

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-210573

CW Family Reunification Time on Aid

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
1/31/2022	1.0	Initial Version	Jimmy Tu

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1 OVERVIEW

1.1 Current Design

Prior to AB236, CalWORKs Family Reunification (FR) case were only authorized to receive supportive services. Receiving supportive services does not impact the recipient's CalWORKs 48-month time clock and therefore the associated aid codes (4R and 4P) were not included in the TRAC System. Time limit months are automatically created for CalWORKs and Temporary Homeless Assistance programs after EDBC is run and approved. This information will also be automatically sent to WDTIP/TRAC. If there are any additional updates to a specific benefit month after a time limit month is created for CalWORKs or Homeless – Temp, the system automatically adjusts the Program Code and Aid Code information for a time limit month if there is a subsequent EDBC with new information.

CA-217944 updated the CalWORKs MTC from 48 months to 60 months and repealed the WTW 24 MTC effective 5/1/2022.

1.2 Requests

Homeless Assistance (HA) benefits are considered CalWORKs Special Needs payments and Special Needs payments do count as receipt of aid towards a recipient's CalWORKs 48-month time limits; therefore, these aid codes need to be added to the TRAC system so that all counties can appropriately track time-on-aid data for recipients in CalWORKs FR cases that receive CalWORKs or Temporary Homeless Assistance benefits requested in ACL 19-112 and the "WDTIP Table – Family Reunification TANF Cleanup" document.

1.3 Overview of Recommendations

1. Update Code Detail Category 184 for claim Aid Codes '4R' and '4P' as Non-Federal.
2. Update Code Detail Category 1166 to include mapping for aid codes '4R' and '4P' for CalWORKs and Temporary Homeless Assistance programs.

1.4 Assumptions

1. We are updating Aid Codes '4R' and '4P' to claim as non-federal. We will not be changing records which were previously claimed as Federal.
2. No updates to claiming jobs are required. Once reference table 4 in CT 184 is updated to Non-Federal (NF) the existing jobs will claim these aid codes as Non-Federal.
3. Existing batch job will send transactions to WDTIP/TRAC for participants who receive benefits under Aid Code 4R and 4P. There are no impacts to any WDTIP related batch jobs in CalSAWS, TRAC System (WDTIP) has added these Aid Codes to their system.

2 RECOMMENDATIONS

2.1 Code Table Change Request

2.1.1 Overview

This Code Table Change Request is to update the code detail tables 184 and 1166 to match the requirements listed in ACL 19-112 and the “WDTIP Table – Family Reunification TANF Cleanup” document.

2.1.2 Description of Change

1. Update Code Detail Table Category 184 for Aid Codes ‘4R’ and ‘4P’ to have the following values:
 - a. Reference Table 4 = Non-Federal (NF)
 - b. Reference Table 13 = Yes (Y)
2. Update Code Detail Table Category 1166 to add the two following records for CalWORKs and Temporary Homeless Assistance:

Short Decode Name	Refer Table 1 Descr (Program Code)	Refer Table 2 Descr (Aid Code)	Refer Table 3 Descr (Federal State Indicator)	Refer Table 4 Descr (Count TANF)	Refer Table 5 Descr (Count CW)	Refer Table 6 Descr (Count WTW)	Begin Date
HT – 4R	HT	4R	S	N	Y	N	1/1/2018
HT – 4P	HT	4P	S	N	Y	N	1/1/2018
CW – 4R	CW	4R	S	N	Y	N	7/1/2022
CW – 4P	CW	4P	S	N	Y	N	7/1/2022

2.1.3 Estimated Number of Records Impacted/Performance

6 records impacted.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

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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 map aid codes '4R' and '4P' to the CW and HT programs to track time on aid via the TRAC system so that all counties can appropriately track time-on-aid information for recipients in CalWORKs FR cases that receive temporary HA benefits. This requirement is from in ACL 19-112.

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-210766

LA County: Modify the Daily Payroll Certification
Report

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Susanna Martinez
	Reviewed By	Thao Ta, Ravneet Bhatia

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
3/21/2022	1.0	Initial version	Susanna Martinez
4/12/2022	1.1	Update to 'Today's Date' field definition	Susanna Martinez

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1 OVERVIEW

A daily report listing the Special Warrant Request (SWR) or Trust Warrant Request (TWR) file name, total payment record count and total dollar amount for the DCFS and DPSS departments is created through a manual process by LA County staff and provided to the Auditor-Controller Disbursement Division. The report also lists the department contact name and contact information as well as the submission date, which is the date the file is submitted on eCAPS. The purpose of this report is for the department (DPSS or DCFS) to certify that a payment file has been submitted to eCAPS and to confirm the total payment record and dollar amount sent on the file. The SWR/TWR files contain the file name, total # of payment records and total dollar amount information within a trailer record found at the bottom of each file. This is the information that is used to populate the report. These SWR/TWR files are currently being generated via daily, monthly, and annual Fiscal payment jobs and are accessed through AWS (S3) where all the interface files are stored.

There is a similar report, the Daily Payroll Certification Report, in CalSAWS which in LEADER, the legacy system, used to serve a similar purpose. This is a daily scheduled report that provides recipient EBT/warrant and vendor warrant information listed by eCAPS accounts/descriptions. This report is used by Auditor Staff to certify the daily benefit issuances.

