CalSAWS

California Statewide Automated Welfare System

Design Document

CA-204553

CalWORKs/RCA Adults by WTW/REP Category Dashboard

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Esequiel Herrera-Ortiz
	Reviewed By	Thao Ta; Ravneet Bhatia; Carlos Albances; Lien Phan; Gingko Luna; Loan Vo

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
07/28/2021	1.0	Initial Revision	Esequiel Herrera-Ortiz
08/10/2021	1.1	Added a 'Cash Aid Role Reason' column to every case list. Added a 'Volunteer' column for exempt work participants. Added an 'WTW/REP Program Status Expected End Date' column for adults in Good Cause.	Esequiel Herrera-Ortiz
08/17/2021	1.2	Added the following columns to all case lists: 'Cash Aid Role Status Reason', 'Work Registration Begin Date', 'WTW/REP Program Status Begin Date', 'Report Month'. Included a 'Homeless' column to several case lists. Added an 'Activity Type', 'Activity Number' and 'Activity Status Begin Date' to the 'Assigned to Worker / Active' and 'Not Assigned to Worker / Identified Reason' case lists. Remapped the '1V – RCA' aid code to the new 'RCA Employed 32+ Hrs/Week' measure.	Esequiel Herrera-Ortiz
08/21/2021	1.3	Updated the 'Report Month' parameter to default to the latest month. Updated the 'Homeless' column logic. Added the following columns: 'Prior Month Cash Aid Role Reason', 'Work Registration Status Reason', 'CW/RCA Discontinuance Date', 'Activity Status Reason' and 'Activity Status Begin Date' column. Added column view requirement. Added an 'Excluded' column.	Esequiel Herrera-Ortiz

Date	Version	Description	Author
11/08/2021	1.4	Updating design document per committee review. • Renamed one of two 'CalWORKs/RCA Adults' header to 'CalWORKs/RCA Adults by Type' • Added last known worker column information to the Not Assigned to Worker subcategories. • Update the case list column order. • Fixed typos and screen shots.	Esequiel Herrera-Ortiz
02/24/2022	1.5	The following aid codes have been remapped to 'Single Parents 20+ Hrs/Week' and 'Single Parents 30+ Hrs/Week': • 3G – CW – Zero Parent (State) • 3H – CW-Zero Parent (Mixed) • 3R – CW-Zero Parent-Exempt MAP (Fed) The RCA Participant Employed 32+ Hrs/Week metric has been updated to dynamically include any new Fed, State or Mixed aid code.	Esequiel Herrera-Ortiz

Table of Contents

1 OVERVIEW

The CalWORKs/RCA Adults by WTW/REP Category dashboard in Business Intelligence captures all adults in an active California Work Opportunities and Responsibilities to Kids (CalWORKs) program or Refugee Cash Assistance (RCA) program in each report month and reports them under a single category. The report runs for the prior month's data and the counts then remains static.

The dashboard was introduced into the system with SCR 49631 in the R17.10 release. The SCR sought to convert the legacy SMART's Global report into the legacy OBIEE reporting tool. The report has again been converted to the new Qlik reporting tool with CA-214600 in the 21.01 release.

This SCR updates the dashboard logic to report CalWORKs/RCA Adult participation more accurately.

1.1 Current Design

Currently the CalWORKs/RCA Adults by WTW/REP Category dashboard:

1. The 'CalWORKs/RCA Adults' (base population):
   - Does not restrict to only those adults with a household status of 'In the Home'.
   - Does not restrict the base population based on the adult's CW/RCA role.
   - The base population requires the adult to have an associated WTW/REP program block.

   Note: To have an associated WTW/REP program block means the CalWORKs/RCA adult appears within a WTW/REP program block in the Case Summary page.
2. Does not provide the metric 'RCA Participants Employed 32+ Hrs/Week' in the following categories:
   - WTW/REP Mandatory / Assigned to Worker / Active
   - WTW/REP Mandatory / Not Assigned to Worker / Identified Reason
3. Does not include a 'Cal-Learn Adults' category or Cal-Learn Adults case level information.
4. Does not include a category to capture adults in an Active CalWORKs/RCA program who are not Members in the program or are not Active in the program. Such example of this population includes Active FRE Members, Ineligible Members, etc.
5. Does not include a category to capture adults who are in an Active CalWORKs/RCA program but are not in a WTW/REP program block on the same case.

   Note: To not have an associated WTW/REP program block means the CalWORKs/RCA adult does not appear within a WTW/REP program block in the

Case Summary page therefore does not have a WTW/REP role or WTW/REP program person status.

6. The '1V – RCA' aid code is mapped to the 'Single Parents 20+ Hrs/Week' and 'Single Parents 30+ Hrs/Week' measures rather than the new 'RCA Participants Employed 32+ Hrs/Week' measure. The 'RCA Participants Employed 32+ Hrs/Week' measure will be updated to accept all Aid Codes marked as RCA Fed, State or Mixed.

7. The '33 - CW – Zero Parent (Fed)' is mapped to 'Family Employed at Least 35 Hrs/Week' rather than 'Single Parents 20+ Hrs/Week' and 'Single Parents 30+ Hrs/Week'.

8. The following aid codes are not mapped to any metric. They will be mapped to 'Single Parents 20+ Hrs/Week' and 'Single Parents 30+ Hrs/Week':
   - 3G – CW – Zero Parent (State)
   - 3H – CW-Zero Parent (Mixed)
   - 3R – CW-Zero Parent-Exempt MAP (Fed)

9. Several measure headers have inconsistent capitalization and incorrect abbreviations.

10. The 'Report Month' parameter is set to default to the latest 5 months. This is an excessive selection and is causing performance issues.

11. The dashboard name, several sheet names, several category headers, and several measure headers spell out 'Welfare-to-Work' entirely rather than use the abbreviated form WTW and do not include the reference to the REP program.

12. The columns in the case lists are not properly ordered. Also, some columns are not hidden/visible when they should be depending on the Tier Description parameter selected.

13. The following case lists do not include a parameter that allows the user to filter to a distinct subcategory/measure within the category:
   - WTW/REP Mandatory
   - Assigned to Worker / Active
   - Assigned to Worker / Identified Reason
   - Assigned to Worker / Unknown Reason

14. Does not provide the following columns in every case list:
   - Client Index Number (CIN)
   - Cash Aid Role Reason
   - Cash Aid Role Status Reason
   - Work Registration Begin Date
   - Report Month
   - WTW/REP Program Status Begin Date
   - WTW/REP Program Status Reason

15. The 'CW/RCA Aided Case' list:
   - Contains a single parameter titled 'RCA Aided Reason' rather than 'Work Registration Status'.
   - Contains a column titled 'Expected End Date' rather than 'Work Registration Expected End Date'.
   - Has a 'Exempt Reason' rather than 'Work Registration Status Reason'.
   - Has the 'Prior Work Reg Status' columns, only visible for the WTW/REP Exempt population, that will be removed.

- Has the 'Prior Work Reg Begin Date' column, only visible for the WTW/REP Exempt population, that will be removed.
- Does not include a 'Prior Month Cash Aid Role Reason' column.
- The case list does not provide the following columns needed to evaluate the Exempt population:
  - Volunteer
  - Excluded
  - WTW/REP Program Status Expected End Date

16. The dashboard has two sections titled 'CalWORKs/RCA Adults'. The data set that is broken down by type will be renamed to 'CalWORKs/RCA Adults by Type'.

17. Does not include a 'Homeless' column in the following case lists:
- CalWORKs/RCA Adults by WTW/REP Category Case List (Entire CalWORKs/RCA Adults population divided by Type Description case list)
- CalWORKs/RCA Adults by WTW/REP Category
- CW/RCA Aided

18. The Assigned to Worker 'Identified Reason' case list:
- Does not include an 'WTW/REP Program Status Expected End Date' column for the Good Cause population.
- Includes the unnecessary 'Program Status Reason' column.
- Includes the unnecessary 'Program Status Reason Begin Date' column.

19. Does not provide prior assigned worker information for the Sanctioned, Not Assigned to Worker / Identified Reason, and Not Assigned to Worker / Should be Reregistered population who do not have an assigned program worker as of the end of the report month.

20. The 'Assigned to Worker / Active' case list and the 'Not Assigned to Worker / Identified Reason' case list do not include the following columns:
- Activity Type
- Activity Number
- Activity Status Begin Date

21. The 'Active' and 'Unknown Reason' case lists:
- Do not include a 'Activity Scheduled End Date' column.
- Do not include a 'Activity Status Reason' column needed to verify Completed/Closed customer activities.
- The 'Active' case list does not include an 'Activity Scheduled Start Date' column.
- The 'Unknown Reason' case list has an existing column titled 'Begin Date' rather than 'Activity Scheduled Begin Date'.

22. The Not Assigned to Worker 'CalWORKs/RCA Adults by WTW/REP Category CL (Identified Reason)' case list does not have a 'CW/RCA Discontinuance Date' column. The column is needed to verify future current month terminations.

23. The 'CalWORKs/RCA Adults by WTW/REP Category Case List' and 'CalWORKs/RCA Adults by WTW/REP Category' case lists do not provide the following columns:
- TANF Used Months
- Extender Reason
- Extender Begin Date
- Extender End Date

24. The 'CalWORKs/RCA Adults Category' and the 'CalWORKs/RCA Aided' case lists do not provide Activity information for the 'Timed-Out on Active CalWORKs Cases' population or the 'Exempt' population.

25. The 'CalWORKs/RCA Adults by WTW Category' (Base population divided by tier description) does not include any Cal-Learn related columns.

26. The 'Time Expiration Column' within the CalWORKs/RCA Adults by WTW/REP Category Case List (Entire CalWORKs/RCA Adults population case list) and CalWORKs/RCA Adults by WTW/REP Category (CalWORKs/RCA Adults by Type Description case list) case list is displaying the Begin Date of when an adult's Role Status Reason Description is set to 'CW Time Limit'.
Technical Note: The logic will be taken from the Time Limits online page.

27. The 'CalWORKs/RCA Adults by Welfare-to-Work Category CL (Should Be Registered)' case list:
    - Includes a column titled 'Program Status Reason' that will be renamed to WTW/REP Program Status Reason.
    - Has a column titled Program Status Reason Begin Date that will be renamed to WTW/REP Program Status Reason Begin Date.

1.2   Requests

The CalWORKs/RCA Adults by WTW/REP Category dashboard, also known as Global Report, as designed, contains requirements that excludes caseload data and includes some data that is not needed. The current report logic needs to be modified for users to have access to accurate data needed to review ongoing participation in activities and to take necessary actions to appropriately manage CalWORKs/RCA eligible participants in the WTW/REP program.

1.3   Overview of Recommendations

The following modifications are made to the CalWORKs/RCA Adults by WTW/REP Category dashboard to accurately capture caseload data:

1. Update the logic definition for the 'CalWORKs/RCA Adults' (base population) as follows:
    - Add the requirement that the adult must have a household status of 'In the Home'.
    - The adult's role is **NOT** Financially Responsible – Included (FRI) or Family Size Only (FSO).
    - Remove the condition that the CalWORKs/RCA Adults must have an associated WTW/REP program block.
    Note: To not have an associated WTW/REP program block means the CalWORKs/RCA adult does not appear within a WTW/REP program block in the Case Summary page therefore does not have a WTW/REP role or WTW/REP program person status.

2. Create a new metric titled 'RCA Participants Employed 32+ Hrs/Week' for the categories listed below:

- WTW/REP Mandatory / Assigned to Worker / Active
- WTW/REP Mandatory / Not Assigned to Worker / Identified Reason
3. Add a new subcategory to 'CalWORKs/RCA Adults by Type' titled 'Cal-Learn Adults' which captures the Cal-Learn adult population.
4. Add a new category titled 'CalWORKs/RCA Other' which captures adults in an Active CalWORKs/RCA program who are not Members in the program or are not Active in the program.
5. Add a new category titled 'No WTW/REP Program Block' which captures adults that are CalWORKs/RCA aided but do not have an associated WTW/REP program block.
Note: To not have an associated WTW/REP program block means the CalWORKs/RCA adult does not appear within a WTW/REP program block in the Case Summary page therefore does not have a WTW/REP role or WTW/REP program person status.
6. Update the 'Single Parents 20+ Hrs/Week' and 'Single Parents 30+ Hrs/Week' measures in the 'Assigned to Worker / Active' and 'Not Assigned to Worker / Identified Reason' categories to exclude the '1V – RCA aid code. The '1V – RCA' aid code is re mapped to the new 'RCA Participant Employed 32+ Hrs/Week' measure. The 'RCA Participants Employed 32+ Hrs/Week' measure will be updated to accept all Aid Codes marked as RCA Fed, State or Mixed.
7. Update the 'Family Employed at Least 35 Hrs/Week' measure in the 'Assigned to Worker / Active' and 'Not Assigned to Worker / Identified Reason' categories to exclude the '33 - CW – Zero Parent (Fed)' aid code. The aid code is re mapped to the 'Family Employed at Least 35 Hrs/Week' rather than 'Single Parents 20+ Hrs/Week' categories.
28. Update the 'Family Employed at Least 35 Hrs/Week' measure in the 'Assigned to Worker / Active' and 'Not Assigned to Worker / Identified Reason' categories to include the following aid codes:
- 3G – CW – Zero Parent (State)
- 3H – CW-Zero Parent (Mixed)
- 3R – CW-Zero Parent-Exempt MAP (Fed)
8. Update several measure headers within categories to have consistent capitalization and appropriate abbreviations.
9. Update the 'Report Month' parameter to default to only the latest month rather than the latest 5 months.
10. Update all 'Welfare-to-Work' references in the dashboard name, sheet names, category headers and measure headers to 'WTW/REP'.
11. Update all case lists' column order and column's visibility to match Appendix 7.7.
12. Update the following case lists to include a parameter that allows the user to filter to a distinct subcategory/measure within the category:
- WTW/REP Mandatory
- Assigned to Worker / Active
- Assigned to Worker / Identified Reason
- Assigned to Worker / Unknown Reason
13. Update all case lists to Include the following columns:
- CIN
- Cash Aid Role Reason

- Cash Aid Role Status Reason
- Work Registration Begin Date
- Report Month
- WTW/REP Program Status Begin Date
- WTW/REP Program Status Reason

14. Update the 'CW/RCA Aided' case list with the following changes:
    - Rename the 'RCA Aided Reason' parameter to 'Work Registration Status'.
    - Rename the 'Expected End Date' column to 'Work Registration Expected End Date'.
    - Rename the 'Exempt Reason' column to 'Work Registration Status Reason'.
    - Remove the 'Prior Work Reg Status' column.
    - Remove the 'Prior Work Reg Begin Date' column.
    - Add a 'Prior Month Cash Aid Role Reason' column.
    - Add the following columns to the case list:
        - Volunteer
        - Excluded
        - WTW/REP Program Status Expected End Date

        These new columns are only visible when the 'WTW/REP Exempt' Work Registration Status parameter option is selected.

15. Update the section header for the 'CalWORKs/RCA Adults' that is broken down by Type to 'CalWORKs/RCA Adults by Type'. See the attached mockup for reference.

16. Update the following case lists to include a 'Homeless' column:
    - CalWORKs/RCA Adults by WTW/REP Category Case List (Entire CalWORKs/RCA Adults population case list)
    - CalWORKs/RCA Adults by WTW/REP Category (CalWORKs/RCA Adults by Type).
    - CW/RCA Aided

17. Update the Assigned to Worker 'Identified Reason' case list with the following changes:
    - Add a 'WTW/REP Program Status Expected End Date' column. The column is only visible when the 'Current Good Cause' Identified Reason Description parameter is selected.
    - Remove the existing 'Program Status Reason' column
    - Remove the existing 'Program Status Reason Begin Date' column.

18. Update the 'CalWORKs/RCA Adults by WTW/REP Category' (CalWORKs/RCA Adults by Type) case list to include two new columns to evaluate the Sanctioned population. Include the columns in the 'Not Assigned to Worker / Identified Reason' and the 'Not Assigned to Worker / Should be Reregistered' case lists:
    - Last WTW/REP Worker ID
    - Last WTW/REP Region

19. Add the following columns to the 'Assigned to Worker / Active' and 'Not Assigned to Worker / Identified Reason' case lists:
    - Activity Type

- Activity Number
- Activity Status Begin Date

20. Update the 'Active' and 'Unknown Reason' case list with the following changes:
    - Add a 'Activity Scheduled End Date' column.
    - Add a 'Activity Status Reason' column.
    - Add a 'Activity Scheduled Start Date' column to the 'Active' case list.
    - Rename the existing 'Begin Date' column in the 'Unknown Reason' case list to 'Activity Scheduled Begin Date'.

21. Update the Not Assigned to Worker 'CalWORKs/RCA Adults by WTW/REP Category CL (Identified Reason) to include a new column titled 'CW/RCA Discontinuance Date'.

22. Add the following columns to the 'CalWORKs/RCA Adults by WTW/REP Category Case List' and 'CalWORKs/RCA Adults by WTW/REP Category' (CalWORKs/RCA Adults by Type) case lists:
    - TANF Used Months
    - Extender Reason
    - Extender Begin Date
    - Extender End Date

23. Add the following columns to the 'CalWORKs/RCA Adults by WTW/REP Category' case list and the 'CalWORKs RCA Aided' case list. The columns are only visible for the 'Timed-Out population and the 'WTW/REP Exempt' population.
    - Activity Type
    - Activity Number
    - Activity Status
    - Activity Status Reason
    - Activity Status Begin Date
    - Activity Scheduled Start Date
    - Activity Scheduled End Date

24. Update the 'CalWORKs/RCA Adults by WTW Category' (CalWORKs/RCA Adults by Type) case list to include the following Cal-Learn related columns. The columns are only visible when the 'Cal-Learn Adults' Type Description is selected:
    - Age
    - Cal-Learn Office
    - Cal-Learn Office ID
    - Cal-Learn Worker ID
    - Cal-Learn Secondary Worker ID
    - Cal-Learn Program Status
    - Cal-Learn Program Status Reason
    - Cal-Learn Program Status Begin Month
    - Cal-Learn Program Status End Month

25. Update the 'Time Expiration Column' column logic within the CalWORKs/RCA Adults by WTW/REP Category Case List (Entire CalWORKs/RCA Adults population case list) and CalWORKs/RCA Adults by WTW/REP Category (CalWORKs/RCA Adults by Type) case lists to display the Begin Month of the 60th tick of the CalWORKs/RCA time clock.

Technical Note: The logic will be taken from the Time Limits online page.

26. Update the 'CalWORKs/RCA Adults by Welfare-to-Work Category CL (Should Be Registered)' case list as follows:
    - Rename the 'Program Status Reason' column to 'WTW/REP Program Status Reason'.
    - Rename the 'Program Status Reason Begin Date' column to 'WTW/REP Program Status Reason Begin Date'.

1.4 Assumptions

1. No update was made to the logic of the dashboard categories during the replatforming effort of the dashboard from the OBIEE reporting tool to the new Qlik version.
2. The 'Assigned to Worker Percentages' section and 'Not Assigned to Worker Percentages' section automatically adjust with the changes outlined in this SCR.
3. The data for historical months is not updated in this SCR.
4. **CA-217944 ACL 20-113 / 20-120 – CW 60 MTC and WTW 24 MTC** will be introduced before this SCR in the 22.03 release. As part of that SCR, the 'WTW Time Used' column will be removed from the dashboard. The column has been omitted from this design.
5. The Assigned to Worker 'Identified Reason' case list contains a 'WtW/REP Program Status Reason' column currently is not displaying any value. The issue is expected to be fixed on or before the implementation of this SCR.

2   RECOMMENDATIONS

2.1   CalWORKs/RCA Adults by WTW/REP Category

2.1.1   Overview

The CalWORKs/RCA Adults by WTW/REP Category dashboard takes the CalWORKs/RCA Adults base population and categorizes each adult into a single Welfare-to-Work (WTW)/ Refugee Employment Program (REP) category as displayed below in gray boxes. An adult can meet the criteria for multiple categories; therefore, a hierarchy is used to make the count distinct. The hierarchy chart below presents how the flow the CalWORKs/RCA Adults by WTW/REP population is categorized within the dashboard. The hierarchy starts from top to bottom and left to right. The adult is reported in the first category they meet the requirements for. The blue boxes represent an aggregation count of two or more subcategories.
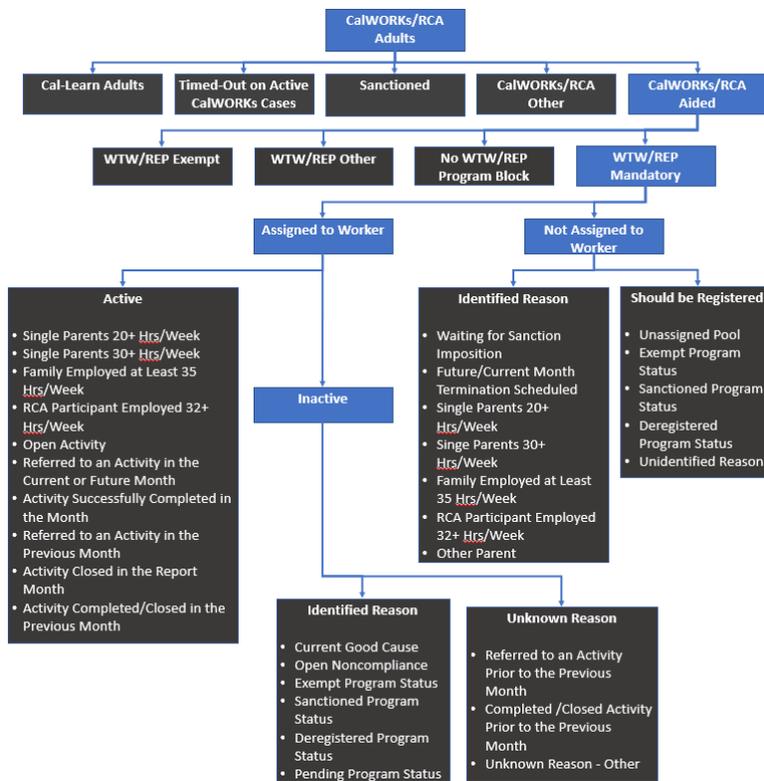
2.1.2 CalWORKs/RCA Adults by WTW/REP Category Screenshot

CalSAWS   CalWORKs/RCA Adults by WTW Category

Data extracted daily as of: 2/3/2021 11:57:55 AM

User UserName

| Month | Cash Aid Program | WTW/REP Region Group | WTW/REP Region | WTW/REP Office | WTW/REP Unit | WTW/REP Worker ID | Reset |

CalWORKs/RCA Adults by Welfare-to-Work Category

Tier Description	Month Filter		Inactive	Month Filter	
	Nov-20	Dec-20		Nov-20	Dec-20
Grand Total	**1**	**1**	Inactive	1	1
Single Parents 20+ hr/week	1	1			
Single Parents 30+ hr/week	1	1			
Family Employed at least 35 hr/week	1	1			
RCA Participant Employed 32+ hr/week	1	1			
Open Activity	1	1			
Referred to an Activity in the Current or Future Month	1	1			
Activity Successfully Completed in the month	1	1			
Referred to an Activity in the Previous Month	1	1			
Activity Closed in the Report Month	1	1			

Go to case list   Go to case list

Identified Reason

Tier Description	Month	
	Nov-20	Dec-20
Grand Total	**1**	**1**
Current Good Cause	1	1
Deregistered Program Status	1	1
Exempt Program Status	1	1
Open Noncompliance	1	1
Pending Program Status	1	1
Sanctioned Program Status	1	1

Go to case list

Unknown Reason

Tier Description	Month	
	Nov-20	Dec-20
Grand Total	**1**	**1**
Referred to an Activity prior to the Previous Month	1	1
Unknown Reason - Other	1	1
Completed/Closed Activity prior to the Previous Month	1	1

Assigned to Worker Percentages

Values	Month	
	Nov-20	Dec-20
Grand Total		
% Active	0.00%	0.00%
% Inactive	0.00%	0.00%
Identified Reason % of Inactive	0.00%	0.00%
Unknown Reason % of Inactive:	0.00%	0.00%

Note: This mockup has been cropped to fit the page. See the Supporting Documents section for the full view.

2.1.3 Description of Changes

1. Make the following updates to dashboard categories. See the table below for more detail:

   a. Update the logic for the 'CalWORKs/RCA Adults' (base population) as follows:

- Include the requirement that the adult must have a Household Status of 'In the Home'.
- **Remove** the condition that a CalWORKs/RCA adult must have an associated WTW/REP program block.

b. Create a new metric titled 'RCA Participants Employed 32+ Hrs/Week' for the categories listed below:
- Assigned to Worker / Active
- Not Assigned to Worker / Identified Reason

c. Add a new category titled 'Cal-Learn Adults' which captures adults in the Cal-Learn program. See the table below for the category logic.

d. Add a new category titled 'CalWORKs/RCA Other'. See table below for the category logic.

e. Add a new category titled 'No WTW/REP Program Block'. See the table below for the category logic.

f. Update the 'Single Parents 20+ Hrs/Week' and 'Single Parents 30+ Hrs/Week' measures in the 'Assigned to Worker / Active' and 'Not Assigned to Worker / Identified Reason' categories to exclude the '1V – RCA' aid code. The '1V – RCA' aid code is re mapped to the new 'RCA Participant Employed 32+ Hrs/Week' measure. The 'RCA Participants Employed 32+ Hrs/Week' measure now captures all Aid Codes marked as RCA Fed, State or Mixed. See Appendix 7.2 and 7.5 for the new measure logic.

g. Update the 'Family Employed at Least 35 Hrs/Week' measure in the 'Assigned to Worker / Active' and 'Not Assigned to Worker / Identified Reason' categories to exclude the '33 - CW – Zero Parent (Fed)' aid code. The aid code is re mapped to the 'Family Employed at Least 35 Hrs/Week' rather than 'Single Parents 20+ Hrs/Week' categories.

h. Update the 'Family Employed at Least 35 Hrs/Week' measure in the 'Assigned to Worker / Active' and 'Not Assigned to Worker / Identified Reason' categories to include the following aid codes:
- 3G – CW – Zero Parent (State)
- 3H – CW-Zero Parent (Mixed)
- 3R – CW-Zero Parent-Exempt MAP (Fed)

Note: All conditions are as of the end of the reporting month.

Category	Logic Definition
CalWORKs/RCA Adults (Base Population)	- The adult is in one of the following Programs (CT-18): - CW – CalWORKs - RC - RCA - Program Status (CT-72): - AC - Active - The program person Adult/Child indicator (CT-345): - AD - Adult **Household Status (CT-209):**

	o **IH - In the Home**
	 • The adult does **NOT** have a CW/RC Role of
	   o FI - FRI
	   o FM - FSO
	
	The sum of this category must equal the sum of its sub-categories:
	 • Cal-Learn Adults
	 • Timed-Out on Active CalWORKs Cases
	 • Sanctioned
	 • CalWORKs/RCA Other
	 • CalWORKs/RCA Aided
	
	Technical Note: The base population does not include a condition that the adult must have an associated WTW/REP program block.

CalWORKs/RCA Adults: **Cal-Learn Adults**	From the base population, count the adult in this category if the adult is in a Cal-Learn Program which is in one of the following program statuses (CT-72): • Pending • Active • Good Cause • Exempt • Deferred Note The Discontinued status is not included.
CalWORKs/RCA Adults: **Timed-Out on Active CalWORKs Cases**	From the base population, count the adult in this category if they meet the following conditions: • **Not** in the Cal-Learn Adults population • Role Reason Description (CT-73): o AA - CW Time Limit Technical Note: The 'AA – CW Time Limit' role reason is only applied to CalWORKs program persons.
CalWORKs/RCA Adults: **Sanctioned**	From the base population, count the adult in this category if they meet the following conditions: • **Not** in the Cal-Learn Adults population • Role Reason Description (CT-73) • BC - CW Non Part

CalWORKs/RCA Adults:
 	
CalWORKs/RCA Other
	From the base population, count the adult in this category if they meet the following conditions:
	 • **Not** In the Cal-Learn Adults population
	 • Role Reason **Not Equal** to (CT-73):
	   • BC - CW Non Part
	   • AA - CW Time Limit
	 • Role Type **Not Equal** to (CT-201):
	   • ME - Member

	OR
	Program Person Status **Not Equal** to (CT-72):
	    • AC – Active
	
	Note: This category captures the adults who are in an active CalWORKs/RCA program but have a program person status and role type combination such as one of the following:
	
	    • Active: FRE, MMO, UP
	    • Discontinued: Mem, FSO, FRE, UP, MMO
	    • Denied: UP, FRE, MEM, MMO
	    • Ineligible: FRI, MEM, UP

CalWORKs/RCA Adults:
CalWORKs/RCA Aided
	From the base population, count the adult in this category if they meet the following conditions:
	    • **Not** In the Cal-Learn Adults population
	    • Role Reason **Not Equal** to (CT-73):
	        • BC - CW Non Part
	        • AA - CW Time Limit
	    • Role Type (CT-201):
	        • ME - Member
	    • Program Person Status (CT-72):
	        • AC - Active
	
	The sum of this category must equal the sum of its sub-categories:
	    • WTW/REP Exempt
	    • WTW/REP Other
	    • No WTW/REP Program Block
	    • WTW/REP Mandatory
	
	For adults who are receiving aid in both CalWORKs and RCA capture the program with the latest Work Registration begin date. This ensures we are capturing the participant based on the most recent action/update of their Work Registration.

CalWORKs/RCA Adults:
 	
CalWORKs/RCA Aided:
 	
WTW/REP Exempt
	From the base population, count the adult in this category if they meet the following conditions:
	    • **Not** In the Cal-Learn Adults population
	    • Role Reason **Not Equal** to (CT-73):
	        • BC - CW Non Part
	        • AA - CW Time Limit
	    • Role Type (CT-201):
	        • ME - Member
	    • Program Person Status (CT-72):
	        • AC - Active
	    • Latest WTW/REP Work Registration Status (CT-248):
	        • EX - Exempt

	For adults who are receiving aid in both CalWORKs and RCA capture the program with the latest Work Registration begin date. This ensures we are capturing the participant based on the most recent action/update of their Work Registration.

CalWORKs/RCA Adults:
 	
CalWORKs/RCA Aided:
 	
WTW/REP Other
	From the base population, count the adult in this category if they meet the following conditions:
	• **Not** In the Cal-Learn Adults population
	• Role Reason **Not Equal** to (CT-73):
	   • BC - CW Non Part
	   • AA - CW Time Limit
	• Role Type (CT-201):
	   • ME - Member
	• Program Person Status (CT-72):
	   • AC - Active
	• Latest WTW/REP Work Registration Status is **Not** (CT-248):
	   • EX – Exempt
	   • MA - Mandatory
	OR
	Latest WTW/REP Work Registration Status is blank
	OR
	Does **Not** have any existing WTW/REP Work Registration record
	
	Note: For people who are receiving aid in both CW and RCA, capture the program with the latest Work Registration begin date. This ensures we are capturing the participant based on the most recent action/update of their Work Registration.

CalWORKs/RCA Adults:
 	
CalWORKs/RCA Aided:
 	
No WTW/REP Program Block
	From the base population, count the adult in this category if they meet the following conditions:
	• **Not** In the Cal-Learn Adults population
	• Role Reason **Not Equal** to (CT-73):
	   • BC - CW Non Part
	   • AA - CW Time Limit
	• Role Type (CT-201):
	   • ME - Member
	• Program Person Status (CT-72):
	   • AC – Active
	• Latest WTW/REP Work Registration Status is (CT-248):
	   • MA - Mandatory
	• Does **Not** have an associated WTW/REP program block.

CalWORKs/RCA Adults:
 	
CalWORKs/RCA Aided:
 	
WTW/REP Mandatory
	From the base population, count the adult in this category if they meet the following conditions:
	• **Not** In the Cal-Learn Adults population
	• Role Reason **Not Equal** to (CT-73):
	   • BC - CW Non Part
	   • AA - CW Time Limit
	• Role Type (CT-201):
	   • ME - Member
	• Program Person Status (CT-72):
	   • AC – Active
	• Has an associated WTW/REP program block.
	• Latest WTW/REP Work Registration Status is (CT-248):
	   • MA – Mandatory
	
	The sum of this category must equal the sum of its sub-categories:
	• Assigned to Worker
	• Not Assigned to Worker

CalWORKs/RCA Adults:
 	
CalWORKs/RCA Aided:
 	
WTW/REP Mandatory:
 	
Assigned to Worker
	From the base population, count the adult in this category if they meet the following conditions:
	• **Not** In the Cal-Learn Adults population
	• Role Reason **Not Equal** to (CT-73):
	   • BC - CW Non Part
	   • AA - CW Time Limit
	• Role Type (CT-201):
	   • ME - Member
	• Program Person Status (CT-72):
	   • AC – Active
	• Has an associated WTW/REP program block.
	• Latest WTW/REP Work Registration Status is (CT-248):
	   • MA - Mandatory
	• The WTW/REP program has a program assigned worker.
	
	The sum of this category must equal the sum of its sub-categories:
	• Active
	• Inactive
	
	Note: For people who are receiving aid in both CW and RCA, capture the program with the latest Work Registration begin date. This ensures we are capturing the participant based on the most recent action/update of their Work Registration.

CalWORKs/RCA Adults:
 	
CalWORKs/RCA Aided:
 	
WTW/REP Mandatory:
 	
Assigned to Worker:
 	
Active
	From the base population, count the adult in this category if they meet the following conditions:
	• **Not** In the Cal-Learn Adults population
	• Role Reason **Not Equal** to (CT-73):
	   • BC - CW Non Part
	   • AA - CW Time Limit
	• Role Type (CT-201):
	   • ME - Member
	• Program Person Status (CT-72):
	   • AC – Active
	• Has an associated WTW/REP program block.
	• Latest WTW/REP Work Registration Status is (CT-248):
	   • MA - Mandatory
	• The WTW/REP program has a program assigned worker.
	• Meets one of the following metric requirements. See Appendix 7.2 for the logic definition. See Appendix 7.1 for hour calculation logic.
	   • Single Parent 20+ Hrs/Week
	   • Single Parents 30+ Hrs/Week
	   • Family Employed at Least 35 Hrs/Week
	   • **RCA Participant Employed 32+ Hrs/Week**
	   • Open Activity
	   • Referred to an Activity in the Current or Future Month
	   • Activity Successfully Completed in the Month
	   • Referred to an Activity in the Previous Month
	   • Activity Closed in the Report Month
	   • Activity Completed/Closed in the Previous Month
	
	Note: For people who are receiving aid in both CW and RCA, capture the program with the latest Work Registration begin date. This ensures we are capturing the participant based on the most recent action/update of their Work Registration.
	
	Note: The summary is a distinct person count but the detailed drill-down displays at max the 3 latest activates for each metric: 'Referred to an Activity in the Current or Future Month', 'Activity Successfully Completed in the Month', 'Referred to an Activity in the Previous Month', 'Activity Closed in the Report

	Month', 'Activity Completed/Closed in the Previous Month'.

CalWORKs/RCA Adults: CalWORKs/RCA Aided: WTW/REP Mandatory: Assigned to Worker: **Inactive**	From the base population, count the adult in this category if they meet the following conditions:
	• **Not** In the Cal-Learn Adults population
	• Role Reason **Not Equal** to (CT-73):
	   • BC - CW Non Part
	   • AA - CW Time Limit
	• Role Type (CT-201):
	   • ME - Member
	• Program Person Status (CT-72):
	   • AC – Active
	• Has an associated WTW/REP program block.
	• Latest WTW/REP Work Registration Status is (CT-248):
	   • MA - Mandatory
	• The WTW/REP program has a program assigned worker.
	• Does **Not** meet any of the 'Active' category metric requirements.
	
	The sum of this category must equal the sum of its sub-categories:
	• Identified Reason
	• Unknown Reason
	
	Note: For people who are receiving aid in both CW and RCA, capture the program with the latest Work Registration begin date. This ensures we are capturing the participant based on the most recent action/update of their Work Registration.

CalWORKs/RCA Adults: CalWORKs/RCA Aided: WTW/REP Mandatory: Assigned to Worker: Inactive: **Identified Reason**	From the base population, count the adult in this category if they meet the following conditions:
	• **Not** In the Cal-Learn Adults population
	• Role Reason **Not Equal** to (CT-73):
	   • BC - CW Non Part
	   • AA - CW Time Limit
	• Role Type (CT-201):
	   • ME - Member
	• Program Person Status (CT-72):
	   • AC – Active
	• Has an associated WTW/REP program block.
	• Latest WTW/REP Work Registration Status is (CT-248):
	   • MA - Mandatory

	- The WTW/REP program has a program assigned worker.
	- Does **Not** meet any of 'Active' category metric requirements.
	- Meets the criteria for one of the measures below. See Appendix 7.3 for the logic definition.
	  - Current Good Cause
	  - Open Noncompliance
	  - Exempt Program Status
	  - Sanctioned Program Status
	  - Deregistered Program Status
	  - Pending Program Status
	
	Note: For people who are receiving aid in both CW and RCA capture the program with the latest Work Registration begin date. This ensures we are capturing the participant based on the most recent action/update of their Work Registration.

CalWORKs/RCA Adults:
 	
CalWORKs/RCA Aided:
 	
WTW/REP Mandatory:
 	
Assigned to Worker:
 	
Inactive:
 	
Unknown Reason
	From the base population, count the adult in this category if they meet the following conditions:
	- **Not** In the Cal-Learn Adults population
	- Role Reason **Not Equal** to (CT-73):
	  - BC - CW Non Part
	  - AA - CW Time Limit
	- Role Type (CT-201):
	  - ME - Member
	- Program Person Status (CT-72):
	  - AC – Active
	- Has an associated WTW/REP program block.
	- Latest WTW/REP Work Registration Status is (CT-248):
	  - MA - Mandatory
	- The WTW/REP program has a program assigned worker.
	- Does **Not** meet any of the 'Active' category metric requirements.
	- Does **Not** meet any of the 'Inactive Identified Reason' category metric requirements.
	- Meets one of the following metric requirements. See Appendix 7.4 for the logic definition.
	  - Referred to an Activity Prior to the Previous Month
	  - Completed/Closed Activity Prior to the Previous Month
	  - Unknown Reason - Other

	Note: For people who are receiving aid in both CW and RCA capture the program with the latest Work Registration begin date. This ensures we are capturing the participant based on the most recent action/update of their Work Registration.

CalWORKs/RCA Adults:
 	
CalWORKs/RCA Aided:
 	
WTW/REP Mandatory:
 	
Not Assigned to Worker
	From the base population, count the adult in this category if they meet the following conditions:
	• **Not** In the Cal-Learn Adults population
	• Role Reason **Not Equal** to (CT-73):
	   • BC - CW Non Part
	   • AA - CW Time Limit
	• Role Type (CT-201):
	   • ME - Member
	• Program Person Status (CT-72):
	   • AC – Active
	• Has an associated WTW/REP program block.
	• Latest WTW/REP Work Registration Status is (CT-248):
	   • MA - Mandatory
	• The WTW/REP program does **Not** have a program assigned worker.
	
	The sum of this category must equal the sum of its sub-categories:
	• Identified Reason
	• Should be Registered
	
	Note: For people who are receiving aid in both CW and RCA capture the program with the latest Work Registration begin date. This ensures we are capturing the participant based on the most recent action/update of their Work Registration.

CalWORKs/RCA Adults:
 	
CalWORKs/RCA Aided:
 	
WTW/REP Mandatory:
 	
Not Assigned to Worker:
 	
Identified Reason
	From the base population, count the adult in this category if they meet the following conditions:
	• **Not** In the Cal-Learn Adults population
	• Role Reason **Not Equal** to (CT-73):
	   • BC - CW Non Part
	   • AA - CW Time Limit
	• Role Type (CT-201):
	   • ME - Member
	• Program Person Status (CT-72):
	   • AC – Active
	• Has an associated WTW/REP program block.
	• Latest WTW/REP Work Registration Status is (CT-248):
	   • MA - Mandatory
	• The WTW/REP program does **Not** have a program assigned worker.

24

	• Meets one of the following metric requirements. See Appendix 7.5 for the logic definition. See Appendix 7.1 for hour calculation logic.
	  • Waiting for Sanction Imposition
	  • Future/Current Month Termination Scheduled
	  • Singe Parents 20+ Hrs/Week
	  • Single Parents 30+ Hrs/Week
	  • Family Employed at Least 35 Hrs/Week
	  • **RCA Participant Employed 32+ Hrs/Week**
	  • Other Parent
	
	Note: For people who are receiving aid in both CW and RCA capture the program with the latest Work Registration begin date. This ensures we are capturing the participant based on the most recent action/update of their Work Registration.

