs available to select on the Negative Action Detail page is updated when the Benefit Month dropdown is changed. Currently, programs will not display if the Benefit Month selected is earlier than the Conversion Date (PGM.CONV_DATE). When workers select a Benefit Month prior to that date, they see a message indicating that they can only do Manual EDBC for the converted programs for those months.

This SCR adds a new security right so certain workers can select a Benefit Month as far back as 1/2021 on the Negative Action Detail page for CW, CF, and NB programs converted from C-IV.

2.2.2 Negative Action Detail Mockup



Figure 2.2.2.1 – Current Functionality: Begin Month Before 6/2021 on converted CW/CF/NB programs displays this message. Will not change for workers who don't receive new security right.

Case I	nfo Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Neg	Negative Action Detail								
*- Ind	dicates required f	fields						R	Run EDBC
Runn unex	ing EDBC for be pected results.	enefits moi A manual	nths betwee EDBC may b	n 1/2021 De necessa	and 5/202 ry.	1 on a conv	verted prog	gram may	produce
Benef	it Month: * •								
CalW	ORKs		Run EDBC	for this pro	ogram				
	Person			SSN			Date of Bir	rth	
	PERSON, TWO 6	5M		222-33-	4444		05/05/2015	5	
	PERSON, ONE 2	6F		111-22-	3333		05/05/1995	5	
Nega	ntive Action Rea	ason: ▼							

Figure 2.2.2.2 – New Functionality: Begin Month from 1/2021 to 5/2021 on converted C-IV programs for workers with new

security right. CW/CF/NB programs display (if available for the month) along with the new warning message.

2.2.3 Description of Changes

- 1. Update Negative Action Detail Benefit Month dropdown processing to check if worker has new RunCnvrtdRetroEDBC security right when determining which programs to display.
- 2. If the new security right is found, display the programs, and do not display the message "EDBC cannot be run for this program(s) prior to <MM/YYYY>..." if:
 - a. The Benefit Month is before the PGM.CONV_DATE but no earlier than 1/2021; and,
 - d. The program is CW, CF, or NB and was converted from C-IV (identified by a CONV_DATE that is not MIN_DATE).

Note: this does not change any other validations that determine if a program can display on the page such as application date, status, etc.

3. Add a new warning message to the Negative Action Detail page:

Running EDBC for benefits months between 1/2021 and 5/2021 on a converted program may produce unexpected results. A manual EDBC may be necessary.

- 4. Display the new warning message when the Benefit Month dropdown is changed, and the following are all true:
 - a. The Benefit Month is before the PGM.CONV_DATE.
 - b. The programs displayed include a CW, CF, or NB converted from C-IV (identified by a CONV_DATE that is not MIN_DATE).

Note: the new message is a warning and will not prevent the worker from continuing onward when they click the "Run EDBC" button.

2.2.4 Page Location

- Global: Case Info
- Local: N/A
- Task: Negative Action

2.2.5 Security Updates

3. Security Rights

Security Right	Right Description	Right to Group Mapping
RunCnvrtdRetroEDBC	Run EDBC and Negative Action pages allow selection of a Begin Month on programs converted from C-IV that are otherwise not allowed.	Run Converted Retro EDBC

4. Security Groups

Security Group	Group Description	Group to Role Mapping
Run Converted Retro EDBC	Run EDBC and Negative Action pages allow selection of a Begin Month on programs converted from C-IV that are otherwise not allowed.	See Security Matrix

2.2.6 Page Mapping

N/A

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 [Automated Regression Test]

2.3.1 Overview

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

2.3.2 Description of Change

- 1. [Provide a detailed description of what needs to be updated in the automated regression test.]
 - a. Sub point (if needed)
 - i. additional sub point (if needed)
 - 1. Additional sub point (if needed)
- 2. Next Change (if needed)

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Security	Security Matrix	CA-236997 Retro Month EDBC on Converted Cases Security Matrix.xls

4 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?

5 OUTREACH

A CIT will be issued by the consortium prior to implementing this change to notify counties that there is no formal assurance of EDBC functionality for benefit months prior to 06/2021 for converted C-IV cases. As such, there may be limited support of related issues or errors escalated through the helpdesk process.

Calsaws

California Statewide Automated Welfare System

Proof of Concept

CA-237357

Shark Tank Innovation:

Marketing & Communications to Drive Awareness and Adoption of Text Reminders

CalSAWS	DOCUMENT APPROVAL HISTORY		
	Prepared By	Richard Martin	
	Reviewed By	Amy Gill	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/17/2021	1.0	Draft	Richard Martin
1/6/2022	2.0	Minor revision to 2.1.2.1	Amy Gill

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1 OVERVIEW

1.1 Current Design

This System Change Request (SCR) describes the one-time Services that Accenture performed to design and implement a marketing and communications campaign as a proof of concept ("POC") for San Bernardino County ("County"). The purpose of the POC is to drive awareness and acquisition of San Bernardino County's CalFresh SMS Texting Program.

1.2 Requests

Grant approval for Accenture and San Bernardino County to run the Marketing & Communications POC.

1.3 Overview of Recommendations

1. Design, develop and implement a targeted marketing and communications strategy for Active San Bernardino CalFresh customers who are not opted in to text messaging.

1.4 Assumptions

- 1. The POC shall be delivered between November 18, 2021 and February 22, 2022.
- 2. POC Services are delivered at no charge to the County.
- 3. This POC includes a one-time Accenture investment of more than 1,350 staff hours to support the POC which includes more than 120 hours for paid advertising on Facebook and Instagram, and printing and stock image costs.
- 4. The POC will be executed in English and Spanish only.
- 5. Spanish translation services will be provided by the United Language Group.
- 6. All Accenture staff that support the POC were officially onboarded to CalSAWS.
- 7. The County will be responsible for posting organic content and Accenture will be responsible for posting paid media on Facebook and Instagram. A Media Plan Authorization was executed between Accenture and the County.
- 8. The County is responsible for all technical requirements associated with the development and implementation of the free Wi-Fi and configuration of Google Analytics for the new landing page. Accenture is responsible for the landing page design. Accenture will conduct regular meetings with the County team via Microsoft Teams to manage POC activities.
- 9. The County will identify and provide the appropriate County staff to support POC activities and provide required data throughout the term of the POC.
- 10. The County will approve all customer facing content prior to public release.
- Accenture will have access to Personally Identifiable Information (PII) and it will be processed following provisions of Exhibit X, Accenture client data protection and Project policies.

2 RECOMMENDATIONS

2.1 Marketing and Communications POC

2.1.1 Overview

This SCR describes the one-time Services that Accenture performed to design and implement a comprehensive marketing and communications campaign as a POC for San Bernardino County. The purpose of the POC is to drive awareness of the County's CalFresh SMS Texting Program.

2.1.2 Scope

The one-time services that will be delivered during the POC include:

- 1. The design and development of a targeted communications strategy which includes the composition and construction of marketing assets such as a new landing page design, office posters, paid media ads, and infographics.
- 2. Development and implementation of free Wi-Fi services that automatically navigate San Bernardino County CalFresh customers to the new landing page in the Transitional Assistance Department office.
- 3. The Accenture CalSAWS team will extract the first and last name, mobile number, and email address for the POC target audience. The target audience is all Active San Bernardino County CalFresh customers that have not opted into the SMS Texting Program; and have not explicitly opted out; and are at least 18 years old or are the primary account holder. The data will be placed in the CalSAWS SharePoint site.
- 4. The Accenture team will report to the County the percentage of San Bernardino County CalFresh customers that have opted into the SMS Texting Program on 12/22/2021, 1/31/2022, and 2/18/2022.
- 5. Development and execution of a social media campaign on Facebook and Instagram for the POC target audience. The social media campaign will include both paid and organic social content.
- 6. Reporting: Design, development and distribution of reports that highlight customer engagement metrics associated with the POC including a mid-campaign and wrap report.
Calsaws

California Statewide Automated Welfare System

Proof of Concept

CA-237360

Shark Tank Innovation:

Proactive Communications - Reimagining Service to Transform the Customer Experience/Journey

		DOCUMENT APPROVAL HISTORY
CalSAWS	Prepared By	Richard Martin
	Reviewed By	Amy Gill

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/17/2021	1.0	Draft	Richard Martin

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1 OVERVIEW

1.1 Current Design

This System Change Request ("SCR") describes the one-time Services that Accenture performed to design, develop, test, and implement a proactive twoway communication campaign as a proof of concept ("POC") for San Francisco County ("County"). The purpose of the POC is to highlight how artificial intelligence (AI) and interactive two-way SMS messaging can be leveraged to increase client engagement during the CalFresh recertification process.

1.2 Requests

Grant approval for Accenture and San Francisco County to run the Proactive Communications POC.

1.3 Overview of Recommendations

- 1. Design, develop and implement a proactive two-way communication campaign for Active San Francisco CalFresh customers that must recertify between 1/14/2022 and 2/28/2022; and
 - a. Have provided consent to messaging in CalWIN.
 - b. Are English speakers.
 - c. Are not homeless, elderly, or disabled.

1.4 Assumptions

- 1. The POC shall be delivered between November 18, 2021 and March 31, 2022.
- 2. POC Services are delivered at no charge to the County.
- 3. This POC includes a one-time Accenture investment of more than 2,700 staff hours to support the POC.
- 4. The AI and interactive communications technology deployed under the POC utilize the ContactEngine, Inc. technology platform. Accenture and ContactEngine, Inc. executed an Order that describes services that ContactEngine, Inc. will provide from December 1, 2021 through March 31, 2022. The Order includes an additional one-time Accenture investment to pay for software licensing fees from December 1, 2021 through March 31, 2022.
- 5. ContactEngine, Inc. signed Schedule 10 (Required Subcontract Provisions) to Exhibit X, and provided a certificate of insurance that meets or exceeds the Consortium's requirements.
- 6. All Accenture and ContactEngine, Inc. staff that support the POC were officially rolled on to CalSAWS Project.
- 7. The design, development, testing and implementation of conversational intents may be performed by Accenture's Global Delivery Network ("GDN").
- 8. The POC will be executed in English only.
- 9. The POC target audience includes Active San Francisco County CalFresh customers that must recertify between 1/14/2022 and 2/28/2022; and
 - a. Have provided consent to messaging in CalWIN.

- b. Are English speakers.
- c. Are not homeless, elderly, or disabled.
- 10. Accenture will conduct regular meetings with the County team via Microsoft Teams to manage POC activities.
- 11. The County will identify and provide the appropriate County staff to support POC activities and provide required data throughout the term of the POC.
- 12. The County will approve all customer facing content prior to release of conversational intents.
- 13. Accenture will have access to Personally Identifiable Information (PII) and it will be processed following provisions of Exhibit X, Accenture client data protection and Project policies. GDN resources will not have access to PII.

2 RECOMMENDATIONS

2.1 Proactive Communications POC

2.1.1 Overview

This SCR describes the one-time Services that Accenture performed to design, develop, test, and implement a proactive two-way communication campaign as a POC for San Francisco County. The purpose of the POC is to highlight how AI and interactive two-way SMS messaging can be leveraged to increase client engagement during the CalFresh recertification process.

2.1.2 Scope

The one-time services that will be delivered during the POC include:

- 1. The design, development, test, and implementation of conversational intents for each key date on the customer journey through the CalFresh annual recertification timeline.
- 2. Data design and data requirement identification, including:
 - a. Identification of available CalWIN customer data elements.
 - b. Design and implementation of a secure file transfer protocol (SFTP) site.
 - c. The County will extract customer data daily and place in the SFTP site.
 - d. Daily ingestion of the customer data into the ContactEngine, Inc. AI and communications platform. This information is leveraged to facilitate the two-way communications with the County customers.
- 3. Reporting: Design, development and distribution of reports that describe customer engagement metrics associated with the POC.