With the shifting of Fiscal/ESD LA County staff to other assignments, there is a need to automate the manual process as it will assist the new responsible unit in submitting this report. Therefore, the existing Daily Payroll Certification Report will need to be repurposed to automate the manual process of creating the report, with the SWR/TWR payment record and dollar amount information, that gets sent out to the Auditor-Controller Disbursement Division.

1.1 Current Design

An adhoc daily report is being created manually by LA County workers to provide summary information on the total count of payment records and dollar amounts sent each day as listed in the SWR/TWR payment files. This report is manually created by accessing the payment files in AWS, opening the file per Fiscal payment job folder, extracting the trailer record found at the bottom of the file and entering the relevant trailer record information into the adhoc report template. The Daily Payroll Certification Report is providing information on Customer, Vendor, Check Writing and EBT warrant information listed by eCAPS descriptions but is not formatted in such a way that is useful to the Auditor-Controller Disbursement Division nor does it accommodate the current manual process.

1.2 Requests

Update the Daily Payroll Certification Report to be formatted according to the Auditor-Controller Disbursement Division current requirements to automate the current adhoc process LA County workers are using to create their report.

1.3 Overview of Recommendations

1. Modify the Daily Payroll Certification Report to accommodate the current manual process and to adhere to the format the Auditor-Controller Disbursement Division has requested.
2. Rename the Daily Payroll Certification Report to the eCAPS Departmental Interface Payment Request Control Report and incorporate the department contact information.

1.4 Assumptions

1. Data in this report is to be pulled directly from the Fiscal payment file and is therefore dependent on the successful generation and run of the Fiscal jobs outlined in this design. If a payment file does not exist for a given report date, the report will not include the trailer record information from that file or will generate blank. The report will not be re-run for the day the payment file was not available or existing.
2. The only information to be included in this report from the payment file is the trailer record found at the bottom of the file. No other information in the payment file will be included in this report.
3. Any changes including, but not limited to, the addition of payment jobs outside of the jobs mentioned in this design, file location changes, file format changes, etc. will have an impact to the generation of this report.
4. Sender, recipient, and contact information included in this report is provided by LA County, therefore any change to this information will require a separate SCR or work effort to update the report mockup accordingly.
5. County Helpdesk will be responsible for adding users to the security groups and roles required to access the eCAPS Departmental Interface Payment Request Control Report. See section 2.1.6 Security Updates for more details.
6. Historical versions of the Daily Payroll Certification Report will remain available in the system.

2 RECOMMENDATIONS

2.1 eCAPS Departmental Interface Payment Request Control Report

2.1.1 Overview

The eCAPS Departmental Interface Payment Request Control Report will repurpose the Daily Payroll Certification Report. This report will automate

and replace the current manual process county workers are using to create their report. The eCAPS Departmental Interface Payment Request Control Report will directly pull the trailer record information found in the daily, monthly, and annual SWR/TWR files generated by the various Fiscal payment jobs. This will be a daily scheduled report.

2.1.2 eCAPS Departmental Interface Payment Request Control Report Mockup

CalSAWS eCAPS Departmental Interface Payment Request Control Report					
Los Angeles					
Run Date: MAR-02-2022 1:05 AM					
Report Date: 03/01/2022					
Today's Date: 03/02/2022					
Instruction for DCFS/DPSS Department: For Monthly files, Annual files, and instances of Holidays reference the CalSAWS scheduled payment jobs calendar for correct submission date information and validate/update Today's Date and File Submission Date fields as necessary					
Daily					
TO: Auditor Controller, Disbursements Division GC.INTERFACE@auditor.lacounty.gov (213) 893-0771					
FROM: Department of Children and Family Services					
Contact Information: Jerry Aoki DCFS Shared Services Branch Departmental Chief Information Officer I JAoki@dcfs.lacounty.gov (562) 345-6607					
County Fiscal Agent: Jerry Aoki DCFS Shared Services Branch Departmental Chief Information Officer I JAoki@dcfs.lacounty.gov (562) 345-6607					
Doc Code	Dept Code	Interface File Name	File Submission Date	Total Number of Documents (payment requests) per File	Total Dollar Amount of Documents (payment requests) per File
SWR	CH	ECAPS_CH_SWR_LRS_DYAM_20220301	03/02/2022	500	\$500,000.00

Figure 2.1.2.1 – eCAPS Departmental Interface Payment Request Control Report Mockup - DCFS Daily Sheet

Note: Please see the Supporting Documents section for the attached report mockup

Note: Mock data is used for this report mockup

CalSAWS eCAPS Departmental Interface Payment Request Control Report					
Los Angeles					
Run Date: MAR-02-2022 1:05 AM					
Report Date: 03/01/2022					
Today's Date: 03/02/2022					
Instruction for DCFS/DPSS Department: For Monthly files, Annual files, and instances of Holidays reference the CalSAWS scheduled payment jobs calendar for correct submission date information and validate/update Today's Date and File Submission Date fields as necessary					
Monthly					
TO: Auditor Controller, Disbursements Division GC.INTERFACE@auditor.lacounty.gov (213) 893-0771					
FROM: Department of Children and Family Services					
Contact Information: Jerry Aoki DCFS Shared Services Branch Departmental Chief Information Officer I JAoki@dcfs.lacounty.gov (562) 345-6607					
County Fiscal Agent: Jerry Aoki DCFS Shared Services Branch Departmental Chief Information Officer I JAoki@dcfs.lacounty.gov (562) 345-6607					
Doc Code	Dept Code	Interface File Name	File Submission Date	Total Number of Documents (payment requests) per File	Total Dollar Amount of Documents (payment requests) per File
SWR	CH	ECAPS_CH_SWR_LRS_DYAM_20220301	03/02/2022	500	\$500,000.00