CalWORKs/RCA Adults:
 	
CalWORKs/RCA Aided:
 	
WTW/REP Mandatory:
 	
Not Assigned to Worker:
 	
Should be Registered
	From the base population, count the adult in this category if they meet the following conditions:
	• **Not** In the Cal-Learn Adults population
	• Role Reason **Not Equal** to (CT-73):
	  • BC - CW Non Part
	  • AA - CW Time Limit
	• Role Type (CT-201):
	  • ME - Member
	• Program Person Status (CT-72):
	  • AC – Active
	• Has an associated WTW/REP program block.
	• Latest WTW/REP Work Registration Status is (CT-248):
	  • MA - Mandatory
	• The WTW/REP program does **Not** have a program assigned worker
	• Does **Not** meet any of the 'Not Assigned to Worker Identified Reason' category metric requirements
	• Meets one of the following metric requirements. See Appendix 7.6 for the logic definition.
	  • Unassigned Pool
	  • Exempt Program Status
	  • Sanctioned Program Status
	  • Deregistered Program Status
	  • Unidentified Reason
	
	Note: For people who are receiving aid in both CW and RCA capture the program with the latest Work

	Registration begin date. This ensures we are capturing the participant based on the most recent action/update of their Work Registration.

2. Make the following updates to the Worker / Active category measure headers:

Header Before	Header Now
Single Parents 20+ hr/week	Single Parents 20+ Hrs/Week
Single Parents 30+ hr/week	Single Parents 30+ Hrs/Week
Family Employed at Least 35 hr/week	Family Employed at Least 35 Hrs/Week
Activity completed/Closed in the previous Month	Activity Completed/Closed in the Previous Month

3. Make the following updates to the Assigned to Worker / Unknown Reason category measure headers:

Header Before	Header Now
Referred to an Activity prior to the Previous Month	Referred to an Activity Prior to the Previous Month

4. Make the following updates to the Not Assigned to Worker / Identified Reason measure headers:

Header Before	Header Now
Single Parents 20+ hr/week	Single Parents 20+ Hrs/Week
Single Parents 30+ hr/week	Singe Parents 30+ Hrs/Week
Family Employed at least 35 hr/week	Family Employed at Least 35 Hrs/Week

5. Update the 'Report Month' parameter found on all sheets to default to the latest available reporting month rather than the latest 5 reporting months.

6. Update all 'Welfare-to-Work' references in the dashboard name, sheet names, category headers and measure headers to 'WTW/REP'.

7. Update the column order and their visibility logic on all case lists to match Appendix 7.7.

8. Rename the 'CalWORKs/RCA Adults' section title, which displays a Pivot Table and Stacked Bar Chart for the base population broken down by Type Description, to 'CalWORKs/RCA Adults by Type'. Update the Stacked Bar Chart and Pivot Table to display the new 'Cal-Learn Adults' and 'CalWORKs/RCA Other' Type Descriptions. The summation of the Type Descriptions is equal to the CalWORKs/RCA Adults total.

CalWORKs/RCA Adults by Type

| ▦ Pivot table | ᵢᵢ Stacked Bar chart |

Type Description 🔍	Month Filter 🔍	
	Nov-20	Dec-20
Cal-Learn Adults	1	1
CW/RCA Aided	1	1
CW/RCA Other	1	1
Sanctioned	1	1
Timed Out Active CW Cases	1	1

CalWORKs/RCA Adults by Type

| ▦ Pivot table | ᵢᵢ Stacked Bar chart |
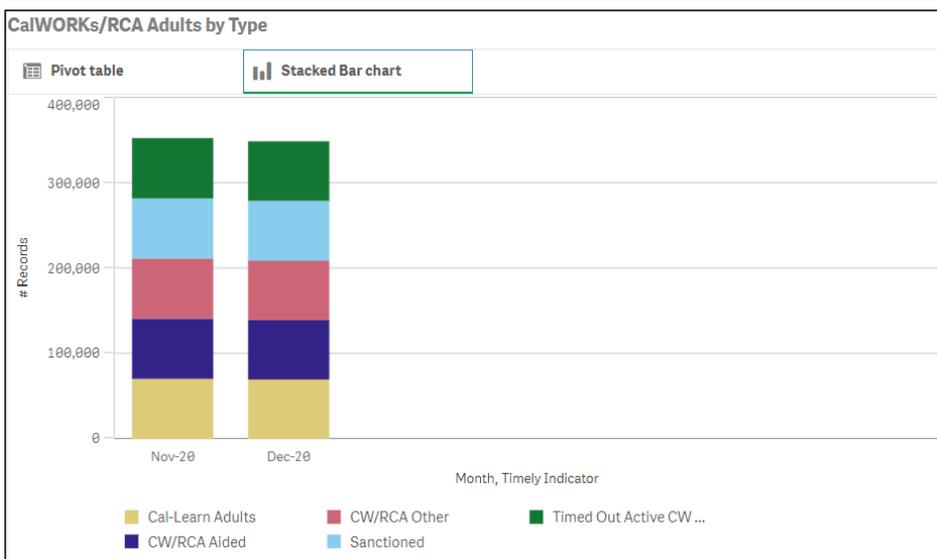
9. Update the 'CalWORKs/RCA Aided' Pivot Table and Stacked Bar Chart, which displays the CalWORKs/RCA Aided population broken down by RCA Aided Reason, to display the new 'No WTW/REP Program Block' RCA Aided Reason. The summation of the RCA Aided Reasons is equal to the

CalWORKs/RCA Aided total. Also rename the 'RCA Aided Reason' dimension on the Pivot Table to 'Work Registration Status'.

CalWORKs/RCA Aided

▦ Pivot table	▮ Stacked Bar chart

Work Registratio... 🔍	Month 🔍	
	Nov-20	Dec-20
No WTW/REP Program Block	1	1
WTW/REP Exempt	1	1
WTW/REP Mandatory	1	1
WTW/REP Other	1	1

CalWORKs/RCA Aided

▦ Pivot table	▮ Stacked Bar chart

Legend: ■ No WTW/REP Progra... ■ WTW/REP Exempt ■ WTW/REP Mandatory ■ WTW/REP Other

10. Update the Assigned to Worker 'Active' table, which displays the CalWORKs/RCA Assigned to Worker population broken down by Tier Description, to display the new 'RCA Participant Employed 32+ Hrs/Week' metric. The summation of the metrics is equal to the WTW/REP Mandatory / Active population.

28

Active		
Tier Description 🔍	Month Filter 🔍	
	Nov-20	Dec-20
Grand Total	**1**	**1**
Single Parents 20+ Hrs/Week	1	1
Single Parents 30+ Hrs/Week	1	1
Family Employed at Least 35 Hrs/Week	1	1
RCA Participant Employed 32+ Hrs/Week	1	1
Open Actvitiy	1	1
Referred to an Activity in the Current or Future Month	1	1
Activity Successfully Completed in the Month	1	1
Referred to an Actvity in the Previous Month	1	1
Activity Closed in the Report Month	1	1

Note: Some measures are not visible in the scrollable table.

11. Update the Not Assigned to Worker Identified Reason table, which displays the CalWORKs/RCA Not Assigned to Worker population broken down by Identified Reason Description, to display the new 'RCA Participant Employed 32+ Hrs/Week' metric. The summation of the metrics is equal to the WTW/REP Mandatory / Identified Reason population.

Identified Reason		
Identified Reaso... 🔍	Month 🔍	
	Nov-20	Dec-20
Waiting for Sanction Imposition	1	1
Future/Current Month Termination Scheduled	1	1
Single Parents 20+ Hrs/Week	1	1
Single Parents 30+ Hrs/Week	1	1
Family Employed at Least 35 Hrs/Week	1	1
RCA Participant Employed 32+ Hrs/Week	1	1
Other Parent	1	1

12. Add a parameter to the 'WTW/REP Mandatory' case list which filters the result set by Mandatory Reason.

Parameter	Description
Mandatory Reason	Filters the WTW/REP Mandatory population by the Mandatory Reason. Possible Values: • Assigned to Worker • Not Assigned to Worker

CalSAWS   CalWORKs/RCA Adults by Welfare-to-Work Category CL

Mandatory Reason

	WTW/REP Regio	...	⚙	✕	✓		WTW/REP Unit	WTW/REP Worker ID	District Office
		🔍 Search in listbox							
Unknown		Assigned to Worker				Unknown	Unknown	Unknown
Unknown		Not Assigned to Worker				Unknown	Unknown	Unknown
Unknown						Unknown	Unknown	Unknown
Unknown						Unknown	Unknown	Unknown
Unknown						Unknown	Unknown	Unknown
Unknown						Unknown	Unknown	Unknown
Unknown						Unknown	Unknown	Unknown

13. Add a parameter to the 'Assigned to Worker / Active' case list which filters the result set by Tier Description.

Parameter	Description
Tier Description	Filters the WTW/REP Assigned to Worker / Active population by the Tier Description. Possible Values: • Single Parents 20+ Hrs/Week • Single Parents 30+ Hrs/Week • Family Employed at Least 35 Hrs/Week • RCA Participant Employed 32+ Hrs/Week • Open Activity • Referred to an Activity in the Current or Future Month • Activity Successfully Completed in the Month • Referred to an Activity in the Previous Month • Activity Closed in the Report Month • Activities Completed/Closed in the Previous Month

14. Add a parameter to the 'Assigned to Worker / Identified Reason' case list which filters the result set by Tier Description.

Parameter	Description
Tier Description	Filters the WTW/REP Assigned to Worker Identified Reason population by the Tier Description. Possible Values: • Current Good Cause • Deregistered Program Status • Exempt Program Status • Open Noncompliance • Sanctioned Program Status • Pending Program Status

15. Add a parameter to the 'Assigned to Worker / Inactive / Unknown Reason' case list which filters the result set by Tier Description.

Parameter	Description
Tier Description	Filters the WTW/REP Assigned to Worker / Inactive / Unknown Reason population by the Tier Description. Possible Values: • Referred to an Activity Prior to the Previous Month • Unknown Reason – Other • Completed/Closed Activity Prior to the Previous Month
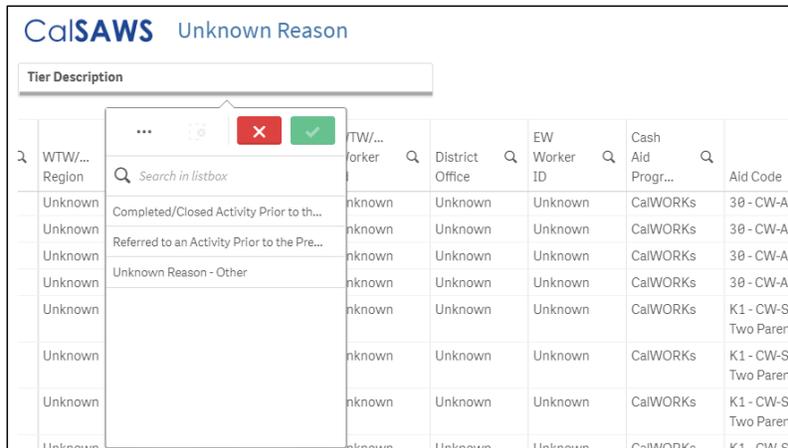
16. Update all case lists within the dashboard to include the following columns. The column's position and visibility logic are found in Appendix 7.7:

Column Name	Column Description
CIN	Displays the Client Index Number (CIN) of the adult. The column is blank if the adult does not have a CIN number.
Cash Aid Role Reason	73 - Displays the reason for a person's CalWORKs/RCA role. The column is blank when there is no Role Reason.
Cash Aid Role Status Reason	73 - Displays the CW/RCA person's Role Status Reason. The column is blank when there is no Role Status Reason.
Work Registration Begin Date	Displays the Work Registration Begin Date. Format: MM/DD/YYYY
Report Month	Displays the Report Month the record was captured for. Format: MM/YYYY

WTW/REP Program Status Begin Date	Displays the WTW/REP Program Status Begin Date. Format: MM/DD/YYYY
WTW/REP Program Status Reason	Displays the WTW/REP Program Status Reason. This column is blank when there is no Program Status Reason.

Note:
- The 'WTW/REP Program Status Begin Date' is existing in the Not Assigned to Worker 'CalWORKs/RCA Adults by WTW/REP Category CL (Identified Reason)'. The column is relocated in this case lists. The column is now visible regardless of the parameter selected.
- The 'Program Status Reason' and 'Program Status Reason Begin Date' is existing in the Not Assigned to Worker 'Should Be Registered' case list.
- The 'WTW/REP Program Status Reason' is existing in the following case lists: 'CW/RCA Aided', 'CalWORKs/RCA Adults by WTW/REP Category CL' (Mandatory), Assigned to Worker 'Identified Reason' and Not Assigned to Worker 'CalWORKs/RCA Adults by WTW/REP Category CL (Identified Reason)'. This requirement will add the column to the rest of the case lists.

See Appendix 7.7 for all case lists and their column order and their visibility logic.

List of all case lists to update:
- CalWORKs/RCA Adults by WTW/REP Category Case List (Entire CalWORKs/RCA Adults population case list)
- CalWORKs/RCA Adults by WTW/REP Category (CalWORKs/RCA Adults by Type)
- CW/RCA Aided
- CalWORKs/RCA Adults by WTW/REP Category CL (Mandatory)
- Active
- Inactive
- Identified Reason
- Unknown Reason
- Not Assigned to Worker / CalWORKs/RCA Adults by WTW/REP Category CL (Identified Reason)
- CalWORKs/RCA Adults by WTW/REP Category CL (Should Be Registered)

17. Updates to the 'CalWORKs/RCA Adults by WTW/REP Category' (CalWORKs/RCA Adults by Type), 'CalWORKs/RCA Adults by Welfare-to-Work Category CL (Identified Reason)' and 'CalWORKs/RCA Adults by Welfare-to-Work Category CL (Should Be Registered)' case list to include two new columns. In the 'CalWORKs/RCA Adults by WTW/REP Category', the columns are only visible when the 'Sanctioned' Type Description parameter is selected. See Appendix 7.7 for all case lists and their column order and their visibility logic.

Column Name	Column Description
Last WTW/REP Worker ID	Displays the last known Worker ID when there is no assigned worker to the WTW/REP program as of the last day of the report month. Blank – The column is blank when the WTW/REP program has an assigned worker as of the last day of the report month.
Last WTW/REP Region	Displays the Region of the last known Worker when there is no assigned worker to the WTW/REP program as of the last day of the report month. Blank – The column is blank when the WTW/REP program an assigned worker as of the last day of the report month.

18. Make the following updates to the 'CW/RCA Aided' case list:
    - Rename the existing 'Expected End Date' column to 'Work Registration Expected End Date'.
    - Rename the 'Exempt Reason' column to 'Work Registration Status Reason'.
    - Add the columns listed below to the case list. The columns are only visible when the 'WTW/REP Exempt' value is selected for the RCA Aided Reason parameter. See Appendix 7.7 for all case lists and their column order and their visibility logic.

Column Name	Column Description
Volunteer	Indicates whether the adult volunteers to participate. Possible Values: - 'Y' – The work registration record indicates the adult is a volunteered participant. - 'N' - The work registration record indicates the adult is **not** a volunteered participant.

Excluded	Indicates whether the adult volunteer participant is excluded. Possible Values: • Y' – The work registration record indicates the adult is an excluded volunteered participant. • 'N' - The work registration record indicates the adult is **not** an excluded volunteered participant. • [Blank] – The field will be blank if the information is not available.
Work Registration Status Reason	Displays the Work Registration Status Reason for the Exempt Adult. Possible Values (CT 249): • 60 years of age or older (EDBC determined) • Disabled (EDBC determined) ... Note: This list is not restrictive or complete. If more Work Registration Status values are added to the system, the report will automatically pick up the value.
WTW/REP Program Status Expected End Date	Displays the Expected End Date tied to the adult's program person status. Format: MM/DD/YYYY This field will be blank if the program status does not have an expected end date. Technical Note: No Expected End Date is when the field is NULL or set to 12/01/9999.

19. Update the following case lists to include a new column titled 'Homeless'. The column is placed immediately after the 'WTW/REP Region Group' column. See Appendix 7.7 for all case lists and their column order and their visibility logic.

Column Name	Column Description
Homeless	Indicates whether the adult is homeless. Possible Values • Y – If the "Use Office Address" check box is selected on the Address Detail page for the adult's Physical address. OR The adult's physical address matches any Office of Type 'DT - District' (CT-253). N – The adult does not meet the Homeless requirements.

| | Technical Note: "Use Office Address" is stored PERS_ADDR.USE_DISTR_OFFICE_ADDR_IND |

List of all case lists to update:
- CalWORKs/RCA Adults by WTW/REP Category Case List (Entire CalWORKs/RCA Adults population case list)
- CalWORKs/RCA Adults by WTW/REP Category (CalWORKs/RCA Adults by Type)
- CW/RCA Aided

20. Update the 'Assigned to Worker / Inactive / Identified Reason' case list as follows:
- Remove the 'Program Status Reason' column.
- Remove the 'Program Status Reason Begin Date' column.
- Add the 'WTW/REP Program Status Expected End Date'. The column is only visible when the 'Current Good Cause' value is selected for the Identified Reason Description parameter. See Appendix 7.7 for all case lists and their column order and their visibility logic.

Column Name	Column Description
WTW/REP Program Status Expected End Date	Indicates when the adult's Good Cause status is expected to end. Format: MM/DD/YYYY The value is blank if there is no Expected End Date. Technical Note: This field comes from PGM_PERS_DETL.EXPECT_END_DATE.

21. Update the 'Assigned to Worker / Active' and 'Not Assigned to Worker / Identified Reason' case lists to include the columns listed below. See Appendix 7.7 for all case lists and their column order and their visibility logic.

Column Name	Column Description
Activity Type	The type of activity for which the adult participated in (CT 26,56). Example of possible values: • SIP • Work Study • Employment • Adult Services • Appraisal • Assessment …

	Note: This list is not restrictive. If new customer activity types are created, the logic automatically picks up the value.
Activity Number	The alphanumerical identifier that the staff assigned the customer activity. Technical Note: This field is stored in SERV_ACTIV.ACTIV_NUM_IDENTIF
Activity Status Begin Date	The Begin Date of the latest status of the corresponding activity. Format: MM/DD/YYYY

22. Update the 'CW/RCA Aided' case list to include a new column titled 'Prior Month Cash Aid Role Reason'. See Appendix 7.7 for all case lists and their column order and their visibility logic.

Column Name	Column Description
Prior Month Cash Aid Role Reason	73 – For adults who have a different effective program person role record in the prior month from the current reporting month, this column displays the role reason for the prior month's CalWORKs/RCA role. The column is blank when there is no Role Reason, or the adult has the same effective role in the current month as the prior month.

23. Make the following updates to the 'Active' and 'Unknown Reason' case lists:
   - Add a 'Activity Scheduled End Date' column. The column is only visible when the 'Referred to an Activity in the
   - Add a 'Activity Status Reason' column.
   - Add a 'Activity Scheduled Start Date' column to the 'Active' case list.
   - Rename the existing 'Begin Date' column in the 'Unknown Reason' case list to 'Activity Scheduled Begin Date'.
   The Activity Scheduled Begin/End Date columns are only visible for Referred Activities. Prior to the Previous Month' Type Description is selected. See Appendix 7.7 for all case lists and their column order and their visibility logic.

Column Name	Column Description

Activity Scheduled Start Date	Displays the Scheduled Start Date of the adult's referred activity. Format: MM/DD/YYYY
Activity Scheduled End Date	Displays the Scheduled End Date of the adult's referred activity. Format: MM/DD/YYYY
Activity Status Reason	Displays the Customer Activity Status Reason (CT - 124). Possible Values: • Completed Satisfactory • Drop Out • Activity Cancelled • Employed …. The column will be blank if there is no status reason. Note the list above is not complete or restrictive. If new customer activity status reasons are added the report will automatically display the value.

24. Add a 'CW/RCA Discontinuance Date' column to the Not Assigned to Worker 'CalWORKs/RCA Adults by WTW/REP Category CL (Identified Reason)' case list. The column is only visible when the 'Future/Current Month Termination Scheduled' Tier Description parameter is selected. See Appendix 7.7 for all case lists and their column order and their visibility logic.

Column Name	Column Description
CW/RCA Discontinuance Date	Displays the effective date of the current or future discontinuance of the adult's CW/RCA program. Format: MM/DD/YYYY

25. Add the following columns to the 'CalWORKs/RCA Adults by WTW/REP Category Case List' (Entire CalWORKs/RCA Adults population case list) and the 'CalWORKs/RCA Adults by WTW/REP Category' case list (CalWORKs/RCA Adults by Type). See Appendix 7.7 for all case lists and their column order and their visibility logic.:

Column Name	Column Description

TANF Used Months	Total number of TANF months used by the adult. Technical Note: This is existing logic and should be taken from the Time Limit Summary page for the TANF Used Months field.
Extender Reason	Displays the latest Approved (CT-10528) extender reason applied to the adult. Possible Values (CT-863): • No Services Provided • Individual needs an additional time to complete a welfare-to-work activity specified in his or her welfare-to-work case plan due to a diagnosed learning or other disability • Individual is likely to obtain employment within six months. … Note latest Extender Reason will be based on Begin Date. Note: This list is not complete or restrictive. If more Extender Reasons are added the report will automatically display the information. Technical Note: Extender Information can be found on the Time Limit Extension Request Detail page.
Extender Begin Date	Displays the begin date of the approved time limit extender request. Format: MM/DD/YYYY This field will be blank if there is no Extender Begin Date information available.
Extender End Date	Displays the end date of the approved time limit extension request. Format: MM/DD/YYYY This field will be blank if there is no Extender Begin Date information available.

26. Add the following columns to the 'CalWORKs/RCA Adults by WTW/REP Category' (CalWORKs/RCA Adults by Type) case list and the 'CalWORKs/RCA Aided' case list. In the 'CalWORKs/RCA Adults by WTW/REP Category' case list the column is only visible when the 'Timed Out on Active CalWORKs Cases' parameter is selected. In the 'CalWORKs/RCA Aided' case list the columns are only visible when the 'Welfare-to-Work Exempt' parameter is selected.

40

See Appendix 7.7 for all case lists and their column order and their visibility logic. See Appendix 7.8 for the hierarchy for activity selection logic.

Column Name	Column Description
Activity Type	The type of activity for which the adult participated in (CT 26,56). Example of possible values: • SIP • Work Study • Employment • Adult Services • Appraisal • Assessment … This column will be blank if the Adult does not have an associated Activity. Note: This list is not restrictive. If new customer activity types are created, the logic automatically picks up the value.
Activity Number	The alphanumerical identifier that the staff assigned the customer activity. This column will be blank if the Adult does not have an associated Activity. Technical Note: This field is stored in SERV_ACTIV.ACTIV_NUM_IDENTIF
Activity Status	The Begin Date of the latest status of the corresponding activity. Format: MM/DD/YYYY This column will be blank if the Adult does not have an associated Activity.
Activity Status Reason	Displays the Customer Activity Status Reason (CT - 124). Possible Values: • Completed Satisfactory • Drop Out • Activity Cancelled • Employed …. The column will be blank if there is no status reason.

	Note the list above is not complete or restrictive. If new customer activity status reasons are added the report will automatically display the value.
Activity Status Begin Date	The Begin Date of the latest status of the corresponding activity. Format: MM/DD/YYYY This column will be blank if the Adult does not have an associated Activity.
Activity Scheduled Start Date	The expected or schedule begin date of the customer activity. Format: MM/DD/YYYY This column will be blank if the Adult does not have an associated Activity.
Activity Scheduled End Date	The expected or schedule end date of the customer activity. Format: MM/DD/YYYY This column will be blank if the Adult does not have an associated Activity.

27. Add the following columns to the 'CalWORKs/RCA Adults by WTW Category' (CalWORKs/RCA Adults by Type) case list. See Appendix 7.7 for all case lists and their column order and their visibility logic.

Column Name	Column Description
Age	Displays the age of the Cal-Learn adult.
Cal-Learn Office	Displays the Office Name of the office associated to the primary Cal-Learn program assigned Worker. This field will be blank if there is no primary program assigned worker.
Cal-Learn Office ID	Displays the Office ID of the office associated to the primary Cal-Learn program assigned worker. This field will be blank if there is no primary program assigned worker.

Cal-Learn Worker ID	Displays the Worker ID of the primary Cal-Learn program assigned Worker. This field will be blank if there is no primary program assigned worker.
Cal-Learn Secondary Worker ID	Displays the Worker ID of the secondary Cal-Learn program assigned Worker. This field will be blank if there is no secondary program assigned worker.
Cal-Learn Program Status	Displays the Program Status of the Cal-Learn program (CT-72). Possible Values: - Pending - Active - Good Cause - Exempt - Deferred
Cal-Learn Program Status Reason	Displays the Program Status Reason of the Cal-Learn program (CT-73). Possible Values
Cal-Learn Program Status Begin Month	Displays the Office associated to the primary Cal-Learn Worker assigned to the program. This field will be blank if there is no primary program assigned worker.
Cal-Learn Program Status End Month	Displays the Office associated to the primary Cal-Learn Worker assigned to the program. This field will be blank if there is no primary program assigned worker.

28. Update the 'Time Expiration Column' column logic within the CalWORKs/RCA Adults by WTW/REP Category Case List (Entire CalWORKs/RCA Adults population case list) and CalWORKs/RCA Adults by WTW/REP Category (CalWORKs/RCA Adults by Type) case lists. See Appendix 7.7 for all case lists and their column order and their visibility logic.

Column Name	Column Description
Time Expiration Date	Displays the Begin Month of the 60th tick of the CalWORKs/RCA time clock. This column will be blank if the case has not reached 60 ticks.

Note: If a person has ticks split between two cases and EDBC marks them as Timed Out this column will be blank.

29. Update the 'CalWORKs/RCA Adults by Welfare-to-Work Category CL (Should Be Registered)' case list as follows:
   - Rename the 'Program Status Reason' column to 'WTW/REP Program Status Reason'.
   - Rename the 'Program Status Reason Begin Date' column to 'WTW/REP Program Status Reason Begin Date'.

2.1.4 Counties Impacted

The changes outlined in this section impact all counties.

2.1.5 Report Location

- **Global: On Request**
- **Local: Business Intelligence**
- **Task: Operations Reports**

2.1.6 Security Updates

No updates are made to the dashboard's existing security.

2.1.7 Report Usage/Performance Impacts

The changes outlined in this SCR do not cause any notable affect to the system's performance.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Reports	CalWORKs/RCA Adults by WTW/REP Category Mockup	CalWORKs RCA by WTW REP Category M

4   REQUIREMENTS

4.1   Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.24.2.8	The LRS shall include the ability to generate the following parameter-driven reports: a. Fraud reports; b. Hearing reports; c. Financial reports; d. Federal and State claiming reports; e. Caseload Activity Report (CAR); f. Personnel management reports; h. Benefit authorization reports; i. Issuance reports; j. Collection reports; k. QC reports; l. Mass update reports; m. Interface reports; n. Error reports; o. Caseload management reports; p. Performance-based criteria reports; q. Case LRS Data reports; and r. Control and processing reports.	The CalWORKs RCA Adults by WTW/REP Category Report is a parameter-driven caseload management report.

4.2   Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
N/A			

5 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?
N/A					

6   OUTREACH

N/A

7   APPENDIX

7.1   Calculating Employment Hours

Single Parent

1) If the single parent has active employment record(s), as of the last day of the report month, then sum all scheduled employment hours in the active employment record(s), as displayed on the Employment Detail page.

2) If the active employment record(s) has/have no employment hours, then sum the hours of all existing active employment activities (customer activity category code = EM, category id 54) the single parent is participating in, as of the last day of the report month.

3) If the single parent does not have any active employment record(s), and thus no employment activities. Then, use the single parent's earned income information used by EDBC found in the system: **Eligibility>Customer Information>Financial>Income>Income List>Income Detail** (income category id 277, code = 01, category field= Earnings), to calculate the number of employed hours in a week. This calculation is incorporated in the report, since this calculation does not exist in the database.

Double Parent:

1) If the parent(s) has active employment record(s), as of the last day of the report month, then sum all scheduled employment hours in the active employment record(s), as displayed on the Employment Detail page.

2) If the active employment record(s) (of neither parent) has/have no employment hours, then sum the hours of all existing active employment activities (customer activity category code = EM, category id 54) both parents are participating in, as of the last day of the report month.

3) If the parents in the household do not have any active employment record(s), and thus no employment activities. Then, use both parents' earned income information used by EDBC found in the system: **Eligibility>Customer Information>Financial>Income>Income List>Income Detail** (income category id 277, code = 01, category field= Earnings), to calculate the number of employed hours in a week. This calculation is incorporated in the report, since this calculation does not exist in the database.

7.2   The Measure Logic for CalWORKs/RCA Adults / CalWORKs/RCA Aided / WTW/REP Mandatory / Assigned to Worker / Active

An adult captured in the 'Assigned to Worker' population is considered **Active** if they meet all the requirements for any of the given measures listed below. The measures are not mutually exclusive; therefore, an adult should only be captured in the first measure it meets the requirements for. The measure hierarchy is listed below in numerical order:

1. **Single Parents 20+ Hrs/Week**
   - There is at least one child in the CW household under the age of 6 (exclusive).
   - The adult/parent works at least 20 hours/week (inclusive) and less than 30 hours/week (exclusive). See appendix 7.1 for instructions on calculating hours.
   - Has one of the following Aid Codes (CT-184):
     - 30 - CW – All Other Families (Fed)
     - 33 - CW – Zero Parent (Fed)
     - 3G – CW – Zero Parent (State)
     - 3H – CW- Zero Parent (Mixed)
     - 3R – CW – Zero Parent – Exempt MAP (Fed)
     - 3E - CW - All Other Families (Mixed)
     - 3L - CW – All Other Families (State)
     - 3P - CW – All Other Families-Exempt MAP (Fed)
     - 32 - CW – TANF – Timed Out -All Families (State)
     - 3W - CW – TANF – Timed Out (State)
     - K1 - CW-Safety Net/Felon/WTW Sanct-Non-Two Parent
     - R1 - CW - TCVAP (State)
2. **Single Parents 30+ Hrs/Week**
   - All children in the household are 6 years old or over.
   - The parent works 30 or more hours per week (inclusive). See appendix 7.1 for instructions on calculating hours.
   - Has one of the following Aid Codes (CT-184):
     - 30 - CW – All Other Families (Fed)
     - 33 - CW – Zero Parent (Fed)
     - 3G – CW – Zero Parent (State)
     - 3H – CW- Zero Parent (Mixed)
     - 3R – CW – Zero Parent – Exempt MAP (Fed)
     - 3E - CW - All Other Families (Mixed)
     - 3L - CW – All Other Families (State)
     - 3P - CW – All Other Families-Exempt MAP (Fed)
     - 32 - CW – TANF – Timed Out -All Families (State)
     - 3W - CW – TANF – Timed Out (State)
     - K1 - CW-Safety Net/Felon/WTW Sanct-Non-Two Parent
     - R1 - CW - TCVAP (State)
3. **Family Employed at Least 35 Hrs/Week**
   - The CW household has children irrespective of the child's age.
   - The employment hours for one or both adults/parents in the CalWORKs household must be at least 35 hours per week (inclusive).
   - Has one of the following Aid Codes (CT-184):
     - 35 - CW – Two Parent (Fed)
     - 3F - CW – Safety Net/Felon/WTW Sanct – Two Parent
     - 3M - CW-Two Parent (State)
     - 3U - CW – Two Parent (State)
4. **RCA Participant Employed 32+ Hrs/Week**
   - **Program (CT-18):**
     - **RC - RCA**

- **The employment hours for the adult are 32 or more per week (inclusive). See appendix 7.1 for instructions on calculating hours.**
- **Has a Federal, State, or Mixed RCA Aid Code (CT-184). This will be a dynamic list and if an aid code is later added, then the report will automatically pick up the information.**
  Current Possible Aid Codes:
    - **01 – RCA – RCA (Fed)**
    - **1V - RCA - TCVAP (State)**

Technical Note: RCA Aid Codes can be identified by looking at CODE_DETL.REFER_TABLE_4_DESCR in ('FE','NF', MX') and REFER_TABLE_5_DESCR = 'RC'.

5. **Open Activity**
   - Has an existing customer activity with the following latest status (CT-21):
     - AC – Active
   - The customer activity has the following Status Reason (CT-124):
     - AT – Attending
6. **Referred to an Activity in the Current or Future Month**
   - The adult has a customer activity with a begin date in the report month or future month. The customer activity has the following latest status and status reason:
     - Customer Activity Status (CT-21):
       - AC - Active
     - Customer Activity Status Reason (CT-124):
       - RE – Referred
       - PR – Processing

   OR

   - The adult has a customer activity with an expected/scheduled start date in the report month or future month.
7. **Activity Successfully Completed in the Month**
   - The adult has a customer activity effective in the report month with the following latest status and status reason:
     - Customer Activity Status (CT-21):
       - CO - Completed
     - Customer Activity Status Reason (CT-124):
       - CS – Completed Satisfactory
       - CE - Employed
8. **Referred to an Activity in the Previous Month**
   - The adult has a customer activity with a begin date that falls in the month immediately prior to the report month with the latest status and status reason of:
     - Customer Activity Status (CT-21):
       - AC - Active
     - Customer Activity Status Reason (CT-124):
       - RE – Referred

9. **Activity Close in the Report Month**
   - The adult has a customer activity with a begin date that falls in the report month and the latest status is the following:
     - Customer Activity Status (CT-21):
       - CL - Closed

10. **Activity Completed/Closed in the Previous Month**
   - The adult has a customer activity with a begin date that falls in the month immediately prior to the report month.
     - Customer Activity Status (CT-21)
       - CO - Completed
       - CL – Closed
     - Status Reason (CT-124):
       - [Any]

7.3 The Measure Logic for CalWORKs/RCA Adults / CalWORKs/RCA Aided / WTW/REP Mandatory / Assigned to Worker / Inactive / Identified Reason

An adult captured in the 'Assigned to Worker' population is considered **Inactive for Identified Reason** if they do not meet the any of the Active measures but meet one of the measure requirements listed below. The measures are not mutually exclusive; therefore, an adult should only be captured in the first measure it meets the requirements for. The measure hierarchy is listed below in numerical order:

1. **Current Good Cause**
   - Program (CT-18):
     - WT - WTW
     - RE - REP
   - Program Status (CT-72):
     - GC - Good Cause

2. **Open Noncompliance**
   - Program (CT-18):
     - WT - WTW
     - RE - REP
   - Program Status:
     - NC- Non-Compliant

3. **Exempt Program Status**
   - Program (CT-18):
     - WT - WTW
     - RE - REP
   - Program Status (CT-72):
     - EX- Exempt

4. **Sanctioned Program Status**

- Program (CT-18):
    - WT - WTW
    - RE - REP
- Program Status (CT-72):
    - SA- Sanction

5. **Deregistered Program Status**
    - Program (CT-18):
        - WT – WTW
        - RE - REP
    - Program Status (CT-72):
        - DG - Deregistered

6. **Pending Program Status**
    - Program (CT-18):
        - WT – WTW
        - RE - REP
    - Program Status (CT-72):
        - PE- Pending

7.4 The Measure Logic for CalWORKs/RCA Adults / CalWORKs/RCA Aided / WTW/REP Mandatory / Assigned to Worker / Inactive / Unknown Reason

An adult captured in the 'Assigned to Worker' population is considered **Inactive for Unknown Reason** if they do not meet any Active measures and do not meet one of the 'Inactive / Identified Reason' measures requirements but meet one of the measure requirements listed below. The measures are not mutually exclusive; therefore, an adult should only be captured in the first measure it meets the requirements for. The measures hierarchy are listed below in numerical order:

1. **Referred to an Activity Prior to the Previous Month:**
    - The adult has a customer activity with a begin date two months prior to the report month with the latest status and status reason of:
        - Customer Activity Status (CT-21):
            - AC- Active
        - Customer Activity Status Reason (CT-124):
            - RE – Referred

2. **Completed/Closed Activity Prior to the Previous Month:**
    - The adult has a customer activity with a begin date two months prior to the report month with the latest status and status reason of:
        - Customer Activity Status (CT-21):
            - CL- Closed
            - CO - Complete

3. **Unknown Reason - Other:**

- All other adults in the Inactive population who could not be categorized for Known Reasons or the two unknown reasons of 'Referred to an Activity Prior to the Previous Month' or 'Completed/Closed Activity Prior to the Previous Month'.

7.5 The Measure Logic for CalWORKs/RCA Adults / CalWORKs/RCA Aided / WTW/REP Mandatory / Not Assigned to Worker / Identified Reason

An adult captured in the 'Not Assigned to Worker' population is considered having an **Identified Reason** if they meet the requirements for one of the measures listed below. The measures are not mutually exclusive; therefore, an adult should only be captured in the first measure it meets the requirements for. The measures hierarchy are listed below in numerical order:

1. **Waiting for Sanction Imposition:**
   - Program (CT-18):
     - WT - WTW
     - REP - REP
   - Program Status (CT-72):
     - SA- Sanction

2. **Future/Current Month Termination Scheduled:**
   - Program (CT-18):
     - CW - CalWORKs
     - RC - RCA
   - Program Status effective the month after the report month (CT-72):
     - DS – Discontinued

3. **Single Parents 20+ Hrs/Week:**
   - There is at least one child in the CW household under the age of 6 (exclusive).
   - The adult/parent works at least 20 hours/week (inclusive) and less than 30 hours/week (exclusive). See appendix 7.1 for instructions on calculating hours.
   - Has one of the following Aid Codes (CT-184):
     - 30 - CW – All Other Families (Fed)
     - 33 - CW – Zero Parent (Fed)
     - 3G – CW – Zero Parent (State)
     - 3H – CW- Zero Parent (Mixed)
     - 3R – CW – Zero Parent – Exempt MAP (Fed)
     - 3E - CW - All Other Families (Mixed)
     - 3L - CW – All Other Families (State)
     - 3P - CW – All Other Families-Exempt MAP (Fed)
     - 32 - CW – TANF – Timed Out -All Families (State)
     - 3W - CW – TANF – Timed Out (State)

54

- K1 - CW-Safety Net/Felon/WTW Sanct-Non-Two Parent
- R1 - CW - TCVAP (State)

4. **Single Parents 30+ Hrs/Week:**
   - All children in the household are 6 years old or over.
   - The parent works 30 or more hours per week (inclusive). See appendix 7.1 for instructions on calculating hours.
   - Has one of the following Aid Codes (CT-184):
     - 30 - CW – All Other Families (Fed)
     - 33 - CW – Zero Parent (Fed)
     - 3G – CW – Zero Parent (State)
     - 3H – CW- Zero Parent (Mixed)
     - 3R – CW – Zero Parent – Exempt MAP (Fed)
     - 3E - CW - All Other Families (Mixed)
     - 3L - CW – All Other Families (State)
     - 3P - CW – All Other Families-Exempt MAP (Fed)
     - 32 - CW – TANF – Timed Out -All Families (State)
     - 3W - CW – TANF – Timed Out (State)
     - K1 - CW-Safety Net/Felon/WTW Sanct-Non-Two Parent
     - R1 - CW - TCVAP (State)

5. **Family Employed at Least 35 Hrs/Week**
   - The CW household has children.
   - The employment hours for one or both adults/parents in the CW household must be at least 35 hours per week (inclusive).
   - Has one of the following Aid Codes (CT-184):
     - 35 - CW – Two Parent (Fed)
     - 3F - CW – Safety Net/Felon/WTW Sanct – Two Parent
     - 3M - CW-Two Parent (State)
     - 3U - CW – Two Parent (State)

6. **RCA Participant Employed 32+ Hrs/Week**
   - **Program (CT-18)**
     - **RC - RCA**
   - **The employment hours for the adult are at least 32 hours per week (inclusive).**
   - **Has a Federal, State, or Mixed RCA Aid Code (CT-184). This will be a dynamic list and if an aid code is later added, then the report will automatically pick up the information.**
   Current Possible Aid Codes:
     - **01 – RCA – RCA (Fed)**
     - **1V - RCA - TCVAP (State)**

Technical Note: RCA Aid Codes can be identified by looking at CODE_DETL.REFER_TABLE_4_DESCR in ('FE','NF', MX') and REFER_TABLE_5_DESCR = 'RC'.

Commented [EHO1]: Add this to RCA aid code.

7. Other Parent
- Program (CT-18):
  - WT – WTW
  - RE - REP
- Program Status (CT-72):
  - DG - Deregistered
- Program Person Status Reason (CT-73):
  - PP – Other parent participation 35 hours.