Calsaws

California Statewide Automated Welfare System

Design Document

CA-237821

Address location for Form ABP 23A

		DOCUMENT APPROVAL HISTORY
CalSAWS	Prepared By	Maria Jensen
	Reviewed By	Lawrence Samy

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/07/2021	0.1	Initial Draft	Maria Jensen

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1 OVERVIEW

This SCR will update the form ABP 23A – 10-Day Employability Status Change (revision 03/17) in CalSAWS for LA County, so that the Customer Mailing Address location for it matches the Customer Mailing Address location for all other Forms. This update has been requested by the Central Print vendor.

1.1 Current Design

Currently in CalSAWS all NOAs and Forms have matching Customer Mailing Address location, except the following form: ABP 23A (03/17).

1.2 Requests

Update the ABP 23A form in CalSAWS so that the Customer Mailing Address location for it matches the Customer Mailing Address location for all other Forms, as per the Central Print vendor's request.

1.3 Overview of Recommendations

Update the ABP 23A form in CalSAWS so that the Customer Mailing Address location for it matches the Customer Mailing Address location for all other Forms, as per the Central Print vendor's request.

1.4 Assumptions

- 1. This effort will only update the location of Customer Mailing Address occurrence in the ABP 23A Header section. There will be no updates to the location of the Customer Mailing Address occurring in sections other than the ABP 23A Header section.
- 2. Central Print testing will be required for this effort.
- 3. Other information on the ABP 23A form will continue to not be viewable through the envelope window.

2 RECOMMENDATIONS

2.1 Update the Customer Mailing Address location for ABP 23A Form

2.1.1 Overview

This SCR will update the ABP 23A form in CalSAWS for LA County, so that the Customer Mailing Address location for it matches the Customer Mailing Address location for all other Forms.

2.1.2 Form/NOA Verbiage

Update the ABP 23A form's XDP to match the Customer Mailing Address location for all other forms.

Hon	ne	Tools		ABP-2	23A_p1	.pdf	×							
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	OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES, CA 90047-5102 OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES (CA 90047-5102) OB8 Southwest Special 1819 CHARLIE SIFFORD DR LOS ANGELES (CA 90047-5102) OB8 Southwest Special 1810 CHARLIE SIFFORD DR LOS ANGELES (CA 90047-5102) OB8 Southwest Sp						-							
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Fig. 2.1.1.1 ABP-23A Form vs CW 2200 Form

Compared to the Customer Mailing Address location for all other Forms, the Address location for ABP 23A is closer to the rightmost edge of the page and lower in the page on the vertical axis. This is due to the entire Standard Header being offset.

Update the Customer Mailing Address starting point location for the ABP 23A by fixing the starting point location of the Standard Header, so that the XY coordinates are the same as for all other Forms. Make the necessary visual changes for the location of the Customer Mailing Address for all available threshold languages:

English, Spanish, Armenian, Cambodian, Chinese, Farsi, Korean, Russian, Tagalog, Vietnamese.

2.1.3 Form/NOA Variable Population

N/A, there are no updates to the variable population for the ABP 23A form.

2.1.4 Form/NOA Generation Conditions

N/A, there are no updates to the generation conditions for the ABP 23A form.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.2.12 CAR-1234	The LRS shall support the central production and mailing of notices, NOAs, forms, letters, stuffers, and flyers by program.	With SCR CA-237821, the ABP 23A form will be updated in the CalSAWS system for LA County, so that the Customer Address location for it matches the Customer Address location for all other Forms.

Calsaws

California Statewide Automated Welfare System

Design Document

CA-237932

DDID 1631: Generate the Monthly Integrated Reports for R1 Aid Code

		DOCUMENT APPROVAL HISTORY
CalSAWS	Prepared By	Thao Ta
	Reviewed By	Thao Ta

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/21/2021	1.0	Initial Version	Thao Ta

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1 OVERVIEW

SCR CA-50553 added functionality to send information to WDTIP regarding the Fed/State Only Indicator "S" for TCVAP aid code 'R1'. At the time SCR CA-50553 was to be implemented, the R1 aid code was not in the C-IV system and the new functionality was to be adopted by the C-IV counties at the time of migration. The R1 aid code belongs to the CalWORKs program and is displayed in the CalSAWS system as R1 - CW -TCVAP (State). This SCR will update the report scheduling job to generate the R1 aid code for the monthly scheduled integrated reports needed by the counties. These reports are generated automatically per aid code and this SCR will add the R1 aid code to the list of existing aid codes. There are no changes to the report logic or template itself.

1.1 Current Design

The monthly Integrated reports needed by counties to complete monthly claims are not being generated for the R1 aid code. The R1 aid code was not originally in the C-IV system and R1 aid code functionality has since been adopted by C-IV counties at the time of migration under SCR CA-50553.

1.2 Requests

Generate the following monthly reports for R1 aid code belonging to the CW program:

- 1. Integrated Payroll Benefit Issuance Detail Claiming Report
- 2. Integrated Payroll Benefit Issuance Detail Claiming Report by Case
- 3. Integrated Payroll Summary Report
- 4. Main Payroll Benefit Issuance Warrant Register
- 5. Main Payroll Benefit Issuance EBT Register
- 6. Main Payroll Benefit Issuance Direct Deposit Register

1.3 Overview of Recommendations

- 1. Update the report scheduling jobs to add the R1 aid code report to be generated monthly for the following reports:
 - a. Integrated Payroll Benefit Issuance Detail Claiming Report
 - b. Integrated Payroll Benefit Issuance Detail Claiming Report by Case
 - c. Integrated Payroll Summary Report
 - d. Main Payroll Benefit Issuance Warrant Register
 - e. Main Payroll Benefit Issuance EBT Register
 - f. Main Payroll Benefit Issuance Direct Deposit Register

1.4 Assumptions

1. No report changes needed.

2 RECOMMENDATIONS

2.1 Update the Reports Scheduling Job to Include the R1 aid code

2.1.1 Overview

This SCR is to update the report scheduling job to generate the R1 aid code for these given reports. These reports are generated automatically per aid code and this SCR will add the R1 aid code to the list of existing aid codes.

There are no changes to the report logic or template itself.

2.1.2 Description of Change

- 1. Update the report scheduling job to generate the R1 aid code report for the following reports:
 - a. Integrated Payroll Benefit Issuance Detail Claiming Report
 - b. Integrated Payroll Benefit Issuance Detail Claiming Report by Case
 - c. Integrated Payroll Summary Report
 - d. Main Payroll Benefit Issuance Warrant Register
 - e. Main Payroll Benefit Issuance EBT Register
 - f. Main Payroll Benefit Issuance Direct Deposit Register

2.1.3 Report Location

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

All these reports can be found under Reports > Scheduled > Fiscal.

2.1.4 Counties Impacted

All counties

2.1.5 Security Updates

No security updates.

2.1.6 Report Usage/Performance

No significant performance impacts.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
1631	The CONTRACTOR shall set aside an allowance of nine thousand hours (9,000) to create new reports or update existing reports as part of Migration for the 58 Counties. These reports will be defined during the migration design effort. The requirements for the allowance of hours must be finalized and approved by the CONSORTIUM for the CONTRACTOR to meet design, build and System Test milestones, subject to the requirements meeting requirements in the LRS Agreement. As requirements for the new reports are identified, they will be calculated by the CONSORTIUM for approval through the County Change Control Board process.	 Estimates will include the necessary Tasks in the software development lifecycle required to implement the CalSAWS DD&I SCR including deployment and change management. For the revised or new reporting requirements to be included with CalSAWS DD&I UAT preparation activities (targeted to begin April 2021 for C-IV), the requirements for the allowance hours must be finalized, approved by the CONSORTIUM and added to the CalSAWS DD&I SOR by July 1, 2020 for the CONTRACTOR to meet design, build and System Test milestones. 	This SCR will generate the necessary fiscal reports to support counties

5 MIGRATION IMPACTS

N/A

6 OUTREACH

N/A

7 APPENDIX

N/A

Calsaws

California Statewide Automated Welfare System

Design Document

SCR CA-228869 – Create OCR Override and OCR Split Override

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Rhiannon Chin
	Reviewed By	Chris Vasquez

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/16/2021	1.0	Draft	
12/28/2021	1.0	Added	



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1 OVERVIEW

This SCR will add flags to allow users to override OCR processing.

1.1 Current Design

Currently, there is no way for a scanning user to flag documents that should not be processed or split by OCR.

1.2 Requests

Add a way for scanning users to indicate if a document should not be processed by OCR or split by OCR.

1.3 Overview of Recommendations

- Add an OCR Override flag
- Add an OCR Split Override flag

1.4 Assumptions

- Barcoded documents read at the point of scan will follow the existing process.
- Documents that bypass OCR will follow the existing task generating and person selection rules.
- The OCR process and training will not be changed with this SCR.
- The Specialty (RBD, Hearings, and SIU) and Other County Department (AAP, CWS, QA/QC, and IHSS) capture modes will not be impacted by this SCR.

2 RECOMMENDATIONS

2.1 Add an OCR Override flag

2.1.1 Overview

With this SCR, users will have a way to indicate if a document should not be processed by OCR.

2.1.2 Description of Change

Add an OCR Override flag to the Imaging Solution. This will display for the following capture modes:

- Single Case
- Multi Case
- Returned Mail
- Ignore Barcode

The flag will display as a True/False field. The flag is applicable to the document, not to the batch. A True selection means the document will not be processed by OCR. A False selection means the document will be indexed by OCR following the existing process.

If the document is time-sensitive, the barcode is not read at the point of scan, and the OCR Override flag is set to "True", users will need to manually index the document and update the CalSAWS Customer Reporting page. The Imaging Solution will not attempt to read or insert a barcode number after a document is submitted from QA and Indexing.

This field will default to "False".

2.2 Add an OCR Split Override flag

2.2.1 Overview

With this SCR, users will have a way to indicate if a document will or will not split by OCR.

2.2.2 Description of Change

Add an OCR Split Override flag to the Imaging Solution. This will display for the following capture modes:

- Single Case
- Multi Case
- Returned Mail
- Ignore Barcode

The flag will display as a True/False field. The flag is applicable to the document, not to the batch. A True selection means the document will not be split by OCR. A False selection means the document may be split by OCR depending on the confidence thresholds.

This will default to "True".

If the confidence threshold is not met, the form name will default to the user selected value. These documents will not go to the Exception queue. If the form name is <Pre-OCR> or Unknown, the document will go to the Exception queue.

DRAFT

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2199	The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to do the following:	Documents captured can have the Form Name, Form Number, Case Name, Case Number, and Document Type as key metadata.
	 Automatically categorize all system generated documents. 	
	2) Automatically categorize up to 70 person level/verification documents.	
	3) Read the form number from a specified location on the document(s) to be determined during detailed design.	
	4) Capture the Form Name, Form Number, Case Name, Case Number, and Document Type as key metadata.	
	4a) Documents with no case number are automatically sent to a quality assurance queue for review.	
	5) Compare the confidence score of all automatically categorized documents to a confidence threshold.	
	5a) All scanned documents that do not meet the categorization confidence threshold are sent to a quality assurance queue for review. All cases associated the document that does not meet the confidence thresholds will be sent to a quality assurance queue for review.	
	6) Designated staff to be prompted to select case member, multiple persons, or no person option for all person level document types which will be determined during detailed design.	