Figure 2.1.2.2 – eCAPS Departmental Interface Payment Request Control Report Mockup – DCFS Monthly Sheet

Note: Please see the Supporting Documents section for the attached report mockup

Note: Mock data is used for this report mockup

CalSAWS eCAPS Departmental Interface Payment Request Control Report					
Los Angeles					
Run Date: MAR-02-2022 1:05 AM					
Report Date: 03/01/2022					
Today's Date: 03/02/2022					
Instruction for DCFS/DPSS Department: For Monthly files, Annual files, and instances of Holidays reference the CalSAWS scheduled payment jobs calendar for correct submission date information and validate/update Today's Date and File Submission Date fields as necessary					
Annual					
TO: Auditor Controller, Disbursements Division					
GC.INTERFACE@auditor.lacounty.gov					
(213) 893-0771					
FROM: Department of Children and Family Services					
Contact Information: Jerry Aoki					
DCFS Shared Services Branch					
Departmental Chief Information Officer I					
JAoki@dcfs.lacounty.gov					
(562) 345-6607					
County Fiscal Agent: Jerry Aoki					
DCFS Shared Services Branch					
Departmental Chief Information Officer I					
JAoki@dcfs.lacounty.gov					
(562) 345-6607					
Doc Code	Dept Code	Interface File Name	File Submission Date	Total Number of Documents (payment requests) per File	Total Dollar Amount of Documents (payment requests) per File
SWR	CH	ECAPS_CH_SWR_LRS_DYAM_20220301	03/02/2022	500	\$500,000.00

Figure 2.1.2.3 – eCAPS Departmental Interface Payment Request Control Report Mockup – DCFS Annual Sheet

Note: Please see the Supporting Documents section for the attached report mockup

Note: Mock data is used for this report mockup

CalSAWS eCAPS Departmental Interface Payment Request Control Report					
Los Angeles					
Run Date: MAR-02-2022 1:05 AM					
Report Date: 03/01/2022					
Today's Date: 03/02/2022					
Instruction for DCFS/DPSS Department: For Monthly files, Annual files, and instances of Holidays reference the CalSAWS scheduled payment jobs calendar for correct submission date information and validate/update Today's Date and File Submission Date fields as necessary					
Daily					
TO: Auditor Controller, Disbursements Division GC.INTERFACE@auditor.lacounty.gov (213) 893-0771					
FROM: Department of Public Social Services					
Contact Information: Dorothy Avila CalSAWS Support/Business Intelligence Acting Information Technology Manager III DorothyAvila@dpss.lacounty.gov (562) 908-8540					
County Fiscal Agent: Heleodoro Garcia Fiscal Operations/Cost Accounting Administrative Service Manager III HeleodoroGarcia@dpss.lacounty.gov (562) 222-6513					
Doc Code	Dept Code	Interface File Name	File Submission Date	Total Number of Documents (payment requests) per File	Total Dollar Amount of Documents (payment requests) per File
SWR	SS	ECAPS_SS_SWR_LRSDEPD_20220301	03/02/2022	400	\$295,000.00

Figure 2.1.2.4 – eCAPS Departmental Interface Payment Request Control Report Mockup – DPSS Daily Sheet

Note: Please see the Supporting Documents section for the attached report mockup

Note: Mock data is used for this report mockup

CalSAWS eCAPS Departmental Interface Payment Request Control Report					
Los Angeles					
Run Date: MAR-02-2022 1:05 AM					
Report Date: 03/01/2022					
Today's Date: 03/02/2022					
Instruction for DCFS/DPSS Department: For Monthly files, Annual files, and instances of Holidays reference the CalSAWS scheduled payment jobs calendar for correct submission date information and validate/update Today's Date and File Submission Date fields as necessary					
Monthly					
TO: Auditor Controller, Disbursements Division					
GC.INTERFACE@auditor.lacounty.gov					
(213) 893-0771					
FROM: Department of Public Social Services					
Contact Information: Dorothy Avila					
CalSAWS Support/Business Intelligence					
Acting Information Technology Manager III					
DorothyAvila@dpss.lacounty.gov					
(562) 908-8540					
County Fiscal Agent: Heleodoro Garcia					
Fiscal Operations/Cost Accounting					
Administrative Service Manager III					
HeleodoroGarcia@dpss.lacounty.gov					
(562) 222-6513					
Doc Code	Dept Code	Interface File Name	File Submission Date	Total Number of Documents (payment requests) per File	Total Dollar Amount of Documents (payment requests) per File
SWR	SS	ECAPS_SS_SWR_LRSDEPD_20220301	03/02/2022	400	\$295,000.00

Figure 2.1.2.5 – eCAPS Departmental Interface Payment Request Control Report Mockup – DPSS Monthly Sheet