7.6 The Measure Logic for CalWORKs/RCA Adults / CalWORKs/RCA Aided / WTW/REP Mandatory / Not Assigned to Worker / Should be Registered

An adult captured in the 'Not Assigned to Worker' population is considered '**Should be Registered**' if they do not meet any of the 'Not assigned to Worker Identified Reason' measures requirements but meet one measures requirements listed below. The measures are not mutually exclusive; therefore, an adult should only be captured in the first measure it meets the requirements for. The measures hierarchy are listed below in numerical order:

1. Unassigned Pool
- Program (CT-18):
  - WT – WTW
  - RE - REP
- Program Status (CT-72):
  - PE- Pending (CT 72)

Note: This count may or may not match the result(s) on the Unassigned Pool Business Intelligence Dashboard as a 'Pending' program may have been captured in a prior category in the hierarchy.

2. Exempt Program Status
- Program (CT-18):
  - WT – WTW
  - RE - REP
- Program Status (CT-72):
  - EX- Exempt (CT 72)

3. Sanctioned Program Status
- Program (CT-18):
  - WT – WTW
  - RE - REP

- Program Status (CT-72):
  - SA- Sanction

4. **Deregistered Program Status**
   - Program (CT-18):
     - WT – WTW
     - RE - REP

   - Program Status (CT-72):
     - DE- Deregistered

5. **Unidentified Reason**
   - All adults who were captured in the 'Not Assigned to Worker' category but could not be captured in any of the measures for 'Identified Reason' or 'Should be Registered' category is reported here.

7.7   Case Lists Column Order

CalWORKs/RCA Adults by WTW/REP Category Case List (Entire CalWORKs/RCA Adults population case list)

1. **Report Month**
2. WTW/REP Region Group
3. WTW/REP Region
4. WTW/REP Office
5. WTW/REP Unit
6. WTW/REP Worker ID
7. District Office
8. EW Worker ID
9. Case Number
10. Participant Name
11. **CIN**
12. Person ID
13. DOB
14. Aid Code
15. Cash Aid Program
16. Cash Aid Role
17. **Cash Aid Role Reason**
18. Cash Aid Role Status
19. **Cash Aid Role Status Reason**
20. Sanction Effective Date
21. **Homeless**
22. Work Registration Status
23. **Work Registration Begin Date**
24. WTW/REP Program
25. WTW/REP Program Status
26. **WTW/REP Program Status Reason**

27. **WTW/REP Program Status Begin Date**
28. **TANF Months Used**
29. CW Months Used
30. **Extender Reason**
31. **Extender Begin Date**
32. **Extender End Date**
33. Time Expiration Date
34. Qlik ID

Note: This case list does not have a parameter therefore does not have any columns which are only visible dependent on parameter selection.

CalWORKs/RCA Adults by WTW/REP Category (CalWORKs/RCA Adults by Type)

1. **Report Month**
2. WTW/REP Region Group
3. WTW/REP Region
4. WTW/REP Office
5. WTW/REP Unit
6. WTW/REP Worker ID
7. **Last WTW/REP Worker ID**
8. **Last WTW/REP Region**
9. District Office
10. EW Worker ID
11. Case Number
12. Participant Name
13. **CIN**
14. Person ID
15. DOB
16. Aid Code
17. Cash Aid Program
18. Cash Aid Role
19. **Cash Aid Role Reason**
20. Cash Aid Role Status
21. **Cash Aid Role Status Reason**
22. Sanction Effective Date
23. **Homeless**
24. Work Registration Status
25. **Work Registration Begin Date**
26. WTW/REP Program
27. WTW/REP Program Status
28. **WTW/REP Program Status Reason**
29. **WTW/REP Program Status Begin Date**
30. **Activity Type**
31. **Activity Number**
32. **Activity Status**
33. **Activity Status Reason**

34. Activity Status Begin Date
35. Activity Scheduled Start Date
36. Activity Scheduled End Date
37. TANF Months Used
38. CW Months Used
39. Time Expiration Date
40. Extender Reason
41. Extender Begin Date
42. Extender End Date
43. Age
44. Cal-Learn Office
45. Cal-Learn Office ID
46. Cal-Learn Worker ID
47. Cal-Learn Secondary Worker ID
48. Cal-Learn Program Status
49. Cal-Learn Program Status Reason
50. Cal-Learn Program Status Begin Month
51. Cal-Learn Program Status End Month
52. Qlik ID

The following columns will only be visible when the follow Type Description parameter is selected:

CW/RCA Aided:

- TANF Months Used
- CW Months used
- Extender Reason
- Extender Begin Date
- Extender End Date

Sanctioned:

- Sanction Effective Date
- Last WTW/REP Worker ID
- Last WTW/REP Region

Timed Out Active CW Cases:

- TANF Months Used
- CW Months used
- Time Expiration Date
- Extender Reason
- Extender Begin Date
- Extender End Date
- Activity Type
- Activity Number
- Activity Status
- Activity Status Reason
- Activity Status Begin Date

- Activity Scheduled Start Date
- Activity Scheduled End Date

Cal-Learn Adults:

- Age
- Cal-Learn Office
- Cal-Learn Office ID
- Cal-Learn Worker ID
- Cal-Learn Secondary Worker ID
- Cal-Learn Program Status
- Cal-Learn Program Status Reason
- Cal-Learn Program Status Begin Month
- Cal-Learn Program Status End Month

CalWORKs/RCA Other:

- N/A

CW/RCA Aided

1. **Report Month**
2. WTW/REP Region Group
3. WTW/REP Region
4. WTW/REP Office
5. WTW/REP Unit
6. WTW/REP Worker ID
7. District Office
8. EW Worker ID
9. Case Number
10. Participant Name
11. **CIN**
12. Person ID
13. DOB
14. Aid Code
15. Cash Aid Program
16. Cash Aid Role
17. **Cash Aid Role Reason**
18. Cash Aid Role Status
19. **Cash Aid Role Status Reason**
20. **Prior Month Cash Aid Role Reason**
21. **Homeless**
22. Work Registration Status
23. **Work Registration Status Reason**
24. **Work Registration Begin Date**
25. **Work Registration** Expected End Date
26. WTW/REP Program
27. WTW/REP Program Status
28. WTW/REP Program Status Reason

29. WTW/REP Program Status Begin Date
30. WTW/REP Program Status Expected End Date
31. Activity Type
32. Activity Number
33. Activity Status
34. Activity Status Reason
35. Activity Status Begin Date
36. Activity Scheduled Start Date
37. Activity Scheduled End Date
38. Volunteer
39. Excluded
40. Qlik ID

The following columns will only be visible when the follow Type Description parameter is selected:

WTW/REP Exempt:

- Work Registration Status Reason
- Work Registration Expected End Date
- Volunteer
- Excluded
- WTW/REP Program Status Expected End Date
- Activity Type
- Activity Number
- Activity Status
- Activity Status Reason
- Activity Status Begin Date
- Activity Scheduled Start Date
- Activity Scheduled End Date

WTW/REP Mandatory:

- N/A

WTW/REP Other:

- N/A

No WTW/REP Program Block:

- N/A

CalWORKs/RCA Adults by WTW/REP Category CL (Mandatory)

1. **Report Month**
2. WTW/REP Region Group
3. WTW/REP Region
4. WTW/REP Office
5. WTW/REP Unit
6. WTW/REP Worker ID
7. District Office

8. EW Worker ID
9. Case Number
10. Participant Name
11. CIN
12. Person ID
13. DOB
14. Aid Code
15. Cash Aid Program
16. Cash Aid Role
17. **Cash Aid Role Reason**
18. Cash Aid Role Status
19. **Cash Aid Role Status Reason**
20. Work Registration Status
21. **Work Registration Begin Date**
22. WTW/REP Program
23. WTW/REP Program Status
24. WTW/REP Program Status Reason
25. **WTW/REP Program Status Begin Date**
26. Qlik ID

The following columns will only be visible when the follow Type Description parameter is selected:

Assigned to Worker:

- N/A

Not Assigned to Worker:

- N/A

Active

1. **Report Month**
2. WTW/REP Region Group
3. WTW/REP Region
4. WTW/REP Office
5. WTW/REP Unit
6. WTW/REP Worker ID
7. District Office
8. EW Worker ID
9. Case Number
10. Participant Name
11. CIN
12. Person ID
13. DOB
14. Aid Code
15. Cash Aid Program
16. Cash Aid Role

17. **Cash Aid Role Reason**
18. Cash Aid Role Status
19. **Cash Aid Role Status Reason**
20. Work Registration Status
21. Work Registration Begin Date
22. WTW/REP Program
23. WTW/REP Program Status
24. WTW/REP Program Status Reason
25. WTW/REP Program Status Begin Date
26. Activity Type
27. Activity Number
28. Activity Status
29. Activity Status Reason
30. Activity Status Begin Date
31. Activity Scheduled Start Date
32. Activity Scheduled End Date
33. Total Hours Employed Per Week
34. Source of Hours
35. Qlik ID

The following columns will only be visible when the follow Type Description parameter is selected:

Single Parents 20+ Hrs/Week:

- Total hours Employed Per Week
- Source of Hours

Single Parents 30+ Hrs/Week:

- Total hours Employed Per Week
- Source of Hours

Family Employed 32+ Hrs/Week:

- Total hours Employed Per Week
- Source of Hours

RCA Participant Employed 32+ Hrs/Week:

- Total hours Employed Per Week
- Source of Hours

Open Activity:

- N/A

Referred to an Activity in the Current or Future Month:

- Activity Scheduled Start Date
- Activity Scheduled End Date

Activity Successfully Completed in the Month:

- N/A

Referred to an Activity in the Previous Month:

- Activity Scheduled Start Date
- Activity Scheduled End Date

Activity Closed in the Report Month:

- N/A

Activity Completed/Closed in the Previous Month:

- N/A

Inactive

1. **Report Month**
2. WTW/REP Region Group
3. WTW/REP Region
4. WTW/REP Office
5. WTW/REP Unit
6. WTW/REP Worker ID
7. District Office
8. EW Worker ID
9. Case Number
10. Participant Name
11. **CIN**
12. Person ID
13. DOB
14. Aid Code
15. Cash Aid Program
16. Cash Aid Role
17. **Cash Aid Role Reason**
18. Cash Aid Role Status
19. **Cash Aid Role Status Reason**
20. Work Registration Status
21. **Work Registration Begin Date**
22. WTW/REP Program
23. WTW/REP Program Status
24. **WTW/REP Program Status Reason**
25. **WTW/REP Program Status Begin Date**
26. Qlik ID

The following columns will only be visible when the follow Type Description parameter is selected:

Identified Reason:

- N/A

Unknown Reason:

- N/A

Identified Reason (Assigned to Worker)

1. **Report Month**
2. WTW/REP Region Group
3. WTW/REP Region
4. WTW/REP Office
5. WTW/REP Unit
6. WTW/REP Worker ID
7. District Office
8. EW Worker ID
9. Case Number
10. Participant Name
11. **CIN**
12. Person ID
13. DOB
14. Aid Code
15. Cash Aid Program
16. Cash Aid Role
17. **Cash Aid Role Reason**
18. Cash Aid Role Status
19. **Cash Aid Role Status Reason**
20. Effective Sanction Date
21. Work Registration Status
22. **Work Registration Begin Date**
23. WTW/REP Program
24. WTW/REP Program Status
25. WTW/REP Program Status Reason
26. **WTW/REP Program Status Begin Date**
27. **WTW/REP Program Status Expected End Date**
28. Total Hours Employed Per Week
29. Source of Hours
30. Qlik ID

The following columns will only be visible when the follow Type Description parameter is selected:

Current Good Cause:

- **WTW/REP Program Status** Expected End Date
- Effective Sanction Date

Open Noncompliance:

- Effective Sanction Date

Exempt Program Status:

- Effective Sanction Date

Sanctioned Program Status:

- Effective Sanction Date

Deregistered Program Status:

- Effective Sanction Date

Pending Program Status:

- Effective Sanction Date

Unknown Reason

1. **Report Month**
2. WTW/REP Region Group
3. WTW/REP Region
4. WTW/REP Office
5. WTW/REP Unit
6. WTW/REP Worker ID
7. District Office
8. EW Worker ID
9. Case Number
10. Participant Name
11. **CIN**
12. Person ID
13. DOB
14. Aid Code
15. Cash Aid Program
16. Cash Aid Role
17. **Cash Aid Role Reason**
18. Cash Aid Role Status
19. **Cash Aid Role Status Reason**
20. Work Registration Status
21. **Work Registration Begin Date**
22. WTW/REP Program
23. WTW/REP Program Status
24. **WTW/REP Program Status Begin Date**
25. Activity Type
26. Activity Number
27. **Activity Status Reason**
28. Activity Status Begin Date
29. **Activity Scheduled Start** Date
30. **Activity Scheduled End Date**
31. Qlik ID

The following columns will only be visible when the follow Type Description parameter is selected:

Referred to an Activity Prior to the Previous Month:

- Activity Type
- Activity Number

- Activity Status Begin Date
- Activity Scheduled Start Date

Completed/Closed Activity Prior to the Previous Month:

- Activity Type
- Activity Number
- Activity Status Begin Date

Unknown Reason - Other:

- N/A

Not Assigned to Worker / CalWORKs/RCA Adults by WTW/REP Category CL (Identified Reason)

1. **Report Month**
2. WTW/REP Region Group
3. WTW/REP Region
4. WTW/REP Office
5. WTW/REP Unit
6. WTW/REP Worker ID
7. **Last WTW/REP Worker ID**
8. **Last WTW/REP Region**
9. District Office
10. EW Worker ID
11. Case Number
12. Participant Name
13. **CIN**
14. Person ID
15. DOB
16. Aid Code
17. Cash Aid Program
18. Cash Aid Role
19. **Cash Aid Role Reason**
20. Cash Aid Role Status
21. **Cash Aid Role Status Reason**
22. **CW/RCA Discontinuance Date**
23. Effective Sanction Date
24. Work Registration Status
25. **Work Registration Begin Date**
26. WTW/REP Program
27. WTW/REP Program Status
28. WTW/REP Program Status Reason
29. **WTW/REP Program Status Begin Date**
30. **Activity Type**
31. **Activity Number**
32. **Activity Status Begin Date**
33. Total Hours Employed Per Week

34. Source Hours
35. Qlik ID

The following columns will only be visible when the follow Type Description parameter is selected:

Waiting for Sanction Imposition:

- Effective Sanction Date

Future/Current Month Termination Scheduled:

- CW/RCA Discontinuance Date

Single Parents 20+ Hrs/Week:

- Total Hours Employed Per Week
- Source of Hours
- **Activity Type**
- **Activity Number**
- **Activity Status Begin Date**

Single Parents 30+ Hrs/Week:

- Total Hours Employed Per Week
- Source of Hours
- **Activity Type**
- **Activity Number**
- **Activity Status Begin Date**

Family Employed at Least 35 Hrs/Week:

- Total Hours Employed Per Week
- Source of Hours
- **Activity Type**
- **Activity Number**
- **Activity Status Begin Date**

RCA Participant Employed 32+ Hrs/Week:

- Total Hours Employed Per Week
- Source of Hours
- **Activity Type**
- **Activity Number**
- **Activity Status Begin Date**

Other Parent:

- N/A

CalWORKs/RCA Adults by WTW/REP Category CL (Should Be Registered)

1. **Report Month**
2. WTW/REP Region Group
3. WTW/REP Region

4. WTW/REP Office
5. WTW/REP Unit
6. WTW/REP Worker ID
7. **Last WTW/REP Worker ID**
8. **Last WTW/REP Region**
9. District Office
10. EW Worker ID
11. Case Number
12. Participant Name
13. **CIN**
14. Person ID
15. DOB
16. Aid Code
17. Cash Aid Program
18. Cash Aid Role
19. **Cash Aid Role Reason**
20. Cash Aid Role Status
21. **Cash Aid Role Status Reason**
22. CW/RCA Approval Date
23. CW/RCA Application Date
24. Work Registration Status
25. **Work Registration Begin Date**
26. WTW/REP Program
27. WTW/REP Program Status
28. **WTW/REP** Program Status Reason
29. **WTW/REP** Program Status Reason Begin Date
30. **WTW/REP Program Status Begin Date**
31. Qlik ID

The following columns will only be visible when the follow Type Description parameter is selected:

Unassigned Pool:

- CW/RCA Approval Date
- CW/RCA Application Date

Exempt Program Status:

- WTW/REP Program Status Reason

Sanctioned Program Status:

- WTW/REP Program Status Reason

Deregistered Program Status:

- WTW/REP Program Status Reason

Unidentified Reason:

- N/A

7.8 Activity Selection Logic for Timed-Out on Active CalWORKs Cases and WTW/REP Exempt Timed Out

For the 'Timed-Out on Active CalWORKs Cases and WTW/REP Exempt Timed Out population, the following hierarchy will be used to select a single Activity to display for the adult.

1. **Open Activity**
   - Has an existing customer activity with the following latest status (CT-21):
     - AC – Active
   - The customer activity has the following Status Reason (CT-124):
     - AT – Attending
2. **Referred to an Activity in the Current or Future Month**
   - The adult has a customer activity with a begin date in the report month or future month. The customer activity has the following latest status and status reason:
     - Customer Activity Status (CT-21):
       - AC - Active
     - Customer Activity Status Reason (CT-124):
       - RE – Referred
       - PR – Processing

   OR

   - The adult has a customer activity with an expected/scheduled start date in the report month or future month.
3. **Activity Successfully Completed in the Month**
   - The adult has a customer activity effective in the report month with the following latest status and status reason:
     - Customer Activity Status (CT-21):
       - CO - Completed
     - Customer Activity Status Reason (CT-124):
       - CS – Completed Satisfactory
       - CE - Employed
4. **Referred to an Activity in the Previous Month**
   - The adult has a customer activity with a begin date that falls in the month immediately prior to the report month with the latest status and status reason of:
     - Customer Activity Status (CT-21):
       - AC - Active
     - Customer Activity Status Reason (CT-124):
       - RE – Referred
5. **Activity Close in the Report Month**
   - The adult has a customer activity with a begin date that falls in the report month and the latest status is the following:
     - Customer Activity Status (CT-21):
       - CL - Closed

6. **Activity Completed/Closed in the Previous Month**

70

- The adult has a customer activity with a begin date that falls in the month immediately prior to the report month.
  - Customer Activity Status (CT-21)
    - CO - Completed
    - CL – Closed
  - Status Reason (CT-124):
    - [Any]

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-226398 DDID 2319 - Framework for GA GR
Manual Correspondence phase 2

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/28/2022	1.0	Initial revision	Harish Katragadda
02/10/2022	2.0	• Updated 2.1 to OutBound Job and Exceution Frequency and Dependencies • Update Descriptions of Security Groups in 2.5 and 2.6	Harish Katragadda

02/15/2022	3.0	• Added Recommendation 2.15 SAR 7 – GR(SAR 7A/SAR7)
		• Updated 2.10
		  - Mailing Priority
		  - Central Printing for 'PR' correspondences
		  - Update Customer Reporting status for 'PR' correspondences
			Harish Katragadda

03/06/2022	4.0	• Updated Successor Jobs in Rec 2.4 • Updated Imaging Values in 2.14, 2.15 • Updated Recommendation 2.12 to send additional forms in Batch along with SAR 7 Packets for GR program.	Harish Katragadda
03/08/2022	5.0	• Updated Correspondence List in 2.17.2 • Added assumptions 13 and 14 • Added Form Population in 2.14 and 2.15 • Updated 2.10 Rec with Misc Param and Person Id for Generate Document Request and Grouping Data Update	Harish Katragadda

Table of Contents

1 OVERVIEW

This SCR will implement the Sixth group of Non-EDBC triggers for GA/GR Automated EDBC/CC Counties 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. GA/GR Correspondence Master Data Update Outbound Web Service
2. GA/GR Correspondence Master Data Batch Job.
3. GA/GR Correspondence Master Data Confirmation Inbound Web Service.
4. CalSAWS Reference Data Outbound Web service.
5. GA/GR County Correspondence Administration.
6. GA/GR Consortium Correspondence Administration.
7. Non-County Staff Detail Page.
8. Non-County Staff Search Page.
9. Distributed Documents Search Page.
10. GA/GR Correspondence Framework.
11. Customer Reporting Detail Page.
12. SAR 7 - GR Correspondence Batch Trigger.
13. SAR 7 - GR Customer Reporting Batch Trigger.
14. SAR 7 - GR Correspondence.
15. SAR 7 - GR (SAR 7A/SAR 7) Correspondence.
16. SAR 7 – GR Not Received (X-NOA) Discontinuance Notice Triggers.
17. SAR 7 – GR Incomplete (Y-NOA) Discontinuance Notice Triggers.

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. The consolidation logic implemented in SCR CA-215920 applies to all correspondences on this SCR.
9. Process of handling after receiving the Incomplete Periodic Reporting correspondence will be handled as per the County Business Process and is not automated.
10. Update to the Non-Staff detail Page will not effect the current Classification titles.
11. Update to the login Home Page will not effect the current login Home page for users with other rights.
12. Not Received and Incomplete discontinuance using county Periodic report Correspondences are implemented in SCR CA-237007.
13. E-Sign, IVR and Text signature functionality is not available for SAR-GR and SAR 7 – GR (SAR 7A/SAR 7) correspondences.
14. Barcode and Imaging updates for Periodic Reporting Correspondences form GA/GR Service will be handled by CA-240916

2   RECOMMENDATIONS

2.1   GA/GR Correspondence Master Data Update Outbound Web Service

2.1.1   Overview

The GA/GR Correspondence Master Data Update Outbound Web Service will be invoked from CalSAWS to receive updates from GA/GR Correspondence Service for updates of GA/GR Correspondence Master data in the GA/GR Correspondence Service.

2.1.2   Description of Change

1. Create the GA/GR Correspondence Master Data Update Outbound Web Service that will request for updates to the CalSAWS GA/GR Correspondence data:
   a. Create GA/GR Correspondence Master Data Update Request Parameters. Please refer to the "GA GR Correspondence Master Data Update Outbound Web Service.docx" (Supporting Document 2) document for additional details Request Parameters.

b. Create a Staging table to stage the Correspondence data from the GA/GR Correspondence Service.

2. Create a Batch Job to Call the GA/GR Correspondence Master Data Update Outbound Web Service.

2.1.3 Execution Frequency

<mark>Daily (Monday – Saturday)</mark>

2.1.4 Key Scheduling Dependencies

N/A

2.1.5 Counties Impacted

GA/GR Automated EDBC/CC Solution Counties (Current 18 CalWIN counties)

2.1.6 Data Volume/Performance

N/A

2.1.7 Interface Partner

GA/GR Correspondence Service (Hosted by Gainwell)

2.1.8 Failure Procedure/Operation Instructions

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

2.2 GA/GR Correspondence Master Data Batch Job

2.2.1 Overview

The GA/GR Correspondence Master Data update the CalSAWS database with the updates from the Staging table created in Recommendation 2.1.

2.2.2 Description of Change

1. Update the Correspondence Master Data in CalSAWS from the staging table
   a. Existing correspondence
      i. End date the existing current record.

      ii. Create a new record with the update effective from the date in the Staging table.

      iii. Add a DOC_TEMPL_LANG record if a new language is added to the Correspondence effective from the date in the Staging table.

      iv. End Date DOC_TEMPL_LANG record if a language is removed from the Correspondence.

   b. New Correspondence

      i. Create record for the Correspondence with effective from the date in the Staging table.

      ii. Create DOC_TEMPL, DOC_TEMPL_LANG, DOC_TEMPL_PGM records for the correspondence.

2. Once the updates are made successfully, invoke CalSAWS Master Data Outbound Confirmation request (Supporting Document 3) to GA/GR Service to confirm GA/GR Correspondence data is successfully applied in CalSAWS.

2.2.3 Execution Frequency

Daily (Monday – Saturday)

2.2.4 Key Scheduling Dependencies

Predecessor:

- GA/GR Correspondence Data Update Outbound Web Service Job (Recommendation 2.1)
- Print File Creation Jobs

2.2.5 Counties Impacted

GA/GR Automated EDBC/CC Solution Counties (Current 18 CalWIN counties)

2.2.6 Data Volume/Performance

N/A

2.2.7 Failure Procedure/Operation Instructions

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

2.3 GA/GR Correspondence Master Data Confirmation Inbound Web Service

2.3.1 Overview

The GA/GR Correspondence Master Data Confirmation Inbound Web Service will be invoked from the GA/GR Correspondence Service to confirm GA/GR Correspondence Service Master data is successfully applied in the Service repository.

2.3.2 Description of Change

1. Create the Correspondence Master Data Inbound Web Service that will get the confirmation of CalSAWS GA/GR Correspondence data in the GA/GR Service Repository:
   a. Create GA/GR Correspondence Master Data Confirmation Inbound Web Service Request Parameters. Please refer to the "GA GR Correspondence Master Data Confirmation Inbound Web Service.docx" (Supporting Document 3) document for additional details Request Parameters.
   b. If the Confirmation of the CalSAWS GA/GR Correspondence data in the GA/GR Service Repository is returned as not Successful, revert the changes for GA/GR Correspondence Master Data for the day.

2.3.3 Execution Frequency

The GA/GR Correspondence Master Data Confirmation Inbound Web Service will be invoked once the GA/GR Correspondence Service has updated or failed to update the Correspondence Master Data in the GA/GR Service repository.

2.3.4 Key Scheduling Dependencies

N/A

2.3.5 Counties Impacted

GA/GR Automated EDBC/CC Solution Counties (Current 18 CalWIN counties)

2.3.6 Data Volume/Performance

N/A

2.3.7 Interface Partner

GA/GR Correspondence Service (Hosted by Gainwell)

2.3.8 Failure Procedure/Operation Instructions

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

2.4 CalSAWS Reference Data Outbound Web Service

2.4.1 Overview

CalSAWS reference Data Outbound Web Service will be invoked from the GA/GR Correspondence Service to retrieve CalSAWS Reference Data from the lookup tables.

2.4.2 Description of Change

1. Create the CalSAWS reference Data Outbound Web Service that send the lookup data from the CalSAWS lookup tables:
   a. Create GA/GR Correspondence Master Data Confirmation Inbound Web Service Request Parameters. Please refer to the table "CalSAWS reference Data Outbound WebService.docx" (Supporting Document 4) for additional details for Parameters.
2. Retrieve the data from the lookup that has changed since the Job last ran.

2.4.3 Execution Frequency

Daily (Monday - Sunday)

2.4.4 Key Scheduling Dependencies

Successor: EDBC Processing Jobs

2.4.5 Counties Impacted

GA/GR Automated EDBC/CC Solution Counties (Current 18 CalWIN counties)

2.4.6 Data Volume/Performance

N/A

2.4.7 Interface Partner

GA/GR Correspondence Service (Hosted by Gainwell)

2.4.8 Failure Procedure/Operation Instructions

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

2.5 GA/GR County Correspondence Administration

2.5.1 Overview

GA/GR Correspondence Administration current visibility is based on the County.

2.5.2 Description of Change

1. Remove check for access for Counties opted in for GA/GR Automated EDBC/CC Counties solution for 'Correspondence' tab.
2. Remove the current security rights for 'Correspondence' and update with the new rights in Security Updates section.

2.5.3 Page Location:

- Global: Admin Tools
- Local: Admin
- Task: GA/GR County Admin

2.5.4 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
GAGRCountyCorrespondenceWorkerView	GA/GR County Correspondence	GA/GR County Correspondence Administration Worker View GA/GR County Correspondence Administration Worker Edit
GAGRCountyCorrespondenceWorkerEdit	GA/GR County Correspondence	GA/GR County Correspondence Administration Worker Edit
GAGRCountyCorrespondenceBusinessAnalystView	GA/GR County Correspondence	GA/GR County Correspondence Administration Business Analyst View GA/GR County Correspondence Administration Business Analyst Edit
GAGRCountyCorrespondenceBusinessAnalystEdit	GA/GR County Correspondence	GA/GR County Correspondence Administration Business Analyst Edit

Security Groups

Security Group	Group Description	Group to Role Mapping
GA/GR County Correspondence Administration Worker View	This group has the capability to access the County Correspondence Tab and View the GA/GR County Correspondences for Worker.	See the Security Matrix for the group to role associations
GA/GR County Correspondence Administration Worker Edit	This group has the capability to access the County Correspondence tab and make modifications to the GA/GR County Correspondences for Worker.	See the Security Matrix for the group to role associations
GA/GR County Correspondence Administration Business Analyst View	This group has the capability to access the Consortium Correspondence Tab and View the GA/GR County Correspondences for GA/GR Business Analyst.	See the Security Matrix for the group to role associations
GA/GR County Correspondence Administration Business Analyst Edit	This group has the capability to access the Consortium Correspondence tab and make modifications to the GA/GR County Correspondences for GA/GR Business Analyst.	See the Security Matrix for the group to role associations

2.5.5 Page Mapping

No New Page Mappings

2.5.6 Page Usage/Data Volume Impacts

This is a link to open GA/GR County Admin Correspondence tabs in the GA/GR Service and will not be frequented in a Normal Workflow.

2.6 GA/GR Consortium Correspondence Administration

2.6.1 Overview

This Section will describe the Consortium Correspondence administration for GA/GR Automated EDBC/CC Counties solution program.

### 2.6.2 GA/GR Consortium Correspondence Administration Mockup
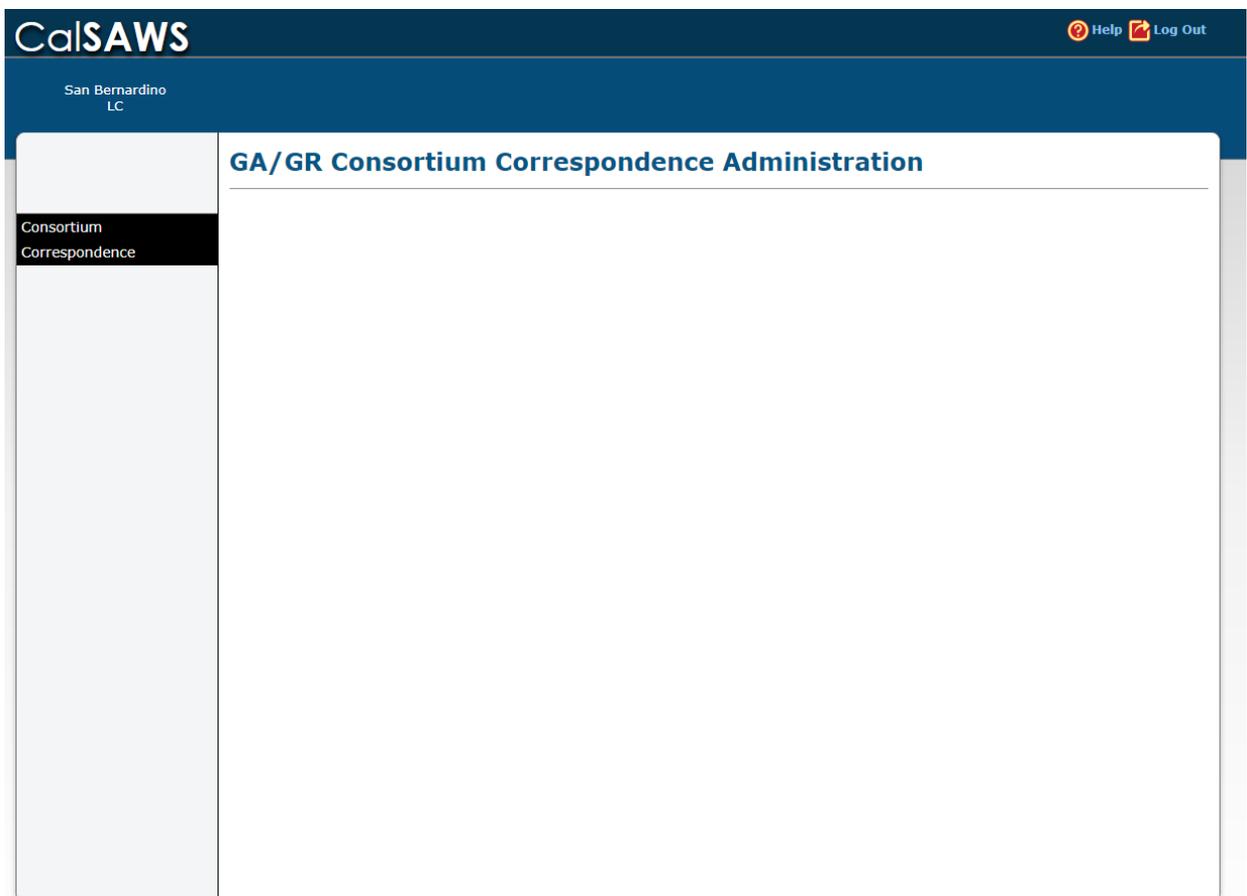
Figure 2.6.2.1 GA/GR Consortium Correspondence Administration

2.6.3 Description of Change

1. When a User with GA/GR Consortium Correspondence Administration rights login to the CalSAWS application display the new 'GA/GR Consortium Correspondence Administration' Home page for the user.

2. Clicking on the 'Consortium Correspondence' tab opens a new window to 'Notice Maintenance' page mentioned in 'SCR CA-215920 DDID 2314d GAGR Correspondence Service - Maintenance Functionality Final' document for Consortium Correspondences.
   a. Case Worker Maintenance Functionality - Section 2.1
3. 'CalSAWS' logo on top left will not have any link to display the homepage.
4. 'Logout' link will allow the user to logout from the application.

Note: The access to this Page should only be available to GainWell Developers and Business Analysts who maintain the GA/GR Consortium Correspondence.

2.6.4 Page Location:

- **Global:** Home Page for GA/GR Consortium Correspondence Administration

2.6.5 Security Updates

Security Rights

Security Right	Right Description	Right to Group Mapping
GAGRConsortiumCorrespondenceTechnicalAnalystView	Consortium Correspondence Administration	GAGR Consortium Correspondence Technical Analyst Administration View GAGR Consortium Correspondence Technical Analyst Administration Edit
GAGRConsortiumCorrespondenceTechnicalAnalystEdit	Consortium Correspondence Administration	GAGR Consortium Correspondence Technical Analyst Administration Edit
GAGRConsortiumCorrespondenceBusinessAnalystView	Consortium Correspondence Administration	GAGR Consortium Correspondence Business Analyst Administration View GAGR Consortium Correspondence Business Analyst Administration Edit
GAGRConsortiumCorrespondenceBusinessAnalystEdit	Consortium Correspondence Administration	GAGR Consortium Correspondence

Security Right	Right Description	Right to Group Mapping
		Business Analyst Administration Edit

Security Groups

Security Group	Group Description	Group to Role Mapping
GAGR Consortium Correspondence Technical Analyst Administration View	This group has the capability to access the GA/GR Consortium Correspondence Administration Home Page and make modifications to the Consortium Correspondences for Technical Analyst. Staff with this group have an alternate login page and should only be set for GainWell Correspondence Staff on Request.	See the Security Matrix for the group to role associations
GAGR Consortium Correspondence Technical Analyst Administration Edit	This group has the capability to access the GA/GR Consortium Correspondence Administration Home Page and make modifications to the Consortium Correspondences for Technical Analyst. Staff with this group have an alternate login page and should only be set for GainWell Correspondence Staff on Request.	See the Security Matrix for the group to role associations
GAGR Consortium Correspondence Business Analyst Administration View	This group has the capability to access the GA/GR Consortium Correspondence Administration Home Page and View the Consortium Correspondences for Business Analyst in GA/GR Service. Staff with this group have an alternate login page and should only be set for GainWell	See the Security Matrix for the group to role associations

Security Group	Group Description	Group to Role Mapping
	Correspondence Staff on Request.	
GAGR Consortium Correspondence Business Analyst Administration Edit	This group has the capability to access the GA/GR Consortium Correspondence Administration Home Page and make modifications to the Consortium Correspondences for Business Analyst in GA/GR Service. Staff with this group have an alternate login page and should only be set for GainWell Correspondence Staff on Request.	See the Security Matrix for the group to role associations

Note: Security Groups are Restricted groups

2.6.6 Page Mapping

No New Page Mappings

2.6.7 Page Usage/Data Volume Impacts

This is a link to open GA/GR County Admin Correspondence tabs in the GA/GR Service and will not be frequented in a Normal Workflow.

2.7   Non-County Staff Detail Page

2.7.1   Overview

This Section will describe the access of the GA/GR Consortium Correspondence Administration Page.

2.7.2 Non-County Staff Detail Mockup

Non-County Staff Detail

Figure 2.7.2.1. Non-County Staff Detail Page (Edit Mode)

Figure 2.7.2.2 Non-County Staff Detail Page (View Mode)

2.7.3 Description of Change

1. A new 'GA/GR Correspondence Staff' Classification Title will be available in Non-Staff County Detail Page (Figure 2.7.2.1).
2. Selecting a 'GA/GR Correspondence Staff' Classification Title will create a 'C90' Profile with no default role or rights to the staff.
3. Security Assignement to the Profile can be added by clicking the 'Security Assignment' button in the page available in 'View' mode (Figure 2.7.2.2).

2.7.4 Page Location:

- Global: Admin Tools
- Local: Admin
- Task: Non-County Staff -> 'Add Staff'

2.7.5 Security Updates

No Updates to the Security Rights

2.7.6 Page Mapping

No New Page Mappings

2.7.7 Page Usage/Data Volume Impacts

This is a link to add Non-County Staffa and will not be frequented in a Normal Workflow.

2.8 Non-County Staff Search Page

2.8.1 Overview

This Section will describe the access of the GA/GR Consortium Correspondence Administration Page.

2.8.2 Non-County Staff Search Mockup
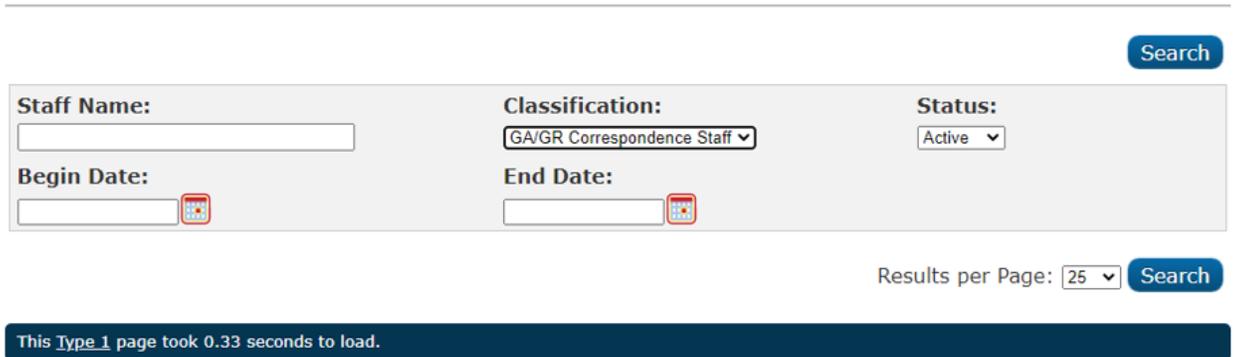
Figure 2.8.2.1 Non-County Staff Search Page

2.8.3 Description of Change

1. A new 'GA/GR Correspondence Staff' Classification will be available in Non-Staff County Detail Page.
2. Display the new 'GA/GR Correspondence Staff' Classification staff records in the Search results.

2.8.4 Page Location:

- Global: Admin Tools
- Local: Admin
- Task: Non-County Staff

2.8.5 Security Updates

No Updates to the Security Rights

2.8.6 Page Mapping

New Page Mappings

2.8.7 Page Usage/Data Volume Impacts

This is a link to add Non-County Staff Search Page and will not be frequented in a Normal Workflow.

2.9   Distributed Documents Search Page

2.9.1   Overview

The Distributed Documents Search page displays the list of documents for the case depending on the criteria of the search. Currently, the Correspondence documents which are generated will have a 'Incomplete' status when they are initially generated for GA/GR Automated EDBC/CC Counties program.

With the implementation of SCRs CA-215920 and CA-225943 a request for GA/GR Correspondence Service will be sent when the correspondences are triggered from CalSAWS application. Upon receiving this request, the service processes the document and determines if any mandatory variables are missing and CalSAWS will receive either a 'Missing Mandatory Variables' indicator or a processed PDF document for the correspondence. The hyperlink of the document will be activated after the refresh of the 'Distributed Documents Search page. With this Recommendation the link will always be active for the GA/GR Automated EDBC/CC Counties program Correspondences.