California Statewide Automated Welfare System

Design Document

SCR 233089 – Hide Fields in Workflow/Document Views

	DOCUMENT APPROVAL HISTORY		
CalSAWS	Prepared By	Imaging Team	
	Reviewed By	Chris Vasquez, Toby Barnes, Rhiannon Chin	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/4/2021	1.0	Draft	
<u>1/4/2022</u>	<u>1.1</u>	Removed sections to update the document views. Changes will be made with CA-239033 instead.	

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1 OVERVIEW

This SCR will hide irrelevant fields in the document and folder view. It will also allow users to select a form name in the Person Selection Queue.

1.1 Current Design

Currently, all fields that exist in the system, including ones not exposed to end users, are present in the search dropdowns within Hyland workflow are exposed to users-and document pages. It is not clear which case/person related fields require case or person data.

Additionally, the Person Selection Queue does not allow users to edit the Form Name field.

1.2 Requests

Hide fields in all possible document and folder views that are not relevant or of value to end users.

Open the Form Name field for editing in the Person Selection Queue.

1.3 Overview of Recommendations

- Hide specific fields in the document views
- Hide specific fields in the in the folder views
- Update the Created field to show the date the document was ingested into Imaging
- Enable the "Form Name" field in the Person Selection queue
- Enable the "Barcode" field in QA & Indexing
- Rename the Case and Person Specific fields

1.4 Assumptions

- All other document properties, custom properties, and page properties will remain viewable, and the data displayed will not be changed.
- Form name selection can only be changed after a document is routed out of the Person Selection Queue by the Reindex process.
- Any updates to fields will be applied to all iterations of drawers and queues (i.e. all county drawers, Person drawer, county queues and office queues).

2 RECOMMENDATIONS

2.1 Hide Fields in the Drawer Document Views

2.1.1 Overview

There are fields in the Drawer document views that are not meaningful to end users and should be hidden

2.1.2 Description of Change

Update the document views in all of the drawers to hide the following custom properties in the Perceptive Experience:

Program UID

- Returned Mail Indicator
- Deleted By
- Barcode (Custom Property only)
- Legacy Image ID

Update the documents views in the <County> IHSS, AAP, CWS and QA/QC drawers to hide the following custom properties in Perceptive Experience:

- Invalid Reason
- Time Sensitive
- Barcode Override
- Task Override
- No Change SAR7/QR7
- Person Override
- Program List
- Program UID
- Returned Mail Indicator
- OCR Batch
- Deleted By
- Barcode (Custom Property only)
- Legacy Image ID

2.22.1 Hide Fields in the Workflow Queues

2.2.12.1.1 Overview

The Barcode and Legacy Image ID custom properties are not meaningful to users and should be hidden.

2.2.22.1.2 Description of Change

Update the folder views in the Workflow Queues to hide the following fields in the Perceptive Experience:

- Barcode (Custom Property only)
- Legacy Image ID

2.32.2 Imaging Solution - Created Field

2.3.12.2.1 Overview

The Created field currently displays the day the folder or document was created.

2.3.22.2.2 Description of Change

Update the Created field to display the date the document was ingested into the Imaging Solution.

2.42.3 Enable "Form Name" Field in the Person Selection Queue

2.4.12.3.1 Overview

Allow users to select a "Form Name" in the Person Selection queue.

2.4.22.3.2 Description of Changes

Enable the "Form Name" field for editing in the Person Selection queue.

2.52.4 Enable "Barcode" Field in QA & Indexing

2.5.12.4.1 Overview

Allow users to enter/update the "Barcode" in the QA & Indexing queue.

2.5.22.4.2 Description of Changes

Enable the "Barcode" field of the document properties for editing in the QA & Indexing queue. These documents would bypass OCR.

2.6 Rename the Case Specific Fields

2.6.1 Overview

Update the Case/Person UID, Case Number/CIN, and Case/Peron Name fields to only display Case labels in specific queues.

2.6.2 Description of Change

Case labels should be:

- Case UID
- Case Number
- Case Name

Display either the Case or Person labels in all county and office queues listed below. Queues and drawers not listed will not be impacted.

- Barcode Verification
- Barcode Verification Confidential
- Exception
- Exception Confidential
- QA & Indexing
- No Case
3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2199	The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to do the following:	Enabling fields in multiple queues and hiding non-editable fileds from view.
	 Automatically categorize all system generated documents. 	
	2) Automatically categorize up to 70 person level/verification documents.	
	3) Read the form number from a specified location on the document(s) to be determined during detailed design.	
	4) Capture the Form Name, Form Number, Case Name, Case Number, and Document Type as key metadata.	
	4a) Documents with no case number are automatically sent to a quality assurance queue for review.	
	5) Compare the confidence score of all automatically categorized documents to a confidence threshold.	
	5a) All scanned documents that do not meet the categorization confidence threshold are sent to a quality assurance queue for review. All cases associated the document that does not meet the confidence thresholds will be sent to a quality assurance queue for review.	
	6) Designated staff to be prompted to select case member, multiple persons, or no person option for all person level document types which will be determined during detailed design.	

Calsaws

California Statewide Automated Welfare System

Design Document

SCR CA-236451 – Upgrade MemcacheD in CalSAWS application

		DOCUMENT APPROVAL HISTORY
Cal SAWS	Prepared By	Thomas Dickey
	Reviewed By	Sumeet Patil

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/2/2021	1	Initial creation	Thomas Dickey



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1 OVERVIEW

Memcached (pronounced Mem-Cache-D), is a distributed memory object caching system that is generally installed on the CalSAWS application webservers. It is an inmemory key-value tore for small chunks of arbitrary data (strings, objects) from results of database calls, API calls, or page renderings.

1.1 Current Design

Currently we are using Memcached v1.4 and it is currently deployed to interact with the code without any authentication method.

1.2 Requests

Qualys is reporting a critical severity on the servers where Memcached is installed due to it being accessible without authentication.

1.3 Overview of Recommendations

With this SCR, we want to reconfigure the service to require authentication using SASL and since this will require a full set of testing, we are planning to udate to the latest version of Memcached at the same time which is v1.6.12. We will be updating the supporting packages as well.



2 RECOMMENDATIONS

- 1. Upgrade MemcacheD to v1.6.12
- 2. Update the MemcacheD initialization framework in CalSAWS application to support MemcacheD v1.6.12
- 3. Update the MemcacheD initialization framework in CalSAWS application to perform SASL authentication for MemcacheD

3 APPENDIX



CalSAWS

California Statewide Automated Welfare System

Design Document

CA-233487 DDID 2319 – FDS GA GR – Group 4 Forms Design

	DOCUMENT APPROVAL HISTORY		
CalSAWS	Prepared By	Stephanie Hugo	
	Reviewed By		

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/20/2021	1.0	Initial revision	Stephanie Hugo

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1 OVERVIEW

This SCR will implement the fourth group of Non-EDBC triggers for GA/GR Automated EDBC/CC Solution.

1.1 Current Design

The GA/GR solution in the CalSAWS system is designed to automate the rules for the Los Angeles county's implementation as well as the automation and monitoring of their GROW program.

1.2 Requests

A new GA/GR Automated solution will be developed in CalSAWS to automate the rules and administer the program for the 18 CalWIN counties. This solution will provide the framework for the remaining 39 C-IV counties to opt into this solution in the future. This change request will add additional Non-EDBC correspondence triggers through either online or batch.

1.3 Overview of Recommendations

- 1. Add Online Notice Trigger for the GA Overpayment Notice
- 2. Add Online and Batch Triggers for the EBT Card and PIN Responsibility Statement
- 3. Add online trigger for the EBT Request for DAC/AR form
- 4. Add online trigger for the Job Club Activity Appointment Letter
- 5. Technical Change: Updates to the Issuance Detail page

1.4 Assumptions

- 1. All the changes in this SCR will not affect the Los Angeles GA, GA (Managed) and GA (Non-Managed) programs.
- 2. This SCR will only implement triggers based on the existing CalWIN GA/GR Correspondences. Verbiage and format are not covered in this SCR.
- 3. All triggers are based on current existing triggers in CalWIN.
- 4. The triggers will only be available to cases from counties that are mentioned in the recommendation's respective "Correspondence Information" section.
- 5. The functionality of this SCR will be disabled until activated by the system property flag established in SCR CA-215669.
- 6. Miscellaneous Parameter implementation and functionality is covered in SCR CA-215920 covering the technical details of the GA/GR Correspondence Functionality on the CalSAWS side.
- 7. This SCR follows the general Online Non-EDBC Correspondence Generation recommendation (rec. 2.1) from SCR CA-215670.
- 8. New buttons added through this SCR will only be visible to cases with a GA/GR Automated EDBC/CC Program. Additional visibility conditions will be specified in the recommendations as necessary.

9. The consolidation logic implemented in SCR CA-215920 applies to all correspondences on this SCR.

2 RECOMMENDATIONS

2.1 Add Online Notice Trigger for the GA Overpayment Notice

2.1.1 Overview

This notice is triggered when a GA/GR Overpayment adjustment has occurred.

2.1.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
500019	Yolo	NOA	Over Payment	GA Overpayment Notice	YC GA 501	607395

2.1.3 Description of Change

Trigger the correspondence for Yolo county upon "Save and Continue" of an EDBC and the following conditions are met:

- 1. There is an EDBC for a GA/GR Automated EDBC/CC Program that is "Active".
- 2. There is an associated Recovery Account that is "Active".
- 3. There is an Overpayment Adjustment Amount being collected (value is greater than zero).

2.1.4 Miscellaneous Parameters

The below miscellaneous parameters will be triggered.

Reason Code	Miscellaneous Parameter Code	Miscellaneous Parameter Description	Format/Example
500019	"RC"	Overpayment Adjustment Amount	Ex. RC00000160.00
500019	"DS"	Overpayment ID	Ex. DS0004159546
<mark>500019</mark>	<mark>"RP"</mark>	Minimum Recoupment Percentage	Ex. RP022.00

2.2 Add Online and Batch Triggers for the EBT Card and PIN Responsibility Statement

2.2.1 Overview

This form is triggered when an EBT card is printed to be used for a GA/GR program.

2.2.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
C50012	All	Forms	N/A	Electronic Benefit Transfer (EBT) Card and PIN Responsibility Statement	CSF 67 (03/08)	506900

2.2.3 Description of Online Changes

Trigger the correspondence for All opted-in counties through the following pages upon "**Save**" of the EBT Card Detail page and the following conditions are met:

- 1. The case associated to the EBT Account has a GA/GR Automated EDBC/CC Program that is either "**Pending**" or "**Active**".
- 2. Access type is either "Cash" or "Cash & CalFresh".
- 3. Delivery Method is set for the first time and is of type "Mail".

OR

Trigger the correspondence for All opted-in counties when the Delivery Method is set to "**Pick-Up**" and the following conditions are met:

- 1. The case associated to the EBT Account has a GA/GR Automated EDBC/CC Program that is either "**Pending**" or "**Active**".
- 2. Access type is either "Cash" or "Cash & CalFresh".
- 3. The EBT card is printed at the office through:
 - a. Pressing the "**Print**" button on the Select Printer page after selecting the "**Select Printer**" button on the EBT Card Detail after the EBT Card Detail record was created.
 - b. Pressing the "**Print**" button on the EBT Print List page to print the EBT Card associated to the EBT Account.

2.2.4 Description of Batch Changes

1. Update the EBT Inbound Demographic File Batch (PIXXF402) send the Electronic Benefit Transfer (EBT) Card and PIN Responsibility Statement form for all opted-in counties when the following conditions are true:

- a. The EBT Card is for a person who is an applicant/recipient of a GA/GR Automated EDBC/CC Counties Program that is either "Active" or "Pending".
- b. Upon reading the file, the EBT card was successfully created.
- c. The form was not sent for the program during the day.
- 2. For each record found, a record will be inserted into the batch transaction table to generate a Electronic Benefit Transfer (EBT) Card and PIN Responsibility Statement form during batch forms processing.