Note: Please see the Supporting Documents section for the attached report mockup

Note: Mock data is used for this report mockup

2.1.3 Description of Change

1. Modify the Daily Payroll Certification Report to accommodate the current manual process and to adhere to the format the Auditor-Controller Disbursement Division has requested
 - a. The existing four sheets in the report: 'Customer', 'Vendor', 'Check Writing' and 'EBT' will be repurposed to five new sheets:
 - i. 'DCFS Daily'
 1. This sheet will be used to report on the trailer records found in the files generated by daily jobs: PO19F418 and PO19F483
 - ii. 'DCFS Monthly'

1. This sheet will be used to report on the trailer records found in the files generated by monthly jobs: PO19F423, PO19F422, PO19F419 and PO19F447
 2. This sheet will contain data only if the monthly job was ran on the particular report date and the SWR/TWR payment file is available, otherwise this sheet will remain blank
- iii. 'DCFS Annual'
1. This sheet will be used to report on the trailer records found in the files generated by annual jobs: PO19F421, PO19F434, PO19F420, PO19F435 and PO19F436
 2. This sheet will contain data only if the annual job was ran on the particular report date and the SWR/TWR payment file is available, otherwise this sheet will remain blank
- iv. 'DPSS Daily'
1. This sheet will be used to report on the trailer records found in the files generated by daily jobs: PO19F413 and PO19F415
- v. 'DPSS Monthly'
1. This sheet will be used to report on the trailer records found in the files generated by monthly job: PO19F414
 2. This sheet will contain data only if the monthly job was ran on the particular report date and the SWR/TWR payment file is available, otherwise this sheet will remain blank

Note: No information regarding annual DPSS SWR/TWR payments is currently being included in the manual adhoc report that LA County is sending to the Auditor Controller Disbursement Division, therefore this report will not require a 'DPSS Annual' sheet

Note: Please refer to the 'Payment Job to Report Sheet Mapping' section in the Appendix for additional clarification on the payment jobs the report will utilize

2. The 'DCFS Daily', 'DCFS Monthly' and 'DCFS Annual' sheets will all have the following header and columns:
 - a. Header

Line	Field Name	Field Description
1	System Logo and Report Title	The system logo followed by the report title. See the attached mockup in the Supporting Documents section for reference.

2	County Name	The county name for which the report was generated for. Format: [County Name]
3	Run Date	The date the report was ran on. Format: Run Date: MON-DD-YYYY HH:MM AM/PM
4	Report Date	The reporting date the data was captured for. This will be the date the SWR/TWR payment file was generated on. Format: Date: MM/DD/YYYY Technical Note: This is equal to the date found in the SWR/TWR payment file name For example: File Name: ECAPS_CH_SWR_LRSDEPD_20220310 'Report Date' will be: 03/10/2022
5	Today's Date	This is the date the department usually emails the report to the Auditor-Controller Disbursement Division and is typically also the date the file is submitted on eCAPS to be processed. Format: Today's Date: MM/DD/YYYY Technical Note: This is the same as and will be equal to the 'File Submission Date' field value. Please see the field description for column 'File Submission Date' below for full details. For example: File Submission Date: 03/11/2022 'Today's Date' will be: 03/11/2022 Note: This field will be auto populated per the above specifications however, for Monthly files, Annual files, and instances of Holidays it will be at the discretion of the worker to validate and update this field as necessary in accordance with the CalSAWS scheduled payment jobs calendar information. The report mockup includes an instruction for workers to perform their validation/update as needed.

b. Columns

Field Name	Field Description
Doc Code	<p>This is the document type the payment file is generated for. The file is generated for the Special Warrant Request (SWR) and the Trust Warrant Request (TWR) document types.</p> <p>Possible values for this field are: 'SWR' 'TWR'</p> <p>Technical Note: This value is found in the SWR/TWR payment file name</p> <p>For example: Trailer Record: TRLECAPS_CH_SWR_LRSDEPD_20220310 1 0 0.00 File Name: ECAPS_CH_SWR_LRSDEPD_20220310 'Doc Code' will be: SWR</p>
Dept Code	<p>This is the department the payment file is generated for. The 'DCFS Daily', 'DCFS Monthly' and 'DCFS Annual' sheets include the trailer record information of the SWR/TWR payment file for the Department of Children and Family Services. The value for this field will be:</p> <p>'CH'</p> <p>Technical Note: This value is found in the SWR/TWR payment file name</p> <p>For example: Trailer Record: TRLECAPS_CH_SWR_LRSDEPD_20220310 1 0 0.00 File Name: ECAPS_CH_SWR_LRSDEPD_20220310 'Dept Code' will be: CH</p>
Interface File Name	<p>This is the file name that is created at the time of the SWR/TWR file generation by the Fiscal payment job.</p> <p>Technical Note: This is the file name located in the trailer record and will need to be parsed to remove the leading 'TRL' prefix</p> <p>For example: Trailer Record: TRLECAPS_CH_SWR_LRSDEPD_20220310 1 0 0.00 File Name: TRLECAPS_CH_SWR_LRSDEPD_20220310</p>