Distributed Documents Search

✱- Indicates required fields

[Images]

▸ Refine Your Search

Search Results Summary							Results 1 - 2 of 2
Date ▼	**Document Name** ▽	**Number** ▽	**Program** ▽	**Status** ▽	**Viewed Via Self-Service Portal** ▽	**Details**
08/14/2020 9:41 AM	Overissuance Budget Worksheet (ENG)	NA 1263	CalFresh	Printed Locally		Details
08/13/2020 4:05 PM	GA Denial - Not a Legal Alien	119-4 (02/90)	General Assistance/General Relief	Incomplete		

2.9.2 Distributed Documents Search Mockup

Distributed Documents Search

✱- Indicates required fields

- **GA/GR Correspondence is not available to view.**

▸ Refine Your Search

Search Results Summary						Results 1 - 2 of 2
Date ▼	**Document Name** ▽	**Number** ▽	**Program** ▽	**Status** ▽	**Viewed Via Self-Service Portal** ▽	
02/02/2022 2:44 PM	Self-Employment Sworn Statement (ENG)	CSF 35	GA/GR Automated Solution	Incomplete		
01/29/2022 2:01 AM	CALM Discontinuance - Not Eligible for ABD Medi-Cal	007 0 (09/03)	GA/GR Automated Solution	Pending Review		Details

2.9.3 Description of Changes

When a user searches the Distributed Documents Search Page and if a GA/GR Automated EDBC/CC Counties program Correspondence has Incomplete Status:

1. Hyperlink of the documents will be active when the document status is Incomplete.
2. Following Message will be displayed when the user clicks the hyperlink of a document in Incomplete status and the document is not available to view
   a. GA/GR Correspondence is not available to view.
3. A new tab will open up with the document PDF when a user clicks the hyperlink of a document and the initial status is Incomplete and document is available to view.
4. A new tab will open up with GA/GR Service for the document to update the Mandatory Variables when a user clicks the hyperlink of a document and the initial status is Incomplete and the document has Missing Mandatory Variables.

2.9.4 Page Location

- Global: Client Corresp.
- Local: Distributed Documents
- Task: Distributed Documents Search

2.9.5 Security Updates

No security updates.

2.9.6 Page Mapping

No page mappings are required.

2.9.7 Page Usage/Data Volume Impacts

No additional page usage updates.

2.10 GA/GR Correspondence Framework

2.10.1 Overview

This Section describes updates to the GA/GR Correspondence framework

2.10.2 Description of Change

1. Add new Correspondence Suppress Indicator for GA/GR Automated EDBC/CC Counties program Correspondences with the Suppress Indicator value.
2. Suppress automatic generation of Correspondences which has the suppress Indicator as 'Y'.
3. Update the Mailing Priority for all Periodic Reporting correspondences to 'Zero priority'(00) and a return envelope Prepaid envelope (PP).
4. Add BRM Page Number for the Pages where the BRM Address is populated for Periodic Reporting correspondences.
5. Update Central Print Process to handle the Periodic Reportring correspondences mailing priority for GA/GR Automated EDBC/CC Solution program.
6. Update the Customer Reporting Record for Periodic Reporting'correspondences to 'Sent' when the correspondence is Printed Centrally similar to current existing Periodic Reporting correspondences.
7. Send Organization/Vendor data as part for Generate Document Request for Employer Service Grounp Indicator Correspondences.
8. Send Current Data for Online and Manual Correspondence Generate Document Request
9. Send Current and Prior EDBC Data for the Correspondence triggered for EDBC Correspondences Generate Document Request.
10. Send current Non EDBC Data for the correspondence triggered for EDBC Correspondences Generate Document Request.
11. Add Miscellaneous Paramaters for the following correspondences when available : Employment Id - '7E33232432'

County	Reasons	Type	Doc Name	Doc Num
CCS	1C103E	Forms	734 0 (01/03)	UIB Application Required
ALL	1B300D	Forms	CSF 34	Daily Tip Statement
ALL	1C103H	Forms	CSC 31 (11/04)	Employment Verification When Job Ends
ALL	1C103Y	Forms	CSF 22	Employment Questionnaire
ALL	1C305A	Forms	CSF 35	Self-Employment Sworn Statement

12. Update the correspondences for following reasons to use PersonId from Individual Data Collection instead of Primary Applicant

Reason Codes: 1B008C, 1B110C, 1B110P, 1C101F, 1C101G, 1C101M, 1C105B, 1C105D, 1C105H, 1D003C, 1D005A, 1D005J, 1D005K, A05619, N00001, N00003, N00004, 1B300D, 1C103H, 1C103Y, J00037, J00043

Note: The Supression of automatic generation of Correspondences is available only for correspondences in GA/GR Correspondence Service.

2.11 Customer Reporting Detail Page

2.11.1 Overview

Customer Reporting for Semi Annual Reporting for Alameda and Tulare counties is not available in the Customer Reporting Page.

2.11.2 Description of Change

1. Add SAR 7 – GR customer reporting type to the Customer Reporting List Page for GA/GR Automated EDBC/CC Counties solution program.
2. Add SAR 7 – GR form will be viewable and editable in the same manner as any of the other forms that are currently in the system in customer reporting list page.
3. Add SAR 7 – GR form will follow current "Status" labeling practices.
4. Add and display the Incomplete Reasons listed in GAGR Periodic Reporting Incomplete Reasons.xslx (Supporting document 1) for the counties opted in for GA/GR Automated EDBC/CC Counties solution specific to the GA/GR Periodic Reporting forms for the county.
5. Update the SAR 7 – GR Customer Reporting record status to 'Received' when SAR 7 – GR form or SAR 7 form linked to the SAR 7 – GR Customer Reporting record is returned from the customer through
   a. Imaging
   b. BenefitsCal
   c. Barcoded Document Routing Detail Page

Note:

1. When a State SAR 7 for CF/GR Combination Case is sent back by the customer that was sent for the submit month, both SAR 7 and SAR 7 – GR Customer reporting Records will be updated as 'Received'.

2. State SAR 7 (SAR 7 Addendum/SAR 2/SAR 7) can be returned from BenefitsCal account if Periodic report has been sent for both CalFresh and GR Automated EDBC/CC Counties solution program for the SAR due month. SAR 7 – GR that will be sent for only GR Automated

EDBC/CC Counties solution program cannot be returned from BenefitsCal.

6. Update the Customer Reporting record status to 'Received' when GA/GR Automated EDBC/CC Counties solution program Periodic Reports correspondences are returned from the customer through
   a. Imaging
   b. Barcoded Document Routing Detail Page

2.11.3 Page Location

- Global: Eligibility
- Local: Reporting
- Task: Customer Reporting

2.11.4 Security Updates

There are no updates to the security settings

2.11.5 Page Mapping

There are no updates that require new page mapping.

2.11.6 Page Usage/Data Volume Impacts

There are no updates that impact the page usage or data volume.

2.12 SAR 7 – GR Correspondence Batch Trigger

2.12.1 Overview

This Section outlines the functionality with SAR 7 - GR Periodic reporting triggers for Alameda and Tulare counties

2.12.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
N00001	Alameda, Tulare	Forms	N/A	Self-Employment Sworn Statement	CSF 35	506506

N00003	Alameda, Tulare	Forms	N/A	Daily Tip Statement	CSF 34	506504

2.12.3 Description of Change

Create a new Batch Jobs to create SAR 7 – GR Periodic Reporting Correspondence along with Customer reporting record for cases in Alameda and Tulare counties for the following conditions:

1. County is setup for Semi-Annual Reporting.
2. There exists an active GA/GR Automated EDBC/CC Counties solution program for the Batch run month.
3. GA/GR Automated EDBC/CC Counties solution program on the case is due for the Semi-Annual Reporting in the next month.
4. A SAR 7 – GR customer reporting record applicable for the GA/GR Automated EDBC/CC Counties solution program does not exist on the case for the Submit Month.
5. One of the following conditions is true:
   a. GR Only Case or GR and CalFresh case where reporting is not in sync
      i. A State SAR 7 (SAR 7 Addendum/SAR 2/SAR 7) Correspondence Applicable for CalFresh doesn't exist on the case for the Submit Month and
      ii. Will not be generated on the same day for the Submit Month for CalFresh through batch.
   b. GR and CalFresh case where reporting is in sync
      i. A state SAR 7(SAR 7 Addendum/SAR 2/SAR 7) will be generated for CalFresh for the Submit Month on the Batch date or
      ii. A state SAR 7(SAR 7 Addendum/SAR 2/SAR 7) is already generated for the SAR due month

   Technical Note: Documents that will be generated for the Batch Date can be found in SYS_TRANSACT.

6. For each record returned in the driving query, records will be inserted into the batch transaction table to generate a SAR 7 – GR/ SAR 7 – GR (SAR 7A/SAR 7) and other Correspondences
   a. For 5.a)
      i. Alameda : SAR 7 – GR or Tulare : SAR 7 – GR (SAR 7A/SAR 7)
      ii. Self-Employment Sworn Statement
      iii. Daily Tip Statement
   b. For 5.b)
      i. Self-Employment Sworn Statement
      ii. Daily Tip Statement

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

2.12.4 Execution Frequency

Monthly – 6th Day from the end of the Month

2.12.5 Key Scheduling Dependencies

Predecessor: PB00R412 - SAR 7 Batch Sweep

Successor: Form Balancers

2.12.6 Counties Impacted

Alameda and Tulare

2.12.7 Data Volume/Performance

N/A

2.12.8 Failure Procedure/Operation Instructions

Operations staff will evaluate transmission errors and failures and determine the appropriate resolution.

2.13 SAR 7 – GR Customer Reporting Batch Trigger

2.13.1 Overview

This Section outlines the functionality with SAR 7 - GR Customer Reporting records for Alameda and Tulare counties

2.13.2 Description of Change

Create a new Batch Jobs to create SAR 7 – GR Customer Reporting records for cases in Alameda and Tulare counties

1. County is setup for Semi-Annual Reporting.
2. There exists an active GA/GR Automated EDBC/CC Counties solution program Batch run month.
3. GA/GR Automated EDBC/CC Counties solution program on the case is due for the Semi-Annual Reporting in the next month.
4. A SAR 7 - GR customer reporting record applicable for the GA/GR Automated EDBC/CC Counties solution program does not exist on the case for the Submit Month.
5. A state SAR 7(SAR 7 Addendum/SAR 2/SAR 7) is generated for CalFresh for the Submit Month.

2.13.3 Execution Frequency

Monthly – 6th Day from the end of the Month

2.13.4 Key Scheduling Dependencies

After Print File processing Jobs for the county

2.13.5 Counties Impacted

Alameda and Tulare

2.13.6 Data Volume/Performance

N/A

2.13.7 Failure Procedure/Operation Instructions

Operations staff will evaluate transmission errors and failures and determine the appropriate resolution

2.14 SAR 7 – GR Correspondence

2.14.1 Overview

This section outlines the functionality of SAR 7 – GR in the CalSAWS template repository.

State Form: SAR 7 - GR

Programs: GA/GR Automated EDBC/CC Counties solution program

Attached Forms: N/A

Forms Category: Forms

Template Repository Visibility: Migration Counties

Languages: English and Spanish

2.14.2 Correspondence Information

1. Add SAR 7 – GR to the CalSAWS template Repository.
2. SAR 7 – GR will be available only to GA/GR Automated EDBC/CC Counties solution program.
3. Use the existing current State SAR 7 (SAR 7 Addendum/SAR 2/SAR 7) PDF for SAR 7 – GR correspondence.
4. Create a SAR 7 – GR customer reporting records for GA/GR Automated EDBC/CC Counties solution program when the form is created from the CalSAWS template repository.

5. Add SAR 7 - GR in English and Spanish.

    a. Create SAR 7 - GR Form XDP's in English and Spanish.

    Form Header: LRS/CalSAWS Standard Header

    Form Title: Semi-Annual Eligibility Status Report (GR)

    Form Number: SAR 7 – GR

    Template Description: Used by Customers to report changes for . GA/GR Automated EDBC/CC Counties solution program. This form is a combination of the SAR 7 Addendum, SAR 7 and SAR 2 forms.

    Include NA Back 9: No

    Imaging Form Name: Semi-Annual Eligibility Status Report GR

    Imaging Document Type: Customer Reporting

    Form Mockup/Example: See Supporting Documents #6

    Note: TBD Imaging Values are for Imaging Fucntionality will receive by 02/15/2022)

6. CalSAWS standard footer will be used for the form.
7. Add the SAR 7 - GR correspondence to Template Repository. The following parameters will be required:

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

8. Display error message when the GA/GR Automated EDBC/CC Counties solution program is selected in Document Parameters page and the program is not on the case.

a. Program - The selected program does not exist in the case.

9. Add the following barcode options to the SAR 7 – GR Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
Y	Y	Y

10. Add the following print options to the SAR 7 - GR Form:

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

Mailing Requirements:
Mail-To (Recipient): Case Person selected on the Document parameter page
Mailed From (Return): Worker's Office Address
Mail-back-to Address: No
Outgoing Envelope Type: Standard Mail Envelope
Return Envelope Type: Returned Pre-Paid Envelope
Mailing Priority: No Priority (00)
BRM Address : Yes (Page 3)

Additional Requirements:
Special Paper Stock: N/A
Enclosures: Y
Electronic Signature: Y
Post to SSP (Self Service Portal): Y
Clock Indicator: Y

11. Variable Population for SAR 7 - GR Form

a. Header fields population

Field	Description
Section: Header - Page 1, Page 2, Page 3	
Worker Name	Name of Worker who is assigned to the Program

Field	Description
Worker ID	ID of Worker who is assigned to the Program
Worker Phone Number	Phone Number of Worker who is assigned to the Program
Case Name	Case Name on the Case
Date	Date on which SAR 7 - GR form generated
Customer ID	Customer Id of the Participant
Case Number	Case Number on the Case
Section: SAR 2 Page 2	
Family Size	N/A
Your Current Income	N/A
Your IRT is	N/A
Section: SAR 7 Page 3	
Report Month	Month before the SAR due Month
Submit Month	Online : SAR due Month Selected in Form Parameter Batch : Calculated SAR due Month of the Program

b. Form fields population:

> All fields are blank and editable when SAR 7 - GR form generated from Template Repository.

2.15 SAR 7 – GR (SAR 7A/SAR 7) Correspondence

2.15.1 Overview

This section outlines the functionality of SAR 7 – GR (SAR 7A/SAR 7) in the CalSAWS template repository.

State Form: SAR 7 – GR (SAR 7A/SAR 7)

Programs: GA/GR Automated EDBC/CC Counties solution program

Attached Forms: N/A

Forms Category: Forms

Template Repository Visibility: Migration Counties

Languages: English and Spanish

2.15.2 Correspondence Information

1. Add SAR 7 – GR (SAR 7A/SAR 7) to the CalSAWS template Repository.
2. SAR 7 – GR (SAR 7A/SAR 7) will be available only to GA/GR Automated EDBC/CC Counties solution program.
3. Create a SAR 7 – GR customer reporting records for GA/GR Automated EDBC/CC Counties solution program when the form is created from the CalSAWS template repository.

4. Add SAR 7 – GR (SAR 7A/SAR 7) in English and Spanish.

    a. Create SAR 7 – GR (SAR 7A/SAR 7) Form XDP's in English and Spanish.

    Form Header: Form Header: Cover Page with CalSAWS Standard Header

    Form Title: Semi-Annual Eligibility Status Report (GR)

    Form Number: SAR 7 – GR (SAR 7A/SAR 7)

    Template Description: Used by Customers to report changes for . GA/GR Automated EDBC/CC Counties solution program. This form is a combination of the SAR 7A and SAR 7 forms.

    Include NA Back 9: No

    Imaging Form Name: Semi-Annual Eligibility Status GR/SAR7A

    Imaging Document Type: Customer Reporting

    Form Mockup/Example: See Supporting Documents #7

    Note: TBD Imaging Values are for Imaging Fucntionality will receive by 02/15/2022)

5. CalSAWS standard footer will be used for the form.

6. Add the SAR 7 – GR (SAR 7A/SAR 7) correspondence to Template Repository. The following parameters will be required:

> **Required Form Input:** Case Number, Customer Name, Program, and Language, SAR Due Month

7. Display error message when the GA/GR Automated EDBC/CC Counties solution program is selected in Document Parameters page and the program is not on the case.
   a. Program - The selected program does not exist in the case.
8. Add the following barcode options to the SAR 7 – GR (SAR 7A/SAR 7)Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
Y	Y	Y

9. Add the following print options to the SAR 7 – GR (SAR 7A/SAR 7)Form:

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

Mailing Requirements:
Mail-To (Recipient): Case Person selected on the Document parameter page
Mailed From (Return): Worker's Office Address
Mail-back-to Address: No
Outgoing Envelope Type: Standard Mail Envelope
Return Envelope Type: Returned Pre-Paid Envelope
Mailing Priority: No Priority (00)
BRM Address : Yes (Page 5)

Additional Requirements:
Special Paper Stock: N/A
Enclosures: Y
Electronic Signature: Y
Post to SSP (Self Service Portal): Y
Clock Indicator: Y

10. Variable Population for SAR 7 - GR (SAR 7A/SAR 7) Form

a. Header fields population

Field	Description
Section: Header - Page 1, Page 5	
Worker Name	Name of Worker who is assigned to the Program
Worker ID	ID of Worker who is assigned to the Program
Worker Phone Number	Phone Number of Worker who is assigned to the Program
Case Name	Case Name on the Case
Date	Date on which SAR 7 - GR form generated
Customer ID	Customer Id of the Participant
Case Number	Case Number on the Case
Section: SAR 7 Page 5	
Report Month	Month before the SAR due Month
Submit Month	Online : SAR due Month Selected in Form Parameter Batch : Calculated SAR due Month of the Program

b. Form fields population:

All fields are ~~blank and~~ editable when SAR 7 – GR (SAR 7A/SAR 7) form generated from Template Repository.

2.16 SAR 7 – GR Not Received (X-NOA) Discontinuance Notice Triggers

2.16.1 Overview

Trigger SAR 7 - GR Not Received (X-NOA) Discontinuance Notice in batch for a case when an Individual fails to return the Customer Reporting Correspondence for the reporting period.

2.16.2 Correspondence Information

Reason Code	County	Category	NOA Action	Document Name	Number	Template
GN0065	Alameda	NOA	Discontinuance	GA Disc - SAR7 Not Received	701 3 (06/14)	609593
GN0065	Tulare	NOA	Discontinuance	GA Disc-Nonreceipt of Eligibility and Income Report	060-4	12337

2.16.3 Description of Change

1. Create New Batch Jobs for the Counties to trigger SAR 7 - GR Not Received (X-NOA) Discontinuance Notice for cases with following conditions:
   a. Periodic Reporting Correspondence that was sent has not been returned for the ==submit== month.
   b. Submit Month is month the Batch Job is running.
   c. GA/GR Automated EDBC/CC Counties solution program status is active currently for the current month.
   d. A Negative action of 'Not Received' is active for the Periodic Reporting Form.
   e. County Doesn't Particiate in County Sanctions for Periodic Reporting

Customer Reporting Negative Action Correspondences:

| County | Document not returned | | Resulting Triggered Document | |
	Document Number	Document Name	Negative Action NOA Number	Negative Action NOA Name
Alameda	SAR 7 /SAR 7 - GR	Semi Annual Eligibility/Status Report	701 3 (06/14)	GA Disc - SAR7 Not Received
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	060-4	GA Disc-Nonreceipt of Eligibility and Income Report

2. For each record returned in the driving query, a record will be inserted into the batch transaction table to generate a SAR 7- GR Not Received (X-NOA) Discontinuance Notice form during batch forms processing.

   Transaction values:

   i. Case ID: Case associated to GA/GR Automated EDBC/CC

Counties Program
   j. Program ID: Program ID
   k. Person ID: Primary Applicant of Active GA/GR Automated
      EDBC/CC Counties Program
   l. Type Code: FR
   m. Sub Type Code: TBD by build
   n. Eff Date: Batch Date
   o. Created By: Batch
   p. Updated By: Batch

2.16.4 Execution Frequency

Schedule batch jobs to run monthly on the 12th Calendar day.

2.16.5 Key Scheduling Dependencies

This job will run before forms balancers.

2.16.6 Counties Impacted

This job will run for counties in the Requirement

2.16.7 Data Volume/Performance

N/A

2.16.8 Failure Procedure/Operational Instructions

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.16.9 Miscellaneous Parameters

N/A

2.17 SAR 7 - GR Incomplete (Y-NOA) Discontinuance Notice Triggers

2.17.1 Overview

SAR 7 - GR Incomplete (Y-NOA) Discontinuance Notices are triggered when a required Customer Reporting Correspondence is returned incomplete.

2.17.2 Correspondence Information

Reason Code	County	Category	NOA Action	Number	Document Name	Template
~~GN0028~~	~~Tulare~~	~~NOA~~	~~Discontinuance~~	~~Y-3~~	~~GA Disc - Incomplete Eligibility and Income Report~~	~~12340~~
~~GN0032~~	~~Tulare~~	~~NOA~~	~~Discontinuance~~	~~Y-3~~	~~GA Disc - Incomplete Eligibility and Income Report~~	~~12340~~
GN0033	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340
GN0057	Alameda	NOA	Discontinuance	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete	609594
GN0057	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340
GN0058	Alameda	NOA	Discontinuance	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete	609594
GN0058	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340
GN0059	Alameda	NOA	Discontinuance	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete	609594
GN0059	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340
GN0060	Alameda	NOA	Discontinuance	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete	609594
GN0060	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340
GN0061	Alameda	NOA	Discontinuance	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete	609594
GN0061	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340
GN0062	Alameda	NOA	Discontinuance	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete	609594
GN0062	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340
GN0063	Alameda	NOA	Discontinuance	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete	609594
GN0063	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340
GN0064	Alameda	NOA	Discontinuance	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete	609594
GN0064	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340

Reason Code	County	Category	NOA Action	Number	Document Name	Template
GN0066	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340
GN0014	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340
GN0020	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340
GN0021	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340
GN0024	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340
GN0026	Tulare	NOA	Discontinuance	Y-3	GA Disc - Incomplete Eligibility and Income Report	12340

2.17.3 Description of Changes

1. Trigger the correspondence for all opted-in counties through Customer Reporting Detail page and the following conditions are met:
   a. Customer Reporting correspondence for GA/GR Automated EDBC/CC Counties solution program has been received back from the client.
   b. Customer Reporting record is marked as 'Incomplete' and a Incomplete Reason is Selected.
   c. County doesn't use the Sanction Process for periodic reports
   d. Periodic report has been designated by the county as requiring a negative action.
   e. GA/GR Automated EDBC/CC Counties solution program is active or discontinued.
   f. A GA/GR Periodic Report Not Received (X-NOA) Discontinuance Notice has not already sent out for the Periodic Reporting correspondence.
   g. A GA/GR Periodic Report Incomplete (Y-NOA) Discontinuance Notice has not already sent out for the Periodic Reporting correspondence.
   h. Customer Reporting correspondence is mapped in the County Parameter with the action indicator "Incomplete" negative action switch is Yes and with the incomplete reason the user selected.

Customer Reporting Negative Action Correspondences:

Returned Periodic report				Resulting Documen to Trigger		
County	Form Number	Customer Reporting Form Name	Incomplete Reason	Reason code	Negative Action NOA Number	Negative Action NOA Name
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	No signature	GN0058	Y-3	GA Disc - Incomplete Eligibility and Income Report
Alameda	SAR 7 / SAR 7 - GR	Semi Annual Eligibility/Status Report	No signature	GN0058	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	Did not date	GN0059	Y-3	GA Disc - Incomplete Eligibility and Income Report
Alameda	SAR 7 / SAR 7 - GR	Semi Annual Eligibility/Status Report	Did not date	GN0059	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	Dated before first of the month	GN0060	Y-3	GA Disc - Incomplete Eligibility and Income Report
Alameda	SAR 7 / SAR 7 - GR	Semi Annual Eligibility/Status Report	Dated before first of the month	GN0060	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	Information not provided for Y-N answer	GN0061	Y-3	GA Disc - Incomplete Eligibility and Income Report
Alameda	SAR 7 / SAR 7 - GR	Semi Annual Eligibility/Status Report	Information not provided for Y-N answer	GN0061	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	You failed to answer all the questions on the CW 7	GN0062	Y-3	GA Disc - Incomplete Eligibility and Income Report
Alameda	SAR 7 / SAR 7 - GR	Semi Annual Eligibility/Status Report	You failed to answer all the questions on the CW 7	GN0062	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	Need proof of information reported	GN0063	Y-3	GA Disc - Incomplete Eligibility and Income Report
Alameda	SAR 7 / SAR 7 - GR	Semi Annual Eligibility/Status Report	Need proof of information reported	GN0063	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	One or Two Required Signature Missing	GN0064	Y-3	GA Disc - Incomplete Eligibility and Income Report
Alameda	SAR 7 / SAR 7 - GR	Semi Annual Eligibility/Status Report	One or Two Required	GN0064	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete

Returned Periodic report				Resulting Documen to Trigger		
County	Form Number	Customer Reporting Form Name	Incomplete Reason	Reason code	Negative Action NOA Number	Negative Action NOA Name
			Signature Missing			
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	All Income Not Reported	GN0014	Y-3	GA Disc - Incomplete Eligibility and Income Report
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	No Verification of Assets	GN0020	Y-3	GA Disc - Incomplete Eligibility and Income Report
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	Information provided earlier not reported	GN0057	Y-3	GA Disc - Incomplete Eligibility and Income Report
Alameda	SAR 7 / SAR 7 - GR	Semi Annual Eligibility/Status Report	Information provided earlier not reported	GN0057	GA Y (06/14)	GA Disc - Reminder SAR7 Incomplete
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	Incorrect Date	GN0033	Y-3	GA Disc - Incomplete Eligibility and Income Report
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	Employment Information Missing	GN0021	Y-3	GA Disc - Incomplete Eligibility and Income Report
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	Earned Income Not Verified	GN0024	Y-3	GA Disc - Incomplete Eligibility and Income Report
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	Missing pay stubs	GN0026	Y-3	GA Disc - Incomplete Eligibility and Income Report
Tulare	SAR 7 / SAR 7 – GR (SAR 7A/SAR 7)	Semi Annual Eligibility/Status Report	Did not answer all questions correctly on the QR7	GN0066	Y-3	GA Disc - Incomplete Eligibility and Income Report

2.17.4 Miscellaneous Parameters

N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	Periodic Reporting Incomplete Reasons	Incomplete Reasons for Perdioic reporting for Different county	CA- 226398 GAGR Periodic Reporting Incomplete Reasons.xslx
2.	GA/GR Correspondence Batch Sync	Technical Details of GA/GR Correspondence Master Data Outbound Service	GA GR Correspondence Master Data Update Outbound Web Service.docx
3.	GA/GR Correspondence Batch Sync	Technical Details of CalSAWS Master Data Outbound Confirmation Service	CalSAWS Master Data Outbound Confirmation Service.docx
4.	GA/GR Correspondence Batch Sync	Technical Details of GA/GR Correspondence Master Data Confirmation Inbound Web service	GA GR Correspondence Master Data Confirmation Inbound Web Service.docx
5.	GA/GR Correspondence Reference Data Sync	Technical Details of CalSAWS reference Data Outbound Web Service	CalSAWS reference Data Outbound WebService.docx
6.	SAR 7 for GR similar to State CF/CW SAR 7	Combination of SAR 7 Addendum/SAR 2/SAR 7 forms	SAR 7 – GR English.pdf SAR 7 – GR Spanish.pdf
7.	SAR 7 for GR with SAR 7A and SAR 7	Combination of SAR 7A and SAR 7 forms	SAR 7 - GR (SAR71_SAR 7) English.pdf SAR 7 - GR (SAR71_SAR 7) Spanish.pdf

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 and generate county specific NOAs and Forms based upon each counties eligibility rules.	Correspondence- Forms: 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 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	This requirement is met based on the "NOAs listed in Appendix A" supplemented by the functionality described in this design document.

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
		calling DXC service where user will be able to add manual variables. Correspondence - NOAs: 1.The triggers for 164 NOAs will be developed in CalSAWS and DXC Correspondence Service will be called with the case/program information to render the NOA pdf. 2.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.	

*Note: DXC is now referred to as Gainwell

5   MIGRATION IMPACTS

General Assistance/General Relief functionality will be implemented as a new program for the 57 counties aside from Los Angeles. Los Angeles GA/GR functionality will not be modified.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-228236

Send SAR7 for Reminder IVR

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Michael Barillas
	Reviewed By	Edgars Reinholds; Shilpa Suddavanda;

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
2/14/2022	1.0	Initial Draft	Michael Barillas

Table of Contents

1 OVERVIEW

When the SAR 7 is not received, we automatically send a 'SAR7 Not Received Form' notifying the customer we haven't received their SAR 7 form. The following day IVR makes a call to the customer stating we haven't received their SAR 7. During the call the customer can request the document be resent. The document that is sent after that request is the document not received notification. In this SCR the IVR batch jobs will be modified to now send the persons corresponding SAR 7 document for resend.

1.1 Current Design

IVR Batch Jobs do not include the persons corresponding SAR 7 document id.

1.2 Requests

Modify the IVR Batch Jobs to now include the persons corresponding SAR 7 document id.

1.3 Overview of Recommendations

1. Modify the SAR 7 Not Received Batch Jobs to now include a new data element with the persons corresponding SAR 7 document.

1.4 Assumptions

1. Modified Batch Jobs will use the same existing logic as Correspondence for finding a persons corresponding SAR 7 document. If a result is not found the outbound file will still generate without the SAR 7 document id.

2 RECOMMENDATIONS

2.1 Include SAR7 Document ID in the IVR SAR7 Not Received Reminders

2.1.1 Overview

When the SAR 7 is not received, we automatically send a 'SAR7 Not Received Form' notifying the customer we haven't received their SAR 7 form. The following day IVR makes a call to the customer stating we haven't received their SAR 7. During the call the customer can request the document be resent. The document that is sent after that request is the document not received notification.

Modify the SAR 7 Not Received Batch Jobs to now include a new data element with the persons corresponding SAR 7 document.

2.1.2 Description of Change

1. Modify Batch Jobs 'IVR Late QR Reminder' (POxxM302) and 'IVR Balderas' POxxM304:
   a. Modify the outbound file generated by the batch jobs to now include new field 'Resend DocumentID'.
   b. Populate the new field with the persons corresponding SAR 7 generate document ID that was due the batch run month.

Field Name	Description
Document ID	Generate Document ID for the Reminder Form
First Name	Persons First Name
Last Name	Persons Last Name
Phone Number	Persons phone number
Due Date	Due Date
Language Code	Language Code
County Code	County Code
Resend DocumentID	Generate Document ID for the persons SAR 7

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

N/A

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...)

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.20.3.1	The LRS shall support one-way interfaces, as described in Section 4 (Summary of Required LRS Interfaces) of this Exhibit B.	CalSAWS is updating the IVR Late QR Reminder and IVR Balderas batch jobs to now include the SAR 7 document id.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-232055

ACL 21-85 Overpayments incurred during the COVID-19 Pandemic Emergency

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jimmy Tu
	Reviewed By	John B., Kapil S.

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/13/2021	1.0	Initial Version	Jimmy Tu

Table of Contents

1   OVERVIEW

Effective August 1, 2021, all nonfraudulent CalWORKs overpayments established on or after August 1, 2021, for the benefit months of April 2020 through the end of the COVID-19 pandemic emergency, or June 30, 2022, whichever date is sooner, must be classified as administrative-error (AE).

In addition, overpayment claims that include any months during the COVID-19 pandemic emergency period beginning in April 2020, must be classified as AE regardless of case circumstances. For example, an overpayment claim established for the semi-annual payment period starting in November 2019 through April 2020 (SAR 7 or redetermination was due in October) must be established as AE because the overpayment claim includes the overpaid month of April 2020. An overpayment classified as an AE under this policy shall not be reclassified.

1.1   Current Design

Currently when workers run EDBC and an OI/OP is detected, the system will suggest workers to either create a new recovery account or link the overpayment to an existing Recovery account.

Workers can also create external recovery accounts by using the "Create External Recovery Account" page.

1.2   Requests

1.   Data change any RA that include any overpayments from the COVID-19 pandemic emergency months to "Cash – Admin Caused".

1.3   Overview of Recommendations

1.   Data change any RA that include any overpayments during the COVID-19 pandemic emergency months to "Cash – Admin Caused".

1.4   Assumptions

1.   If a Recovery Account is in a closed status (Closed, Terminated, Voided, Transferred Out, Uncollectible, Discharged) the record will not be data changed. If a worker decides to re-activate the Recovery Account after the implementation of this SCR it will retain its original cause code.
2.   After the SCR is implemented, all these Cause Code updates will be sent to LA County in the ARS Claims Writer job. This is an existing functionality with no impacts.

2   RECOMMENDATIONS

2.1   Data Change Request

2.1.1   Overview

This Data Change Request is to change the cause of a recovery account to "Cash – Admin Caused" if the Recovery Account includes an overpayment from a COVID-19 emergency month.

2.1.2   Description of Change

1. Data change any Recovery Account that meet the following criteria to have the Cause of "Cash – Admin Caused" with the cause date of the DCR implementation date:
   1. Recovery Account has overpayments from any COVID-19 pandemic emergency months (April 01, 2020, to June 30, 2022) established (activated) on or after August 1, 2021.
   2. Investigation is one of the following:
      1. No Fraud
      2. None
      3. Dismissed
   3. Cause is one of the following:
      i. "Cash – Customer Caused"
      ii. "Cash – Late SAR7"
      iii. "Cash – Late QR7"
   4. Recovery Account Status is one of the following:
      i. Suspended
         1. Status Reason is not "Pending Fraud Prosecution".
      ii. Active
      iii. Pending
      iv. New
      v. Pending Agreement
      vi. Pending Approval.
   5. Program is one of the following:
      i. CW
      ii. RCA
      iii. WTW
      iv. CL
      v. REP

2. Create a Journal Entry for the recovery accounts identified above. The Journal Entry will say – "Recovery Account ######## established on xxxxxx was identified as an overpayment between April 01,2020 and June 30,2022. Cause code has been data changed to "Cash – Admin Caused due to AB 135."

2.1.3 Estimated Number of Records Impacted/Performance

19,061 records impacted.

3 SUPPORTING DOCUMENTS

None.

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.16.4.4	The LRS shall include the ability to process a mass update that involves the development of new policy in response to changes in federal, State, and local laws, rules, regulations, ordinances, guidelines, directives, policies, and procedures.	This requirement is being met by this SCR as we are updating the CalSAWS system to DCR Recovery Accounts with overpayments during the COVID 19 Pandemic months to have a cause of Cash – Admin Caused instead of Cash – Customer caused for new policy that is stated in ACL 21-85.

5 MIGRATION IMPACTS

None.

6 OUTREACH

6.1 Lists

This list will include the records that are excluded from the DCR due to being in Closed, Terminate, Voided, Transferred Out, Uncollectible, or Discharged status.

1. **List Name:** Recovery Accounts DCR exclusion list for AB135
   List Criteria:
     i. Recovery Account has overpayments from any COVID-19 pandemic emergency months (April 01, 2020, to June 30, 2022) established (activated) on or after August 1, 2021.
     ii. Recovery Account Status is one of the following: Closed, Terminated, Voided, Transferred Out, Uncollectible or Discharged.
          1. OR Investigation is one of the following:
               a. Investigations
               b. Court
               c. Misdemeanor
               d. Felony
          2. OR Cause is one of the following:
               a. Cash – Potential IPV
               b. Cash – IPV (wavier)
               c. Cash – IPV (ADH)
               d. Cash – IPV (Court)
2. **List Name:** Recovery Accounts DCR list for AB135
   <u>**List Criteria:**</u>
     i. Recovery Account has overpayments from any COVID-19 pandemic emergency months (April 01, 2020, to June 30, 2022) established (activated) on or after August 1, 2021.
     ii. Investigation is one of the following:
          1. No Fraud
          2. None
          3. Dismissed
     iii. Cause is one of the following:
          1. "Cash – Customer Caused"
          2. Cash – Late SAR7
          3. Cash – Late QR7
     iv. Recovery Account Status is one of the following:
          1. Suspended
               a. Status Reason is not "Pending Fraud Prosecution".
          2. Active
          3. Pending
          4. New
          5. Pending Agreement
          6. Pending Approval.
     v. Program is one of the following:
          1. CW
          2. RCA
          3. WTW
          4. CL
          5. REP

Standard Columns:
- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker

Additional Column(s): Recovery Account Number, Recovery Account Status, Recovery Account Investigation Status, Recovery Account Cause, Overpayment Effective Date, Program Type, Discovery Date

Frequency: One Time

The list will be posted to the following locations:

System	Path
CalSAWS	CalSAWS Web Portal > Application Development > Design Sharepoint > Fiscal > 2022 > 22.05 > CA-232055 CW Overpayment Incurred during COVID-19

7 APPENDIX

None.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-233615: Update Protective Custody Detail Page Data interface for LA DCFS only

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jennifer Muna
	Reviewed By	Ignacio Lazaro, Laura Ould

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/28/2021	1.0	Initial version	Jennifer Muna
02/01/2022	2.0	Added note for Partner Integration Testing.	Chris Carandang

Table of Contents

1 OVERVIEW

This SCR outlines the necessary updates to the Department of Children's Family Services (DCFS) Foster Care Inbound Interface when processing new Protective Custody Placement Authority in CalSAWS.

1.1 Current Design

The Protective Custody Authority Detail page has a "County Funds" section which only displays online if the field "Was the EA1 application approved?" is set to "No".

The "County Funds" section of the page contains only one field: "Do Medi-Cal benefits need to be issued for this placement authority?". When that field is visible online the user is required to select Yes or No before saving the page.

The DCFS FC Inbound Reader Interface receives the Protective Custody Placement Authority records for all new Los Angeles County FC placements with blank "Was the EA1 application approved?" and "Do Medi-Cal benefits need to be issued for this placement authority?" indicators. The inbound reader inserts the new records to the Placement Authority table and populates these two fields with a value "No". The results will display on the Protective Custody Authority Detail page.

When FC EDBC runs, it always sets the "Issue MC Benefits?" indicator on the Foster Care Aid Code table to 'True' unless:

* Placement Authority in effect at the time is "Protective Custody" and,
* "Do Medi-Cal benefits need to be issued…" field is not "Yes" ('No' or Blank).

When an FC EDBC is authorized, it transfers the values from the FC_AID_CODE table to the AID_CODE table. The AID_CODE table also has an "Issue MC Benefits?" indicator and it will be set to value on the FC_AID_CODE table unless the aid code is 45. If the Aid code is 45, the MC indicator on the AID_CODE table is always set to 'No'.

The MEDS interface uses the "Issue MC Benefits?" indicator on the Aid Code table to determine whether to transmit an EW20 transaction to MEDS for the FC case. Based on the above indicator logic, a Los Angeles County placement with a Protective Custody Placement Authority where the MC flag has not been updated to "Yes" online will not transmit an EW20 to MEDS and a case.

1.2 Requests

Update the DCFS FC Inbound interface to set the "Do Medi-Cal benefits need to be issued for this placement authority?" indicator to 'Yes' for any new Protective Custody placement authority received.

1.3 Overview of Recommendations

Update DCFS FC inbound interface to set the "Do Medi-Cal benefits need to be issued for this placement authority?" indicator to 'Yes' for any new Protective Custody placement authority received.

1.4 Assumptions

1. When a worker manually updates the "Do Medi-Cal benefits need to be issued for this placement authority?" indicator to "No" in the online page, EW20 is not sent.

2 RECOMMENDATIONS

2.1 Update DCFS Foster Care Inbound Reader

2.1.1 Overview

The DCFS FC Inbound Reader (PI19C884) processes and saves FC records sent by DCFS. This section outlines the necessary batch interface updates to automatically set the "Do Medi-Cal benefits need to be issued for this placement authority?" indicator to 'Yes' for any new Protective Custody placement authority received for Los Angeles County.

2.1.2 Description of Change

1. Update the DCFS FC Inbound Reader to set the CF_ISSUE_MEDI_CAL_BENEF_IND to 'Yes' for any new Protective Custody Placement Authority record received.

   Note: This change will require Partner Integration Testing.

2.1.3 Execution Frequency

No Changes.

2.1.4 Key Scheduling Dependencies

No Changes.

2.1.5 Counties Impacted

Los Angeles County.

2.1.6 Data Volume/Performance

N/A.

2.1.7 Interface Partner

Department of Child and Family Services (DCFS).

2.1.8 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

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Praveen Badabhagni
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/19/2022	1.0	Initial Draft	Praveen
03/08/2022	2.0	Added section 2.3 Don't fail Deceased Person in Non-financial Overall flow.	Praveen

Table of Contents

1   OVERVIEW

This SCR will implement Periodic Reporting and Redetermination Reporting functionality for the GA/GR Automated EDBC/CC Counties in CalSAWS.

1.1   Current Design

The GA/GR solution in the CalSAWS system does not include Periodic Reporting and Redetermination Reporting functionality.