Transaction values:

- a. Case ID: Case associated to GA/GR Automated EDBC/CC Counties Program
- b. Program ID: Program ID
- c. Person ID: Primary Applicant of Active GA/GR Automated EDBC/CC Counties Program
- d. Type Code: FR
- e. Sub Type Code: TBD by build
- f. Eff Date: Batch Date
- g. Created By: Batch
- h. Updated By: Batch

2.2.5 Miscellaneous Parameters

The below miscellaneous parameters will be triggered.

Reason Code	Miscellaneous Parameter Code	Miscellaneous Parameter Description	Format/Example
C50012	"CC"	Unique EBT Card ID in the EBT_CARD table	Ex. CC3731

2.3 Add online trigger for the EBT Request for DAC/AR form

2.3.1 Overview

This form is triggered upon clicking the "Print DAC/AR Request" button on the EBT Account Detail page.

2.3.2 Correspondence Information

Code Action

C50010	ALL	Forms	N/A	EBT Request for DAC/AR	CSF 64 (02/14)	506897
--------	-----	-------	-----	---------------------------	-------------------	--------

2.3.3 Description of Change

- 1. Add a "**Print DAC/AR Request**" button on **view** mode of the EBT Account Detail page. Clicking this will trigger the "EBT Request for DAC/AR" form for any of the opted-in counties.
- 2. This button should only be visible when all of the following are true:
 - a. The EBT Account is associated to a case with a GA/GR Automated EDBC/CC Program that is either "**Pending**" or "**Active**".
 - b. The Card Access Type is either "Cash" or "Cash & CalFresh".
 - c. The user has the Security Right "PrintDACRequest"

2.3.4 EBT Account Detail Page Mockup

EBT Account Detail

	Print DAC/AR Request	Add Card Close
Account Number:	Begin Date:	End Date:
36I4004B8000018	10/05/2021	
Card Holder: * One Test	Card Access Type: * Cash & CalFresh	Card Status: Issued
Cash		
Status:	Balance:	
Active	\$2,644.00	
CalFresh		
	Delever	
Status:	Balance:	
Active	\$0.00	

EBT Account History

Current Cards					
Name	Recipient Type	Card Number	Access Type	Status	
Test, One	Primary	<u>5077190004278135</u>	Cash & CalFresh	Issued	
Test, One	Other	5077190004278136	Cash & CalFresh	Issued	

Mockup of the EBT Account Detail page with the "Print DAC/AR Request" button.

2.3.5 Security Updates

Security Rights:

Security Right	Right Description	Right to Group Mapping
PrintDACRequest	EBT Account Detail	Print DAC AR Request

Security Groups:

Security Group	Group Description	Group to Role Mapping
Print DAC AR Request	This group has the capability to access the button that will trigger the EBT Request for DAC/AR form	See the Security Matrix for the group to role associations

2.3.6 Miscellaneous Parameters

The below miscellaneous parameters will be triggered.

Reason Code	Miscellaneous Parameter Code	Miscellaneous Parameter Description	Format/Example
C50010	"CC"	Unique EBT Card ID in the EBT_CARD table	Ex. CC3731

2.4 Add online trigger for the Job Club Activity Appointment Letter

2.4.1 Overview

This form is triggered when an Employment Services participant has been scheduled for a job club activity.

2.4.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
T91950	Sacramento	Forms	N/A	GA/CFET Job Club Activity Appointment Letter	SAC 1020_34F	610855

2.4.3 Description of Change

Or

Trigger this form for Sacramento county upon saving a new Customer Activity Detail and the following conditions are met:

- 1. The activity is for a recipient of a GA/GR Automated EDBC/CC Counties Program that is either "**Active**" or "**Pending**".
- 2. The person is an Employment Services participant.
- 3. Category is "GA/GR Employment Services" and type is "Job Club".
 - 4. A new Customer Activity record is created.

 An existing Customer Activity record is updated where the record did not meet the above conditions prior and now meets the conditions upon save.

2.4.4 Miscellaneous Parameters

The below Miscellaneous Parameters will be triggered.

Reason Code	Miscellaneous Parameter Code	Miscellaneous Parameter Description	Format/Example
T91950	"03"	ID of the Customer Activity	Ex. "8987345"
T91950	"07"	ID of the Customer Activity Attendance	Ex. "0892384"
T91950	"38"	Program Type Code	Ex. "GR"
T91950	"17"	Person ID	Ex. "8987345"
T91950	"PD"	Provider ID	Ex. "8987345"

2.5 Technical Change: Updates to the Issuance Detail page

Please refer to Appendix A – Updates to the Issuance Detail Page for the technical details of the recommendation. This change does not affect the end user.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
		N/A	

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2319	The CONTRACTOR shall update the CalSAWS Software with current available automated CalWIN county specific NOA's and Forms associated to their GA/GR program. The CONTRACTOR shall update the CalSAWS software to trigger an interface to a "Correspondence Service" to generate the automated CalWIN County specific Forms/NOAs generate county specific NOAs and Forms based upon each county's eligibility rules.	Correspondence: 1.There are a total of 180 non EDBC triggered forms of which • 53 forms will be manually generated from template repository. • 93 forms will be triggered from CalSAWS and generated through DXC service. • 34 forms will use current CalSAWS triggers and the corresponding version available. 2. All GA/GR specific and combo program State forms will be triggered/generated through CalSAWS except if any form is customized by county already in CalWIN. In that case, DXC service will be called just for that county alone to generate the form PDF. 3. All GA/GR specific and combo program Non-State forms will be generated through DXC service. Whenever required CalSAWS will call the GA/GR Correspondence service	This requirement is met based on the "NOAs listed in Appendix A" supplemented by the functionality described in this design document.

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DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
		with all the data related to the case.	
		4. New functionality will be added to CalSAWS to determine form generation based on county.	
		5. All CalSAWS generated state forms will not have capability to add/modify data elements by user. The existing CalSAWS capability to append text to the NOA pdf will be available to the user.	
		6.If any manual variables are needed, print queue will be accessed through iFrame by calling DXC service where user will be able to add manual variables.	
		Entire case data including office related information will be sent to DXC service for each form/NOA trigger.	

APPENDIX

5.1 APPENDIX A - Updates to the Issuance Detail Page

5.1.1 Overview

With the current button layout on the Issuance Detail page, there is a potential future issue where the buttons will start overlapping with each other due to the current page formatting. This recommendation intends to update this page's formatting to enable a more dynamic button layout.

5.1.2 Description of Change

- 1. Update the Issuance Detail page's top and bottom button containers to display a new row of buttons if the number of buttons (or display fields, when applicable) exceed five on the existing row.
- 2. This second row of buttons will only be visible if there is more than five buttons on the first row. If there is more than five buttons on the second row, another row will be created.
- 3. If the Cancel Warrant/DD button and Cancel Reason dropdowns are visible, these should be anchored to the leftmost position on the first row.
- 4. The Save and Cancel buttons should be anchored as the rightmost buttons of the first row as displayed in the mockup.

	Case Name: Person Tester Case Number: 1800405	🋄 Journal <table-cell> Tasks 🔞</table-cell>	Help 🗐 Resources 💓 Pa	ige Mapping 🎮 Images 🎮 DCFS	5 Images 🕋 Log Out
Alameda GAGR1	Case Info Eligibility	Empl. Child Care Res Services Dat	ource Fiscal abank	Special Reports Cliu Units Corr	ent Admin esp. Tools
Case Summary	Issuance Deta	ail			
Case Number:		Cancel Reason:	Cancel Warrant/DD	Affidavit Save	Cancel Generate Form
EBT Account Search	*- Indicates required	fields			
Application Registration					
Case Summary	Control Number:	Category: Supplement	tal Bonofit	Benefit/Service Mo	nth:
Contact	, I	Supplement		Drogram:	
Authorized Representative	Case Number:	Case Name	e:	General Assistance/Ge	eneral Relief
Application Questions	1800405	Person Test	er	(GR)	
Negative Action					
New Program	Payee Information				
New Person	Payee: *	Payee Address:			Use
Hide Person	Person Tester	1 TEST TESTER CA 99999	Reference:	Secondary Payee:	Between Pavees:
EBT Account List		reoren, on sssss			i uyeesi
Issuance History	Pagia Information				
Auxiliary Authorization List	Basic Information				
Expungement History	Issuance Method: Warrant	Immediacy: Rush	Payment Am 336.00	ount: Invoice Nu	imber:
Child Support Collections	Issue Date:	Expiration Date:	Delivery Met	hod:	
Time Limit Aid Summary	10/20/2021	04/21/2022	Mail		
Case Flag	Status: *	Status Reason:			



California Statewide Automated Welfare System

Design Document

SCR CA-233488 DDID 2314 FDS: GA GR Rules Phase 2 Batch 5 - Income Rules and Corresponding NOA Reasons

	DOCUMENT APPROVAL HISTORY						
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	Reviewed By						

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1 OVERVIEW

This SCR will implement the financial functionality for the GA/GR Automated EDBC/CC Counties Solution in CalSAWS

1.1 Current Design

The GA/GR Automated EDBC/CC Counties Solution in the CalSAWS system is designed to automate the rules for the Los Angeles county's implementation as well as the automation and monitoring of their General Relief Opportunities for Work (GROW) program. Currently CalWIN manages their GA/GR program logic by using a Rule Matrix which can be accessed by the county to allow each county administrator to customize the behavior to their specific county.

1.2 Requests

A GA/GR Automated EDBC/CC Counties Solution will be developed in CalSAWS to automate the rules and administer the program for the 18 CalWIN counties. This solution will provide the framework for the remaining 39 C-IV counties to opt into this solution in the future. This change request will automate the financial functionality for the new solution.

1.3 Overview of Recommendations

- 1. Add all the required Data Collection elements to implement the financial functionalities for the new solution
- 2. Create new Admin Summary and Detail pages that can be accessed in Admin tools by the County Admin staff
- 3. A new set of Admin detail pages, Rules, Batch and NOA triggers will be added for the below financial rules.
 - 1. <u>Special Need Eligibility Functionality</u>
 - 2. GAGR Grant
 - 3. <u>Financial Overall</u>

1.4 Assumptions

- 1. The existing Los Angeles County rules will remain unchanged.
- 2. This SCR CA-233488 is based on the WCDS approved documents.
- 3. The design of the rules is for each CalWIN county based on the Gainwell documents approved by the counties.
- 4. This SCR CA-223488 is part of phase 2 CalWIN rulesets for Financial.

- 5. The functionality of this SCR CA-233488 will be disabled until activated by the system property flag established in SCR CA-215687 which is part of the 20.11 release. The flag will be turned on at CalWIN go live.
- 6. Any logic related to San Francisco explicitly called out in relevant WCDS approved use cases will be included in this design. Any, San Francisco sub program logic independent of the rule will be added in SCR CA-215677 DDID 2374 scheduled for 22.01.
- 7. Alerts will be handled separately outside the Rules design in a separate SCR CA-220119.
- 8. All functionality related to new fields will only affect the rules related to an individual county's General Assistance/General Relief program and will not impact the rules of other programs, unless specified.
- 9. All Data collection used in EDBC determination is effective for the benefit month.
- 10. All calculation for computed values will be detailed in the Visio diagram.
- 11. 'Participation status' will be an internal flag in CalSAWS, when a participation status is set in the rule it will replace the previous set status for each individual.
- 12. Logic that checks or creates Sanctions cannot be tested until SCR CA-227328 is implemented in 22.03.
- 13. Manual EDBC and negative action EDBC cannot be run with these changes.
- 14. Changes to the Financial Data Collection pages will be moved to SCR CA-232396.
- 15. The statement 'Living Arrangement record is applicable for the benefit month' is indicating that the Arrival Date is on or before the benefit month begin date and the Departure Date is either high dated or on or after the benefit month begin date.
- 16. Indigent burial and aid code 9B checks used in all designed/implemented functionalities cannot be tested until Indigent burial completed implementation.
- 17. Earned income county specific logic cannot be tested until 22.03 is implemented for the following counties: San Francisco, Contra Costa, San Diego, Sacramento.
- 18. Indigent burial related logic cannot be tested until 22.03 release. It will be defaulted to false in 22.01.
- 19. 'Aid In-kind recipient', used in Aid in-kind functionality is set in time clock functionality which can't be tested until 22.05 release.