	<p>'Interface File Name' will be: ECAPS_CH_SWR_LRSDEPD_20220310</p>
<p>File Submission Date</p>	<p>This is the date the file is submitted on eCAPS to be processed. This will be the next business day, in accordance with eCAPS processing dates, following the SWR/TWR payment file generation date captured in the SWR/TWR payment file name.</p> <p>Format: MM/DD/YYYY</p> <p>Technical Note: If the file generation date falls between Monday to Thursday the 'File Submission Date' will be one business day following the generation date.</p> <p>For example:</p> <p>Trailer Record: TRLECAPS_CH_SWR_LRSDEPD_20220310 1 0 0.00 File Name: ECAPS_CH_SWR_LRSDEPD_20220310 'File Submission Date' will be: 03/11/2022</p> <p>If the file generation date falls on a Friday or Saturday the 'File Submission Date' will be the Sunday following the generation date.</p> <p>For example: Friday 03/11/2022 and Sunday 03/13/2022</p> <p>Trailer Record: TRLECAPS_CH_SWR_LRSDEPD_20220311 1 0 0.00 File Name: ECAPS_CH_SWR_LRSDEPD_20220311 'File Submission Date' will be: 03/13/2022</p> <p>For example: Saturday 03/12/2022 and Sunday 03/13/2022</p> <p>Trailer Record: TRLECAPS_CH_SWR_LRSDEPD_20220312 1 0 0.00 File Name: ECAPS_CH_SWR_LRSDEPD_20220312 'File Submission Date' will be: 03/13/2022</p> <p>Note: This field will be auto populated per the above specifications however, for Monthly files, Annual files, and instances of Holidays it will be at the discretion of the worker to validate and update this field as necessary in accordance with the CalSAWS scheduled payment jobs calendar information. The report mockup includes an instruction for workers to perform their validation/update as needed.</p>

<p>Total Number of Documents (payment requests) per File</p>	<p>This is the record count of the total payment requests in the SWR/TWR payment file.</p> <p>Format: 0,000</p> <p>Technical Note: This is the third value found in the trailer record</p> <p>For example: Trailer Record: TRLECAPS_CH_SWR_LRSDEPD_20220310 1 0 0.00 'Total Number of Documents (payment requests) per File' will be: 0</p>
<p>Total Dollar Amount of Documents (payment requests) per File</p>	<p>This is the dollar amount of the total payment requests in the SWR/TWR payment file.</p> <p>Format: \$0,000.00</p> <p>Technical Note: This is the last value found in the trailer record</p> <p>For example: Trailer Record: TRLECAPS_CH_SWR_LRSDEPD_20220310 1 0 0.00 'Total Dollar Amount of Documents (payment requests) per File' will be: \$0.00</p>

Note: Please see the 'Trailer Record to Column Mapping' section in the Appendix for additional examples of trailer record to column mapping

- The 'DCFS Daily', 'DCFS Monthly' and 'DCFS Annual' sheets will include sender, recipient and contact information. This information will be defaulted to the information that was provided by LA County.

Field Name	Field Description
TO:	Default Value: Auditor Controller, Disbursements Division GC.INTERFACE@auditor.lacounty.gov (213) 893-0771
FROM:	Default Value: Department of Children and Family Services

Contact Information:	Default Value: Jerry Aoki DCFS Shared Services Branch Departmental Chief Information Officer II JAoki@dcfs.lacounty.gov (562) 345-6607
County Fiscal Agent:	Default Value: Jerry Aoki DCFS Shared Services Branch Departmental Chief Information Officer II JAoki@dcfs.lacounty.gov (562) 345-6607

4. The 'DPSS Daily' and 'DPSS Monthly' sheets will all have the following header and columns:
 - a. Header

Line	Field Name	Field Description
1	System Logo and Report Title	The system logo followed by the report title. See the attached mockup in the Supporting Documents section for reference.
2	County Name	The county name for which the report was generated for. Format: [County Name]
3	Run Date	The date the report was ran on. Format: Run Date: MON-DD-YYYY HH:MM AM/PM
4	Report Date	The reporting date the data was captured for. This will be the date the SWR/TWR payment file was generated on. Format: Date: MM/DD/YYYY Technical Note: This is equal to the date found in the SWR/TWR payment file name For example: File Name: ECAPS_SS_SWR_LRSDEPD_20220311 'Report Date' will be: 03/11/2022

5	Today's Date	<p>This is the date the file is submitted on eCAPS to be processed. Format: Today's Date: MM/DD/YYYY</p> <p>Technical Note: This is the same as and will be equal to the 'File Submission Date' field value. Please see the field description for column 'File Submission Date' below for full details.</p> <p>For example: File Submission Date: 03/11/2022 'Today's Date' will be: 03/11/2022</p> <p>Note: This field will be auto populated per the above specifications however, for Monthly files, Annual files, and instances of Holidays it will be at the discretion of the worker to validate and update this field as necessary in accordance with the CalSAWS scheduled payment jobs calendar information. The report mockup includes an instruction for workers to perform their validation/update as needed.</p>
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b. Columns

Field Name	Field Description
Doc Code	<p>This is the document type the payment file is generated for. The file is generated for the Special Warrant Request (SWR) and the Trust Warrant Request (TWR) document types.</p> <p>Possible values for this field are: 'SWR' 'TWR'</p> <p>Technical Note: This value is found in the SWR/TWR payment file name</p> <p>For example: Trailer Record: TRLECAPS_SS_SWR_LRSDEPD_20220310 1 0 0.00 File Name: ECAPS_SS_SWR_LRSDEPD_20220310 'Doc Code' will be: SWR</p>
Dept Code	<p>This is the department the payment file is generated for. This 'DPSS Daily' and 'DPSS Monthly' sheets include the trailer record information of the SWR/TWR payment file for the Department of Public Social Services. The value for this field will be:</p>