1.2   Requests

The GA/GR Automated Solution will be expanded to allow system to process redetermination and periodic reporting. Also allows system to take negative action on the program for noncompliance of periodic reporting and redetermination process.

1.3   Overview of Recommendations

1. Update authorization logic to set initial RE due date at intake program.
2. Update authorization logic to auto advance the RE due date for on-gong programs.
3. Allow user to select RE period duration.
4. Allow user to select Periodic report cycle.
5. Update code table such that CalFresh participant receiving GA/GR Automated Solution program benefit will be considered as Categorical Eligible.

1.4   Assumptions

1. The existing Los Angeles County rules will remain unchanged.
2. This SCR CA-233752 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-233752 will be disabled until activated by the system property flag established in SCR CA-215687 which is part of the 20.11 release.
5. Alerts will be handled separately outside the Rules design in a separate SCR CA-220119.
6. 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.
7. All Data collection used in EDBC determination is effective for the benefit month.
8. All calculation for computed values will be detailed in the Visio diagram.

9. worker is responsible to align RE date if more than one active program exists in the same case.
10. Only Negative Action batch or online Negative action EDBC functionality will take negative action on program for 'Not Received', 'Incomplete' or 'noncompliance with requirements' for RE and PR.
11. Regular EDBC will not take negative action on program.
12. Negative action reasons related to PR and RE process are added as part of SCR CA- 229078.

2   RECOMMENDATIONS

2.1   Online GA/GR County Options Detail Page

2.1.1   Overview

Update GA/GR County Options Detail Page to allow user to select PR exemption Reason.

2.1.2   GA/GR County Options Detail Mockup

Figure 2.3.2.1 – GA/GR County Options Detail

2.1.3   Description of Changes

1. Add a new value type 'PR Exemption Reason' for the dropdown 'Type:'.
2. When the type 'PR Exemption Reason' is selected the following 'Reason' drop down will populate the following values:
   - BROU-Accommodation
   - BROU-QR7 Exemption
   - BROU-Forms Assistance

NOTE: Currently these reasons are used for Alameda County only, but it can be displayed for all counties.

2.1.4   Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: GA/GR -> GA/GR County Options**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 EDBC

2.2.1 County Admin Detail – Periodic Reporting

2.2.1.1 Overview

A new County Admin Detail page for Periodic Reporting will be created. This page is viewed by the County Administrator to view the list of rules applicable for the Periodic Reporting functionality to their county.

2.2.1.2 Description of Changes

a. The admin detail page for Periodic Reporting 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
e. Removed a rule **EDD005C001** (**Program Order -Call Cash pgm before Medical**) because as per CalSAWS framework always cash program runs before medical program, and the PR/RE functionality is same when this rule is made active or inactive.

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
Quarterly Reporting required except	Y	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	N

when all case recipients are >= 64.																	
Sanction individual when Quarterly Reporting not received on time.	Y	N	N	N	N	N	N	N	N	N	N	N	N	**Y**	N	N	N	N

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalWIN Rule	CalSAWS Rule
EDX110C010	Quarterly Reporting required except when all case recipients are >= 64	Quarterly Reporting required except when all recipients are >= 64.
EDX110C011	Sanction individual when Quarterly Reporting not received on time.	Sanction individual when Quarterly Reporting not received on time.

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
Indigent Burial applicable.	N	Y	N	Y	Y	N	N	N	Y	N	N	N	N	N	N	Y	N	N
For PR set to Monthly, Set Quarterly Reporting based on subsequent criteria rule.	N	N	N	Y	N	N	Y	N	N	N	N	N	N	N	N	N	N	N
Set Quarterly Reporting when individual is Unemployable.	N	N	N	Y	N	N	Y	N	N	N	N	N	N	N	N	N	N	N
Set Change Reporting when individual is Employable.	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	N

Below is the corresponding CalWIN rule number mapped to CalSAWS rules.

CalWIN Number	CalWIN Rule	CalSAWS Rule
EDX302C001	Indigent Burial applicable.	Indigent Burial applicable.
EDD001C010	For PR set to Monthly, Set Quarterly Reporting based on subsequent criteria rule	For PR set to Monthly, Set Quarterly Reporting based on subsequent criteria rule.
EDD001C011	Criteria for EDD001C010 - Set Quarterly Reporting when individual is Unemployable	Set Quarterly Reporting when individual is Unemployable.
EDD001C012	Set Change Reporting when individual is Employable	Set Change Reporting when individual is Employable.

2.2.2   Customer Reporting

1. CalSAWS uses the below customer reporting statuses to track the PR/RE packets. The current SCR changes will allow to use the same customer reporting statuses for GA/GR Automated Solution Program.
   - Sent
   - Received
   - Reviewed- Ready to Run EDBC
   - Complete- EDBC Accepted
   - Incomplete
   - Not Applicable

2. CalSAWS EDBC logic for all other programs flips PR/RE customer reporting status from "Reviewed-Ready to Run EDBC" to "Complete-EDBC Accepted" even the program is Discontinued due to the changes from PR/RE Packet and EDBC is run with Run Reason PR/RE (CA-235422). This functionality will be incorporated for GA/GR Automated Solution Program.

3. CalSAWS displays a pre EDBC validation which prevents user from authorizing new benefits in a new period unless the Customer Report has been set to 'Reviewed – Ready to Run EDBC'. This functionality will be incorporated for GA/GR Automated Solution Program.

2.2.3   Redetermination (RE) due date functionality

1. The CalSAWS Eligibility Authorization logic evaluates Initial Redetermination (RE) due date for intake(pending) program and

advances Redetermination (RE) dates automatically for on-going(active) program. This functionality will be updated for GA/GR Automated Solution program.

2. The RE determination logic manual EDBC works the same way as regular EDBC. Manual EDBC functionality is going to be implemented as part of SCR CA- 229078.

3. RE due date determined in EDBC will be displayed on Case Summary page.

4. System allows user to edit the RE due date as per the current CalSAWS functionality for other programs.

5. A new County Admin Detail page will be used to allow the user to select the RE period duration.

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
6 Months RE period	N	N	N	Y	Y	N	N	Y	N	N	Y	N	N	N	N	N	N	Y
12 Months RE period	Y	Y	Y	N	N	Y	Y	N	Y	Y	N	Y	Y	Y	Y	Y	Y	N

Redetermination (RE) due date Changes:

1. Intake (Pending) application:
   a. Update EDBC authorization logic to evaluate Initial Redetermination (RE) due date for Intake (Pending) application based on the following criteria:
      i. Compute Re due date by adding county RE duration to the Begin date of aid (logic is depicted in Visio diagram)

2. On-Going (Active) Program:

a. Update EDBC authorization logic to automatically advance Redetermination date for ongoing (Active) cases based on the following criteria:

    i. EDBC runs for the benefit month following the latest GR RE Due month.

    ii. Customer reporting packet status for the latest GR RE Due Month must be 'Reviewed- Ready to Run EDBC'.

    iii. When the criteria i and ii are met, perform the following actions:

- Set the EDBC Run Reason to 'RE'
- EDBC authorization logic advance the RE due month based on RE period from county admin page selection.
- Upon EDBC authorization, set customer reporting packet status for the latest GR RE Due Month to "Complete- EDBC Accepted".

2.2.4 Periodic Reporting Functionality

1. A new County Admin Detail page is proposed to allow user to select the periodic report cycle.

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
Monthly Reporting	N	N	N	Y	Y	N	N	Y	Y	N	Y	N	Y	N	N	N	N	Y
Quarterly Reporting	N	Y	Y	N	N	Y	N	N	N	Y	N	N	N	Y	N	N	N	N
Semi-Annual Reporting	Y	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	Y	N	N
Not subject to Reporting	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	Y	N

2. Update EDBC authorization logic to evaluates periodic reporting type and Periodic reporting type reason. (The logic is depicted in Visio diagram).

3. The below are the possible EDBC determined reporting type codes for GA/GR Automated solution program.

Reporting Type Code	Short Description
QR	Quarterly Reporting
MS	Semi-Annual Reporting
NR	Change Reporting
NO	Non-Reporting
MO	Monthly reporting

4. The below are the possible EDBC determined Reporting Type Reasons for GA/GR Automated solution program.

Reporting Type Reason	Periodic Reporting Type Reason
NE	Elderly/Disabled
NH	Homeless
NN	American Reservation
NS	Migrant Seasonal Farmworker
02	GR Accommodation
5B	GR Forms Assistance
6B	GR QR7 Exemption

5. Other teams will utilize EDBC determined periodic reporting type as below.
   o Client Correspondence team uses periodic reporting type to generate Periodic report forms.
   o Online team uses Periodic Reporting to compute Periodic reporting due month to display on Case Summary Screen along with Reporting type and Reporting Reason on Case summary Screen.

2.2.5 Periodic Reporting and Redetermination Status Reasons:

The following Status Reasons will be added to be used by Periodic Reporting/Redetermination Rule Functionality. The following reasons will set to the program/person level when the following conditions are met.

1. The program status reason CT73 'Exempt from Quarterly Reporting for 64 Years Old and Over' will be set as a program failure reason when all the following conditions are met:

a. The rule 'Quarterly Reporting required except when all recipients are >= 64.' is active.
b. All the individuals are 64 years old or older or turn 64 anytime during payment month.

Category	Short Description
73	Exempt from Quarterly Reporting for 64 Years Old and Over

2. The program status reason CT73 'Exempt from Quarterly Reporting for PR Exemption Reasons' will be set as a program failure reason when all the following conditions are met:
   a. The rule 'Quarterly Reporting required except when all recipients are >= 64.' is active.
   b. The following is not true: all the individuals are 64 years old or older or turn 64 anytime during payment month.
   c. A PR exemption reason is selected from GA/GR county options page.

Category	Short Description
73	Exempt from Quarterly Reporting for PR Exemption Reasons

3. The program status reason CT73 'No Longer Exempt from Quarterly Reporting' will be set as a program failure reason when all the following conditions are met:
   a. The rule 'Quarterly Reporting required except when all recipients are >= 64.' is active.
   b. The current periodic reporting is not exempted.
   c. The Program mode is not intake

Category	Short Description
73	No Longer Exempt from Quarterly Reporting

4. The person status reason CT73 'Did not Sign the Statement of Facts' will be set as a program failure reason when all the following conditions are met:
   a. The rule 'Quarterly Reporting required except when all recipients are >= 64.' is active.
   b. The statement of facts is not signed.

Category	Short Description
73	Did not Sign the Statement of Facts

5. The person status reason CT73 'The Individual is Deceased' will be set as a person failure reason when all the following conditions are met:
    a. The rule 'Quarterly Reporting required except when all recipients are >= 64.' is active.
    b. The individual is deceased.
    c. Either of the following:
        i. The rule 'Indigent Burial applicable.' is not active.
        ii. The rule 'Indigent Burial applicable.' is active, and the individual is not a Child.

Category	Short Description
73	The Individual is Deceased

6. The program status reason CT73 'Failure to Complete RE Process' will be set as a program failure reason when all the following conditions are met:
    a. The EDBC run date > RE cut-off date.

Category	Short Description
73	Failure to Complete RE Process

7. The program status reason CT73 'Failure to Comply with RE Process' will be set as a program failure reason when all the following conditions are met:
    a. The EDBC run reason is 'RE'.
    b. Has a negative action reason 'RE Non-Compliance'.

Category	Short Description
73	Failure to Comply with RE Process

8. The program status reason CT73 'Non–compliance with Redetermination Process' will be set as a program failure reason when all the following conditions are met:
    a. EDBC is running for negative action reason 'Non–compliance with Redetermination Process'.
    b. The following is not true: the EDBC result for either non-financial, financial and property is 'FAIL'.

Category	Short Description
73	Non–compliance with Redetermination Process

9. The program status reason CT73 'FTP Verification for GA Eligibility Determination' will be set as a program failure reason when all the following conditions are met:
   a. The EDBC run reason is 'RE'.
   b. Has a negative action reason 'Client failed to Cooperate in redetermination of eligibility'.

Category	Short Description
73	FTP Verification for GA Eligibility Determination

10. The program status reason CT73 'Rescinded a Discontinued Case' will be set as a program failure reason when all the following conditions are met:
   a. The EDBC run reason is not 'RE'.
   b. Program is Pending and rescinded.

Category	Short Description
73	Rescinded a Discontinued Case

11. The program status reason CT73 'Failure to Complete RRR Process' will be set as a program failure reason when all the following conditions are met:
   a. The EDBC run reason is 'RE'.
   b. Program type code is GA/GR

Category	Short Description
73	Failure to Complete RE Process

12. The program status reason CT73 'Failure to Comply with RE Process' will be set as a program failure reason when all the following conditions are met:
   a. The EDBC run reason is 'RE'.
   b. Person's Non-compliance record is for 'RE-Compliance (RD)'

Category	Short Description
73	Failure to Comply with RRR Process

13. The program status reason CT73 'The Report was Not Received on Time' will be set as a program failure reason when all the following conditions are met:

a. 'Sanction individual when Quarterly Reporting not received on time.' is active.
b. The negative action reason is 'Not Received' or 'Incomplete'.

Category	Short Description
73	The Report was Not Received on Time

14. The program status reason CT73 'Client Failed Timely Reporting of Facts Necessary for Correct Deter. of Aid' will be set as a program failure reason when all the following conditions are met:
a. 'Sanction individual when Quarterly Reporting not received on time.' is active.
b. The negative action reason is 'Not Received' or 'Incomplete'.

Category	Short Description
73	Client Failed Timely Reporting of Facts Necessary for Correct Deter. of Aid'

15. The program status reason CT73 'The Report is Incomplete' will be set as a program failure reason when all the following conditions are met:
c. 'Sanction individual when Quarterly Reporting not received on time.' is active.
c. The negative action reason 'Incomplete'.

Category	Short Description
73	The Report is Incomplete

Verification Reasons:

1. The program status reasons will be set as program status failure reasons when the following conditions are met:
a. Individual is not getting Medicare Part A or Medicare Part B
b. Unearned income type UIB is not verified.

Category	Short Description
73	Pend Individual for Failure to Avail Unconditional Income
	The Case is Pending Due to Failure to Avail Unconditional Income

	Indv Did Not Verify App/Acceptance of Cash Benefits Potentially Eligible to
	Client Fail Appl/Accpt 'Uncond. Available Income' He/She is Eligible for
	Failed to Apply Potential Available Income

2. The program status reason CT73 'The Individual did Not Avail Unconditional Income UIB Benefit' will be set as a program failure reason when all the following conditions are met:
   a. Individual is not getting Medicare Part A or Medicare Part B
   b. Unearned income type UIB is not verified.

Category	Short Description
73	The Individual did Not Avail Unconditional Income UIB Benefit

2.2.5.1 Correspondence

2.2.5.1.1 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 county-specific 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.

2.2.5.1.2 Description of Change

1. **Reason Code: XAN995 - FTP verification for GA Eligibility determination.**
   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 'FTP verification for GA Eligibility determination'.
         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 verification for GA Eligibility determination'.

18

b. Program Level Reason
c. County-specific information:

County	Action	Document Description	Number	Template
Santa Clara	Denial	Generic GA/GR Denial for Verification Checklist (VCL) Items - Santa Clara	CalSAWS 3-Santa Clara	12057
Santa Clara	Discontinuance	Generic GA/GR Disc for Verification Checklist (VCL) Items - Santa Clara	CalSAWS 4-Santa Clara	12064

2. **Reason Code: XAS901 - Failure to Complete RE Process.**

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 'Failure to Complete RE Process'.
b. Program Level Reason
c. County-specific information:

County	Action	Document Description	Number	Template
Alameda	Discontinuance	GA Disc - No Redetermination	GA 239W (10/10)	12652

3. **Reason Code: XAS902 - Failure to Comply with RE Process.**

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 'Failure to Complete RE Process'.
b. Program Level Reason
c. County-specific information:

County	Action	Document Description	Number	Template
Alameda	Discontinuance	GA Disc - No Redetermination	GA 239W (10/10)	12652
Sacramento	Discontinuance	DISCONTINUANCE-Various Reasons	CDS 013-1	12450

4. Reason Code: XAN531 - Exempt from Quarterly Reporting for 64 years old and over

a. Trigger Condition
   i. This form generates for the applicable counties when the current EDBC has the reason 'Exempt from Quarterly Reporting for 64 years old and over' and the reason is not in Prior EDBC or no Prior EDBC is present.

b. Program Level Reason

c. County-specific information:

County	Action	Document Description	Number	Template
Alameda	N/A	Informing Notice - Exempt from Periodic Reporting	90-601	607973

5. Reason Code: XAN530 - Exempt from Quarterly Reporting for PR Exemption Reasons'

a. Trigger Condition
   i. This form generates for the applicable counties when the current EDBC has the reason 'Exempt from Quarterly Reporting for PR Exemption Reasons' and the reason is not in Prior EDBC or no Prior EDBC is present.

b. Program Level Reason

c. County-specific information:

County	Action	Document Description	Number	Template
Alameda	N/A	Informing Notice - Temporarily Exempt From Periodic Reporting	90-600	607972

6. Reason Code: XAN532 - No Longer Exempt from Quarterly Reporting.

a. Trigger Condition
   i. This form generates for the applicable counties when the current EDBC has the reason 'No Longer Exempt from Quarterly Reporting' and the reason is not in Prior EDBC or no Prior EDBC is present.

b. Program Level Reason

c. County-specific information:

County	Action	Document Description	Number	Template

Alameda	N/A	Informing Notice - No Longer Exempt from Periodic Reporting	90-602	607974

7. **Reason Code: XAS751 - The individual's whereabouts are unknown.**
   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 'The individual's whereabouts are unknown'.
         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 'The individual's whereabouts are unknown'.
   b. Person Level Reason
   c. County-specific information:

County	Action	Document Description	Number	Template
Alameda	Discontinuance	GA Disc - Loss of Contact	098 4 (11/08)	12652
Alameda	Denial	GA Denial - Loss Of Contact	240 1 (10/10)	11462
Contra Costa	Discontinuance	GA Discontinuance - Loss of Contact	098 1	11526
Contra Costa	Denial	GA Denial - Loss of Contact	140 1	11519
Fresno	Discontinuance	General Relief Discontinuance - Various Reasons	022-B	11539
Fresno	Denial	General Relief Denial - Various Reasons	241-A	610728
Orange	Discontinuance	GR Discontinuance - Whereabouts Unknown	098 B	11614
Orange	Denial	GR Denial - Whereabouts Unknown	240 A	11608
Placer	Discontinuance	Loss of Contact	098-1	608577
Placer	Denial	Loss of Contact	140-0	608582

Sacramento	Discontinuance	DISCONTINUANCE-Various Reasons	CDS 013-1	12450
Sacramento	Denial	GA-Denial-Various Non-Financial Reason	CDS 112-1	11787
Santa Barbara	Discontinuance	GR - Disc - Client Reqst, Whereabouts Unk or Lack of Residence	066-0	12000
Santa Barbara	Denial	GR- Deny - Whereabouts Unk, Not a County Resident or Client Request	164-0	12332
Santa Clara	Discontinuance	GA Discontinuance - Loss of Contact/Whereabouts Unknown	GA 098	12013
Santa Clara	Denial	GA Denial - Loss of Contact	GA 240	12036
Santa Cruz	Discontinuance	Discontinued - Whereabouts Unknown for GA	003-B	12094
San Diego	Discontinuance	GR Discontinuance - Whereabouts Unknown	098-3	12726
San Francisco	Discontinuance	CAAP Discontinuance: Whereabouts Unknown/Returned Mail	010 0	12599
San Mateo	Discontinuance	GA Discontinuance - Whereabouts unknown	025 0	11964
San Mateo	Discontinuance	GA Disc - Client Moves/New Address/Living Circumstances Unknown	027 0	11964
Solano	Denial	GA - Denial/Discontinuance - Loss of Contact	164	12112
Solano	Discontinuance	GA - Denial/Discontinuance - Loss of Contact	164	12121
Sonoma	Discontinuance	GA Disc - Whereabouts Unknown	098-4 (09/99)	12534

Sonoma	Denial	GA Denial - Reporting Responsibilities/Whereabouts Unknown	140-4 (07/97)	12539
Tulare	Discontinuance	GA Disc - Loss of Contact	098-4	12337
Yolo	Discontinuance	GA Disc. - Loss of Contact - Fixed Residence	069-3	12247
Yolo	Denial	General Assistance Denial - Loss of Contact Fixed Residence	140-3	611332

8. Reason Code: XAS851 - Did not Sign the Statement of Facts

a. Trigger Condition
   i. This notice generates for the applicable counties when the person was 'Pending' and is now 'Denied' on the current EDBC with the reason 'Did not Sign the Statement of Facts.
b. Person Level Reason
c. County-specific information:

County	Action	Document Description	Number	Template
Alameda	Denial	GA Denial - Failure To Return Completed Application	106 5 (10/10)	11462

9. Reason Code: XAS750 - The Individual is Deceased.

a. Trigger Condition
   i. This notice generates for the applicable counties when the person was 'Active' in the previous saved EDBC and is now 'Discontinued' on the current EDBC with the reason 'The Individual is Deceased'.
      or
   ii. This notice generates for the applicable counties when the person was 'Pending' and is now 'Denied' on the current EDBC with the reason 'The Individual is Deceased'.
b. Person Level Reason
c. County-specific information:

County	Action	Document Description	Number	Template
Alameda	Discontinuance	GA Disc - Death of Recipient	001 1 (10/10)	12659

County	Action	Document Description	Number	Template
Alameda	Denial	GA Denial - Withdrawal - Death Of Applicant	242 1 (10/10)	12642
Contra Costa	Discontinuance	GA Discontinue - Death of a Recipient	001 0 (06/90)	11496
Contra Costa	Denial	GA Denial - Death of Applicant	242 0	11519
Orange	Discontinuance	GR Disc - Client Deceased	001 B	11590
Sacramento	Denial	GA Discontinuance Death of Recipient	CDS 001-1	11736
Sacramento	Discontinuance	GA Discontinuance Death of Recipient	CDS 001-1	11735
Sacramento	Discontinuance	GA Discontinuance Death of Recipient	CDS 001-1	608446
Santa Barbara	Discontinuance	GR- Disc - Incarcerated, Hospitalized, Death	056-0	12334
Santa Cruz	Discontinuance	Discontinuance - GA Discontinuance Due to Death	099-D	12094
San Francisco	Discontinuance	CAAP Discontinuance: Death	001 1	12599

10. **Reason Code: XAS853 - Didn't Apply for UAI**
    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 'Didn't Apply for UAI'.
        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 'Didn't Apply for UAI'.
    b. Program Level Reason
    c. County-specific information:

County	Action	Document Description	Number	Template

Alameda	Discontinuance	GA Disc - Failure to Apply for Available Resources or Income	066 1 (10/10)	12652
Alameda	Denial	GA Denial - Failure to Apply for Other Resources or Income	135 0 (10/10)	11462
Contra Costa	Discontinuance	GA Disc - Failure to Apply for Resource/Benefits - 2, 4, 6 Month POI	066 1	11497
Contra Costa	Denial	GA Denial - Refused to Apply for Other Resources	135 0	11519
Fresno	Discontinuance	General Relief Discontinuance - Failure to Apply for Available Income	002-A (11/98)	11539
Fresno	Denial	General Relief Denial - Various Reasons	241-A	610728
Orange	Denial	GR Denial - Failed to Apply for Other Income	135 A	11608
Placer	Discontinuance	Failed to Apply for Available Resources	066-0	608577
Placer	Denial	Refused to Apply for Other Benefits	135-0	608582
Sacramento	Discontinuance	DISCONTINUANCE-Various Reasons	CDS 013-1	12450
Sacramento	Denial	GA-Denial-Various Non-Financial Reason	CDS 112-1	11787
Santa Clara	Denial	GA Denial - Failed to Apply for All Benefits	GA 135	12038
Santa Cruz	Discontinuance	DISC.-Failure To Apply For Or Accept Income Or Resources for GA	008-B	12094
Santa Cruz	Denial	Denial - GA Denial for Failure to Apply For/Accept Income or Resources	117-B	610707
San Francisco	Discontinuance	CAAP Discontinuance: Failure to Apply for Other Income	042 1	12599

San Francisco	Denial	CAAP Denial - Failed Requirements for Other Income	CP 23	12597
San Mateo	Discontinuance	GA Discontinuance - other resources	004 0	11964
San Mateo	Denial	GA Denial - Failure to Utilize an Available Resource or Benefit	114 1	11953

2.2.6 EDBC – Categorical Eligible

1. CalFresh participant receiving GR benefit will be considered as Categorical Eligible and also set Public Assistance CalFresh (PACF) indicator as Yes.
2. Update CT18 table to set 'Considered Public Assistance' Flag to 'Y' for GA/GR Automated Solution Program.

2.2.7 EDBC – Negative Action EDBC

Allow Negative action EDBC logic to discontinue GA/GR automated Solution Program for non-compliance/incomplete of PR and RE negative action reasons.

- o Negative action EDBC logic will be added to discontinue GA/GR case for 'Negative Action Reason' specified in Negative Action EDBC Batch Sweep.

Negative action batch sweep will use the following reasons to discontinue the program when the following conditions met.

1. 'The report was not received on time' Status.
   - o 'Sanction individual when Quarterly Reporting not received on time' rule is active
   - o Recent Customer Report status is 'Sent'

Category	Short Description
CT73	The report was not received on time

2. 'The report is incomplete Status.
   - o 'Sanction individual when Quarterly Reporting not received on time' rule is active.
   - o Recent Customer reporting status is 'Incomplete'.

Category	Short Description
CT73	The report is incomplete

3. The person status reason CT73 'The Individual's Whereabouts are Unknown' will be set as a person failure reason when all the following conditions are met:

.

o Participant's Whereabouts are unknown.

Category	Short Description
73	The Individual's Whereabouts are Unknown

- Negative action EDBC logic will be added to set the below sanction reason when EDBC failed for above 1 and 2 Negative action reasons. (Call common sanction use case to create sanction).

Category	Short Description
CT10718	
	'Failure to complete Periodic Reporting'

2.3   EDBC – Don't fail Deceased Person in Non-Financial Overall flow

2.3.1   Overview
Current CalSAWS logic failing the Decease person in Non-financial Overall flow with reason "HH Mem Not Met Program Req". This skips Indigent Burial rule when program is active, and person is deceased date is prior to benefit month. (Defect CA-242014 created for the issue).

2.3.2   Description of Change
Update EDBC logic such that it will not fail Deceased person in non-financial overall flow.

2.4   Fiscal

2.4.1   Overview
Current CalSAWS logic skips the issuance for the months that are past PR or RE due date and reporting status is not 'Completed'. Extending this logic to GA/GR Automated solution program.

2.4.2 Description of Change

1. Add the following skip issuance reasons to the EDBC authorizations associated with the GA/GR Automated Solution program:

  a. Periodic Report Does Not Exist for the Reporting Period
  b. Periodic Report Incomplete
  c. Periodic Report Not Received for the Reporting Period
  d. Redetermination/Recertification received is not complete
  e. Redetermination/Recertification Does not Exist for submit month
  f. Redetermination/Recertification not received for submit month
  g. Report Received After 10 Day is Not Complete

2. Update the Skip Issuance logic to process the new Monthly Periodic Reporting type for the GA/GR Automated Solution program

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2314	The CONTRACTOR shall update the GA/GR reporting types on the Customer Reporting pages to be county specific based on each counties reporting requirements for their GA/GR program. The CONTRACTOR shall make the GA/GR forms customizable that goes out for each of the 58 Counties and the frequency (i.e. monthly, quarterly) for each type (i.e. employable/unemployable). The CONTRACTOR shall allow the 58 Counties that	Online: 1) The County Administration page must be modified to allow the frequency of the GR specific periodic reporting forms to modified by County Admins. 2) CalSAWS Eligibility Authorization logic will be modified to advance periodic / Redetermination dates automatically.	This SCR will meet the requirements.

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
	do not have reporting ability to opt in/out of this functionality for GA/GR.		

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. *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.
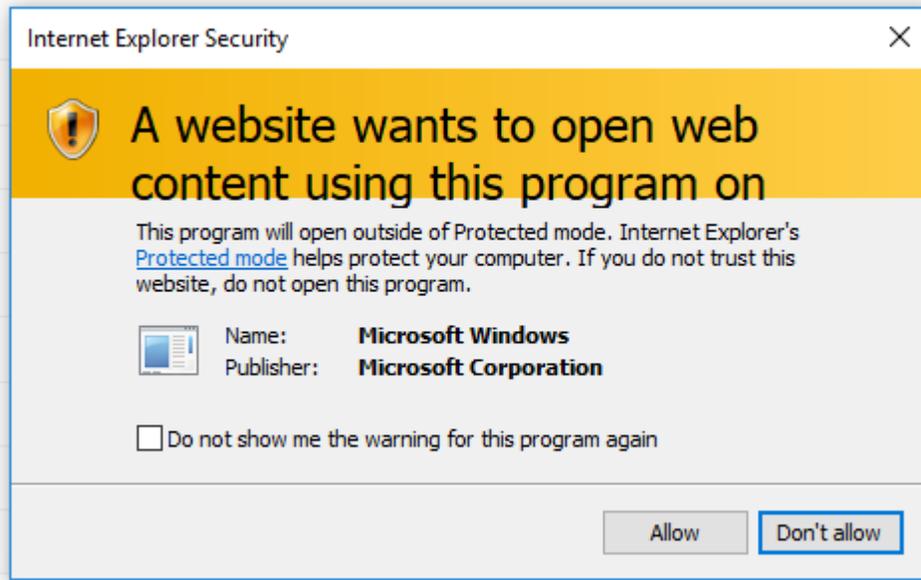
5. Click 'Allow' to open the file on Internet Explorer.
6. The internet Explorer will open with the below pop up in the bottom of the page

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.

30
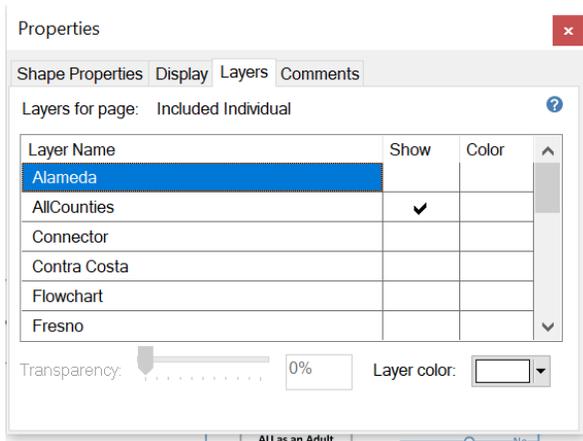
11. Then click the county name that is applicable to you, in this case Alameda
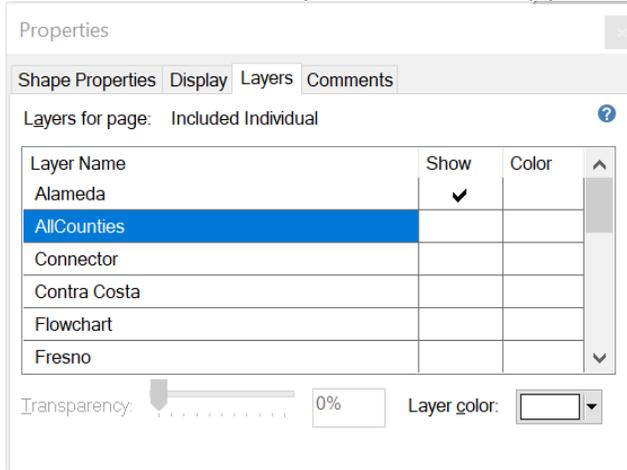
12. Once you select Alameda and close the properties pop up (by clicking the x button at top right corner like closing a tab or window) the flow diagram will show only the rules /functionalities applicable to Alameda.

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
- ☐ Fresno
- ☐ Orange
- ☐ Placer
- ☐ Sacramento
- ☐ San Diego
- ☐ San Francisco
- ☐ San Luis Obispo
- ☐ SanMateo
- ☐ Santa Barbara
- ☐ Santa Clara
- ☐ Santa Cruz
- ☐ Solano
- ☐ Sonoma
- ☐ Tulare
- ☐ Ventura
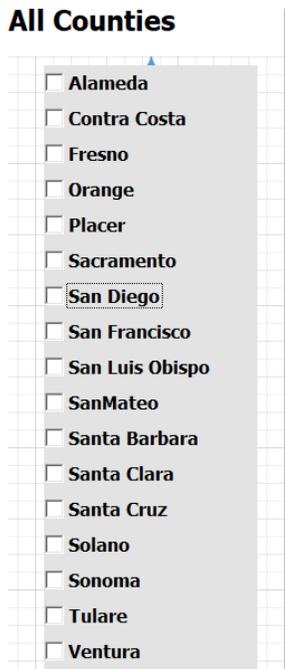
5. Then click the county name that is applicable to you, in this case Alameda as shown below

Alameda

- ☑ **Alameda**
- ☐ **Contra Costa**
- ☐ **Fresno**
- ☐ **Orange**
- ☐ **Placer**
- ☐ **Sacramento**
- ☐ **San Diego**
- ☐ **San Francisco**
- ☐ **San Luis Obispo**
- ☐ **SanMateo**
- ☐ **Santa Barbara**
- ☐ **Santa Clara**
- ☐ **Santa Cruz**
- ☐ **Solano**
- ☐ **Sonoma**
- ☐ **Tulare**
- ☐ **Ventura**

6. Once you select Alameda the flow diagram will show only the rules /functionalities applicable to Alameda.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-235391

County Option for Recovery Account Workload Assignment

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Jimmy Tu
	Reviewed By	John B., Kapil S.

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
1/25/2022	1.0	Initial Version	Jimmy Tu

Table of Contents

1 OVERVIEW

1.1 Current Design

With SCR CA-200316 we created two new pages in CalSAWS, "Recovery Account Workload Reassignment" page and "Recovery Account Automatic Assignment" page. These pages are used to assign recovery accounts to workers via overnight batch. These pages also allow users with the to reassign recovery accounts from one worker to another, or to unassign recovery accounts assigned to one Worker, allowing the nightly Recovery Account Assignment batch job to reassign the unassigned recovery accounts.

This functionality currently exists in CalSAWS only for C-IV counties. LA County assigns recovery accounts automatically to the program case owner.

Furthermore, LA County does not use the Collections Unit. The existing Workload Assignment job which assigns the workers from collections unit to a recovery account is turned off in CalSAWS for LA County.

1.2 Requests

1. Update the Recovery Account Automatic Assignment page to include new logic for Numerical Assignment Types.
2. Update the Recovery Account Assignment Batch to include rules for the Assignment Type of Numerical.
3. Update Category 15 Reference column 52 to include Recovery Account Assignment Types for CalWIN counties.

1.3 Overview of Recommendations

1. Update the Recovery Account Automatic Assignment page to include new logic for Numerical Assignment Types.
2. Update the Recovery Account Assignment Batch to include rules for CalWIN counties.
3. Update Category 15 Reference column 52 to include Recovery Account Assignment Types for CalWIN counties.

1.4 Assumptions

1. Ability to view page will be based on the existing rights associated to Recovery Account Automatic Assignment page, which are RecoveryAccountAutomaticAssignmentView and RecoveryAccountAutomaticAssignmentEdit.

2 RECOMMENDATIONS

2.1 Recovery Account Automatic Assignment page

2.1.1 Overview

This page will allow users to specify assignment rules to workers in a Collections Unit. The rules will be utilized by the ongoing Automated Assignment Batch process to assign Recovery Accounts to workers based on the Assignment type provided by each county as follows:

- Alphabetical
- Cause
- Percentage
- Program
- Workload

We are updating this page to include assignment types for the following:

- Numerical

2.1.2 Recovery Account Automatic Assignment Mockup

Recovery Account Automatic Assignment

Edit   Close

Assignment Type: Numerical

Assignment Rules ✱

Worker ID: **Name:**
⬛⬛⬛⬛⬛⬛   ⬛⬛⬛⬛⬛⬛

Language	Range
Spanish	0 - 3
English	0 - 3
Hmong	0 - 3

Worker ID: **Name:**
⬛⬛⬛⬛⬛⬛   ⬛⬛⬛⬛⬛⬛

Language	Range
Spanish	4 - 7
English	4 - 7

Worker ID: **Name:**
⬛⬛⬛⬛⬛⬛   ⬛⬛⬛⬛⬛⬛

Language	Range
Spanish	8 - 9
English	8 - 9
Hmong	4 - 9

Edit   Close

Figure 2.1.1 – Recovery Account Automatic Assignment page – Numerical (View Mode)

Figure 2.1.2 – Recovery Account Automatic Assignment page – Numerical (Edit Mode)

2.1.3 Description of Changes

1. Update the Recovery Account Automatic Assignment page to include new logic for Numerical.
2. Update the "Assignment Type" field to include the type of "Numerical".
3. Update the Rules Table to display the following for the Assignment Type of "Numerical":
   a. Language
   b. Range – Only displayed for the following for Assignment Types of Numerical. Field of two dropdown lists, each with numbers from 0-9. A range of numbers from 0-9 must be specified.
   c. For each listed language on the page, the entire range of numbers must be specified across all assignment rules.
4. For Assignment Type: Numerical, a validation message is displayed when Save is clicked and there is no worker assigned to the English Language.
   a. "Save – No Worker is assigned to accept Recovery Accounts with the English Language."
5. For Assignment Type: Numerical, a validation message will be displayed when Save is clicked if there are two or more assignment rules for a language with an overlapping number range.
   a. "Save – There are multiple assignment rules for the <language> language with an overlapping range of numbers."

8

6. For Assignment Type: Numerical, a validation message will be displayed when Save is clicked if there is not every number is assigned for a Language.
    a. "Save – There are number(s) that are not assigned to any worker for the <language> language."
7. For Assignment Type: Numerical, a validation message will be displayed when Save is clicked if there is a Range where the begin value is numerically greater than the end value.
    a. "Range Begin – The beginning value of the range is numerically greater than the end value."
    b. The 'Range' hyperlink will set focus to the first dropdown list of the range for the first Range where the begin value is numerically greater than the end value.

2.1.4 Page Location

Global: Fiscal

Local: Collections

Task: Recovery Account Automatic Assignment

Note: This menu item will not be displayed if the County opts to use the Workload Assignment Type

2.1.5 Security Updates

No Changes.

2.1.6 Page Mapping

No Changes.

2.1.7 Page Usage/Data Volume Impacts

No changes.

2.2 Recovery Account Assignment Batch

2.2.1 Overview

This section describes the updates to the Automatic Assignment Batch job (PBxxF109) to utilize the assignment rules (records saved in the RECOV_ACCT_ASSIGN table) when assigning Recovery Accounts to workers.

2.2.2 Description of Change

1. Update the Recovery Account Assignment Batch (PBXXF109) to include rules for numerical.
   a. For Assignment Type: Numerical
      i. The batch process will get all the languages in which there are assignment rules for the County.
      ii. For each unassigned Recovery Account:
         1. If the Case on the Recovery Account has other Recovery Accounts already assigned to a worker, batch will assign the Recovery Account to the same Position ID.
         2. Otherwise, it will get the language of the Responsible Party on the Recovery Account and the last digit of the Case Number. Batch will then assign the Recovery Account to the Position ID of the worker who is accepting Recovery Accounts with that language and digit combination.
      iii. If there is no Position ID for that language and digit combination:
         1. If the character is a letter and not a digit, batch will assign the Recovery Account to the Position ID of the worker who is accepting Recovery Accounts for that language and the digit '0'.
         2. If there is no Position ID for that language, batch will assign the Recovery Account to the Position ID of the worker who is accepting Recovery Accounts for the English language and that digit.
         3. If the character is a letter and there is no Position ID for that language, batch will assign the Recovery Account to the Position ID of the worker who is accepting Recovery Accounts for the English language and the digit 0.

2.2.3 Execution Frequency

No Change.

2.2.4 Key Scheduling Dependencies

No Change.

2.2.5 Counties Impacted

No Change.

2.2.6 Data Volume/Performance

No Change.

2.2.7 Failure Procedure/Operational Instructions

No change.

2.3 Code Table Change Request

2.3.1 Overview

Update Reference column 52 in code detail category 15 to include Recovery Account Assignment Type for each CalWIN county.