2 RECOMMENDATIONS

2.1 FRE Non-Applicant

2.1.1 Overview

When an individual that is on the case but did not apply for GA/GR or the individual that applied for GA/GR is closed during the configuration or the non-financial evaluation, if the individual is a 'Responsible Relative' or 'Spouse' or 'parent' and is in the home then they will be considered as a non-applicant with the role of 'Financially Responsible Excluded' (FRE).

2.1.2 Description of Changes

Financially Responsible Relative

When an individual that is on the case but did not apply for GA/GR if the individual is a 'Responsible Relative' and is in the home.

- 1. The non-applicant will have a role of 'Financially Responsible Excluded' (FRE) and a Role reason of 'Financially Responsible Relative'.
- 2. The non-applicant will be active on the program for budgeting.
- 3. The non-applicant's role and role reason cannot be overridden unless it is to another non-applicant FRE role reason for GA/GR.
- 4. The non-applicant will not be granted benefit through EDBC unless they apply.

<u>Spouse</u>

When an individual that applied for GA/GR and is closed during the configuration or the non-financial evaluation, if the individual is a 'spouse' and is in the home.

- 1. The non-applicant will have a role of 'Financially Responsible Excluded' (FRE) and a Role reason of 'Spouse'.
- 2. The non-applicant will be active on the program for budgeting.
- 3. The non-applicant's role and role reason cannot be overridden unless it is to another non-applicant FRE role reason for GA/GR.
- 4. The non-applicant will not be granted benefit through EDBC unless they reapply.

Deemed Parent (applied)

When an individual that applied for GA/GR and is closed during the configuration or the non-financial evaluation, if the individual is a 'parent' and is in the home.

- 1. The non-applicant will have a role of 'Financially Responsible Excluded' (FRE) and a Role reason of 'Deemed Parent'.
- 2. The non-applicant's role and role reason cannot be overridden unless it is to another non-applicant FRE role reason for GA/GR.
- 3. The non-applicant's closure reason will be saved.
- 4. Set the Application Closure Event Reason to match the person's Role Reason as set above. This will allow the person to remain active in the program for budgeting but will deny/discontinue their application. They will need to reapply/rescind to be aided again.

Financially Responsible Relative (applied)

When an individual that applied for GA/GR is closed during the configuration or the non-financial evaluation, if the individual is a 'Responsible Relative' and is in the home.

- 1. The non-applicant will have a role of 'Financially Responsible Excluded' (FRE) and a Role reason of 'Financially Responsible Relative'.
- 2. The non-applicant's role and role reason cannot be overridden unless it is to another non-applicant FRE role reason for GA/GR.
- 3. The non-applicant's closure reason will be saved.
- 4. Set the Application Closure Event Reason to match the person's Role Reason as set above. This will allow the person to remain active in the program for budgeting but will deny/discontinue their application. They will need to reapply/rescind to be aided again.

2.2 Logic Overview

2.2.1 Overview - Special Need Eligibility

The Recurring Special Needs can be added and processed in CalSAWS for GAGR program as follows:

- 1. Add Recurring Special Needs record:
 - Place the cursor over Eligibility on the Global navigation bar.
 - Select Customer Information from the Local navigator.
 - Click the Financial link on the Task navigation bar.
 - Click the Special Needs link on the Task navigation bar.
 - Click on Add button to navigate to Detail screen and to add a record.

2.2.1.1 Recurring Special Needs List

Los Angeles AT1	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Customer Information	Recuri	<mark>ing Spe</mark>	cial Ne	eds List						
Case Number:	▶ Root O	uestions						Ima	ages	Continue
Person Search										
Non Financial					Display		Tax			
▼ Financial					From:		10:			View
Root Questions					L		L		,	
Income										Add
Tax Household	Person			Need	Value	Begin	Date	En	d Date	
Property	No Data P	ound		neeu	Value	begin	Dute			
Special Needs		ound								
Expenses	Remove									Adđ
Medicare	1									Complete
Third Party Liability								Ima	ages	Continue
Other Health Care	This <u>Type 1</u>	page took 1.14	seconds to lo	ad.						
Health Care Ref.	1									
IEVS Applicant	1									
Hunt v. Kizer										
▶ GR										
Verifications										
MC 355										
EBT Account List										
MAGI Verifications										
MAGI Eligibility										
Run EDBC										
Manual EDBC										
Needs										
Cal-Learn										
Service Arrangements										
▶ ABAWD										
EDBC Results										

2.2.1.1 – Recurring Special Needs List page

- 2. Add Recurring Special Needs Detail record:
 - Select program person name
 - Select Need type
 - Enter need description (optional).
 - Select Monthly Amount Type.
 - i. When 'Actual' is selected then Monthly Amount needs to be entered.

ii. When 'Chart' is selected then monthly amount need not to be entered and will be selected from reference table.
Note: Since the Need types displayed in 'Need' drop down list in 'Recurring Special Needs Detail' page are common for all programs, when 'Chart' is selected for 'Monthly Amount Type' in 'Recurring Special Needs Detail' page then the 'Value' displayed in 'Recurring Special Needs List' page is 'Chart Rate' column value from 'Special Need Type Code' reference table (CT200) which represents the values for base programs like CalWORKs/CalFresh. However, the actual chart value for the need type is different for GA/GR program which is different from the displayed value in the list page. The actual chart value applicable for GA/GR program will be used in the EDBC calculations and will be displayed only in the EDBC results.

2.2.1.2 Recurring Special Needs Detail

Recurring Special Nee	ds Detail			
*- Indicates required fields		Save and Add Another	Save and Return	Cancel
Change Reason				
New Change Reason: *		New Reported Date: *	•	
Name: * First Name, Last Name Retrieve Information Need: * GR - Distilled Water Description:	~			
Monthly Amount Type: Actual V Verified: * Verified View	Monthly Amount	t: Begin Date: *	End Date:	
		Save and Add Another	Save and Return	Cancel

Recurring Special Needs Deta	ail			
*- Indicates required fields		Images	Save and Return	Cancel
Change Reason				
New Change Reason: * Intake Change Reason: Intake	New Re 08/01/202 Reporte 08/01/2	ported Date:	•	View
Name: * First Name, Last Name Inverse Invers	~			
Monthly Amount Type: Chart v Verified: * Verified v View	Begin Date: *		End Date:	
		Images	Save and Return	Cancel

2.2.1.2 – Showing the Recurring Special Needs Detail Page

3. When EDBC ran for GAGR program, the assistance unit special needs are calculated and will be shown as a separate line item in EDBC summary page as shown below:

2.2.1.3 Eligibility Summary Page with Special Needs Line item

General Assistance/General Relief Budget	Regu	lar
Unearned Income	\$	<u>50.00</u>
Earned Income	+	70.00
In-Kind Income	+	20.00
Total Net Income	=	140.00
Assistance Unit Size		1
Potential Grant	\$	221.00
Assistance Unit Special Needs	+	<u>100.00</u>
Total Net Income	-	140.00
Aid Payment	=	181.00

2.2.1.3 – Showing the Special Needs Line Item in EDBC summary page

4. When clicked on the hyperlink for Assistance Unit Special Needs amount the following child page will be displayed which shows the details of all the special needs considered for the current EDBC run. There can be more than one special need amount for the benefit month and all the records will be displayed here and the total will be displayed in EDBC Summary page.

2.2.1.4 EDBC Person Line-Item Detail

EDBC Person Line	Item Detail - AU S	pecial Needs		
				Close
Name	Туре	Description		Amount
First Name, Last Name	GR - Distilled Water	(09/01/2021) \$100.00		\$ 100.00
			Total	\$ 100.00
				Close

2.2.1.4 – EDBC Person Line-Item Detail

The worker can also create a non-recurring need. The worker will follow below steps to create the Needs record in CalSAWS:

1. From Eligibility:

- i. Place the cursor over Eligibility on the Global navigation bar.
- ii. Select Customer Information from the Local navigator.
- iii. Click the Needs link on the Task navigation bar to access the Needs List page.
- iv. Click 'Add Need' button.

2. From Employment Services

- i. Place the cursor over Employment Services on the Global navigation bar.
- ii. Select Supportive Services from the Local navigator.
- iii. Click the Needs link on the Task navigation bar to access the Needs List page.
- iv. Click the Add Need button.

2.2.1.5 Needs List

Los Angeles AT1	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Customer Information	Needs	List								
Case Number:	Display by All	y Name:	·	From:			To:			
Person Search Non Financial	Category:		~	Туре:		~	View			
▶ Financial										
▶ GR										
Verifications	Search R	esults Sum	mary						Result	ts 1 - 4 of 4
MC 355										Add Need
EBT Account List		Type	e N	lame	Category	Beain D	ate End I	Date S	tatus	
MAGI Verifications		~	5	7	\bigtriangledown	-	~	~	7	
MAGI Eligibility	Remove									Add Need
Run EDBC		, 								
Manual EDBC	This Type 1	page took 0.31	seconds to lo	ad.						
Needs	,	page took one 1								
Cal-Learn										
Service Arrangements	_									
ABAWD	_									
EDBC Results										

2.2.1.5 Adding a Need on the Needs List page.

3 To Add a New Need:

- i. Go to the Need Detail page.
- ii. Enter the appropriate information in Need Detail page.iii. Select 'Service Arrangement' for Save and Add New and then click 'Go' button to add new service arrangement record.

2.2.1.6 Needs Detail

Need Detail			
*- Indicates required fields		Save And Return	Cancel
Name: * First Name, Last Name 🗸			
Category: * GR Non-Recurring Special Need Begin Date: * 09/06/2021	Type: * Return to Residence	~	
Description: Bus Ticket			
Status: * Indicated V	Status Reason: * Documented v		
Save & Add New: [Service Arrangement ▼] Go			
		Save And Return	Cancel
This <u>Type 1</u> page took 1.26 seconds to load.			

2.2.1.6 Entering the information on the Need Detail page.

2.2.1.7 Service Arrangement Detail

				Save and Return	Cance
eed 🍀					
Тур	e	Name	Category		Begin Date
Retu	irn to Residence	Last Name, First Name 31M	GR Non-Recurring	Special Need	09/06/2021
tivitie	5				
уре		Status	Begin Date	End Date	

Arrangement Details			
Arrangement Period: *			
From:	то:		
Program Type: *	Aid Code: ⊁		
General Assistance/General	- Select -	\checkmark	
Relief Voucher: *			
No 🗸			
Payee: *			
- Select -	V		
Employed: *			
- Select - V			
Additional Payee:			
-			
Service Type Description			Total 🛞
	/		
Status History 😵			
Status	Status Reason	Status Date	
~	\checkmark	09/09/2021)
Comments:			
		Save and Re	turn Cancel

2.2.1.7 The screen for the Service Arrangement Detail.

2.3 Program Configuration Override

2.3.1 Overview

From the EDBC summary page before saving the EDBC, worker has the option to override program configuration by clicking the 'Override Program Configuration' button and navigate to the 'Program Configuration Override List' page and the 'Program Configuration Override Detail' page. Both pages will function as per current CalSAWS framework for GA/GR.
2.3.1.1 Program Configuration Override List

The 'Program Configuration Override List' page will work per existing CalSAWS framework, GA/GR EDBC summary will be modified to use this page.