	<p>'SS'</p> <p>Technical Note: This value is found in the SWR/TWR payment file name</p> <p>For example:</p> <p>Trailer Record: TRLECAPS_SS_SWR_LRSDEPD_20220310 1 0 0.00 File Name: ECAPS_SS_SWR_LRSDEPD_20220310 'Dept Code' will be: SS</p>
Interface File Name	<p>This is the file name that is created at the time of the SWR/TWR file generation by the Fiscal payment job.</p> <p>Technical Note: This is the file name located in the trailer record and will need to be parsed to remove the leading 'TRL' prefix</p> <p>For example:</p> <p>Trailer Record: TRLECAPS_SS_SWR_LRSDEPD_20220310 1 0 0.00 File Name: TRLECAPS_SS_SWR_LRSDEPD_20220310 'Interface File Name' will be: ECAPS_SS_SWR_LRSDEPD_20220310</p>
File Submission Date	<p>This is the date the file is submitted on eCAPS to be processed. This will be the next business day, in accordance with eCAPS processing dates, following the SWR/TWR payment file generation date captured in the SWR/TWR payment file name.</p> <p>Format: MM/DD/YYYY</p> <p>Technical Note: If the file generation date falls between Monday to Thursday the 'File Submission Date' will be one business day following the generation date.</p> <p>For example:</p> <p>Trailer Record: TRLECAPS_SS_SWR_LRSDEPD_20220310 1 0 0.00 File Name: ECAPS_SS_SWR_LRSDEPD_20220310 'File Submission Date' will be: 03/11/2022</p> <p>If the file generation date falls on a Friday or Saturday the 'File Submission Date' will be the Sunday following the generation date.</p>

	<p>For example: Friday 03/11/2022 and Sunday 03/13/2022</p> <p>Trailer Record: TRLECAPS_SS_SWR_LRSDEPD_20220311 1 0 0.00 File Name: ECAPS_SS_SWR_LRSDEPD_20220311 'File Submission Date' will be: 03/13/2022</p> <p>For example: Saturday 03/12/2022 and Sunday 03/13/2022</p> <p>Trailer Record: TRLECAPS_SS_SWR_LRSDEPD_20220312 1 0 0.00 File Name: ECAPS_SS_SWR_LRSDEPD_20220312 'File Submission Date' will be: 03/13/2022</p> <p>Note: This field will be auto populated per the above specifications however, for Monthly files, Annual files, and instances of Holidays it will be at the discretion of the worker to validate and update this field as necessary in accordance with the CalSAWS scheduled payment jobs calendar information. The report mockup includes an instruction for workers to perform their validation/update as needed.</p>
<p>Total Number of Documents (payment requests) per File</p>	<p>This is the record count of the total payment requests in the SWR/TWR payment file.</p> <p>Format: 0,000</p> <p>Technical Note: This is the third value found in the trailer record</p> <p>For example: Trailer Record: TRLECAPS_SS_SWR_LRSDEPD_20220310 1 0 0.00 'Total Number of Documents (payment requests) per File' will be: 0</p>
<p>Total Dollar Amount of Documents (payment requests) per File</p>	<p>This is the dollar amount of the total payment requests in the SWR/TWR payment file.</p> <p>Format: \$0,000.00</p> <p>Technical Note: This is the last value found in the trailer record</p> <p>For example: Trailer Record:</p>

	TRLECAPS_SS_SWR_LRSDEPD_20220310 1 0 0.00
	'Total Dollar Amount of Documents (payment requests) per File' will be: \$0.00

Note: Please see the 'Trailer Record to Column Mapping' section in the Appendix for additional examples of trailer record to column mapping

- The 'DPSS Daily' and 'DPSS Monthly' sheets will include sender, recipient, and contact information. This information will be defaulted to the information that was provided by LA County.

Field Name	Field Description
TO:	Default Value: Auditor Controller, Disbursements Division GC.INTERFACE@auditor.lacounty.gov (213) 893-0771
FROM:	Default Value: Department of Public Social Services
Contact Information:	Default Value: Dorothy Avila CalSAWS Support/Business Intelligence Acting Information Technology Manager III DorothyAvila@dpss.lacounty.gov (562) 908-8540
County Fiscal Agent:	Default Value: Heleodoro Garcia Fiscal Operations/Cost Accounting Administrative Service Manager III HeleodoroGarcia@dpss.lacounty.gov (562) 222-6513

- Rename the Daily Payroll Certification Report to 'eCAPS Departmental Interface Payment Request Control Report'
- The trailer record information will be extracted directly from the SWR/TWR payment files located in AWS (S3) Production bucket