2.3.2 Description of Change

1. Update Reference column 52 in Category 15 to have the following values for each CalWIN county:
   a. Alameda – Workload
   b. Contra Costa – Workload
   c. Fresno – Workload
   d. Placer – Workload
   e. Sacramento – Workload
   f. San Diego – Workload
   g. Santa Clara – Workload
   h. Santa Cruz – Workload
   i. Tulare – Workload
   j. Ventura – Workload
   k. Yolo – Workload
   l. Orange – Alphabetical
   m. San Luis Obispo – Alphabetical
   n. Solano – Alphabetical
   o. Sonoma – Alphabetical
   p. San Francisco – Percentage
   q. San Mateo – Numerical
   r. Santa Barbara – Program

2.3.3 Estimated Number of Records Impacted/Performance

8 records impacted.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4   REQUIREMENTS

4.1   Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

5   MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?

6   OUTREACH

None

7   APPENDIX

None.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-235503

Non-Compliance Updates to Handle Converted CalWIN Data

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Yale Yee
	Reviewed By	Build and test teams, BAs

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/17/2022	1.0	Initial Document	Yale Yee

Table of Contents

1 OVERVIEW

Per CA-208569, Non-Compliance reasons in C-IV were converted into the CalSAWS system. Logic was added to preserve the role/role reason on the EDBC if the Non-Compliance reason was applicable for the benefit month. All Non-Compliance reasons in CalWIN were converted into CalSAWS. The preservation logic will be applied to CalWIN counties.

1.1 Current Design

Non-Compliance reasons in C-IV were converted into CalSAWS and logic was added to preserve the role and role reason on the EDBC if the Non-Compliance reason was applicable for the benefit month.

Per design of CA-208569:

"For person level closures that will not close the entire program, preserve the role/role reason on the EDBC if the Non-Compliance reason is applicable for the benefit month.

This will allow the Non-Compliance to continue to be applied through EDBC when the User has not updated the appropriate data collection page or end-dated the converted non-compliance record.

Example:

A person has a high-dated Non-Compliance record Type of Procedural Requirement and a Reason of Immunization on a C-IV program. When the Non-Compliance record is converted from C-IV into LRS/CalSAWS, the Non-Compliance record will display on the Eligibility Non-Compliance Detail page. When the User runs EDBC, the Run EDBC page will display a validation message. If the User is not able to update the Immunization Detail page and end-date the converted Non-Compliance record, EDBC will display the role/role reason (e.g., MMO/FTP Immunization) that was determined in the C-IV system if the Non-Compliance reason is applicable for the benefit month."

Note: The changes are implemented for C-IV counties and the above example, in reference to C-IV, will be applied for CalWIN counties per the changes of this SCR.

1.2 Requests

Add CalWIN counties to the logic to preserve the role and role reason on the EDBC if the Non-Compliance reason was applicable for the benefit month.

1.3 Overview of Recommendations

1. Add CalWIN counties to the logic for preserving the role and role reason on the EDBC.

1.4 Assumptions

1. Only CalWIN counties will apply the changes of this SCR.
2. Existing role/role reasons preservation logic will not change.

2 RECOMMENDATIONS

2.1 Add CalWIN Counties to Preservation Logic

2.1.1 Overview

CalWIN counties will be added to the role/role reason preservation logic on the EDBC.

EDBC will preserve information based on the Non-Compliance record if the Non Compliance reason is applicable in the benefit month.

2.1.2 Description of Changes

1. Add all CalWIN counties to the role/role reason preservation logic (implemented with CA-208569).

2.1.3 Programs Impacted

CF, CW, MC, DV, IN, RCA

2.1.4 Performance Impacts

N/A

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-236029

Update Forms to Current Version

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Indira Ramasamy
	Reviewed By	P Madhan Kumar

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/15/2022	1.0	Initial Draft	Indira Ramasamy

Table of Contents

1 OVERVIEW

The purpose of this change is to update the listed forms to the current version to CalSAWS.

1.1 Current Design

Currently CalSAWS has older versions of State forms that need to be updated to the current version from the CDSS/DHCS/Homeland Security.

1.2 Requests

Update the following forms to the current version (Eng. Only):
1. FC 3A (Supplement) - AFDC-FG/U Worksheet (11/2004)
2. FC 3 - Determination of Federal AFDC-FC Eligibility (10/2019)
3. WTW 18 - Learning Needs Screening (04/2016)
4. FC 8 - Federal Eligibility Certification for Adoption Assistance Program (11/2019)
5. RS 18 - Refugee Services Information Transmittal (05/2003)
6. SOC 452 -Cash Assistance Program for Immigrants (CAPI) Income Eligibility - Adult (06/2019)
7. SOC 813 -Cash Assistance Program for Immigrants (CAPI) Indigence Exception Determination 07/2020)
8. MC 19 -Important Info for New Supplemental Security Income/State Supplementary Payment (SSI/SSP) (08/2017)
9. G-845 Supplement - Supplement Document Verification Request Supplement (04/08/21)
10. G-845 -Document Verification Request (Homeland Security - USCIS) (04/08/21)

1.3 Overview of Recommendations

Update the below English forms to match with the latest state version.
1. FC 3A (Supplement) - AFDC-FG/U Worksheet (11/2004)
2. FC 3 - Determination of Federal AFDC-FC Eligibility (10/2019)
3. WTW 18 - Learning Needs Screening (04/2016)
4. FC 8 - Federal Eligibility Certification for Adoption Assistance Program (11/2019)
5. RS 18 - Refugee Services Information Transmittal (05/2003)
6. SOC 452 -Cash Assistance Program for Immigrants (CAPI) Income Eligibility - Adult (06/2019)
7. SOC 813 -Cash Assistance Program for Immigrants (CAPI) Indigence Exception Determination 07/2020)
8. MC 19 -Important Info for New Supplemental Security Income/State Supplementary Payment (SSI/SSP) (08/2017)
9. G-845 Supplement - Supplement Document Verification Request Supplement (04/08/21)

10. G-845 -Document Verification Request (Homeland Security - USCIS) (04/08/21)

1.4 Assumptions

1. All latest state Version forms will have the CalSAWS Standard Header similar to the current existing English Form.
2. Print options for latest state version forms will be the same as existing English Form.
3. All the triggers for the latest state version form will be the same as existing English form.

2 RECOMMENDATIONS

2.1 Update FC 3A - AFDC-FG/U Worksheet English form to match with the latest state version.

2.1.1 Overview

This effort is to update the existing FC 3A - AFDC-FG/U Worksheet (1/2004) English form to the latest state version (11/2004)

State Form: FC 3A (11/2004)

Form Title: AFDC-FG/U Worksheet

Programs: FosterCare

Forms Category: Forms

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: This form is used to determine if the child would have received federal AFDC-FG/U in the month of petition based on the circumstances in the home of the parent or relative from whom the child was removed.

Languages: English

Imaging Form Name: AFDC-FG/U Worksheet

Imaging Document Type: Foster Care (FC)

2.1.2 Description of Change

1. Update existing FC 3A English form XDP to match with the latest state version of (11/2004). See Supporting Document #1

Form Header: CalSAWS Standard Header #3

 Include NA Back 9: No

Form Mockup/Example: See Supporting Document #1

2. Add the following barcode options to the FC 3A Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

3. Add the following print options to the FC 3A Form:

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

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
Mail Priority: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: No

2.2 Update FC 3 - Determination of Federal AFDC-FC Eligibility English form to match with the latest state version.

2.2.1 Overview

This effort is to update the existing FC 3 (11/04) English form to the latest state version (10/2019).

State Form: FC 3 (10/2019)

Form Title: Determination of Federal AFDC-FC Eligibility

Programs: FosterCare

Forms Category: Forms

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: This form is used to determine if a customer is AFDC-FC Eligible.

Languages: English

Imaging Form Name: Determination of Federal AFDC-FC Elig

Imaging Document Type: Foster Care (FC)

2.2.2 Description of Change

1. Update existing FC 3 English form XDP to match with the latest state version of (10/2019). See Supporting Document #2

2. Create FC 3 form XDP in Spanish language.

>   **Form Header:** CalSAWS Standard Header #3
>
>   **Include NA Back 9:** No
>
>   **Form Mockup/Example:** See Supporting Document #2

3. Add the following barcode options to the FC 3 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

4. Add the following print options to the FC 3 Form:

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

Mailing Requirements:
Mail-To (Recipient): N/A
Mailed From (Return): N/A
Mail-back-to Address: N/A
Outgoing Envelope Type: N/A
Return Envelope Type: N/A
Mail Priority: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: No

2.3 Update WTW 18 - Learning Needs Screening English form to match with the latest state version.

2.3.1 Overview

This effort is to update the existing WTW 18 (12/2015) English form to latest state version (04/2016).

State Form: WTW 18 (04/2016)

Form Title: Learning Needs Screening

Programs: Cal-Learn, REP, Welfare to Work

Forms Category: Forms

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: Learning Needs Screening

Languages: English

Imaging Form Name: Learning Needs Screening

Imaging Document Type: Learning Disability Documents

2.3.2 Description of Change

1. Update existing WTW 18 English form XDP to match with the latest state version of (04/2016). See Supporting Document #3

    Form Header: CalSAWS Standard Header #3

    Include NA Back 9: No

    Form Mockup/Example: See Supporting Document #3

2. Add the following barcode options to the WTW 18 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

4. Add the following print options to the WTW 18 Form:

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

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
Mail Priority: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: No

2.4 Update FC 8- Federal Eligibility Certification for Adoption Assistance Program English form to match with the latest state version.

2.4.1 Overview

This effort is to update the existing FC 8 (5/2015) English form to latest state version (11/2019).

State Form: FC 8 (11/2019)

Form Title: Federal Eligibility Certification for Adoption Assistance Program

Programs: Adoptions Assistance Program

Forms Category: Forms

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: This form requests information for the purpose of determining eligibility for federal reimbursement of the AAP payment costs.

Languages: English

Imaging Form Name: Federal Eligibility Certification AAP

Imaging Document Type: Adoption Assistance Program (AAP)

2.4.2 Description of Change

1. Update existing FC 8 English form XDP to match with the latest state version of (11/2019). See Supporting Document #4

   Form Header: DCFS Standard Header

   Include NA Back 9: No

   Form Mockup/Example: See Supporting Document #4

2. Add the following barcode options to the FC 8 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

3. Add the following print options to the FC 8 Form:

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

Mailing Requirements:
Mail-To (Recipient): Applicant selected on the document parameters page.
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard
Return Envelope Type: N/A
Mail Priority: Same Day Priority

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: No

2.5 Update RS 18 - Refugee Services Information Transmittal English form to match with the latest state version.

2.5.1 Overview

This effort is to update the existing RS 18 (9/92) English form to latest state version (05/2003).

State Form: RS 18 (05/2003)

Form Title: Refugee Services Information Transmittal

Programs: CalWORKs

Forms Category: Forms

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: This form is use by District Staff for Refugee Services Information Transmittal.

Languages: English

Imaging Form Name: Refugee Services Info Transmittal

Imaging Document Type: CalWORKs (CW)

2.5.2 Description of Change

1. Update existing RS 18 English form XDP to match with the latest state version of 05/2003). See Supporting Document #5

   Form Header: CalSAWS Standard Header #3

   Include NA Back 9: No

   Form Mockup/Example: See Supporting Document #5

2. Add the following barcode options to the RS 18 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

3. Add the following print options to the RS 18 Form:

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

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
Mail Priority: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: Yes

2.6 Update SOC 452 - Cash Assistance Program for Immigrants (CAPI) Income Eligibility - Adult English form to match with the latest state version.

2.6.1 Overview

This effort is to update the existing SOC 452 (1/17) English form to latest state version (06/2019).

State Form: SOC 452 (06/2019)

Form Title: Cash Assistance Program for Immigrants (CAPI) Income Eligibility – Adult

Programs: CAPI

Forms Category: Forms

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: This form is used to manually compute the alien's income in determining CAPI eligibility (SCR 45446- 2017 CAPI PAYMENT STANDARD/COST OF LIVING ADJUSTMENT (COLA)). This form is user initiated from the repository.

Languages: English

Imaging Form Name: CAPI Income Eligibility - Adult

Imaging Document Type: CAPI

2.6.2 Description of Change

1. Update existing SOC 452 English form XDP to match with the latest state version of (06/2019). See Supporting Document #6

Form Header: CalSAWS Standard Header #3

Include NA Back 9: No

Form Mockup/Example: See Supporting Document #6

2. Add the following barcode options to the SOC 452 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

3. Add the following print options to the SOC 452 Form:

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

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
Mail Priority: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: No

2.7 Update SOC 813 - Cash Assistance Program for Immigrants (CAPI) Indigence Exception Determination English form to match with the latest state version.

2.7.1 Overview

This effort is to update the existing SOC 813 (1/14) English form to latest state version (07/2020).

State Form: SOC 813 (07/2020)

Form Title: Cash Assistance Program for Immigrants (CAPI) Indigence Exception Determination

Programs: CAPI

Forms Category: Forms

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: This form contains sponsors' and applicants' personal and financial information in regards to sponsored immigrants for Federal SSI eligibility.

Languages: English

Imaging Form Name: CAPI Indigence Exception Determination

Imaging Document Type: CAPI

2.7.2 Description of Change

1. Update existing SOC 813 English form XDP to match with the latest state version of (07/2020). See Supporting Document #7

   Form Header: CalSAWS Standard Header #3

   Include NA Back 9: No

   Form Mockup/Example: See Supporting Document #7

2. Add the following barcode options to the SOC 813 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

3. Add the following print options to the SOC 813 Form:

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

Mailing Requirements:
Mail-To (Recipient): N/A
Mailed From (Return): N/A
Mail-back-to Address: N/A
Outgoing Envelope Type: N/A
Return Envelope Type: N/A

Mail Priority: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: No

2.8 Update MC 19 - Important Info for New Supplemental Security Income/State Supplementary Payment (SSI/SSP) Recipients English form to match with the latest state version.

2.8.1 Overview

This effort is to update the existing MC 19 (9/13) English form to latest state version (08/2017).

State Form: MC 19 (08/2017)

Form Title: Important Info for New Supplemental Security Income/State Supplementary Payment (SSI/SSP) Recipients

Programs: Medi-Cal

Forms Category: Forms

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: It's brochure with important Medi-Cal information for new SSI/SSP recipients.

Languages: English

Imaging Form Name: Important Info for SSI/SSP Recipients

Imaging Document Type: Medi-Cal (MC)

2.8.2 Description of Change

1. Update existing MC 19 English form XDP to match with the latest state version of (08/2017). See Supporting Document #8

    Form Header: CalSAWS Standard Header #3

    Include NA Back 9: No

    Form Mockup/Example: See Supporting Document #8

2. Add the following barcode options to the MC 19 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode

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

3. Add the following print options to the MC 19 Form:

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

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
Mail Priority: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: No

2.9 Update G-845 Supplement - Supplement Document Verification Request Supplement English form to match with the latest state version.

2.9.1 Overview

This effort is to update the existing G-845 Supplement (1/08/12) English form to latest state version (04/08/21).

State Form: G-845 Supplement (04/08/21)

Form Title: Supplement Document Verification Request Supplement

Programs: All

Forms Category: Forms

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: This form is used to determine eligibility for Federal, State, and local public benefits. This form must be used with a completed Form G-845 to Request Verification.

Languages: English

Imaging Form Name: Supplement Document Verif Request Supp

Imaging Document Type: Sponsor Related

2.9.2 Description of Change

1. Update existing G-845 Supplement English form XDP to match with the latest state version of (04/08/21). See Supporting Document #10

> **Form Header:** N/A
>
> **Include NA Back 9:** No
>
> **Form Mockup/Example:** See Supporting Document #10

2. Add the following barcode options to the G-845 Supplement Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
Y	N	Y

3. Add the following print options to the G-845 Supplement Form:

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

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
Mail Priority: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: No

2.10 Update G-845 Document Verification Request English form to match with the latest state version.

2.10.1 Overview

This effort is to update the existing G-845 (1/08/12) English form to latest state version (04/08/21).

State Form: G-845 (04/08/21)

Form Title: Document Verification Request

Programs: All

Forms Category: Forms

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: This form is used to determine immigrant eligibility for Federal, State, and local public benefits.

Languages: English

Imaging Form Name: Document Verif Request

Imaging Document Type: Sponsor Related

2.10.2 Description of Change

1. Update existing G-845 English form XDP to match with the latest state version of (04/08/21). See Supporting Document #10

   Form Header: N/A

   Include NA Back 9: No

   Form Mockup/Example: See Supporting Document #10

2. Add the following barcode options to the G-845 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
Y	N	Y

3. Add the following print options to the G-845 Form:

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

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
Mail Priority: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: No

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	FC 3A	FC3A_EN.pdf
2	Correspondence	FC 3	FC3_EN.pdf
3	Correspondence	WTW 18	WTW18_EN.pdf
4	Correspondence	FC 8	FC8_EN.pdf
5	Correspondence	RS 18	RS18_EN.pdf
6	Correspondence	SOC 452	SOC452_EN.pdf
7	Correspondence	SOC 813	SOC813_EN.pdf
8	Correspondence	MC 19	MC19_EN.pdf
9	Correspondence	G-845 Supplement	G-845S_EN.pdf
10	Correspondence	G-845	G-845_EN.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-236175

NA 791 – Turn form batch on, add PAS variable

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/11/2021	1.0	Initial Document	Jasmine Chen
01/10/2022	1.1	Updates per BA confirmation	Jasmine Chen
01/25/2022	1.2	Updates per CC Build discussion	Jasmine Chen
01/28/2022	1.3	Updated per BA discussion	Jasmine Chen

Table of Contents

1 OVERVIEW

1.1 Current Design

Form version

The NA 791 form generation batch, PB00R2001, was turned off for Migration counties via CA-235468 because the associated NA 791 version was generating with Los Angeles County references.

NOA version

The NA 791 NOA version in CalSAWS (generated via EDBC) currently populates only Los Angeles County's Post Adoption Services (PAS) phone number. The system does not have the PAS phone numbers for other counties.

Example: NA 791 – NOA Reason, NMD Turning Age 18

Description of the Action. Effective Date 05/31/2021, the following action will be taken regarding your child's Adoption Assistance Program (AAP) benefits:

Your child's AAP benefits, including, Medi-Cal Coverage will be terminated:

Your child will be age 18.

Your child may be eligible for the extension of AAP benefits to age 21. Contact Post Adoption Services at 800-735-4984 request the extension of benefits prior to your child's 18th birthday if:

They have a mental or physical disability.
OR
The initial AAP agreement was signed on or after the child's 16th birthday and one of the five participation criteria are met:
1. Completing high school or an equivalency program.
2. Enrolling in post-secondary or vocational school.
3. Participating in a program or activity that promotes or removes barriers to employment.
4. Employed at least 80 hours per month.
5. Is incapable of participating in 1 through 4 above, due to a documented physical or mental condition.

The county shall not demand overpayment collection when the overpayment was due to county error.

Comments:

1.2 Requests

Form version

1. Turn back on the NA 791 generation batch for Migration counties.

NOA version

2. Update the NOA to remove LA County-specific references from NA 791. For the PAS field, populate the specific PAS phone number provided by the county from CRFI 21-067.

1.3 Overview of Recommendations

Form version

1. Update the NA 791 variable population logic to populate the PAS phone number field, if applicable, when generated via Template Repository.
2. Turn back on the NA 791 generation batch, PB00R2001, for Migration counties. Update its batch sweep conditions to suppress the NA 791, for the scenario of a 'Non-Minor Dependent (NMD) Turning 18', if the county has no PAS phone number available.

NOA version

3. Add new nullable database column to store PAS phone numbers by county.
4. Update the NA 791 reason fragments to remove LA County-specific references from the NOA. Create a PAS variable and populate the PAS phone number stored for the county in context.
5. Update NA 791 generation logic for a NOA status to be set to 'Incomplete' if there is no PAS phone number stored for the county in context.

1.4 Assumptions

1. No additional Threshold Languages will be added with this effort.
2. CA-235433 will be removing the 'Customer ID' field from the NA 791's header.

Form version

3. The PB00R2001 generation batch will not send a form when there is insufficient information.
   If a county does not have a PAS phone number available for the generation batch sweep scenario of an 'Non-Minor Dependent (NMD) Turning Age 18', the corresponding NA 791 form will be suppressed from the batch. The notice can be manually processed via an EDBC NOA generation or Template Repository.

   Counties with no PAS phone number provided: Alpine, Amador, Madera, Mono, Nevada, Sacramento, San Mateo, Sierra, Solano

4. There are no changes to the PB00R2001 batch sweep scenario of 'NMD Turning Age 21' as the associated reason verbiage does not require a PAS phone number.

NOA version

5. The county will be responsible to complete and process a NA 791 NOA that was generated with a status of 'Incomplete'.
6. If a NOA is in an 'Incomplete' status, the 'Print Central' status buttons may still be displayed. CA-239964 is scoped to remove these status buttons for a NOA in 'Incomplete' status, to prevent the status from changing and from proceeding to central print.
7. CA-214330 will update the NA 791 to allow the append for the NOA version to generate in the NA 791's 'Comments' section.

2 RECOMMENDATIONS

2.1 DBCR, DCR for new column storing PAS phone number

2.1.1 Overview

1. DBCR: Create a new nullable column in the DOC_DATA database table to store the PAS phone number provided by counties.

2. DCR: Create each county's record with organization name 'Post Adoption Services (PAS)' and their respective PAS phone number provided in Supporting Document #1.

2.2 Form, Updates to NA 791

2.2.1 Overview

This effort is updating the NA 791 form to dynamically populate the PAS phone number based on the county in context. Also to turn back on the NA 791 form generation batch for Migration counties.

State Form: NA 791 (09/18)

Current Programs: Adoptions Assistance Program (AAP)

Current Attached Forms: NA Back 9

Current Forms Category: Form

Current Template Repository Visibility: All counties

Existing Languages: English, Spanish

2.2.2 Form Variable Population

The NA 791 form's <PASPhone> variable will be updated to populate the PAS phone number of the county in context when the form is generated via Template Repository.

Note: If the county in context does not have a PAS phone number available, the form generated via Template Repository, will have a blank <PASPhone> field.

Variable Name	Population	Editable*/Field Type	Template Repository Population

<PASPhone>	The PAS phone number associated to that specific county. Sourced by: Section 2.1's PAS phone number per the county code. Ex: (123) 456-7890	Y, Text Field	Y

*Note: When generating a Blank Form from Template Repository the field will be editable unless otherwise indicated.

2.2.3   Form Generation Conditions

1. <u>**Turn NA 791 Batch On**</u>

   Update the relevant code and batch properties (BPCR) of NA 791 batch, PB00R2001, for the form to generate for Migration Counties again.

2. <u>**Update to Form Generation Batch**</u>
   Along with the existing batch sweep trigger conditions of PB00R2001, add an additional trigger condition for the scenario of 'NMD Turning Age 18', to check if the county of context has a PAS phone number.

   Note: No changes are made for the 'NMD Turning Age 21' batch sweep scenario as mentioned in Assumption #4.

   Batch Sweep - 'NMD Turning Age 18' scenarios:
   - When the county in context has a PAS phone number available, generate the NA 791 form for this scenario.
   - If the county in context does not have a PAS phone number available, suppress the NA 791 form for this scenario. Please see Assumption #3.

2.3   NOA, Update NA 791 Reason, NMD Turning Age 18

2.3.1   Overview

This effort will update the NA 791 NOA reason, NMD Turned 18.

Reason Fragment Name and ID: AA_TN_NMD_TURNED18_P025 (Fragment ID: 7648)

Known County NOA: NA 791 (9/18) - Notice Of Action -
Approval/Denial/Change

Current NOA Template: AA_NOA_TEMPLATE (Fragment ID: 3032)

Current Program(s): Adoption Assistance Program (AAP)

Current Action Type: Discontinuance

Current Fragment Level: Person

Currently Repeatable: Yes

Includes NA Back 9: Yes

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

Existing Languages: English, Spanish

2.3.2 Form/NOA Verbiage

Update Reason Fragment XDP

Update the AAP NOA reason fragment XDP and create the PAS phone
number field as a variable, to generate the appropriate PAS phone
number based on the county in context.

Descrip tion	Existing Text	Updated Text	Format ting
Static	Your child's AAP benefits, including, Medi-Cal Coverage will be terminated: Your child will be age 18. Your child may be eligible for the extension of AAP benefits to age 21. Contact Post Adoption Services at 800-735-4984 request the extension of benefits prior to your child's 18th birthday if: They have a mental or physical disability. OR The initial AAP agreement was signed on or after the child's 16th birthday and one of the five participation criteria are met:	Your child's AAP benefits, including Medi-Cal Coverage will be terminated: Your child will be age 18. Your child may be eligible for the extension of AAP benefits to age 21. Contact PAS at <PASPhone> to request the extension of benefits prior to your child's 18th birthday if: They have a mental or physical disability. OR The initial AAP agreement was signed on or after the child's 16th birthday and one of the five participation criteria are met: 1. Completing high school or an	Arial font size 10

	1. Completing high school or an equivalency program. 2. Enrolling in post-secondary or vocational school. 3. Participating in a program or activity that promotes or removes barriers to employment. 4. Employed at least 80 hours per month. 5. Is incapable of participating in 1 through 4 above, due to a documented physical or mental condition.	equivalency program. 2. Enrolling in post-secondary or vocational school. 3. Participating in a program or activity that promotes or removes barriers to employment. 4. Employed at least 80 hours per month. 5. Is incapable of participating in 1 through 4 above, due to a documented physical or mental condition.	

2.3.3 Form/NOA Variable Population

1. **Add Variable Population**
   Add new variable population logic to display the PAS phone number based on the county in context.

Variable Name	Population	Formatting
<PASPhone>	The PAS phone number associated to that specific county. Sourced by: Section 2.1's PAS phone number per the county code. Ex: (123) 456-7890	Arial font size 10

2. **Regulations**
   No changes to the regulations of this reason fragment.

3. **Title and Footer References**

No changes to the title and footer references of this reason fragment.

2.3.4 Form Generation Conditions

1. Add NA 791 generation logic for a NOA status to be set to 'Incomplete' (GENERATE_DOC.STAT_CODE = 'IN') if there is no PAS phone number to populate the <PASPhone> variable.

   Please see Assumption #5, 6 regarding NOAs with an 'Incomplete' status.

2.4 NOA, Update NA 791 Reason – Signed Deferred Agreement

2.4.1 Overview

This effort will update the NA 791 NOA reason, Signed Deferred Agreement, to no longer display Los Angeles references.

Reason Fragment Name and ID: AA_TN_SIGND_DFRD_AGG_P006 (Fragment ID: 7508)

Known County NOA: NA 791 (9/18) - Notice Of Action - Approval/Denial/Change

Current NOA Template: AA_NOA_TEMPLATE (Fragment ID: 3032)

Current Program(s): Adoption Assistance Program (AAP)

Current Action Type: Approval, Benefits Change

Current Fragment Level: Person

Currently Repeatable: Yes

Includes NA Back 9: Yes

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

Existing Languages: English

2.4.2 NOA Verbiage

Update Reason Fragment XDP

Update the AAP NOA reason fragment XDP and create the PAS phone number field as a variable, to generate the appropriate PAS phone number based on the county in context.

Description	Existing Text	Updated Text	Formatting

Static	You have signed a deferred AAP agreement. If your child requires AAP benefits in the future, contact Post Adoptions Services at 800-735-4984.	You have signed a deferred AAP Agreement. If your child requires AAP benefits in the future, contact Post Adoptions Services (PAS) at <PASPhone>.	Arial font size 10

2.4.3 Form/NOA Variable Population

1. **Add Variable Population**
   Add new variable population logic to display the PAS phone number based on the county in context.

Variable Name	Population	Formatting
<PASPhone>	The PAS phone number associated to that specific county. Sourced by: Section 2.1's PAS phone number per the county code. Ex: (123) 456-7890	Arial font size 10

2. **Regulations**
   No changes to the regulations of this reason fragment.

3. **Title and Footer References**
   No changes to the title and footer references of this reason fragment.

2.4.4 NOA Generation Conditions

1. Add NA 791 generation logic for a NOA status to be set to 'Incomplete' (GENERATE_DOC.STAT_CODE = 'IN') if there is no PAS phone number to populate the <PASPhone> variable.

   Please see Assumption #5, 6 regarding NOAs with an 'Incomplete' status.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	NOA	Consolidated list of County responses for populating NA 791 NOA's <PASPhone> variable	CRFI 21-067, NA 791 PAS# - County Responses.xlsx

4 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; 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.	NA 791 NOA will have its generation and population logic updated to no longer display Los Angeles County references.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-236626

Manage the Direct Deposit Bank Account for Resources at Program Level

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Eric Wu
	Reviewed By	Kapil Santosh, Sidhant Garg, William Baretsky

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/21/2021	1.0	Initial Draft	Eric Wu

Table of Contents

1 OVERVIEW

1.1 Current Design

The Direct Deposit functionality on the Resources Data Bank (RDB) was added to the CalSAWS System as part of migration SCR CA-217791 (DDID 1967) in the 20.03 release for the 57 Migration Counties. An "Direct Deposit" button is available on the Resource Detail, Money Management Resource Detail, and Foster Care Resource Detail page. Clicking the button allows the user to input Direct Deposit information such as the Customer Account Number and Bank Routing Number information for a Resource. The System uses this information to send a prenote to confirm the account information. Since Direct Deposit accounts are managed at the Resource level, the system does not allow AAP/FC/KG providers to have individual Direct Deposit bank accounts for each individual child.

For Los Angeles County, an "Issuance Method" button is available on the Resource Detail, Money Management Resource Detail, and Foster Care Resource Detail page. Clicking the button will navigate the User to the Issuance Method Detail page for the Resource. Only Users with the "ResourceIssuanceMethodDetailView" security right will see the button.

1.2 Requests

Update the system to manage AAP/FC/KG providers' Direct Deposit bank account on the program level.

1.3 Overview of Recommendations

1. The Direct Deposit Detail page on the RDB will be removed.
2. The Issuance Method Detail page under the Program Detail page will be updated to enable Direct Deposit data collection when the payee is a Resource.
3. The Direct Deposit Interface will be updated to pull the Resource Direct Deposit Account information from the Issuance Method Detail page.
4. The San Bernardino Warrant Print interface will be updated to pull the Resource Direct Deposit Account information from the Issuance Method Detail page.
5. The Issuance Batch will be updated to check for active Resource Direct Deposit account from the Issuance Method Detail page.

1.4 Assumptions

1. This SCR will not impact Los Angeles County. Los Angeles County will continue to utilize the Issuance Method Detail page on the RDB to manage the payment method for Resources.
2. FIN 200 Approved New Direct Deposit Letter is not used for Resources when a Direct Deposit account becomes active.

3. The SCR will roll back CA-217791 DDID 1967 implementation and have the direct deposit option on the program level like C-IV functionalities. The resources will need to be the Payee (admin role) to set up direct deposit accounts on the Issuance Method Detail under the program.

2 RECOMMENDATIONS

2.1 Resource Detail

2.1.1 Overview

The Resource Detail page will be updated to remove the "Direct Deposit" button.

2.1.2 Resource Detail Mockup
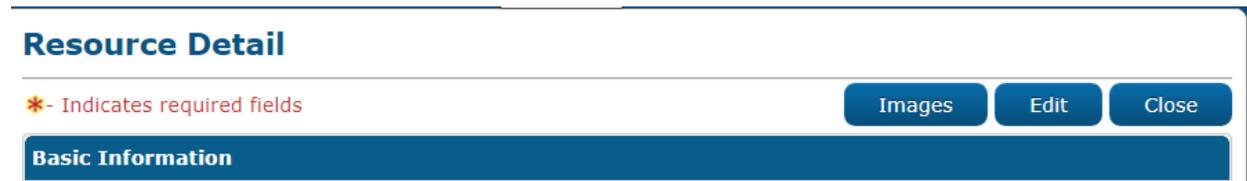
Figure 2.1.1 – Resource Detail in View Mode

2.1.3 Description of Changes

1. Remove Direct Deposit button on the Resource Detail page. (see figure 2.1.1)
2. Delete the following security rights:
   a. ResourceDirectDepositView
   b. ResourceDirectDepositEdit
   c. ResourceDirectDepositOverride
3. Delete the following security groups:
   a. Resource Direct Deposit Data Collection View
   b. Resource Direct Deposit Detail Edit
   c. Resource Direct Deposit Detail Override

2.1.4 Page Location

- **Global: Resource Databank**
- **Local: Resources**
- **Task: Resources**

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping

2. Security Groups

Security Group	Group Description	Group to Role Mapping

2.1.6 Page Mapping
N/A

2.1.7 Page Usage/Data Volume Impacts
N/A

2.2 Money Management Resource Detail

2.2.1 Overview

The Money Management Resource Detail page will be updated to remove the "Direct Deposit" button.

2.2.2 Money Management Resource Detail Mockup

Money Management Resource Detail

✱- Indicates required fields   [Images] [Edit] [Close]

Basic Information

Figure 2.2.1 – Money Management Resource Detail in View Mode

2.2.3 Description of Changes

1. Remove Direct Deposit button on the Money Management Resource Detail page. (see figure 2.2.1)
2. Delete the following security rights:
   a. MoneyManagementResourceDirectDepositView
   b. MoneyManagementResourceDirectDepositEdit
   c. MoneyManagementResourceDirectDepositOverride
3. Delete the following security groups:
   a. Money Management Resource Direct Deposit Data Collection View
   b. Money Management Resource Direct Deposit Detail Edit
   c. Money Management Resource Direct Deposit Detail Override

2.2.4 Page Location

- **Global: Resource Databank**
- **Local: Money Management**
- **Task: Money Management Resource Information**

2.2.5 Security Updates

3. Security Rights

Security Right	Right Description	Right to Group Mapping

Security Right	Right Description	Right to Group Mapping

4. Security Groups

Security Group	Group Description	Group to Role Mapping

2.2.6 Page Mapping

N/A

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 Foster Care Resource Detail

2.3.1 Overview

The Foster Care Resource Detail page will be updated to remove the "Direct Deposit" button.

2.3.2 Foster Care Resource Detail Mockup

Foster Care Resource Detail

✱- Indicates required fields

| Images | Edit | Close |

Basic Information
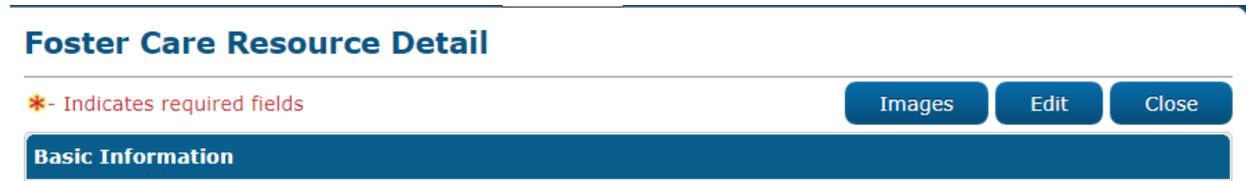
Figure 2.3.1 – Foster Care Resource Detail in View Mode

2.3.3 Description of Changes

1. Remove Direct Deposit button on the Foster Care Resource Detail page. (see figure 2.3.1)
2. Delete the following security rights:
   a. FosterCareResourceDirectDepositView
   b. FosterCareResourceDirectDepositEdit
   c. FosterCareResourceDirectDepositOverride
3. Delete the following security groups:
   a. Foster Care Resource Direct Deposit Data Collection View
   b. Foster Care Resource Direct Deposit Detail Edit
   c. Foster Care Resource Direct Deposit Detail Override

2.3.4 Page Location

- **Global: Resource Databank**
- **Local: Foster Care**
- **Task: Foster Care Resource Information**

2.3.5 Security Updates

5. Security Rights

Security Right	Right Description	Right to Group Mapping

Security Right	Right Description	Right to Group Mapping

6. Security Groups

Security Group	Group Description	Group to Role Mapping

2.3.6 Page Mapping

N/A

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 Issuance Method Detail

2.4.1 Overview

This update is to enable the Direct Deposit data collection on the Issuance Method Detail page when the Payee is a Resource from the RDB. The trigger that defaults the Issuance Method for Foster Care (FC), KG, and AAP programs to Direct Deposit if the Resource Payee has the Direct Deposit data collection on the RDB will also be removed.

2.4.2 Issuance Method Detail Mockup

Figure 2.1.1.a – Issuance Method Detail in Create Mode (Issuance Method)

Issuance Method Detail

✳- Indicates required fields   [Save and Return]   [Cancel]

Payee:	Issuance Method:	New Issuance Method:	Status Reason: ✳
RDB Vendor	Warrant	Direct Deposit ▾	▾

Routing Number: ✳	Account Number: ✳	Account Type: ✳
[ ]	[ ]	- Select - ▾

Bank:	Status:	Status Date:
	New	12/28/2021

Account History

Bank	Routing Number	Account Number	Account Type	Status	Status Reason	Status Date

Status History

Issuance Method	Status	Status Date	Reason	Authorized By

[Save and Return]   [Cancel]

Figure 2.1.1.b – Issuance Method Detail in Create Mode (New Issuance Method)

• **Routing Number** - Whole numbers must be entered in this field.

Figure 2.1.2 – Issuance Method Detail Routing Number Validation

Issuance Method Detail

Save and Return   Cancel

Payee:	Issuance Method:	New Issuance Method:
RDB Vendor	Direct Deposit	[▼]

Routing Number: *   **Account Number:** *   **Account Type:** *

1234   12345   Checking ▼

Bank: **Status:**   **Status Date:**

New [PreNote]   12/27/2021

Account History

Bank	Routing Number	Account Number	Account Type	Status	Status Reason	Status Date
	1234	12345	Checking	New		12/27/2021

Status History

Issuance Method	Status	Status Date	Reason	Authorized By

Save and Return   Cancel

Figure 2.1.3 – Issuance Method Detail Edit Mode at New Status

Issuance Method Detail

*- Indicates required fields

Save and Return   Cancel

Payee:	Issuance Method:	New Issuance Method:
RDB Vendor	Direct Deposit	[▼]

Routing Number: *   **Account Number:** *   **Account Type:** *

1234   12345   Checking

Bank: **Status:**   **Status Date:**

Prenote Approved [Inactivate]   12/27/2021

Account History

Bank	Routing Number	Account Number	Account Type	Status	Status Reason	Status Date
	1234	12345	Checking	Prenote Approved		12/27/2021
	1234	12345	Checking	New		12/27/2021

Status History

Issuance Method	Status	Status Date	Reason	Authorized By

Save and Return   Cancel

Figure 2.1.4 – Issuance Method Detail Edit Mode at Prenote Approved Status

Issuance Method Detail

✱- Indicates required fields

[Save and Return] [Cancel]

Payee:	Issuance Method:	New Issuance Method:
RDB Vendor	Direct Deposit	[▾]

Routing Number: ✱	Account Number: ✱	Account Type: ✱
1234	12345	Checking
Bank:	**Status:**	**Status Date:**
	Inactive	12/27/2021

Status Reason: ✱

| - Select - | ▾ |

- Select -
Customer is no longer a payee on the case
Customer requests that Direct Deposit services be stopped
Customer's case has been discontinued
Other Reason

Bank	Routing Number	Account Number	Account Type	Status	Status Reason	Status Date
	1234	12345	Checking	Prenote Approved		12/27/2021
	1234	12345	Checking	New		12/27/2021

Status History

Issuance Method	Status	Status Date	Reason	Authorized By

[Save and Return] [Cancel]

Figure 2.1.5 – Issuance Method Detail Edit Mode at Inactive Status Before Save

Issuance Method Detail

✱- Indicates required fields

[Save and Return] [Cancel]

Payee:	Issuance Method:	New Issuance Method:
RDB Vendor	Direct Deposit	[▾]

Routing Number: ✱	Account Number: ✱	Account Type: ✱
[ ]	[ ]	[- Select - ▾]
Bank:	**Status:**	**Status Date:**
	New	

Account History

Bank	Routing Number	Account Number	Account Type	Status	Status Reason	Status Date
	1234	12345	Checking	Inactive	Other Reason	12/27/2021
	1234	12345	Checking	Prenote Approved		12/27/2021
	1234	12345	Checking	New		12/27/2021

Status History

Issuance Method	Status	Status Date	Reason	Authorized By

[Save and Return] [Cancel]

Figure 2.1.6 – Issuance Method Detail Edit Mode at Inactive Status

Issuance Method Detail

[Edit] [Close]

Payee:	Issuance Method:	
RDB Vendor	Direct Deposit	
Routing Number: *	**Account Number:** *	**Account Type:** *
Bank:	**Status:**	**Status Date:**
	New	

Account History

Bank	Routing Number	Account Number	Account Type	Status	Status Reason	Status Date
JPMORGAN CHASE	322271627	12345	Checking	Inactive	Customer is no longer a payee on the case	12/28/2021
JPMORGAN CHASE	322271627	12345	Checking	Prenote Approved		12/27/2021
JPMORGAN CHASE	322271627	12345	Checking	New		12/27/2021

Status History

Issuance Method	Status	Status Date	Reason	Authorized By

[Edit] [Close]

Figure 2.1.7 – Issuance Method Detail Page View Mode

2.4.3 Description of Changes

1. Update the Issuance Method Detail page to remove the validation "Issuance Method – No Direct Deposit data collection for Resource Payee" on Save and Return button. The message is displayed when Direct Deposit is selected for a FC, KG, or AAP Resource Payee without Direct Deposit data collection on the RDB.
2. Update the Issuance Method Detail page. The page will dynamically load separate data collection fields for a Resource payee when:
   - "Direct Deposit" is selected from the "Issuance Method" dropdown field (See Figure 2.1.1.a) in Create mode.
   - "Direct Deposit" is selected from the "New Issuance Method" dropdown field (See Figure 2.1.1.b) in Edit mode.