2.3.1.2 Program Configuration Override Detail

The 'Program Configuration Override Detail' page will work per existing CalSAWS framework, GA/GR EDBC summary will be modified to use this page.

2.4 View All Program Status Reasons

2.4.1 Overview

Currently in CalSAWS, when more than one program status reason is set for GA program during the current EDBC run for any benefit month then the status reason with lowest priority will be used and set as program status reason to fail the GA program. However, all other status reasons will be retained for view purpose.

These status reasons can be viewed from EDBC summary page using 'View All' button placed along with 'Program Status Reason' line item.

This functionality will be extended to GA/GR Automated EDBC/CC solution program and all program status reason set in the current EDBC run can be accessed using 'View All' button on EDBC Summary page.

2.4.2 EDBC Summary page with View All button:

The following screens shows how to find 'View All' button and how to see all program status reasons set during the current EDBC run from EDBC summary page.

- Indicates require	ed fields				Clos
Begin Month	End Month		Run Date	Run Status	Accepted By
12/2021		:	10/26/2021	Accepted - Sav	ed <u>Worker Name</u>
EDBC Informatio	n				
Reporting Type R	eason:				
Type: Regular					
Recalculation: No	o				
System Determin EDBC Source: On Aid Code:	iation Iline EDBC Rules				
Program Status: Program Status I	Discontinued Reason: Has Mor	e Than C)ne Vehicle Vie	w All	
Note: Overridden	rows are in bold.				
	DOB	Role	Role Reason	Status	Status Reason
Name					

2.4.2.1 EDBC Summary Page 'View All' button

Figure 2.4.2.1 – EDBC summary page with 'View All' button

2.4.2.2 Program Status Reasons page:





2.5 Financial

2.5.1 Special Need Eligibility Functionality

2.5.1.1 County Admin Detail - Special Need Eligibility

2.5.1.1.1 Overview

A new County Admin Detail page for Special Need Eligibility will be created. This page is viewed by the County Administrator to view the list of rules applicable for the Special Need Eligibility functionality to their county.

2.5.1.1.2 Description of Changes

- a. The Admin detail page for Special Need Eligibility will have the below functional categories and its associated flag turned on or off based on the current GA/GR functionality for each County
- b. The activate switch Yes/No indicate if that functionality is applicable to the displayed county.
- c. The functionality is effective dated with begin and end date
- d. The rule functionality can be viewed as of a date using the view date

Rule Name	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Special Needs Applicable.	Y	Y	Ν	Y	Y	Y	Y	Y	Y	Y	Ν	Y	Y	Ν	Y	Y	Y	Y

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalWIN Rule	CalSAWS Rule
EDX400C001	Special Needs Applicable.	Special Needs Applicable.

2.5.1.2 EDBC Changes

2.5.1.2.1 Overview

This section will provide the Eligibility Rules flow for Special Need Eligibility Program Person Eligibility that can be filtered for each CalWIN County.

2.5.1.2.2 Description of Change

Special Need Eligibility Rules Flow Diagram:

A Consolidated Rules Flow Visio document will be provided as a separate Attachment in addition to this design Document that will depict the rules for a selected County.

Field (CalWIN)	Field (CalSAWS)	Location Details
Type: Case Special Need Payment/Request Details	Need	Recurring Special Needs Detail
Amount Authorized: Case Special Need Payment/Request Details	Monthly Amount	Recurring Special Needs Detail
Requested Date: Case Special Need Payment/Request Details	Begin Date	Recurring Special Needs Detail

The following Data Collection elements will be used by this Rule Flow.

Please refer the <u>Rules Flow Diagram</u> in the Appendix section on how to open and navigate the Visio diagram.

2.5.1.3 Project Requirements

DDID 2314	DDID Description	How DDID Requirement Met	Rule Flow diagram				
	[Business Rule: {Special Needs Applicable} CalSAWS must determine special needs eligibility for GA/GR.]	The rule 'Special Needs Applicable. ' will meet this requirement.	The following rule is stated in the business flow diagram and admin matrix				

2.5.2 GAGR Grant Additional Functionality

2.5.2.1 Rules

The GAGR Grant Additional Functionality introduces two rules previously unused in SCR CA-224578.

Rule Name	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Allow 12 bus tickets per person per month.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y
Applicant.	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
San Mateo Couples.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalWIN Rule	CalSAWS Rule
EDX321C008	Allow 12 bus tickets per person per month.	Allow 12 bus tickets per person per month.
EDX321C009	Applicant	Applicant.

Leverage Rule

Below is the corresponding leveraged CalWIN rule County Admin Matrix and the CalWIN number mapped to CalSAWS rules

Rule Name	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	λοίο
Pro-rate homeless and																		
housed benefits.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

Earned income – Orange Only.	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Earned income - Placer Only.	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Earned income – Sacramento Only.	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Earned income – San Diego Only.	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Rate for homeless in shelter.	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	И	И	Ν	И	И	И	И
Income test on																		
adjusted amount.	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Room Board situation.	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Mental health facility.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Chass Shelter options.	Υ	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Housing and Basic																		
Needs Test – Alameda.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Earned income –																		
Ventura Only.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν
Earned income – Tulare																		
Only.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν
SSN-Santa Clara. This applies to Santa Clara.																		

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalWIN Rule	CalSAWS Rule						
EDX305C003	Pro-rate CAAP homeless and housed benefits	Pro-rate homeless and housed benefits.						
EDX309C004	Earned income method 4 - Orange Only	Earned income – Orange Only.						
EDX309C005	Earned income method 5 - Placer Only	Earned income - Placer Only.						
EDX309C006	Earned income method 6 - Sacramento Only	Earned income – Sacramento Only.						
EDX309C007	Earned income method 7 - San Diego Only	Earned income – San Diego Only.						
EDX314C004	Rate for homeless in shelter	Rate for homeless in shelter.						
EDX320C006	Income test on adjusted amount	Income test on adjusted amount.						

EDX314C003	Room Board situation.	Room Board situation.
EDX314C010	Mental health facility.	Mental health facility.
EDX314C007	Chass Shelter options.	Chass Shelter options.
EDX323C016	Housing and Basic Needs Test – Alameda.	Housing and Basic Needs Test – Alameda.
EDX309C017	Earned income method 17 - Ventura Only	Earned income – Ventura Only.
EDX309C016	Earned income method 16 - Tulare Only	Earned income – Tulare Only.
EDX116C003	SSN-SantaClara	SSN-Santa Clara.

The following CalWIN rules has been removed for this functionality.

CalWIN Number	CalWIN Description	Reason
EDX321C011	Grant less than 10\$.	Not using this rule as the values calculated when this rule is active is not used.
EDX321C014	Grant less than 1\$.	Not using this rule as the values calculated when this rule is active is not used.
EDX321C015	Grant less than 20\$.	Not using this rule as the values calculated when this rule is active is not used.
EDX321C024	SF GA Couples.	Not using this rule as the values calculated when

		this rule is active is not used.
EDX321C026	Suspend case in month of zero budget grant and pass in future month if no ZBG exists.	Not using this rule as the values calculated when this rule is active is not used.
EDX321C028	Suspend case in month of zero budget grant and pass case for 3 total months from month of zero budget grant.	Not using this rule as the values calculated when this rule is active is not used.
EDX321C030	Contra Costa Couples.	Not using this rule as the values calculated when this rule is active is not used.
EDX321C031	Tulare Couples.	Not using this rule as the values calculated when this rule is active is not used.
EDX321C032	Solano Couples.	Not using this rule as the values calculated when this rule is active is not used.
EDX321C033	San Mateo Couples.	Not using this rule as the values calculated when this rule is active is not used.
EDX321C036	Aid at half 2–person rate for Unemployable Spouse of Individual who has a Emp Svc Non- Cooperative Sanction.	Not using this rule as the values calculated when this rule is active is not used.

Program/Person status reason logic update

1. Existing (SCR-224578) program/person status reason CT73 'Grant Amt is Less Than Zero Grant Level' has added logic in the "Minimum Grant" flow. Please refer to the Visio Diagram.

Category	Short Description					
	Grant Amt is Less Than					
73	Zero Grant Level					

2.5.2.2 GAGR Grant Additional logic

For GA/GR Automated EDBC/CC Counties Solution program, when the program has more than one individual with different aid begin dates or different aid end dates then EDBC will create corresponding budgets with applicable dates to prorate the benefit amount in the benefit month. The benefit amount will be prorated according to the prorated days applicable for each budget. Final Aid payment will be calculated by adding all pro-rated benefit amounts applicable for the benefit month.

2.5.2.2.1 EDBC Summary Page with more than one budget

The EDBC summary page with more than one budget in a benefit month is as shown below:

General Assistance/General Relief Budget	Prorated		Prorated	
Unearned Income	\$	<u>50.00</u>	\$	<u>50.00</u>
Earned Income	+	<u>30.00</u>	+	<u>30.00</u>
In-Kind Income	+	<u>20.00</u>	+	<u>20.00</u>
Total Net Income	=	100.00	=	100.00
Assistance Unit Size		<u>1</u>		2
Potential Grant	\$	221.00	\$	375.00
Assistance Unit Special Needs	+	<u>0.00</u>	+	<u>0.00</u>
Total Net Income	-	100.00	-	100.00
Medical Deduction	-	0.00	-	0.00
Aid Payment	=	121.00	=	275.00

Aid Payment	Prorated		Prorated
Full Month Aid Payment	\$	121.00	\$ 275.00
Dates to Prorate		10-20	21-31
Prorated Benefit Amount	\$	42.94	\$ 97.58
Final Aid Payment			\$ 140.52
Overridden Aid Payment			\$
			Override Payment
Potential Benefit			= 140.52
Previous Potential Benefit			- <u>0.00</u>
Overpayment Adjustment Amount			- <u>0.00</u>
Authorized Amount			= 140.52
Daliyany Mathadi 👾 🛛 Taymadiagy Tudiastan 🔹	Teguara	Mathada	
Mail V Routine V	Issuance	method:	
	Change Reason	Acc	cept Cancel

2.5.2.1.1 EDBC Summary page with 2 budget

Few scenarios where more than one budget is created are shown below and the corresponding EDBC summary page details are shown in attached excel Multiple Budgets - Scenarios.xlsx in <u>Supporting Documents section</u>.

Note: Amounts in the excel file are shown for sample purpose only. Amounts may or may not be rounded based on the applicable admin rules for each county.