- a. Each SWR/TWR payment file is stored within its respective job folder within the S3 production bucket: *cprod-docrepo.appprod.aws.calsaws.net*
 - b. The production bucket is accessed at the following link: <https://d-92671c79d6.awsapps.com/start>
 - c. Once logged in, navigate to the production bucket via the following path:
AWS Account->application-production->Management console->S3->cprod-docrepo.appprod.aws.calsaws.net
 - d. Once in the production bucket, the file is found within its respective job folder. The folder path is as follows:
var/interfaces/outbound/XXXXXXXX/archive
 - i. The folder path is dependent on the job number. 'XXXXXXXX' in the above folder path will need to be updated by job number accordingly
 - ii. For example, the folder path to access the file produced by job PO19F418 would be:
var/interfaces/outbound/ PO19F418 /archive
 - e. The latest SWR/TWR file that was generated for that day will be used to extract the trailer record needed for the respective report date
 - f. The trailer record is located at the very bottom of the SWR/TWR payment file
8. Schedule the eCAPS Departmental Interface Payment Request Control Report to run daily and capture the previous day's SWR/TWR payment file trailer record information
- a. For example, a report with run date of MAR-02-2022 1:05 AM would be reporting on the data provided by the previous day's, MAR-01-2022, payment file generation.
Note: Fiscal payment jobs to generate the SWR/TWR payment files are ran Monday-Saturday
9. Keep historical versions of the Daily Payroll Certification Report in the system searchable under what is to be considered the old name of the report: Daily Payroll Certification Report
10. Update the 'Reports Overview' section in the Online 'Help' page for the Daily Payroll Certification Report to the following:

Report Name	Report Description
eCAPS Departmental Interface Payment Request Control Report	This report is for the department (DPSS and DCFS) to certify to the Auditor-Controller the number of records and the dollar amount of all the payments on the daily, monthly, and annual SWR and TWR files.

2.1.4 Report Location

- **Global: Reports**
- **Local: Scheduled**
- **Task: Fiscal**

2.1.5 Counties Impacted

Los Angeles County is the only county impacted by these SCR changes. No other counties will be affected.

2.1.6 Security Updates

The eCAPS Departmental Interface Payment Request Control Report will utilize the existing security groups and roles in place for what is currently the Daily Payroll Certification Report. A new security right will need to be created and mapped to the existing security groups. There will be no changes to the Group to Role mapping for the existing security groups the eCAPS Departmental Interface Payment Request Control Report will use.

1. Security Rights

Security Right	Right Description	Right to Group Mapping
eCAPSDeptIntfPmtReqCtrlReport	Provides access to the eCAPS Departmental Interface Payment Request Control Report	<ul style="list-style-type: none"> • LRS Reports Access - Fiscal Reports • Payroll Certification Reports • Reports Access - Fiscal

2. Security Groups (Existing)

Note: No changes to the following security groups or group to role mapping are required


Security Group	Group Description	Group to Role Mapping
LRS Reports Access - Fiscal Reports	Provides report access for fiscal and audit reports	<ul style="list-style-type: none"> • DCFS Finance Overpayments ES • DCFS Finance Overpayments EW

Security Group	Group Description	Group to Role Mapping
		<ul style="list-style-type: none"> • DCFS MGRS • Fiscal Cashier • Master Report Listing • PMO Auditor Controller Onsite Staff • PMO Auditor Controller Onsite Supervisor • Program Integrity Compliance Officer
Payroll Certification Reports	Provides access to Payroll Certification reports	<ul style="list-style-type: none"> • Master Report Listing • PMO Auditor Controller Onsite Supervisor
Reports Access - Fiscal	Provides Fiscal level reports access	<ul style="list-style-type: none"> • DCFS Finance Overpayments ES • DCFS Finance Overpayments EW • DCFS MGRS • Fiscal Cashier • Fiscal Cashier Supervisor - LAC

2.1.7 Report Usage/Performance

As this is an LA County specific report and few users will be accessing this report, we expect low report usage and no significant performance impact.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Reports	eCAPS Departmental Interface Payment Request Control Report Mockup	 eCAPS Departmental Interf:

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.24.2.1	The LRS shall produce reports daily, weekly, monthly, quarterly, semi-annually, annually, and as needed, as specified by COUNTY.	The report will satisfy the need to produce a daily report with information needed to support county workers with their daily fiscal process.
2.24.1.3	The LRS shall maintain online descriptions and definitions of each report that are easily accessible by COUNTY-specified Users.	The report description shall be updated to better reflect the update to the functionality and purpose of the report.

4.2 Migration Requirements

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

5 MIGRATION IMPACTS

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

6 APPENDIX

Payment Job to Report Sheet Mapping

The following table provides job information details for the various payment jobs that produce the payment files for which the report will be extracting the trailer record data from. The table also provides for which report sheet the corresponding payment job's generated file data will map to.

Job ID	Job Name	Freq.	Dept.	Corresponding Report Sheet
PO19F413	SpecialWarrantRequestWriter DPSS Daily	Daily	DPSS	DPSS Daily
PO19F415	TrustWarrantRequestWriter DPSS Daily	Daily	DPSS	DPSS Daily
PO19F418	SpecialWarrantRequestWriter DCFS Daily	Daily	DCFS	DCFS Daily
PO19F483	TrustWarrantRequestWriter DCFS Daily	Daily	DCFS	DCFS Daily
PO19F414	ECAPS Special Warrant Request Writer DPSS Monthly	Monthly	DPSS	DPSS Monthly
PO19F422	SpecialWarrantRequestWriter KG Monthly	Monthly	DCFS	DCSF Monthly
PO19F423	SpecialWarrantRequestWriter AAP Monthly	Monthly	DCFS	DCFS Monthly
PO19F419	SpecialWarrantRequestWriter FC Monthly	Monthly	DCFS	DCFS Monthly
PO19F447	SpecialWarrantRequestWriter FC Monthly	Monthly	DCFS	DCFS Monthly

PO19F421	SpecialWarrantRequestWriter Back to School – Annual File 1	Annual	DCFS	DCFS Annual
PO19F434	SpecialWarrantRequestWriter Back to School – Annual File 2	Annual	DCFS	DCFS Annual
PO19F420	SpecialWarrantRequestWriter DCFS Annual Cola File 1	Annual	DCFS	DCFS Annual
PO19F435	SpecialWarrantRequestWriter DCFS Annual Cola File 2	Annual	DCFS	DCFS Annual
PO19F436	SpecialWarrantRequestWriter DCFS Annual Cola File 3	Annual	DCFS	DCFS Annual

Trailer Record to Column Mapping

The following examples provide sample trailer records as displayed in the payment file and show which information in the trailer record will be used and mapped to its corresponding column in the report.