The new data collection will contain the following fields and sections:
   a. Fields

a. Routing Number – This will be a mandatory number text field and will only be visible if "Direct Deposit" is selected under the Issuance Method field. The text field will allow a max of 9 characters. A page validation of "Routing Number – Whole numbers must be entered in this field." will be thrown if a non-numeric value is entered and the "Save and Return" button is clicked (See Figure 2.1.2).

b. Account Number – This will be a mandatory text field and will only be visible if "Direct Deposit" is selected under the Issuance Method field. The text field will allow a max of 17 characters.

c. Account Type – This will be a mandatory dropdown field and will only be visible if "Direct Deposit" is selected under the Issuance Method field. The dropdown values will be based on the values from the Account Type Codes category (CT 419).
    1. Checking
    2. Savings

d. Bank – This will be a non-editable text value and will only be visible if "Direct Deposit" is selected under the Issuance Method field. Once a valid Routing Number is entered a dynamic bank lookup will be performed on the Bank Routing Information repository in CalSAWS (BANK_ROUTING_INFO) when the focus is moved off the field. If a bank match is found based on the Routing Number, that bank name will be pre-populated on the Bank field and will be non-editable. If there is no bank match, the Bank field will be blank (null).

e. Status – This will be a non-editable text value and will only be visible if "Direct Deposit" is selected under the Issuance Method field. The initial value for any new Direct Deposit account will be "New".

f. Status Date – This will be a non-editable date value and will only be visible if "Direct Deposit" is selected under the Issuance Method field. The date will default to the System Date to act as the pre-notification submit timestamp.

b. Section
    a. Account History – This section will contain the change history of the Direct Deposit account and will only be visible if "Direct Deposit" is selected under the Issuance Method field. The section will contain the following columns and will show a new record each time there is a change to any of the columns below order by the Status Date in descending order (newer status first):
        1. Bank
        2. Routing Number
        3. Account Number
        4. Account Type

5. Status
6. Status Reason
7. Status Date

3. Update the Issuance Method Detail page when in Edit mode and the Direct Deposit is in an initial New Status. The same fields, sections, and editable fields will be available as when the page is in Create mode (recommendation 2.1.3.1) Users with the "IssuanceMethodDetailOverride" security right will see a "PreNote" button next to the "New" Status (See Figure 2.1.3). Clicking the "PreNote" button will update the Direct Deposit Status to "Prenote Approved".
Note 1: Users must click on "Save and Return" to save the "Prenote Approved" Status.
Note 2: Any changes to the Issuance Method will follow the appropriate Supervisor Authorization policy of the logged in County.

4. Update the Issuance Method Detail page when in Edit mode and the Direct Deposit is in Prenote Approved Status. The same fields and sections will be available as when the page is in Create mode (recommendation 2.1.3.1) but fields will **not** be editable.
Users with the "IssuanceMethodDetailEdit" security right will see an "Inactive" button next to the "Prenote Approved" Status (See Figure 2.1.4). Clicking the "Inactivate" button will update the Direct Deposit Status to "Inactive". A new "Status Reason" required dropdown field will dynamically appear (See Figure 2.1.5). The "Status Reason" dropdown field will be populated by the Issuance Status Reason category (CT 338) where the Close Account indicator is 'Y'.
   a. Customer is no longer payee on the case
   b. Customer requests that Direct Deposit services be stopped
   c. Customer's case has been discontinued
   d. Other Reason
Note: Users must click on "Save and Return" to save the "Inactive" Status and selected Status Reason.

5. Update the Issuance Method Detail page when in Edit mode and the Direct Deposit is in Inactive Status. The same fields, sections, and editable fields will be available as when the page is in Create mode (recommendation 2.1.3.1), however the currently displayed Status will be "New" and the "Prenote" button is not visible (See Figure 2.1.6).
Update the Issuance Method Detail page when in View mode and the Direct Deposit is in Inactive Status. The same fields and sections will be available as when the page is in Create mode (recommendation 2.1.3.1), however the currently displayed Status will be "New" and other fields will be blank (See Figure 2.1.7).

6. Remove the trigger that default Issuance Method for FC, KG, and AAP programs to Direct Deposit with an Issuance Method Status Reason of "Payee Change" when a new Resource Payee with Direct Deposit data collection on the RDB is selected and saved from:
   a. The "Placement Name" on the Child Placement Detail page.
   b. The "Legal Guardian" on the Kin-GAP Summary Detail page.

c. The "Placement Name/Payee" on the AAP Placement Detail page.

7. Remove the trigger that default Issuance Method for AAP programs to Direct Deposit with an Issuance Method Status Reason of "Payee Change" when a new Resource Payee with Direct Deposit data collection is selected and saved from the Program Detail page.

2.4.4 Page Location

Global: Case Info/Eligibility

Local: Case Summary

Task: Case Summary

2.4.5 Security Updates

N/A – The security rights, roles and groups mentioned are already part of the existing roles and groups in CalSAWS. No new security updates are required.

2.4.6 Page Mapping

N/A

2.4.7 Page Usage/Data Volume Impacts

N/A

2.5 Direct Deposit Interface

2.5.1 Overview

The Monthly and Daily Direct Deposit Interface will be updated to pull direct deposit information from the program issuance method (payment preference) for Resources.

2.5.2 Description of Change

1. Update the Daily and Monthly Direct Deposit Interface Writer Jobs (POXXF200 and POXXF201) to pull the Direct Deposit Account information for Resources from the Issuance Method data model of the Program Detail. Prenotes for Resources will be pulled from the same data model too.

2. Update the Daily and Monthly Direct Deposit Interface Reader Jobs (PIXXF200) to update Direct Deposit information to the Issuance Method data model of the Program Detail for Resources.
Note: Not all counties utilize the Direct Deposit Reader functionality.

Note1: Direct Deposit Account Update job (PBXXF200) is not impacted by this SCR.

Note2: San Bernardino County processes direct deposit issuances in the Warrant Printer writer (2.6).

2.5.3 Execution Frequency

No Changes.

2.5.4 Key Scheduling Dependencies

No Changes.

2.5.5 Counties Impacted

Los Angeles County and San Bernardino County: No
All Other 56 Counties: Yes

2.5.6 Data Volume/Performance

No Changes.

2.5.7 Interface Partner

Individual County IT Departments

2.5.8 Failure Procedure/Operational Instructions

No Changes.

2.6 SB Warrant Print Interface

2.6.1 Overview

The San Bernardino Warrant Print Interface will be updated to pull direct deposit information from the program issuance method (payment preference) for Resources.

The daily interface job will also be updated to process prenotes for Resources.

2.6.2 Description of Change

1. Update the Daily Interface Writer (PO36F100) to:
   a. Pull Direct Deposit information from the new Issuance Method data model of the Program Detail for Resources.
   b. Process prenotes for Resources.
   c. Account ID will be prefixed with a 'P' for Direct Deposit Accounts belonging to a person and an 'O' for Direct Deposit Accounts belonging to a Resource.
2. Update the Daily Interface Reader (PI36F100) to:
   a. Process prenotes error for Resources.
   b. When processing the Account ID, a 'P' will signify that the Direct Deposit Account belongs to a person and an 'O' will signify that the Direct Deposit Account belongs to a Resource. If Account ID does not have 'P' or 'O' prefix, treat the record as belonging to a person. This is to account for legacy records before the implementation of the SCR.
   c. Write Direct Deposit information to the Issuance Method data model of the Program Detail for Resources.
3. Update Monthly non-FC Interface Writer Jobs (PO36F105) to pull the Direct Deposit Account information for Resources from the Issuance Method data model of the Program Detail when processing direct deposit issuances.

2.6.3 Execution Frequency

No Changes.

2.6.4 Key Scheduling Dependencies

No Changes.

2.6.5 Counties Impacted

San Bernardino County only.

2.6.6 Data Volume/Performance

No Changes.

2.6.7 Interface Partner

San Bernardino County IT Department.

2.6.8 Failure Procedure/Operational Instructions

No Changes.

2.7 Issuance Batch

2.7.1 Overview

The Issuance Batch jobs will be updated to create issuances with direct deposit information under the program issuance method (payment preference) for Resources.

2.7.2 Description of Change

1. Update the Issuance Batch Jobs (PB00F400 to PB00F499) to create non-Foster Care/Kin-GAP/AAP Money Management Vendor Payments as Warrant Issuances.
   Note: The term "non-Foster Care/Kin-GAP/AAP Money Management Vendor Payments" refers to authorization records from EDBC where part of the grant is split towards a Money Management Resource.
4. Update the Issuance Batch Jobs (PB00F400 to PB00F499) to create Resources Payments as follows:
   a. If the Direct Deposit is the payment method based on the authorization record:
      i. If the Resource is a Payee (Admin Role) and has an Active Direct Deposit Account under the program issuance method, the payment will be created as a Direct Deposit issuance.
      ii. If the Resource is not a Payee or Direct Deposit Account is not in an Active status, the payment will be created as a Warrant issuance.

This logic is shared between the online pages (rush issuance) and batch (routine issuance).

Note1: This SCR does not change the requirement of participating Monthly/Daily Direct Deposit interfaces to issue direct deposit payments.

2.7.3 Execution Frequency

N/A

2.7.4 Key Scheduling Dependencies

N/A

2.7.5 Counties Impacted

Los Angeles County: No.
All Other 57 Counties: Yes.

2.7.6 Data Volume/Performance

N/A

2.7.7 Failure Procedure/Operational Instructions

N/A

2.8 Database Change

2.8.1 Overview

Below describe required updates to store the Direct Deposit data collection at the Program and Resource level.

2.8.2 Description of Change

1. Add a new "Program ID" column to the Org_Acct table.

2.8.3 Estimated Number of Records Impacted/Performance

N/A

2.9 Data Change

2.9.1 Overview

Below describe required updates for this SCR to migrate Direct Deposit accounts to the Program and Resource level.

2.9.2 Description of Change

1. Perform a one-time Insert to map the **active** Direct Deposit Account information from RDB, including Account History, with Programs where the Resource is the Current Payee when:
   a. The Resource has only one **active** Direct Deposit Account.
   b. The Program is in Active Status.
   c. The Preferred Payment Method is Direct Deposit.

   Note:1 If a Resource has two or more active Direct Deposit Accounts, these active accounts will no longer be available in the system since the system cannot determine which account should be used for a Program.

2. Perform a one-time update to change the Preferred Payment Method to "Warrant" when:
   a. The Resources is the current payee and has two or more active Direct Deposit accounts.

b. Current Preferred Payment Method is "Direct Deposit."

2.9.3 Estimated Number of Records Impacted/Performance

TBD.

2.10 Automated Regression Test

2.10.1 Overview

Create new automated regression test scripts to verify the primary changes to the Issuance Method Detail page.

2.10.2 Description of Change

Create new regression scripts, or expand the scope of existing scripts, to verify the following functionality on the Issuance Method Detail page:

1. The following Resource fields display on the Issuance Method Detail page when "Direct Deposit" is selected as the "Issuance Method" in create mode:
   a. Routing Number
   b. Account Number
   c. Account Type
   d. Bank
   e. Status
   f. Status Date
2. The following Resource fields display on the Issuance Method Detail page when "Direct Deposit" is selected as the "New Issuance Method" in edit mode:
   a. Routing Number
   b. Account Number
   c. Account Type
   d. Bank
   e. Status
   f. Status Date
3. The "Account History" section displays with appropriate details in "Create" and "Edit" modes when the "Issuance Method" / "New Issuance Method" is set to "Direct Deposit".

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4   REQUIREMENTS

4.1   Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.10.3.13	The LRS shall support Vendor payments through Direct Deposit or warrant issuance.	The system is updated to directly deposit payments to different accounts by vendors' preference.

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

6.1   Lists

Provide Counties with the two lists. One will include the Case Number of the programs that has the active Direct Deposit Account mapped in 2.9.2.1. The other includes the Case Number of the programs that has Preferred Payment Method changed to "Warrant" in 2.9.2.2

List Name: Cases with Direct Deposit Account Mapped from RDB
List Criteria: Cases that are impacted by DCR 2.9.2.1
Standard Columns:
  - Case Number
Additional Column(s): None
Frequency: One Time

List Name: Cases with Payment Method Changed to Warrant
List Criteria: Cases that are impacted by DCR 2.9.2.2
Standard Columns:
  - Case Number
Additional Column(s): None
Frequency: One Time

7   APPENDIX

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-238666

Update NOA variable population for all counties

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Phong Xiong
	Reviewed By	Priya Sridharan

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/03/2022	1.0	Initial Draft	Phong Xiong

Table of Contents

1 OVERVIEW

The purpose of this SCR is to update the variable population logic on the CalWORKs NOAs used for GAIN, WTW, and REP.

1.1 Current Design

Currently, the GAINClerkNumber variable is hard coded in the system with LA County information. The NOA reasons currently using this variable are the following:

- CW_AP_SANCTION_GAIN_INTAKE_A635
- CW_CH_GAIN_SANCT_1ST_PARENT_A471
- CW_CH_GAIN_SANCT_2ND_PARENT_A473

Additionally, the New Cash Aid Amount populated on the CW_CH_GAIN_SANCT_1ST_PARENT_A471 is populating with the Potential Benefit Amount from the EDBC table.

1.2 Requests

1. Update the field to populate using the phone number specific to each county.
2. Update the New Cash Aid Amount field on the CW_CH_GAIN_SANCT_1ST_PARENT_A471 NOA.
3. Replace "GAIN" with "WTW" in the NOA titles and description.

1.3 Overview of Recommendations

1. Update the Sanction NOAs to populate the correct information for the GAINClerkNumber variable.
2. Update the CW_CH_GAIN_SANCT_1ST_PARENT_A471 to populate the correct New Cash Aid Amount.
3. DCR to update the NOA descriptions and titles to remove "GAIN".

1.4 Assumptions

1. There are no updates to the current generation logic of the NOAs.
2. No other variables on the affected NOAs are updated with this effort.
3. SCR CA-50801 will update any verbiage and generation logic associated with the NA 816 and NA 817. This includes budgets and/or verbiage updates along with threshold languages.
4. LA County will continue to use the same phone number originally populated for the variable.
5. The CW_CH_GAIN_SANT_1ST_PARENT_A471 is the fragment form of the State form NA 817.
6. The CW_CH_GAIN_SANT_2ND_PARENT_A473 is the fragment form of the State form NA 816.
7. The DCR in recommendation 3 will affect the NOA titles and descriptions in the NOA itself and when it is displayed on the Distributed Documents page.
8. These Sanction NOAs also apply to CalWORKs REP sanctioned participants.

9. The fragment "CW_AP_SANCTION_GAIN_INTAKE_A635" does not correspond to any State form/NOA. It was a NOA carried over from the LEADER system.

2 RECOMMENDATIONS

2.1 Updates to GAIN Sanction Reason Fragments

2.1.1 Overview

The GAIN Sanction reason fragments contain the variable **GAINClerkNumber**. The variable is currently hard coded with LA County information. The variable will be updated to populate with the correct county number.

Reason Fragment & ID:
- CW_AP_SANCTION_GAIN_INTAKE_A635 (ID: 6321)
- CW_CH_GAIN_SANCT_2ND_PARENT_A473 (ID: 7001)

State Form/NOA: NA 816 for CW_CH_GAIN_SANCT_2ND_PARENT_A473

Current NOA Template: CW_AP_SANCTION_GAIN_INTAKE_A635 uses CW_NOA_TEMPLATE (ID: 3026)

CW_CH_GAIN_SANCT_2ND_PARENT_A473 uses CW_NOA_TEMPLATE (ID: 3026)

Current Program(s): CalWORKs

Current Action Type:
- CW_AP_SANCTION_GAIN_INTAKE_A635 generates for Approvals
- CW_CH_GAIN_SANCT_2ND_PARENT_A473 generates for Benefit Changes

Current Fragment Level: Person

Currently Repeatable: No

Include NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: None

Existing Languages:

Reason Fragment	Languages
CW_AP_SANCTION_GAIN_INTAKE_A635	English and Spanish
CW_CH_GAIN_SANCT_2ND_PARENT_A473	English and Spanish

2.1.2 NOA Verbiage

No updates in this section.

2.1.3 NOA Variable Population

1. **Update Fragment Variable Population**
   The GAINClerkNumber variable will be updated to populate the correct phone number respective of the county.
   No other variables on the NOA are changed; therefore, not shown in the table below.

Variable Name	Population	Formatting*
GAINClerkNumber	Populates with the phone number of the CalWORKs worker assigned to the case. LA County will populate the original phone number hard coded for the variable: (877) 292-4246. **Note:** *Same population as the header.* **Technical Note:** *Updates to ReasonHelper.java file.*	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

Variables Requiring Translations: N/A

2.1.4 NOA Generation Conditions

No updates in this section.

2.2 Update the NA 817 NOA Fragment

2.2.1 Overview

The NA 817 NOA is used to inform a customer of a change in their benefits due to failure to complete a Compliance Plan and is sanctioned.

Reason Fragment & ID: CW_CH_GAIN_SANCT_1ST_PARENT_A471 (ID: 7000)
State Form/NOA: NA 817
Current NOA Template: CW_NOA_TEMPLATE (ID: 3026)
Current Program(s): CalWORKs

Current Action Type: Benefit Change

Current Fragment Level: Person

Currently Repeatable: No

Include NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: None

Existing Languages: English and Spanish

2.2.2 NOA Verbiage

No updates in this section.

2.2.3 NOA Variable Population

1. **Update Fragment Variable Population**
   The GAINClerkNumber variable for this NOA will be updated exactly as mentioned in section 2.1.3.

   No other variables on the NOA are changed; therefore, not shown in the table below.

Variable Name	Population	Formatting*
GAINClerkNumber	Same as section 2.1.3.	Arial Font Size 10
NewCashAidAmount	Populate with the cash aid amount. *AUTH_AMT from EDBC table.* **Ex:** "$700.00"	Arial Font Size 10

*English only, Spanish and threshold will generate based on project standards for that language.

Variables Requiring Translations: N/A

2.2.4 NOA Generation Conditions

No updates in this section.

2.3 DCR to Update NOA Short Descriptions

2.3.1 Overview

A DCR is needed to update the NOA descriptions of the NOA fragments in sections 2.1 and 2.2 to replace "GAIN" with "WTW".

2.3.2 Description of Changes

Create a DCR to update the NOA Short Descriptions in NOA_SNIPPET_CONFIG table.

SNIPPET Name and ID	Existing NOA_SHORT_DESCR	Updated NOA_SHORT_DESCR
CW_AP_SANCTION_GAIN_INTAKE_A635 (ID: 6321)	SANCTIONED:GAIN-INTAKE	SANCTIONED: WTW-INTAKE
CW_CH_GAIN_SANCT_1ST_PARENT_A471 (ID: 7000)	GAIN SANCTION: 1ST PARENT	WTW SANCTION: 1ST PARENT
CW_CH_GAIN_SANCT_2ND_PARENT_A473 (ID: 7001)	GAIN SAN: WW ACT 2ND PRNT	WTW SAN: WW ACT 2ND PRNT

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	NOAs	NOA Fragments described in sections 2.1 and 2.2.	CA-238666_Fragments_Updates.xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.7 CAR-1243	The CalSAWS 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.	Updating Sanction approval and change NOAs to populate with the correct variable case-specific information.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-239667

Add Spanish Translation for MC-MAGI NOAs

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Vamsi Davuluri
	Reviewed By	P Madhan Kumar

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/03/2022	1.0	Initial Document	Vamsi Davuluri

Table of Contents

1   OVERVIEW

The purpose of this change is to add Spanish Translation for MC-MAGI NOAs to CalSAWS.

1.1   Current Design

Currently CalSAWS does not generate the Spanish version of the MC MAGI-D - MAGI Determination - Failure for Verification denial NOA.

1.2   Requests

Add the Spanish translation for the MC MAGI-D in CalSAWS, add missing text, (Eng) and update the NOA.

1.3   Overview of Recommendations

1. Add the Spanish translation for the MC MAGI-D in CalSAWS
2. Add Regulation cite 50763 W&I Code Section 14011.2
3. Add missing text to NOA:
   "<Regulation> is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" on the last page to learn how to appeal. You have only 90 days to ask for a hearing. The 90 days started the day after the county sent you this notice."

1.4   Assumption

1. The triggering conditions of the MC MAGI NOAs remains the same and are not being updated.
2. The NOA template remains the same and is not being updated.
3. The existing variable population is not being updated with this effort.

2   RECOMMENDATIONS

2.1   Update English and Add Spanish language of MC MAGI-D - MAGI Determination - Failure for Verification denial NOA CALSAWS

2.1.1   Overview

Update English and Spanish message fragment Verbiage to match with the latest state version and Add Spanish language version of MC MAGI-D - MAGI Determination - Failure for Verification denial NOA into CalSAWS.

Reason Fragment Name and ID: H_DN_FAIL_REDETER_VERIF_H410 (ID: 6890)
Message Fragment Name and ID: H_DN_MESSAGE1 (ID: 5070)

State Form/NOA: MC MAGI-D - MAGI Determination - Failure for Verification denial NOA
Current NOA Template: H_NOA_TEMPLATE
Current Program(s): Medi-Cal
Current Action Type: Denial
Current Fragment Level: Program
Currently Repeatable: No
Include NA Back 9: Yes
Current Forms/NOAs Generated with this NOA: N/A
Existing Languages: English

2.1.2 Update English and Spanish Message Fragment for MC MAGI-D - MAGI Determination - Failure for Verification denial NOA

Update MC MAGI-D NOA English message fragment verbiage to match with the latest state version.

Description	English Text	Spanish Text	Formatting*
Static	We used the information you gave us, and our records to make our decision. If you have questions or think we made a mistake, or if you have more information to give us, call or write to your worker right away. <Regulation> is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" on the last page to learn how to appeal. You have only 90 days to ask for a hearing. The 90 days started the day after	Utilizamos la información que nos dio y nuestros registros para tomar nuestra decisión. Si tiene preguntas o cree que hemos cometido un error, o si tiene información que enviarnos, llame o escriba a su trabajador(a) de elegibilidad de inmediato. <Regulation> es la regulación o ley en la que nos hemos basado para esta decisión. Puede apelar si cree que hemos	Arial Font Size 10

	the county sent you this notice.	cometido un error. Vea la sección "Sus derechos a tener una audiencia" en la última página para aprender cómo apelar. Tiene solamente 90 días para pedir una audiencia. Los 90 días empezaron el día después de que el condado le envío este aviso.	

2.1.3 Add MC MAGI-D - MAGI Determination - Failure for Verification denial NOA Reason Fragment XDP for Spanish

Add MC MAGI-D - MAGI Determination - Failure for Verification denial Reason NOA fragment xdp in Spanish language.

Languages Added: Spanish

NOA Mockups/Examples: N/A

Reason Fragment Verbiage:

Description	Text	Formatting*
Static	Usted no nos proporcionó prueba de la siguiente información: {Verifications} Le pedimos la información, pero no la hemos recibido y es esencial para determinar su elegibilidad de Medi-Cal.	Arial Font Size 10

2.1.4 Add Regulation cite 50763 W&I Code Section 14011.2

Update the Regulation for MC MAGI-D - MAGI Determination - Failure for Verification denial NOA to add regulation cite 50763 W&I Code Section 14011.2

Update to Regulations: California Code of Regulations Title 22 Section 50167 (a) (7), 50168, 50175, 50179, 50185, 50187 and 50763 W&I Code Section 14011.2

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4   REQUIREMENTS

4.1   Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-239668

Add Spanish Translation for MC-MAGI - T NOA

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Pooja Pandey
	Reviewed By	P Madhan Kumar

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/03/2022	1.0	Initial Document	Pooja Pandey

Table of Contents

1 OVERVIEW

The purpose of this change is to add Spanish Translation for MC-MAGI - T NOA to CalSAWS.

1.1 Current Design

Currently CalSAWS does not generate the Spanish version of the MC MAGI-T - MAGI Determination - Failure for Verification NOA.

1.2 Requests

Add the Spanish translation for the MC MAGI-T in CalSAWS , add missing text (Eng).

1.3 Overview of Recommendations

1. Add the Spanish translation for the MC MAGI-T in CalSAWS
2. Add missing text to NOA:
   "<Regulation> is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" on the last page to learn how to appeal. You have only 90 days to ask for a hearing. The 90 days started the day after the county sent you this notice."

1.4 Assumption

1. The triggering conditions of the MC MAGI-T NOA remains the same and are not being updated.
2. The NOA template remains the same and is not being updated.
3. The existing variable population is not being updated with this effort.

2 RECOMMENDATIONS

2.1 Update English and Add Spanish language of MC MAGI-T - MAGI Determination - Failure for Verification NOA CALSAWS

2.1.1 Overview

Update English and Spanish message fragment Verbiage to match with the latest state version and Add Spanish language version of MC MAGI-T - MAGI Determination - Failure for Verification NOA into CalSAWS.

Reason Fragment Name and ID: H_TN_FAIL_DETER_VERIF_H410 (ID: 6892)
Message Fragment Name and ID: H_TN_MESSAGE1(ID:5072)
State Form/NOA: MC MAGI-T - MAGI Determination - Failure for Verification NOA

Current NOA Template: H_NOA_TEMPLATE
Current Program(s): Medi-Cal
Current Action Type: Termination
Current Fragment Level: Program
Currently Repeatable: No
Include NA Back 9: Yes
Current Forms/NOAs Generated with this NOA: N/A
Existing Languages: English

2.1.2 Update English and Spanish Message Fragment for MC MAGI-T - MAGI Determination - Failure for Verification NOA

Update MC MAGI-T NOA English message fragment verbiage to match with the latest state version.

Description	English Text	Spanish Text	Formatting*
Static	We used the information you gave us, and our records to make our decision. If you have questions or think we made a mistake, or if you have more information to give us, call or write to your worker right away. <Regulation> is the Regulation or law we relied on for this decision. If you think we made a mistake, you can appeal. See "Your Hearing Rights" on the last page to learn how to appeal. You have only 90 days to ask for a hearing. The 90 days started the day after the county sent you this notice.	Utilizamos la información que nos dio y nuestros registros para tomar nuestra decisión. Si tiene preguntas o cree que hemos cometido un error, o si tiene información que enviarnos, llame o escriba a su trabajador(a) de elegibilidad de inmediato. <Regulation> es la regulación o ley en la que nos hemos basado para esta decisión. Puede apelar si cree que hemos cometido un	Arial Font Size 10

5

Description	Text	Formatting*
	error. Vea la sección "Sus derechos a tener una audiencia" en la última página para aprender cómo apelar. Tiene solamente 90 días para pedir una audiencia. Los 90 días empezaron el día después de que el condado le envío este aviso.	

2.1.3 Add MC MAGI-T - MAGI Determination - Failure for Verification NOA Reason Fragment XDP for Spanish

Add MC MAGI-T - MAGI Determination - Failure for Verification NOA reason fragment xdp in Spanish language.

Languages Added: Spanish

NOA Mockups/Examples: N/A

Reason Fragment Verbiage:

Description	Text	Formatting*
Static	La razón de esta descontinuación es porque no nos proporcionó la prueba de la siguiente información: {Verifications} Le pedimos la información, pero no la hemos recibido y es esencial para determinar su elegibilidad de Medi-Cal.	Arial Font Size 10

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4   REQUIREMENTS

4.1   Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-239671

Add Spanish translation for MC 239 FFY-1 NOA

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Abhishek Deepankar
	Reviewed By	P Madhan Kumar

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/03/2022	1.0	Initial Document	Abhishek Deepankar

Table of Contents

1 OVERVIEW

The purpose of this change is to add Spanish translation for MC 239 FFY-1 NOA to CalSAWS.

1.1 Current Design

MC 239 FFY-1 when a Former Foster Youth individual is approved for Former Foster Youth Medi-Cal 4M Aid Code at Intake NOAs are available only in English language in CalSAWS.

1.2 Requests

1. Add Spanish Translations for MC 239 FFY-1 NOA.

1.3 Overview of Recommendations

Translate the MC 239 FFY-1 when a Former Foster Youth individual is approved for Former Foster Youth Medi-Cal 4M Aid Code at Intake in Spanish Language in CalSAWS.

1.4 Assumptions

1. The triggering conditions of the MC 239 FFY-1 NOA remains the same and are not being updated.
2. The NOA template remains the same and is not being updated.
3. The existing variable population is not being updated with this effort.

2 RECOMMENDATIONS

2.1 Add Spanish language of MC 239 FFY-1 NOA in CalSAWS

2.1.1 Overview

Add Spanish language version of MC 239 FFY-1 NOA into CalSAWS.

Reason Fragment Name and ID: MC_AP_FORMER_FOSTER_YOUTH_M147 (ID: 6326)
State Form/NOA: MC 239 FFY-1 (10/2015)
Current NOA Template: MC_NOA_TEMPLATE
Current Program(s): MC
Current Action Type: Approval
Current Fragment Level: Program
Currently Repeatable: No
Include NA Back 9: Yes
Current Forms/NOAs Generated with this NOA: N/A

Existing Languages: English
Regulations: California Code of Regulations, Section(s) 14005.28 and 14005.285.

2.1.2 Add MC 239 FFY-1 Reason Fragment XDP for Spanish

Add the MC 239 FFY-1 fragment xdp in Spanish language.

Languages Added: Spanish

NOA Mockups/Examples: N/A

Reason Fragment Verbiage:

Description	Text	Formatting*
Static	AVISO IMPORTANTE: AVISO DE APROBACIÓN DE BENEFICIOS DE MEDI-CAL PARA: <Person> **Aprobación de elegibilidad para el programa de Former Foster Youth Medi-Cal** **¡Usted está cubierto! Su solicitud de Medi-Cal ha sido aprobada.** ¡Buenas noticias! Su solicitud de Medi-Cal ha sido aprobada. Usted es elegible para el programa de Medi-Cal para jóvenes que estuvieron en crianza temporal (Former Foster Youth). Su Medi-Cal empieza el <MonthDayYear1>. El programa de Medi-Cal para jóvenes que estuvieron en crianza temporal (Former Foster Youth) proporciana Medi-Cal en forma gratuita hasta cumplir los 26 años a jóvenes como usted que estuvieron en cuidado de crianza temporal (foster care) a los 18 años de edad o más. Los ingresos y bienes no son tomados en cuenta para este programa. Su Medi-Cal continuará sin pausa y usted seguirá siendo elegible para este programa de Medi-Cal hasta cumplier los 26 años de edad, siempre y cuando viva en California. En muchos condados, usted como una persona joven que estuvo en crianza temporal, puede elejir tener Medi-Cal "tarifa por servicio" o inscribirse en un Medi-Cal Managed Care Plan. Con Medi-Cal "tarifa	Arial Font Size 10

por servicio" usted puede visitar cualquier médico, terapeuta u hospital que acepte Medi-Cal. Si decide inscribirse en un plan de cuidado médico administrado, debe ir con los médicos y proveedores que están en su plan de salud.

Si tiene alguna pregunta sobre su elegibilidad para Medi-Cal, comuníquese con su trabajador de elegibilidad al número en la parte superior de la carta. Si tiene preguntas sobre el cuidado médico administrado de Medi-Cal, llame a Health Care Options al 1-800 430-3003 para más información.

Manténgase en contacto
Si se muda, por favor comuníquese con su trabajador de elegibilidad de Medi-Cal para darle su nueva dirección o información de contacto.
•   *Si se muda dentro de California*, seguirá siendo elegible para el programa de Medi-Cal para jóvenes que estuvieron en crianza temporal (Former Foster Youth) hasta los 26 años.
•   *Si se muda a otro estado*, aún puede ser elegible para Medicaid en su nuevo estado, pero tendrá que solicitar los beneficios allí.

SI USTED YA TIENE UNA TARJETA DE IDENTIFICACIÓN DE BENEFICIOS (BENEFITS IDENTIFICATION CARD) NO LA TIRE. Debe seguir usando esta tarjeta. Si nunca ha tenido una Tarjeta de Identificación de Beneficios (Benefits Identification Card), pronto se le enviará una por correo. Si antes tuvo una Tarjeta de Identificación de Beneficios (Benefits Identification Card) pero ya no la tiene, comuníquese con su trabajador y pida una nueva tarjeta. La Tarjeta de Identificación de Beneficios (Benefits Identification Card) tiene la información que su proveedor necesita para revisar su elegibilidad para Medi-Cal. Debe llevar su Tarjeta de Identificación de Beneficios (Benefits Identification Card) cuando visite a su proveedor de salud y cuando necesite cuidado médico.

Si cree que hemos cometido un error, usted puede apelar. Para información sobre cómo presentar una apelación, veá la parte posterior de la primera página de este aviso: "Sus derechos a tener una audiencia". Tiene solamente 90 días para pedir una audiencia.

	Los 90 días empezaron el día después de que el condado le envío este aviso. **Nota:** Otros miembros de su familia podrían recibir un aviso aparte sobre si son elegibles para Medi-Cal. Por favor, llame a su trabajador de elegibilidad si necesita más información sobre este aviso.	

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4   REQUIREMENTS

4.1   Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-239989

Update Forms to Current Version and / or Implement in Spanish

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Indira Ramasamy
	Reviewed By	P Madhan Kumar

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/02/2022	1.0	Initial Draft	Indira Ramasamy

Table of Contents

1 OVERVIEW

The purpose of this change is to update the listed forms to the current version and add Spanish language to CalSAWS.

1.1 Current Design

Currently CalSAWS has older versions of State forms that need to be updated to the current version from the CDSS/IRS websites. Spanish translations need to be added to CalSAWS.

1.2 Requests

Update the following forms to the current version and add Spanish where available:

> AAP 2-Payment Instructions Adoption Assistance Program (09/2018)
> NA 818 - Notice of Action - Taking You Out of Welfare to Work (03/2014)
> NA 1261 - Notice of Action - Fiscal Form (1/2016)
> RS 3-Service Provider Referral/Notification Form

1.3 Overview of Recommendations

1. Update the below English forms to match with the latest state version.
   > AAP 2-Payment Instructions Adoption Assistance Program (09/2018)
   > NA 818 - Notice of Action - Taking You Out of Welfare to Work (03/2014)
   > NA 1261 - Notice of Action Fiscal Form (1/2016)

2. Add the below forms in Spanish language in CalSAWS.
   > NA 818 - Notice of Action - Taking You Out of Welfare to Work (03/2014)
   > NA 1261 - Notice of Action Fiscal Form (1/2016)
   > RS 3-Service Provider Referral/Notification Form (05/03)

1.4 Assumptions

1. All Spanish Version forms will have the CalSAWS Standard Header similar to the current existing English Form.
2. Print options for Spanish Version forms will be the same as existing English Form.
3. All the triggers for the new Spanish forms will be the same as the existing English form.

2 RECOMMENDATIONS

2.1 Update AAP 2-Payment Instructions Adoption Assistance Program to match with latest state version.

2.1.1 Overview

This effort is to update the existing AAP 2-Payment Instructions Adoption Assistance Program (5/15) English form to the latest state version (09/2018).

State Form: AAP 2 (09/2018)

Form Title: Payment Instructions Adoption Assistance Program

Programs: AAP (Adoptions Assistance Program)

Forms Category: Forms

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: This form starts/changes payments in the Adoption Assistance Program

Languages: English

Imaging Form Name: Payment Instructions AAP

Imaging Document Type: Adoption Assistance Program (AAP)

2.1.2 Description of Change

1. Update existing AAP 2 English form XDP to match with the latest state version of (09/2018). See Supporting Document #1

    Form Header: CalSAWS Standard Header #3

    Include NA Back 9: No

    Form Mockup/Example: See Supporting Document #1

2. Add the following barcode options to the AAP 2 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

3. Add the following print options to the AAP 2 Form:

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

Y	Y	Y	N	Y	N

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
Mail Priority: N/A

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: No

2.2 Update English and Add Spanish NA 818 - Notice of Action - Taking You Out of Welfare to Work NOA

2.2.1 Overview

This effort is to update the existing NA 818 (10/06) English form to the latest state version (03/2014) and add the Spanish language NOA in Template Repository.

State Form: NA 818 (03/2014)

Form Title: Notice of Action - Taking You Out of Welfare to Work

Programs: Welfare-To-Work, REP

Forms Category: NOA

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: This form is used to inform the participant that they have been removed from the Welfare-to-Work program for not complying with the Compliance plan.

Languages: English, Spanish

Imaging Form Name: NOA - Taking You Out of Welfare to Work

Imaging Document Type: Notification/NOA

2.2.2 Description of Change

1. Update existing NA 818 English form XDP to match with the latest state version of (03/2014). See Supporting Document #2

2. Create NA 818 form XDP in Spanish language.

       Form Header: CalSAWS Standard Header #1

       Include NA Back 9: Yes

       Form Mockup/Example: See Supporting Document #2

3. Add the following barcode options to the NA 818 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

4. Add the following print options to the NA 818 Form:

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

Mailing Requirements:
Mail-To (Recipient): Applicant selected on the document parameters page.
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard
Return Envelope Type: N/A
Mail Priority: Same Day Priority

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: Yes

2.3 Update and Add NA 1261 Notice of Action - Fiscal Form

2.3.1 Overview

This effort is to update the existing NA 1261 (11/11) English form to latest state version (1/2016) and add Spanish NA 1261 NOA in Template Repository.

State Form: NA 1261 (1/2016)

Form Title: Notice of Action - Fiscal Form

Programs: Foster Care, Kin-GAP, AAA (Adoptions Assistance Program)

Forms Category: NOA

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: This form is used when overpayment is determined valid, regardless if there is an associated existing recovery account if overpayment is for a different accrual month.

Languages: English, Spanish

Imaging Form Name: NOA Fiscal Form

Imaging Document Type: Notification/NOA

2.3.2 Description of Change

1. Update existing NA 1261 English form XDP to match with the latest state version of (1/2016). See Supporting Document #3

2. Create NA 1261 form XDP in Spanish language.

> **Form Header:** CalSAWS Standard Header #1
> **Include NA Back 9:** Yes (NA 1261 BACK)
> **Form Mockup/Example:** See Supporting Document #3

3. Add the following barcode options to the NA 1261 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
Y	N	Y

4. Add the following print options to the NA 1261 Form:

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

Mailing Requirements:
Mail-To (Recipient): Applicant selected on the document parameters page.
Mailed From (Return): Worker's Office Address
Mail-back-to Address: Worker's Office Address
Outgoing Envelope Type: Standard
Return Envelope Type: N/A
Mail Priority: Same Day Priority

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: No

2.4 Add Spanish RS 3-Service Provider Referral/Notification Form

2.4.1 Overview

This effort is to add the state provided Spanish language form RS 3 - Service Provider Referral/Notification Form (05/03) version in Template Repository.

State Form: RS 3 (05/03)

Form Title: Service Provider Referral/Notification Form

Programs: RCA (Refugee Cash Assistance), REP (Refugee Employment Program)

Forms Category: Forms

Attached Forms: N/A

Template Repository Visibility: All Counties

Template Description: This form notifies the participant that they must report to the service provider before they can be eligible for cash assistance.

Languages: Spanish

Imaging Form Name: Service Provider Referral/Notification

Imaging Document Type: CalWORKs (CW)

2.4.2 Description of Change

1. Create RS 3 form XDP in Spanish language.

> **Form Header:** CalSAWS Standard Header #1
> **Include NA Back 9:** No
> **Form Mockup/Example:** See Supporting Document #4

2. Add the following barcode options to the RS 3 Form:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

4. Add the following print options to the RS 3 Form:

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

Mailing Requirements:
Mail-To (Recipient): Applicant selected on the document parameters page.
Mailed From (Return): Worker's Office Address
Mail-back-to Address: N/A
Outgoing Envelope Type: Standard
Return Envelope Type: N/A
Mail Priority: Same Day Priority

Additional Requirements:
Special Paper Stock: N/A
Enclosures: N/A
Electronic Signature: N/A
Post to SSP: No

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

1	Correspondence	AAP 2	AAP2_EN.pdf
2	Correspondence	NA 818	NA818_EN.pdf NA818_SP.pdf
3	Correspondence	NA 1261	NA1261_EN.pdf NA1261_SP.pdf
4	Correspondence	RS 3	RS3_SP.pdf

4   REQUIREMENTS

4.1   Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-240722

BenefitsCal - Push Notification to YBN Users

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Michael Barillas
	Reviewed By	Himanshu Jain, Marqui Simmons, Chao Guan, Naga Chinduluru.