Scenario 1:

Program has two persons with the following aid begin dates:

Person 1 – Intake – Begin Date of Aid - 10/10/2021

Person 2 – Intake – Begin Date of Aid - 10/21/2021

Budget 1 – Budget Begin Date and Budget End Date: 10 – 20, AU Size - 1

Budget 2 – Budget Begin Date and Budget End Date: 21 – 31, AU Size - 2

Scenario 2:

Program has two persons with the following aid end dates:

Person 1 – Active Ongoing – End Date of Aid - 10/10/2021

Person 2 – Active Ongoing – End Date of Aid - 10/20/2021

Budget 1 – Budget Begin Date and Budget End Date: 1 – 10, AU Size - 2

Budget 2 – Budget Begin Date and Budget End Date: 11 – 20, AU Size - 1

Scenario 3:

Program has two persons with the following aid begin dates:

Person 1 – Active Ongoing – Begin Date of Aid - 10/01/2021

Person 2 – intake – Begin Date of Aid - 10/11/2021

Budget 1 – Budget Begin Date and Budget End Date: 1 – 10, AU Size - 1

Budget 2 – Budget Begin Date and Budget End Date: 11 – 31, AU Size - 2

Scenario 4:

Program has two persons with the following aid begin and end dates:

Person 1 – Active Ongoing – Begin Date of Aid - 10/01/2021

Person 2 - Active Ongoing - Aid Beg Date - 10/01/2021, Aid End Date - 10/20/2021

Budget 1 – Budget Begin Date and Budget End Date: 1 – 20, AU Size - 2

Budget 2 – Budget Begin Date and Budget End Date: 21 – 31, AU Size – 1

2.5.3 Additional Status reasons from Other Functionality

Unearned income Functionality

- 1. The new program status reason CT73 'Gross Income > Grant' will be set as a failure reason when all the following conditions
 - a. The rules 'Income deductions.' and 'Earned income Sacramento Only.' are active.
 - b. The individual is 'Aid-in-Kind (AIK) recipient'. (This is determined if the primary aid code of the individual is '98').
 - c. The individual has unearned income for this benefit month.
 - d. The unearned income type is: UIB Unemployment.

Category	Short Description
73	Gross Income > Grant

- 2. The new person status reason CT73 'Aid Ended' will be set as a failure status reason when all the following conditions
 - a. The Last Date of Aid is a valid date.
 - b. The benefit month begin date is after the 'Last Date of Aid'.

Category	Short Description
73	Aid Ended

Aid Inkind functionality

- 1. The new program status reason CT73 'Job Quit Resides in AIK' will be set as a failure reason when all the following conditions are met:
 - a. GAGR granted and GAGR Indigent Burial Granted is not true
 - b. the following is not true:

the rule 'Return to residence applicable' is active and individual's County of Residence on Residency Detail is not the current county, and the individual has a 'return to residence' record.

- c. 'Indigent Burial Applicable' is not active
- d. 'Aid in kind applicable' is active
- e. individual is homeless
- f. individual meets presumptive eligibility
- g. individual is eligible for group living situation
- h. the rule 'Previously applied AIK.' is active
- i. Program is ongoing
- j. individual has an employment record effective for the benefit month with a termination reason of 'quit'

Category	Short Description
73	Job Quit Resides in AIK

2.5.4 Approval NOA

2.5.4.1 County Admin Detail – Approval NOA

<u>Leverage Rule</u>

Below is the corresponding leveraged CalWIN rule County Admin Matrix and the CalWIN number mapped to CalSAWS rules

Rule Name	Alameda	Contra Costa	Fresno	Orange	Placer	Sacramento	San Diego	San Francisco	San Luis Obispo	San Mateo	Santa Barbara	Santa Clara	Santa Cruz	Solano	Sonoma	Tulare	Ventura	Yolo
Earned income – Sacramento Only.	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Room Board & Shelter applicable.	Y	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Y	Y	Y	Ν	Ν	Ν	Ν	Y
Meeting shelter conditions.	Ν	Ζ	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ζ	Ν	Ζ	Ν
Room Board situation.	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν
Earned income – Santa Cruz and Santa Clara Only.	Ν	Ν	Ν	Ν	N	Ν	N	Ν	Ν	Ν	Ν	Y	Y	Ν	Ν	Ν	Ν	Ν
Earned income – San Luis Obispo Only.	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Y	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalWIN Rule	CalSAWS Rule
EDX309C006	Earned income – Sacramento Only.	Earned income – Sacramento Only.
EDX314C001	Room Board & Shelter applicable.	Room Board & Shelter applicable.

EDX314C002	Meeting shelter conditions.	Meeting shelter conditions.
EDX314C003	Room Board situation.	Room Board situation.
EDX309C013	Earned income – Santa Cruz and Santa Clara Only.	Earned income – Santa Cruz and Santa Clara Only.
EDX309C009	Earned income – San Luis Obispo Only.	Earned income – San Luis Obispo Only.

2.5.4.2 EDBC Changes

2.5.4.2.1 Overview

This section will provide the Eligibility Rules flow for Housing Program Person Eligibility that can be filtered for each CalWIN County.

2.5.4.2.2 Description of Change

Approval NOA Flow Diagram:

A Consolidated Rules Flow Visio document will be provided as a separate Attachment in addition to this design Document that will depict the rules for a selected County.

The following Data Collection elements will be used by this Rule Flow.

	Field	
Field (CalWIN)	(CalSAWS)	Location Details
Aid to Pay Day	Last Date	Application
	of Aid	Detail page

Please refer the <u>Rules Flow Diagram</u> in the Appendix section on how to open and navigate the Visio diagram.

Form Reason

- 1. The status reason CT73 'Indv App is Approved' will be set to for the form E10062 when all the following conditions are met (Note: this status is only used for triggering the Form, this status will not be displayed on the EDBC):
 - a. The program mode is intake.
 - b. The GAGR program is approved for the benefit month.
 - c. The program aid code is not '9B' ('Indigent Burial').

d. The program application type is not 'Restoration' (Application Type is not 'Restoration' in Application Detail page).

Category	Short Description
73	Indv App is Approved

New Program/Person Status:

New Program/Person Status Reasons will be added to be used by this Rule Flow. The following reasons will set to the program/person level when the following conditions are met:

- 1. The new program status reason CT73 'Pgm Approved and SSI/SSP is Pending/Applied' will be set as a non display status reason when all the following conditions are met:
 - a. The program mode is intake.
 - b. The GAGR program is approved for the benefit month.
 - c. The program aid code is not '9B' ('Indigent Burial').
 - d. All the following in I or II:
 - I. All the following:
 - i. Individual has SSIAP record effective for the benefit month.
 - ii. Individual status code = 'Approved' OR 'Approved Other' OR 'Approved Self' (Status / Decision in SSIAP Detail page.
 - II. All the following:
 - i. Individual has an entry in Other Program Assistance Detail page valid for the benefit month.
 - ii. Type of Assistance = 'SSI/SSP' (Type of Assistance in Other Program Assistance Detail page).
 - iii. Disposition = 'Active' (Disposition in Other Program Assistance Detail page).

Category	Short Description	
	Pgm Approved and	
73	SSI/SSP is Pending/Applied	

- 2. The new program status reason CT73 'Restoration Application is Approved' will be set as a non display status reason when all the following conditions are met:
 - a. The program mode is intake.
 - b. The GAGR program is approved for the benefit month.
 - c. The program aid code is not '9B' ('Indigent Burial').

d. The program application type = 'Restoration' (Application Type = 'Restoration' in Application Detail page).

Category	Short Description	
	Restoration Application is	
73	Approved	

- 3. The new program status reason CT73 'Approval of Last Date of Aid' will be set as a non display status reason when all the following conditions are met:
 - a. The program mode is intake.
 - b. The GAGR program is approved for the benefit month.
 - c. The program aid code is not '9B' ('Indigent Burial').
 - d. The program application type is not 'Restoration' (Application Type is not 'Restoration' in Application Detail page).
 - e. The rule 'Earned Income Sacramento Only.' Is active.
 - f. Last Date of Aid is in current benefit month.

Category	Short Description	
73	Approval of Last Date of Aid	

- 4. The new program status reason CT73 'Board and Care App is Approved' will be set as a non display status reason when all the following conditions are met:
 - a. The program mode is intake.
 - b. The GAGR program is approved for the benefit month.
 - c. The program aid code is not '9B' ('Indigent Burial').
 - d. The program application type is not 'Restoration' (Application Type is not 'Restoration' in Application Detail page).
 - e. All the following in I or II:
 - I. Both rules are active:
 - i. 'Room Board & Shelter applicable.'
 - ii. 'Meeting shelter conditions.'
 - II. The rule 'Room Board situation.' is active.
 - f. 'Indv Eligible for Room and Board' is true (determined in Room, Board, shelter use case).

Category Short Description

	Board and Care App is
73	Approved

- 5. The new program status reason CT73 'Approved and in Drug Alcohol Treatment Facility' will be set as a non display status reason when all the following conditions are met:
 - a. The program mode is intake.
 - b. The GAGR program is approved for the benefit month.
 - c. The program aid code is not '9B' ('Indigent Burial').
 - d. The program application type is not 'Restoration' (Application Type is not 'Restoration' in Application Detail page).
 - e. The person has an entry in Living Arrangements Detail page applicable for the benefit month.
 - f. Facility Sub-Type in Living Arrangement Detail page is one of the following:
 - 'Alternative General Assistance Program Drug & Alcohol'.
 - 'Drug and Alcohol Rehab Public Funding'.
 - 'Drug and Alcohol Treatment Private Funding'.
 - g. One of the following rules is active:
 - 'Earned income Santa Cruz and Santa Clara Only.'
 - 'Earned income San Luis Obispo Only.'

Category	Short Description	
	Approved and in Drug	
73	Alcohol Treatment Facility	

- 6. The new program status reason CT73 'Approved for First Two Trimesters of Pregnancy' will be set as a non display status reason when all the following conditions are met:
 - a. The program mode is intake.
 - b. The GAGR program did not fail for the benefit month.
 - c. The program aid code is not '9B' ('Indigent Burial').
 - d. The program application type is not 'Restoration' (Application Type is not 'Restoration' in Application Detail page).
 - e. Any individual in the program is 'Pregnant'.

Category	Short Description	
	Approved for First Two	
73	Trimesters of Pregnancy	

2.5.4.3 Correspondence

2.5.4.3.1 Overview

This section describes the Notice of Action (NOA) triggers that will be created depending on the resulting EDBC reason code in the previous sections. Notices only trigger from certain reason codes listed in this section.

The reason codes listed in the rule recommendations are formatted as <CalWIN Reason Code> - <CalSAWS EDBC Reason>. The trigger condition describes the statuses and reasons in which the notice will trigger for. The countyspecific information describes which counties and actions the notices will generate for, as well as the document name and number that will be displayed on the distributed documents page. The template column determines how notices are grouped when generated.