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
2/18/2022	1.0	Initial Draft	Michael Barillas
3/1/2022	1.1	Updating verbiage as requested	Kusnadi.E
3/18/2022	1.2	Updated BenefitsCal Date References / Removed New Batch Job	Michael Barillas

Table of Contents

1 OVERVIEW

Due to migration efforts, BenefitsCal will be replacing Your Benefits Now (YBN) on April 24, 2022. Current LA County CalSAWS applicants and YBN customers will need to be notified of this conversion. CalSAWS will send a push notification to current LA County CalSAWS applicants and YBN customers who are opted in to receive YBN notifications to inform them that BenefitsCal will be replacing YBN.

1.1 Current Design

Due to migration efforts, BenefitsCal will be replacing YBN on April 24, 2022. Current LA County CalSAWS applicants and YBN customers will need to be notified of this conversion.

1.2 Requests

Send a YBN push notification to current LA County CalSAWS applicants and YBN customers who's opted in to receive YBN push notification to inform them that BenefitsCal will be replacing YBN.

1.3 Overview of Recommendations

1. Schedule YBN is to send the new push notification to customers by April 24, 2022.

1.4 Assumptions

1. N/A

2   RECOMMENDATIONS

2.1   YBN portal – New Notification Message

2.1.1   Overview

The YBN application will be updated to send a new notification message to participants informing them that the YBN application will be replaced with BenefitsCal. The notification message will be sent to all participants.

2.1.2   YBN Notification Message Mockup

Figure 2.1.1 – YBN Message

Figure 2.1.2 – YBN Message

Figure 2.1.3 – YBN Message (Spanish)

Figure 2.1.4 – YBN Message (Spanish)

2.1.3 Description of Changes

1. Create a new notification message in YBN application. Message will be available in both English and Spanish.
    a. New notification message will be sent to all participants.
        i. Subject: "The YBN mobile app will not be available starting 04/24/22"
            1. Spanish: "La aplicación móvil de YBN no estará disponible a partir del 04/24/22"
                a. Spanish verbiage will display when participants update the language to Spanish in YBN.
            2. For all other languages, message will display in English.
        ii. Body: " The YBN mobile app will not be available starting 04/24/22 as it is becoming BenefitsCal.com. Please visit Info.BenefitsCal.com for more information."
            1. Spanish: "La aplicación móvil de YBN no estará disponible a partir del 04/24/22 ya que se convertirá en BenefitsCal.com. Visite Info.BenefitsCal.com para obtener más información."
                a. Spanish verbiage will display when participants update the language to Spanish in YBN.
            2. For all other languages, message will display in English.

2.1.4 Page Location

- **YBN Application – Message Board**

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 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.20.1.12	The LRS shall alert COUNTY-specified Users of all automated actions taken by the LRS as a result of LRS Data received through an interface.	CalSAWS is notifying customers of a change of system, from YBN to BenefitsCal.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-240746

CalSAWS Automated Tasks

CalSAWS Additional Automated Action

Task Management

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
2/9/2022	1.0	Initial Revision	Mayuri Srinivas

Table of Contents

1 OVERVIEW

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

1.1 Current Design

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

A series of phased enhancements for DDID 1629 converted CalSAWS automated Tasks into the Automated Action framework and made them available for all 58 counties where possible.

The "DCSS Report: Custodial Parent Cooperated" Automated Action existed in the C-IV System. This automated Task also exists in the CalSAWS System as an automated Task (not an Automated Action). This Automated Action was not created with the DDID 1629 enhancements. Tasks of this type have been triggering for the C-IV migration counties in the CalSAWS System, but the Tasks are missing some attributes due to the lack of the Automated Action being available. The result is that these Tasks created for the C-IV counties are not available on the online pages.

1.2 Requests

Create the "DCSS Report: Custodial Parent Cooperated" Automated Action in the CalSAWS System for the 58 CalSAWS counties.

1.3 Overview of Recommendations

1. Create a "DCSS Report: Custodial Parent Cooperated" Automated Action in the CalSAWS System.
    a. For the C-IV migration counties, preserve the configuration of the Automated Action (Status, Task Type, Due Date, Assignment configurations) as it was at the time of C-IV cutover into the CalSAWS System.
    b. Data change the Tasks have been created for the C-IV migration counties after migration into the CalSAWS System to be associated to the Automated Action and appropriate Task Type based on the Automated Action configuration.

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. No logic modifications needed to invoke the Automated Action.

2 RECOMMENDATIONS

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

2.1 Update CalSAWS Automated Tasks Per Automated Action Framework

2.1.1 Overview

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

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

2.1.2 Automated Action Detail – Reference Example

Automated Action Detail

<div>

Edit   Close

Action Information

Name:	**Type:**	**Status:** *
DCSS Report: Custodial Parent Cooperated	Create Task	Active
Program(s):	**Run Date:**	**Source:**
WT, CW, FC, CC, KG, MC, CS, CF	Daily(Mon-Fri)/Daily(Mon-Sat)	Batch

Scenario:
DCSS has reported that a custodial parent associated to a child support case is now cooperating. Update case information accordingly.

Task Information

Task Type: *
Custodial Parent Cooperated

Due Date:	**Default Due Date:**
Default Due Date	10 days
Initial Assignment:	**Default Assignment:**
Default Assignment	Current Program Worker

Guided Navigation: *
No

Long Description:
{Custodial Parent Name} has cooperated as of {Date}.

Edit   Close

</div>

Figure 2.1.2.1 – Automated Action Detail

2.1.3 Description of Changes

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

Technical: Unless specifically stated otherwise, the below Automated Action will be available and Active for LA county as the automated Task currently exists within the CalSAWS System and functions for LA County. For the CalWIN counties, the Status will initially be Inactive with a blank Task Type and Task Sub-Type. This is because each county can set a custom Task Type for each Automated Action. If a CalWIN county decides to Activate one of these Automated Actions, the page validation will require that the county also select a Task Type to be used. For the 39 C-IV Migration Counties, the Status and configurations will be based on how the Automated Action was configured at the time of CalSAWS Cutover,

which was active for all Counties except Nevada, San Joaquin, and Stanislaus.

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

1. DCSS Report: Custodial Parent Cooperated
   a. Action Information
      i. Name: DCSS Report: Custodial Parent Cooperated
      ii. Type: Create Task
      iii. Status: Active
      iv. Program(s): WT, CW, FC, CC, KG, MC, CS, CF
      v. Run Date: Daily(Mon-Fri)/Daily(Mon-Sat)
      vi. Source: Batch
      vii. Scenario: DCSS has reported that a custodial parent associated to a child support case is now cooperating. Update case information accordingly.

   b. Task Information
      i. Task Type: Custodial Parent Cooperated
      ii. Task Sub-Type: N/A
      iii. Due Date: Default Due Date
      iv. Default Due Date: 10 days
      v. Initial Assignment: Default Assignment
      vi. Default Assignment: Current Program Worker
      vii. Long Description: {Custodial Parent Name} has cooperated as of {Date}.

2.2 Data Change – Recover DCSS Report: Custodial Parent Cooperated Tasks

2.2.1 Overview

36 of the 39 C-IV Migration Counties had the DCSS Report: Custodial Parent Cooperated Automated Action as Active at the time of CalSAWS Cutover. The three Counties that did not have the Automated Action active are Nevada, San Joaquin, and Stanislaus. Resulting Tasks for the 36 Counties do not have all of the required attributes populated to be accessible in the CalSAWS System. This data change will correct these Task records based on each County's configuration of the Automated Action.

2.2.2 Description of Change

1. Update the affected Task records for the 36 impacted Counties to be associated to the corresponding Task Type configured for the Automated Action at the time of Cutover.
Once this data change is complete, the affected Task records will be accessible in the Online pages.

2.2.3 Estimated Number of Records Impacted/Performance

Approximately 3,000 Task records will be updated.

3 SUPPORTING DOCUMENTS

N/A

4 REQUIREMENTS

4.1 Migration Requirements

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

5 MIGRATION IMPACTS

N/A

6 OUTREACH

N/A

7 APPENDIX

N/A

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-241052

Remove Obsoleted Forms from CalSAWS

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Indira Ramasamy
	Reviewed By	P Madhan Kumar

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/09/2022	1.0	Initial Revision	Indira Ramasamy

Table of Contents

1 OVERVIEW

This SCR will remove the listed forms from the CalSAWS Template Repository since these Forms are considered obsolete.

1.1 Current Design

The following forms are currently in the Template Repository and/or are generated by the system.

1. SOC 841- Notice of Overpayment and Request for Voluntary Repayment (10/2009)
2. CF 23 SAR - How to Report Household Changes (Per CRPC 2177)
3. TEMP AR1 - Important Information New Reporting Requirements for CalWORKs and CalFresh (7/13) (Per CRPC 2212)
4. DFA 377.7F-2 - CalFresh Repayment Notice Status Change From IHE to IPV Increase - Sponsor (4/2011)
5. DFA 377.7F-4 - CalFresh Repayment Notice Status Change From IHE to IPV – Sponsor (4/2011)
6. DFA 377.7F-6 - CalFresh Repayment Notice Status Change From IHE to IPV Reduced - Sponsor (4/2011)
7. DFA 377.7F-3 - CalFresh Repayment Notice IPV (4/2011)
8. DFA 377.7F-1 - CalFresh Repayment Notice Status Change From IHE to IPV Increase (4/2011)
9. Pre-Pop - MAGI - Pre-Pop - Medi-Cal Renewal (8/2014)
10. WI 10072 - EBT Notice of Replacement Approval (1/2013) - (When Generated, this is the TEMP WI 10072 which was obsoleted with ACL 19-002)

1.2 Requests

Remove these forms from the Template Repository in all languages. Obsolete the below forms:

1. SOC 841- Notice of Overpayment and Request for Voluntary Repayment (10/2009)
2. CF 23 SAR - How to Report Household Changes (Per CRPC 2177)
3. TEMP AR1 - Important Information New Reporting Requirements for CalWORKs and CalFresh (7/13) (Per CRPC 2212)
4. DFA 377.7F-2 - CalFresh Repayment Notice Status Change From IHE to IPV Increase - Sponsor (4/2011)
5. DFA 377.7F-4 - CalFresh Repayment Notice Status Change From IHE to IPV – Sponsor (4/2011)
6. DFA 377.7F-6 - CalFresh Repayment Notice Status Change From IHE to IPV Reduced - Sponsor (4/2011)
7. DFA 377.7F-3 - CalFresh Repayment Notice IPV (4/2011)

8. DFA 377.7F-1 - CalFresh Repayment Notice Status Change From IHE to IPV Increase (4/2011)
9. Pre-Pop - MAGI - Pre-Pop - Medi-Cal Renewal (8/2014)
10. WI 10072 - EBT Notice of Replacement Approval (1/2013) - (When Generated, this is the TEMP WI 10072 which was obsoleted with ACL 19-002)

1.3 Overview of Recommendations

Remove the listed Forms from the CalSAWS Template Repository.

2 RECOMMENDATIONS

2.1 Remove selected Forms from the CalSAWS Template Repository

Remove the following Forms from the CalSAWS Template Repository:

Form Number	Form Name	Language(s)
SOC 841	Notice of Overpayment and Request for Voluntary Repayment	EN
CF 23 SAR	CalFresh Benefits How To Report Household Changes	EN, SP, AE, CA, CH, FA, KO, RU, TG, VI
TEMP AR 1	Important Information New Reporting Requireiments for CalWORKs and CalFresh	EN, SP
DFA 377.7F-2	CalFresh Repayment Notice Status Change From IHE to IPV Increase - Sponsor	EN, SP
DFA 377.7F-4	CalFresh Repayment Notice Status Change From IHE to IPV - Sponsor	EN, SP
DFA 377.7F-6	CalFresh Repayment Notice Status Change From IHE to IPV Reduced - Sponsor	EN, SP
DFA 377.7F-3	CalFresh Repayment Notice IPV	EN, SP
DFA 377.7F-1	CalFresh Repayment Notice Status Change From IHE to IPV Increase	EN, SP
Pre-Pop	MAGI - Pre-Pop - Medi-Cal Renewal	EN, SP
WI 10072	EBT Notice of Replacement Approval	EN, SP, AE, CA, CH, KO, RU, TG, VI

Forms must be removed in all languages.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-241711

Remove 'Meets ESAP Criteria' check from SARA RE packet logic

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Nithya Chereddy
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/02/2022	1.0	Initial Draft	Nithya Chereddy

Table of Contents

This page intentionally left blank

1 OVERVIEW

1.1 Current Design

As part of the SCR CA-220040 CF RE packet batch job and the CF 377.2 form batch job was modified to look at the Meets ESAP Criteria Indicator which caused missed CF RE packets and CF 377.2 for certain CF population.

1.2 Requests

Update CF RE Packet batch job and CF 377.2 batch job to identify and generate the CF RE Packet and CF 377.2 form to all the households that do not have the reporting type '*Semi-Annual Reporting - No Report*'.

1.3 Overview of Recommendations

1. Update the CF RE Packet batch job to no longer check for the Meets ESAP Criteria.
2. Update the CF 377.2 form batch job to no longer check for the Meets ESAP Criteria.
3. Create a list of cases which did not receive a CF 377.2 form as the reporting type for the household switched from 'SARN' to not SARN between the CF 377.2 form batch job run date and CF RE Packet run date for migration counties.

1.4 Assumptions

N/A

2   RECOMMENDATIONS

2.1   Update Migration Counties CF RE Packet Batch Job

2.1.1   Overview

Currently, the CalFresh Recertification Packet batch job (PB00R543) for the Migration Counties sends out the CF RE Packet a month prior to the RE due date. The current batch job checks if the Meets ESAP Criteria is set to 'No' or is null.

2.1.2   Description of Change

Update the batch logic to remove Meets ESAP Criteria check.

Note: This is to ensure that the CF RE Packet will be sent to the Households whose reporting type is anything other than '*Semi-Annual Reporting - No Report*'.

2.1.3   Execution Frequency

This job runs on the 15th Calendar Day of the month.

2.1.4   Key Scheduling Dependencies

No change.

2.1.5   Counties Impacted

Migration Counties.

2.1.6   Data Volume/Performance

No change.

2.1.7   Failure Procedure/Operational Instructions

Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.2 Add/Update CF 377.2 Batch Job

2.2.1 Overview

The existing CF 377.2 batch job (PB00R509) runs for all counties. With this effort the batch job is being separated for Migration counties and LA County. The trigger conditions will be same for Migration counties and LAC with the difference in scheduling dates.

The CF 377.2 batch job sends CF 377.2 (CalFresh Notice of Expiration of Certification) to active CF programs who do not meet the ESAP Criteria, and the reporting type is not '*Semi-Annual Reporting - No Report*'. Update the batch logic to no longer check for the ESAP indicator.

2.2.2 Description of Change

1. Update current batch job PB00R509 to only run for Migration counties by remove LA County (County 19) from Batch properties.
2. Create a new batch job PB19RXXX to trigger CF 377.2 form for LA County.
3. Update the batch logic for both Migration County and LA County batch job to no longer check for the ESAP indicator. Trigger the CF 377.2 form for all the cases that meet the following criteria. The effective month referenced below is the month following the batch date.
    a. The program is CalFresh.
    b. The status of the program is Active.
    c. The current reporting type is not '*Semi-Annual Reporting - No Report*'.
    d. The RE due month of the CalFresh program is the same month as the effective month and the completion date is not set.
    e. There does not exist a record in the system transaction table for the CF 377.2 for the same effective month for the program.
    f. A CF 377.2C was not sent in the current recertification period.

2.2.3 Execution Frequency

The batch job PB00R509 will run monthly, same day as the CF RE Packet batch job PB00R543 for the Migration Counties i.e., 15th day of the month.

The batch job PB19RXXX will run monthly, same day as the CF RE Packet for Los Angeles County i.e., 4th Calendar day of the month.

2.2.4 Key Scheduling Dependencies

PB19RXXX job will run after the PB19R1996 (which is the CF 377.2C form batch job) for LA County.

Note: CF 377.2C batch job is not active for Migration counites currently. It will be turned on through the SCR CA-239226.

2.2.5 Counties Impacted
All counties.

2.2.6 Data Volume/Performance
No change.

2.2.7 Failure Procedure/Operational Instructions
Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.3 Add/Update CF 377.2B Batch Job

2.3.1 Overview

The existing CF 377.2B batch job (PB00R1995) runs for all counties. With this effort the batch job is being separated for Migration counties and LA County. The trigger conditions will be same for Migration counties and LAC with the difference in scheduling dates.

2.3.2 Description of Change

1. Update current batch job PB00R1995 to only run for Migration counties by remove LA County (County 19) from Batch properties.
2. Create a new batch job PB19RXXXX to trigger CF 377.2B form for LA County.
   Note: There are no changes to the generation conditions for the CF 377.2B form.

2.3.3 Execution Frequency

The batch job PB00R1995 will run monthly, same day as the CF RE Packet batch job PB00R543 for the Migration Counties i.e., 15th Calendar day of the month.

The batch job PB19RXXX will run monthly, same day as the CF RE Packet for Los Angeles County i.e., 4th Calendar day of the month.

2.3.4 Key Scheduling Dependencies
N/A

2.3.5 Counties Impacted
All counties.

2.3.6 Data Volume/Performance
No change.

2.3.7 Failure Procedure/Operational Instructions
Batch Support/Operations staff will diagnose the nature of the failure and determine the appropriate action.

2.4 Update scheduling for the CF 377.2C batch job

2.4.1 Overview

The batch job PB19R1996 generates the CF 377.2C form for LA County. This job currently runs on the 3rd Calendar Day of the month.

Update the schedule of the batch job PB19R1996 to run on the 4th Calendar Day of the month, same day as the CF RE Packet for Los Angeles County.

Note: There are no changes to the generation conditions for the CF 377.2C form.

2.5 Create a list for Migration Counties

2.5.1 Overview

The NEC batch job runs few days prior to the CF RE Packet batch job and the ESAP Packet batch job. If a household had SARN reporting on the NEC job run date it will skip sending the CF 377.2 form as it is supposed to receive ESAP RE Packet, but if the household switched to any reporting other than 'SARN' the household will receive a regular CF RE packet instead of the ESAP RE Packet. As the CF RE Packet does not contain a NEC form, in the above-described scenario the household would have never gotten a NEC form.

2.5.2 Description of Change

Create a list of cases which did not receive a CF 377.2 form as the reporting type for the household switched from 'SARN' to not SARN between the CF 377.2 form batch job run date and CF RE Packet run date for migration counties.

Note: This list is only for Migration counties and not for LA County as for LAC the CF 377.2 job and CF RE Packet job runs on the same day.

List Name: CA-241711 (List of cases which did not receive a CF 377.2 form)
List Criteria: Case Persons who did not receive the CF 377.2 form as the reporting type for the household switched from 'SARN' to not SARN between the CF 377.2 form batch job run date and CF RE Packet run date for migration counties.

Standard Columns:
• Case Name
• Case Number
• County
• Unit
• Unit Name
• Office Name
• Worker
Additional Column(s):
• First Name of the Primary Applicant (First Name of the Person)
• Last Name of the Primary Applicant (Last Name of the Person)

Frequency: One-time

County Action: Workers must review the list and generate the CF 377.2 form as needed.

The list will be posted to the following locations:
CalSAWS Web Portal>System Changes>SCR and SIR Lists>2022>CA-241711

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4   REQUIREMENTS

4.1   Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-241806

Application Accessibility Updates

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Andrea Rodriguez
	Reviewed By	Michael Wu

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
3/1/2022	1.0	Initial	Andrea Rodriguez

Table of Contents

1 OVERVIEW

1.1 Current Design

The CalSAWS application's base code was created prior to certain accessibility requirements for visually impaired users.

1.2 Requests

Update areas in the CalSAWS application that do not meet the Accessibility Guidelines as discovered during the Accessibility Audit.

1.3 Overview of Recommendations

1. Update the CalSAWS Global Navigation menu to allow the Local Navigation to be accessed with the keyboard alone.
2. Update the Tasks pop-up Global menu to allow the options to be accessed with the keyboard alone.
3. Update the Help hyperlink on the Journal, Tasks, and Document Parameters pages to display only the Help icon image with the "Help" anchor text displaying to the right of the image.
4. Update the Call Log List and Reception Log List windows to allow content to be accessed when zoomed in 200%.
5. Update the drop-down hover background color globally to have a contrast ratio of at least 4.5:1 with the foreground color.

1.4 Assumptions

1. All other functionalities remain unchanged unless specifically called out by this document.
2. Other pages needing similar enhancements will be addressed in a future SCR.

2 RECOMMENDATIONS

This SCR will update areas in the CalSAWS application that do not meet the Accessibility Guidelines as discovered during the Accessibility Audit. The CalSAWS Local Navigation will be updated to be accessed by keyboard. Additionally, the Global menu on the Tasks pop-up will also be updated to be accessed by keyboard. The Help Icon link on the Journal, Tasks, and Document Parameters pages will be modified. The Call Log List and Reception Log List windows will be updated to allow content to be accessed when zoomed in 200%. Finally, the drop-down hover background color will be changed globally in order to have a contrast ratio of 4.5:1 to the foreground color.

2.1 Local Navigation

2.1.1 Overview

Currently, a user can press the tab button to access the options on the Global Navigation bar, as well as other links and fields on the page. This SCR will update the Local Navigation bar to also be accessible by using the keyboard.

2.1.2 Local Navigation Mockup
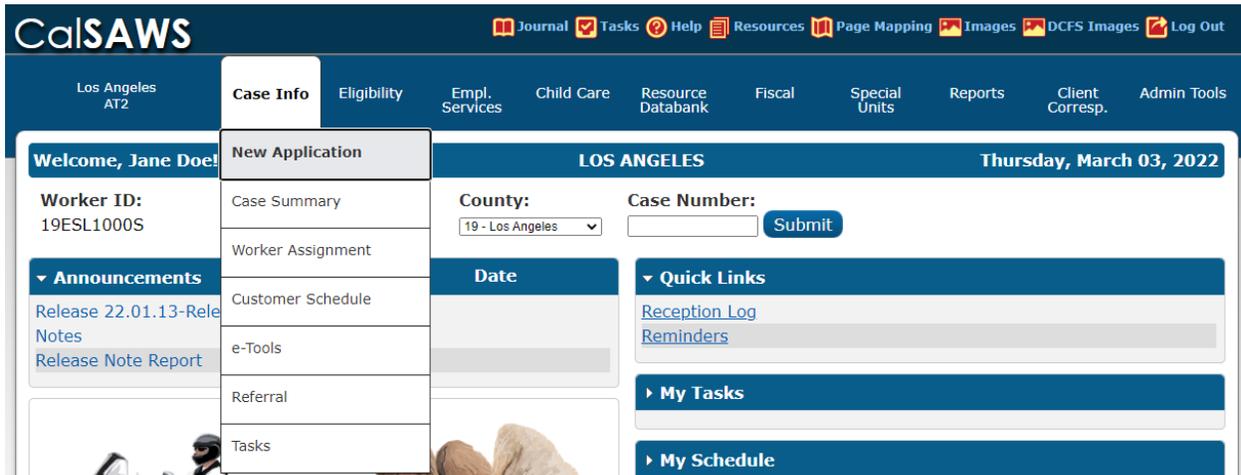
Figure 2.1.1 – Local Navigation Mockup

2.1.3 Description of Changes

1. Update the Local Navigation to be accessed by keyboard as shown in Figure 2.1.1.
   a. When a Global Navigation option is selected with the Tab key, pressing the Tab key again will continue to move the selection down the Local Navigation list for that Global Navigation option.

Note: The appearance of the link when selected will match the hover appearance.

b. When the end of the Local Navigation list is reached, the following Global Navigation option or selectable field on the page will be selected.

c. Pressing the Enter key when the Local Navigation option is selected will direct the user to the hyperlink.

d. Pressing the Shift and Tab key at the same time will select the prior option.

2.1.4 Page Location

- **Local Navigation**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Tasks

2.2.1 Overview

Currently, a user can press the tab button to access links and fields on the Tasks pop-up window, but not the Global menu links. The My Tasks, Task Detail, Task Search, and My Banks pages all have a hyperlink to the Help page on the top right. The hyperlink is an image of the word "Help" underneath the Help icon.

This SCR will update the Global menu across all Tasks pages (My Tasks, Task Detail, My Watchlist, Task Search, My Banks) to be accessible by keyboard. In addition, the Help page hyperlink will be updated to display only the Help icon image with the anchor text displaying to the right of the image.

2.2.2 Tasks Pages Mockup

My Tasks | My Watchlist | Task Search | My Banks

My Tasks   ❓ Help

Staff: **Worker ID:**
Jane Doe   19ESL1000S

Results per Page: [25 ▾]   [Search]

Bundle Case Tasks: [No ▾] [Get Next]

Due Date	Case	Case Name	Program(s)	Category	Type/Sub-Type	Status	Date Assigned	Program Worker
No Data Found								

[Get Next]

This Type 1 page took 0.76 seconds to load.

Figure 2.2.1 – My Tasks Page Mock-Up

Task Detail   ❓ Help

✱- Indicates required fields

[Save and Add Another] [Save and Return] [Save] [Cancel]

Case Number: ✱   **Case Name:**   **Program(s):** ✱   **Status:** ✱
[____] [Select]   [- Select -]   Assigned

Category: ✱   **Type:** ✱   **Sub-Type:**   **Priority:**   **Expedited:**
[- Select -]   [- Select -]   [▾]   [No ▾]

Due Date: ✱   **Worker Assigned Date:**
[____] 📅

Assign to Program Worker: **Worker ID:**   **Bank ID:**
[Yes ▾]   [____] [Select]

Long Description:
[   ]

[Save and Add Another] [Save and Return] [Save] [Cancel]

Figure 2.2.2 – Task Detail Page (Edit) Mock-Up

Task Detail

✱- Indicates required fields

[Start Watching] [Edit] [Print] [Close]

Case Number	**Case Name:**	**Program(s):** ✱	**Status:** ✱	**Reference Number:**
B0WCW20	Case Name	CalFresh - JOHN DOE	Assigned	
Category: ✱	**Type:**	**Sub-Type:**	**Priority:**	**Expedited:**
Case Update	Change in Primary Language Designation	Sub-Type Test 1	Medium	No
Due Date: ✱	**Date Created:**	**Worker Assigned Date:**		
03/04/2022	03/03/2022	03/03/2022		
Assign to Program Worker:	**Worker ID:**	**Bank ID:**		**Automated Action:**
Yes	19DP345F10			No
Long Description:				

▸ **Instructions**

▸ **Task History**

[Edit] [Print] [Close]

Figure 2.2.3 – Task Detail Page (View) Mock-Up

My Tasks	My Watchlist	**Task Search**	My Banks

Task Search

❓ Help

✱- Indicates required fields

▾ Refine Your Search

[Search]

Case Number:	**Program:**
[____] [Select]	[____▾]
Worker ID:	**Bank ID:**
[19ESL1000S] [Select]	[____] [Select]

Office Name: [_____] [Select]   **Unit ID:** [__]00

Status:	**Category:**	**Type:**
[Assigned ▾]	[____▾]	[_____▾]

Sub-Type: [▾]

Priority:	**Newly Assigned:**	**Expedited:**
[__▾]	[__▾]	[__▾]

Due Date

From:	To:
[_____] 📅	[_____] 📅

▸ Advanced Search

Results per Page: [100▾] [Search]

Figure 2.2.4 – Task Search Page Mock-Up
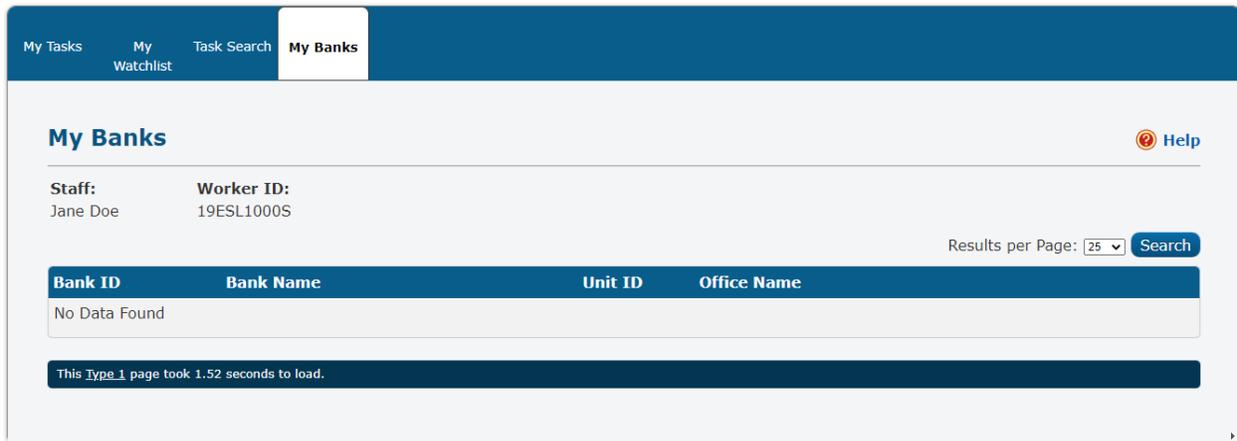
Figure 2.2.5 – My Banks Page Mock-Up

2.2.3   Description of Changes

1. Update the Global menu on the Tasks pop-up, as shown in Figure 2.2.1.
    a. Add additional styling to Global menu hyperlinks when hovered.
        i. The font weight of the hyperlink will be bold.
        ii. Font color of the hyperlink will be black.
        iii. Background color of the hyperlink will be white.
    b. The Global menu should be able to be accessed by keyboard.
        i. Pressing the tab key will select the Global menu options starting from left to right.
        ii. When the end of the Global menu is reached, the next selectable field on the page will be selected.
        iii. Pressing the Enter key when the Global menu option is selected will direct the user to the hyperlink.
        iv. Pressing the Shift and Tab key at the same time will select the prior option.
        Note: The appearance of the link when selected will match the hover appearance.
2. Update the Help hyperlink that appears on the My Tasks, Task Detail, Task Search, and My Banks pages (as shown in Figures 2.2.1 to 2.2.5).
    a. Replace the hyperlink image to display only the Help icon without the "Help" label in the image.
    b. Display "Help" anchor text to the right of the Help icon image.
    Note: The Help hyperlink will still navigate the user to the Help pages. The Help hyperlink includes both the icon and the "Help" text.

2.2.4   Page Location

- **Utilities: Tasks**

10

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

N/A

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3   Journal

2.3.1 Overview

Currently, the Journal Search, Journal Detail, Journal Print pages all have a link to the Help page on the top right. The hyperlink is an image of the word "Help" underneath the Help icon.

This SCR will update the Help page hyperlink on the Journal pages. It will be updated to display only the Help icon image with the anchor text displaying to the right of the image.

2.3.2 Journal Pages Mockup

Figure 2.3.1 – Journal Search Mockup

Journal Detail

✱- Indicates required fields

`<<` `Preview` `Save` `Cancel`

Case Number:
B0WCW20

Case Name:
Case Name

Entry Information

Journal Category: ✱
`- Select -` ▾

Journal Type: ✱
`- Select -` ▾

Initiated By:
User

Method of Contact:
▾

Short Description: ✱
[   ]

Long Description: ✱

Classic

[   ]

`<<` `Preview` `Save` `Cancel`

Figure 2.3.2 – Journal Detail Mockup (Edit)

Journal Detail

❓ Help

✱- Indicates required fields

`<<` `Append` `Suppress` `Print`

Case Number:
B0WCW20

Case Name:
Case Name

Entry Information

Journal Category: ✱
All

Journal Type: ✱
Narrative

Initiated By:
User

Method of Contact:

Short Description: ✱
Confidential Case removed

Long Description:

Confidential Case indicator removed by Doe, Jane - 1000474 on 02/24/2022.
Confidential Type: Adoptions Assistance

`<<` `Append` `Suppress` `Print`

Figure 2.3.3 – Journal Detail Mockup (View)

Journal Print

`<<` `Print` `Close`

(02/24/2022 2:01 PM, Jane Doe, 19ESL1000S, Other)

Case Number: **Case Name:**
B0WCW20   Case Name

Journal Category: **Journal Type:**
All   Narrative

Initiated By: **Method of Contact:**
User

Short Description:
Confidential Case removed

Long Description:

Confidential Case indicator removed by Doe, Jane - 1000474 on 02/24/2022.
Confidential Type: Adoptions Assistance

`<<` `Print` `Close`

Figure 2.3.4 – Journal Print Mockup

2.3.3 Description of Changes

1. Update the help hyperlink that appears on the Journal Search, Journal Detail, and Journal Print pages (as shown in Figures 2.3.1 to 2.3.4).
   a. Replace the hyperlink image to display only the Help icon without the "Help" label in the image.
   b. Display "Help" anchor text to the right of the Help icon image.
   Note: The Help hyperlink will still navigate the user to the Help pages. The Help hyperlink includes both the icon and the "Help" text.

2.3.4 Page Location

- **Utilities: Journal**

2.3.5 Security Updates

N/A

2.3.6 Page Mapping

N/A

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 Document Parameters

2.4.1 Overview

Currently, the Document Parameters page has a link to the Help page on the top right. The hyperlink is an image of the word "Help" underneath the Help icon.

This SCR will update the Help page hyperlink on the Document Parameters page. It will be updated to display only the Help icon image with the anchor text displaying to the right of the image.

2.4.2 Document Parameters Mockup
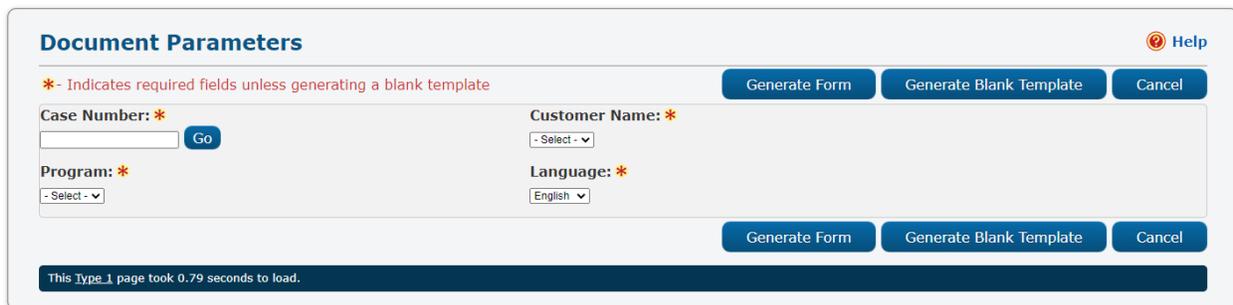
Document Parameters   ⑦ Help

✱ - Indicates required fields unless generating a blank template   [Generate Form] [Generate Blank Template] [Cancel]

Case Number: ✱   **Customer Name:** ✱
[ ] [Go]   [- Select - ⌄]

Program: ✱   **Language:** ✱
[- Select - ⌄]   [English ⌄]

[Generate Form] [Generate Blank Template] [Cancel]

This Type 1 page took 0.79 seconds to load.

Figure 2.4.1 – Document Parameters Mockup

2.4.3 Description of Changes

1. Update the help hyperlink that appears on the Document Parameters page (as shown in Figure 2.4.1).
   a. Replace the hyperlink image to display only the Help icon without the "Help" label in the image.
   b. Display "Help" anchor text to the right of the Help icon image. Note: The Help hyperlink will still navigate the user to the Help pages. The Help hyperlink includes both the icon and the "Help" text.

2.4.4 Page Location

- **Global:** Client Correspondence
- **Local:** Templates
- **Task:** Template Repository Search

2.4.5 Security Updates

N/A

2.4.6 Page Mapping

N/A

2.4.7 Page Usage/Data Volume Impacts

N/A

2.5 Call Log List

2.5.1 Overview

The Call Log List page when zoomed in 200% is currently unable to support horizontal scrolling and the elements on the page can be narrowly displayed together depending on the window size.

This SCR will update the Call Log List page to have a horizontal scrollbar on the wrapper and support adequate table widths and spacing between elements when zoomed in.

2.5.2 Call Log List Mockup

Figure 2.5.1 – Call Log List Zoomed 200% with Overflow

2.5.3 Description of Changes

1. Update the width of the wrapper such that it can display all elements with sufficient spacing even when zoomed in.
2. Add a horizontal scroll bar to support horizontal overflow on the Call Log List page wrapper, as shown in Figure 2.5.1.

2.5.4 Page Location

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

2.5.5 Security Updates

N/A

2.5.6 Page Mapping

N/A

2.5.7 Page Usage/Data Volume Impacts

N/A

2.6 Reception Log List

2.6.1 Overview

The Reception Log List page when zoomed in 200% is currently unable to support horizontal scrolling and the elements on the page can be narrowly displayed together depending on the window size.

This SCR will update the Reception Log List page to have a horizontal scrollbar on the wrapper and support adequate table widths and spacing between elements when zoomed in.

2.6.2 Reception Log List Mockup

Figure 2.6.1 – Reception Log List Zoomed 200% with Overflow (Left)

2.6.3 Description of Changes

1. Update the width of the wrapper such that it can display all elements with sufficient spacing even when zoomed in.
2. Add a horizontal scroll bar to support horizontal overflow on the Call Log List page wrapper, as shown in Figure 2.6.1.

2.6.4 Page Location

- **Reception Log Link on the LRS Home Page**

2.6.5 Security Updates

N/A

2.6.6 Page Mapping

N/A

2.6.7 Page Usage/Data Volume Impacts

N/A

2.7 Drop-Down Hover

2.7.1 Overview

In CalSAWS, the contrast ratio between text and its background must be at least 4.5:1. Currently, the color (#2695FF) of a drop-down hover has a color contrast ratio of 3.1:1 to the foreground (#FFFFFF).

This SCR will update the drop-down hover background color to #0074E0 globally, in order to be compliant with a contrast ratio of 4.59:1 to the foreground.

2.7.2 Drop-Down Hover Mockup
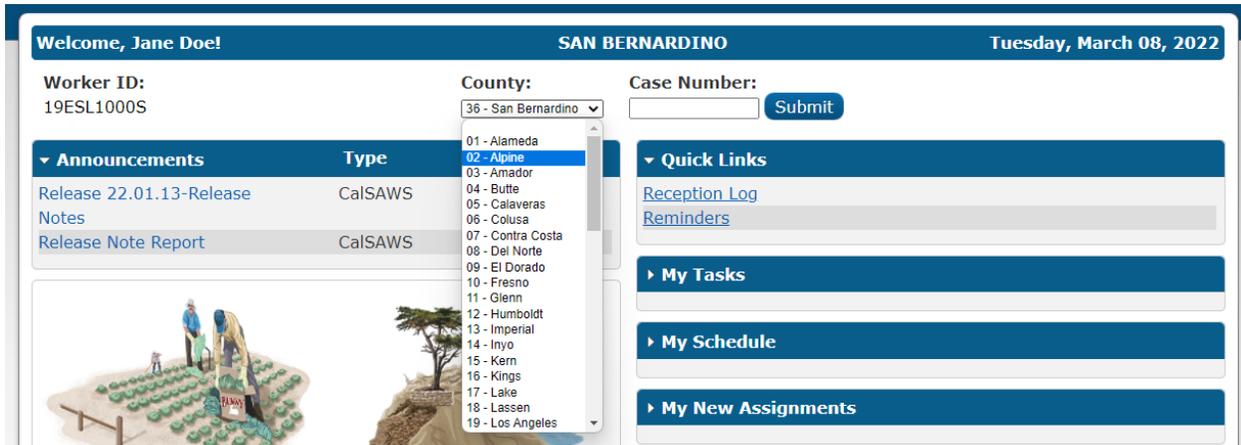
Figure 2.6.1 – Drop-Down Hover Example on Homepage

2.7.3 Description of Changes

1. Update the drop-down hover background color to be #0074E0 globally, as shown in Figure 2.6.1.

2.7.4 Page Location

N/A

2.7.5 Security Updates

N/A

2.7.6 Page Mapping

N/A

2.7.7 Page Usage/Data Volume Impacts

N/A

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
3.2.4.7	The LRS shall comply with the following accessibility and readability standards and guidelines, and any addendums and other revisions thereof, including: a. Section 508 of the Rehabilitation Act of 1973, as newly enacted in 1998; and b. Priority 1 and 2 level checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0 AA Conformance Level) developed by the W3C.	This SCR will update Local Navigation, Task pages, and Journal pages to meet accessibility requirements.