2.5.4.3.2 Description of Change

1. Reason Code: E10062 - Indv App is Approved

- a. Trigger Condition
 - i. This form generates for the applicable counties when the program was 'Pending' and is now 'Active' on the current EDBC with the reason 'Indv App is Approved'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Santa	N/A	General Assistance	SC 588	502978
Clara		Repayment Responsibility	(01/03)	

2. <u>Reason Code: XAF010 - Approved for First Two Trimesters of Pregnancy</u>

- a. Trigger Condition
 - i. This notice generates for the applicable counties when the program was 'Pending' and is now 'Active' on the current EDBC with the reason 'Approved for First Two Trimesters of Pregnancy'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Contra Costa	Approval	Approval of General Assistance - Pregnancy	101 3	12591

3. <u>Reason Code: XAF340 - Restoration Application is Approved</u>

a. Trigger Condition

- i. This notice generates for the applicable counties when the program was 'Pending' and is now 'Active' on the current EDBC with the reason 'Restoration Application is Approved'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Placer	Approval	Generic GA/GR Approval - Placer	CalSAWS 1-Placer	11633
Sonoma	Approval	Generic GA/GR Approval - Sonoma	CalSAWS 1-Sonoma	12537

4. <u>Reason Code: XAF409 - Pgm Approved and SSI/SSP is Pending/Applied.</u>

- a. Trigger Condition
 - i. This notice generates for the applicable counties when the program was 'Pending' and is now 'Active' on the current EDBC with the reason 'Pgm Approved and SSI/SSP is Pending/Applied'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Fresno	Approval	Generic GA/GR Approval - Fresno	CalSAWS 1- Fresno	11549
Placer	Approval	Generic GA/GR Approval - Placer	CalSAWS 1- Placer	11633
Santa Clara	Approval	Generic GA/GR Approval - Santa Clara	CalSAWS 1- Santa Clara	12034
Santa Clara	Approval	Approval of interim assistance	GA 200	12628
Santa Cruz	Approval	Generic GA/GR Approval - Santa Cruz	CalSAWS 1- Santa Cruz	607311
San Diego	Approval	Generic GA/GR Approval - San Diego	CalSAWS 1- San Diego	12721
San Francisco	Approval	Generic GA/GR Approval - San Francisco	CalSAWS 1- San Francisco	12667
San Luis Obispo	Approval	Generic GA/GR Approval - San Luis Obispo	CalSAWS 1- San Luis Obispo	11929
Solano	Approval	Generic GA/GR Approval - Solano	CalSAWS 1- Solano	12129
Sonoma	Approval	Generic GA/GR Approval - Sonoma	CalSAWS 1- Sonoma	12537
Tulare	Approval	Generic GA/GR Approval - Tulare	CalSAWS 1- Tulare	12198
Yolo	Approval	Generic GA/GR Approval - Yolo	CalSAWS 1- Yolo	12219

5. <u>Reason Code: XAF630 - Approved and in Drug Alcohol Treatment Facility</u>

- a. Trigger Condition
 - i. This notice generates for the applicable counties when the program was 'Pending' and is now 'Active' on the current EDBC with the reason 'Approved and in Drug Alcohol Treatment Facility'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
San Luis Obispo	Approval	Generic GA/GR Approval - San Luis Obispo	CalSAWS 1-San Luis Obispo	11929

6. <u>Reason Code: XAN428 - Approval of Last Date of Aid.</u>

- a. Trigger Condition
 - i. This notice generates for the applicable counties when the program was 'Pending' and is now 'Active' on the current EDBC with the reason 'Approval of Last Date of Aid'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Sacramento	Approval	Approval of Aid to Payday Benefit Notice	SC 610G	608821

7. Reason Code: XAN656 - Board and Care App is Approved

- a. Trigger Condition
 - i. This notice generates for the applicable counties when the program was 'Pending' and is now 'Active' on the current EDBC with the reason 'Shelter Cost not Allowed for Property Manager or Agent'.
- b. Program Level Reason
- c. County-specific information:

County	Action	Document Description	Number	Template
Santa	Approval	GA Board and Care	GA 909	12068
Clara		Approved		

2.5.5 Financial overall flow

An updated financial overall flow including financial functionalities designed in phase 2 batch 4 and 5 is added to the Visio document. Please refer the <u>Rules</u>

<u>Flow Diagram</u> in the Appendix section on how to open and navigate the Visio diagram.

2.5.6 Now Testable Features

The following is a list of assumptions that was added in phase 2 of features that could not be tested and can now be tested.

- 1. Financial other person functionality cannot be tested in 21.11 release due to the outputs from this functionality are used in SCR CA-229096.
- 2. Drug and Alcohol use case is not implemented. So, the 'Zero Grant Flag' cannot be evaluated, and the status reason 'Individual in Approved Drug and Alcohol Trtmnt Fclty Pay Zero Grant' cannot be tested.
- 3. Status reason for Lumpsum POI cannot be tested until phase 3.
- 4. The following status reason and any functionality related it or the condition 'The individual is applying for GA/GR program and is applying (with parent or Caretaker relative')' cannot be tested until phase 2 batch 5 SCR CA-233488.
 - XAS768 Parent/Caretaker not applying,
 - XAN519 Person is Single.

Note: Please see Visio document of CA-233488 for updated condition of the status reasons.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	GAGR Grant Additional Functionality	Multiple Budget scenario for EDBC summary page.	Multiple Budgets-Scenarios.xls

REQUIREMENT

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2314	The CONTRACTOR shall update the CalSAWS Software to determine the benefit levels, resource limits and benefit allocation amounts (housing, utility, etc.) based on each counties GA/GR eligibility determination rules with updates through security rights. Eligibility determination rules shall include the following: 1) Residency 2) Income 3) Aid paid pending 4) Immediate need 5) Property/resource 6) Deductions 7) Household composition/Assistance Unit 8) Aid codes 9) Hearings 10) Sanctions 11) Non-compliances 12) Living Arrangement 13) Citizenship 14) Expenses 15) Special Need	Eligibility: The existing 705 rules/attributes shared by DXC will be consolidated by functionality into 110 rules in CalSAWS but still providing the existing flexibility available to the County Admin to turn on or off a functionality specific to their county. The breakdown of the complexity is as shown below Create new 21 Difficult rules 24 Medium rules 13 Easy rules Modify existing 14 Difficult rules 23 Medium rules 15 Easy rules Batch/Interfaces Up to 20 new Batch sweeps will be created in CalSAWS to handle the MU triggers that is currently existing for CalWIN GR program Note: This does not include data collection MU trigger since CalSAWS as a system does not support Data Collection batch triggers for all programs including GR.	The following subsequent Rules migrated in this SCR will met these requirements.

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
		Fiscal Existing CalSAWS Fiscal framework will be leveraged for the new CalWIN GR program for benefit Issuance, Claiming and Adjustments.	

5 MIGRATION IMPACTS

General Assistance/General Relief functionality will be implemented as a new program for the 57 counties excluding Los Angeles County. Los Angeles GA/GR functionality will not be modified.

6 APPENDIX

6.1 Rules Flow Diagram

Viewing Visio Document in Internet Explorer

- 1. This is applicable for Laptops/Desktops that do not have Microsoft Visio software installed.
- 2. Once you double click the attachment or right click and open with Internet Explorer the Visio will open in internet explorer.
- 3. *If opening the Visio file from the SharePoint link the Visio file will need to be downloaded first then open with the downloaded file with internet explorer.
- 4. The following prompt will appear if opening the downloaded Visio file.

Internet	Explorer Security X					
Û	A website wants to open web content using this program on					
	This program will open outside of Protected mode. Internet Explorer's <u>Protected mode</u> helps protect your computer. If you do not trust this website, do not open this program.					
Name: Microsoft Windows Publisher: Microsoft Corporation						
	Do not show me the warning for this program again					
	Allow Don't allow					

- 5. Click 'Allow' to open the file on Internet Explorer.
- 6. The internet Explorer will open with the below pop up in the bottom of the page



- 7. Click Allow Blocked Content.
- 8. Once the Visio opens in Internet Explorer, select the tab at the bottom and navigate using the buttons highlighted below for the appropriate rules (in this case Included Individual)

9. Click the layer icon circled in red color below



10. Once the layers button is clicked the Properties box will pop up.

Properties					×
Shape Properties	Display Layers	Comments			
Layers for page:	ncluded Individ	ual			0
Layer Name			Show	Color	^
Alameda					
AllCounties			~		
Connector					
Contra Costa					
Flowchart					
Fresno					~
Transparency:		0%	Layer color]•
	A	J as an Adult		N	~

11. Then click the county name that is applicable to you, in this case Alameda

Properties						
Shape Properties	Display	Layers	Comments			
Layers for page:	Include	d Individu	lal			0
Layer Name				Show	Color	^
Alameda				~		
AllCounties						
Connector						
Contra Costa						
Flowchart						
Fresno						\checkmark
<u>T</u> ransparency:			0%	Layer <u>c</u> olor		\

12. Once you select Alameda and close the properties pop up (by clicking the x button at top right corner like closing a tab or window) the flow diagram will show only the rules /functionalities applicable to Alameda.

Viewing Visio Document in Microsoft Visio

- 1. This is applicable for Laptops/Desktops that do have Microsoft Visio software installed
- 2. Once you double click the attachment or right click and open with Visio then it will open in Microsoft Visio
- 3. Once the Visio opens in Internet Explorer, select the tab at the bottom and navigate using the buttons highlighted below for the appropriate rules (in this case Included Individual)

◀ ◀ ▶ ▶ │ / Identity Check Page 1 of 2	/ Identity Check Page 2 of 2	Included Individual
--	------------------------------	---------------------

4. On the right side of the flow diagram the counties names will be displayed as shown below

All Counties

Alameda	
Contra Costa	
Freeno	
Orange	
Placer	
Sacramento	
San Diego	
San Francisco	
San Luis Obispo	
SanMateo	
🗌 Santa Barbara	
Canta Clara	
🗌 Santa Cruz	
Solano	
Soliolia	
Tulare	
Ventura	

5. Then click the county name that is applicable to you, in this case Alameda as shown below

Alameda	
✓ Alameda	
Contra Costa	
Fresno	
🗌 Orange	
Placer	
Sacramento	
San Diego	
San Francisco	
San Luis Obispo	
SanMateo	
Santa Barbara	
Santa Darbara	
Santa Ciara	
Sonoma	
Tulare	
Ventura	

6. Once you select Alameda the flow diagram will show only the rules /functionalities applicable to Alameda.

6.2 Reference Table

Reference table for CT73 (Program status reason) and corresponding status reason in this design document. This table shows the values for the new columns added.

- a. Key:
 - i. GR Priority
 - 01. The lower the number the higher the priority
 - ii. GR Program Role
 - 01. FE This indicator means the status reason will change the person role to FRE - 'Financially Responsible – Excluded'
 - 02. FI This indicator means this status reason will change the person role to FRI 'Financially Responsible – Included'
 - 03. MM This indicator means this status reason will change the person role to MMO 'Medi-Cal Member Only'
 - 04. UP This indicator means this status reason will change the person role to UP 'Unaided Person'
 - iii. GR Close Person

- 01. CanCloseBoth Indicator means this status reason can close both person and program level.
- 02. Y indicator means this status reason can close the person.
- iv. GR Close Program
 - 01. CanCloseBoth Indicator means this status reason can close both person and program level.
 - 02. Y Indicator means this status reason can close the program.
- v. General Relief
 - 01. Y -Indicator means this status reason will be applicable for CalWIN General Relief Program

CalWIN Status	GR Priority	CalSAWs Status (Status Reason)	Set by Eligibility	GA/GR Program Role	GA/GR Close Person	GA/GR Close Program	General Relief	Use Case
E10062		Indv App is Approved	N				Y	Approval NOA
		Approved for						
		First Two Trimesters of						Approval
XAF010		Pregnancy	Ν				Y	NOA
		Restoration						
XAF340		Application is Approved	N				Y	Approval NOA
		Pgm Approved						
		and SSI/SSP is	N				v	Approval
741407		Approved and in	IN				1	NOA
		Drug Alcohol						
X 4 E 4 3 0		Treatment	N				v	Approval
		T denity					1	NOA
		Approval of Last						Approval
XAN428		Date of Aid	Ν				Y	NOA
XAN656		Board and Care App is Approved	N				Y	Approval NOA

6.3 CalWIN RT table search reference (used by developers)

This table has how CalWIN currently search for county defined values used in EDBC. Developers will use this information to get the required values in CalSAWS.

Use Case	CalSAWs Table	Description (summary of what we are doing in this table)	Example	Category ID
Special Need Eligibility	Special Need expense	The table 'GAGR Special Need expense' is used to retrieve the grant amount for a CalWIN County. The county code (CT 18) and the Need type (CT 200) will be used to retrieve the GA Amount.	Example: Get Contra Costa (07) defined 'maximum cremation cost amount'/ 'GR budget net grant amount' for the need type: 'Indigent cremation' (IC). Search: Grant Amount From: Code Detail Table Where: Need Type: IC County: 07 Result: Grant Amount = 825 Contra Costa (07) 'maximum cremation cost amount'/ 'GR budget net grant amount' for the need type: 'Indigent cremation' (IC) is 825.	10662