Trailer record example 1: Daily DPSS Job - PO19F413

TRLECAPS_SS_SWR_LRSDEPD_20220110 85 17 14039.21

Doc Code	Dept Code	Interface File Name	File Submission Date	Total Number of Documents (payment requests) per File	Total Dollar Amount of Documents (payment requests) per File
SWR	SS	ECAPS_SS_SWR_LRSDEPD_20220110	01/11/2022	17	\$14,039.21

Trailer record example 2: Daily DCFS Job - PO19F483

TRLECAPS_CH_TWR_LRSDEPD_20220111 1 0 0.00

Doc Code	Dept Code	Interface File Name	File Submission Date	Total Number of Documents (payment	Total Dollar Amount of Documents (payment
----------	-----------	---------------------	----------------------	------------------------------------	---

				requests) per File	requests) per File
TWR	CH	ECAPS_CH_TWR_LRSDEPD _20220111	01/12/2022	0	\$0.00

Trailer record example 3: Monthly DPSS Job - PO19F414

TRLECAPS_SS_SWR_LRSDEPM_20220121 12458 2804 1878731.75

Doc Code	Dept Code	Interface File Name	File Submission Date	Total Number of Documents (payment requests) per File	Total Dollar Amount of Documents (payment requests) per File
SWR	SS	ECAPS_SS_SWR_LRSDEPM_20 220121	01/22/2022	2,804	\$1,878,731.75

Trailer record example 4: Monthly DCFS Job - PO19F422

TRLECAPS_CH_SWR_LRS_KAUTO_20220124 31077 7769 9298239.00

Doc Code	Dept Code	Interface File Name	File Submission Date	Total Number of Documents (payment requests) per File	Total Dollar Amount of Documents (payment requests) per File
SWR	CH	ECAPS_CH_SWR_LRS_KAUTO _20220124	01/25/2022	7,769	\$9,298,239.00

Trailer record example 5: Annual DCFS Job - PO19F421

TRLECAPS_CH_SWR_LRSACA_20210816 60001 15000 2072900.00

Doc Code	Dept Code	Interface File Name	File Submission Date	Total Number of Documents (payment	Total Dollar Amount of Documents (payment
----------	-----------	---------------------	----------------------	------------------------------------	---

				requests) per File	requests) per File
SWR	CH	ECAPS_CH_SWR_LRSACA_20 210816	08/17/2021	15,000	\$2,072,900.00

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-235906

Update Outbound Email Functionality

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Farhat Ulain
	Reviewed By	Matthew Lower

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
02/09/2022	1.0	Initial Draft	Farhat Ulain

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1 OVERVIEW

CalSAWS has functionality to send outbound emails to the user/worker to notify them about their upcoming appointments. Additionally, the outbound emails update the user/worker if the appointment gets rescheduled, however, if a worker gets added to the appointment after it was created, CalSAWS does not send out an email notification to the added worker.

1.1 Current Design

The user/worker receives an email notification from CalSAWS for their upcoming appointments. If a user/worker gets added to an already scheduled appointment, CalSAWS does not send out an email to an added worker.

1.2 Requests

Update outbound email functionality to send out an email notification to the worker who is added to an appointment after it was created.

1.3 Overview of Recommendations

1. Update outbound email functionality to send out an email notification to the worker who is added to an appointment after it was created.

1.4 Assumptions

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

2 RECOMMENDATIONS

2.1 Outbound Email Functionality

2.1.1 Overview

CalSAWS sends outbound emails to the user/worker to notify them about their upcoming appointments. Additionally, the outbound emails update the user/worker if the appointment gets rescheduled, however, if a worker gets added to the appointment after it was created, CalSAWS do not send out an email notification to the added worker. This change will add an ability to the outbound email functionality to send out an email notification to the worker who is added to the appointment after it was created.

2.1.2 Customer Appointment Detail – Mockup

Customer Appointment Detail

* - Indicates required fields

Edit Attendance Reschedule Edit Close

Attendees

Customers *	Attendance
Glasgow, Tamie 70M	Pending

Workers *

02LS00MS6Q - Swathi Reddy
02SS010214 - Vannessa Herbert

General Information

Category: * General Appointment	Appointment-Type: * Fingerprinting	Status: * Scheduled	Status Reason: * Batch Initiated
---	--	-------------------------------	--

Office:
Alpine County Health & Human Services

Location: *
2400 BEACON ST 103
Fort Collins, CA 45897

Appointment Letter Comments: **Appointment Comments:**

Dates

Begin Date: * 02/17/2022	Begin Time: * 8:00 AM	Duration * 15 minutes
------------------------------------	---------------------------------	---------------------------------

Edit Attendance Reschedule Edit Close

Figure 2.1.2.1 – Customer Appointment Detail Page-View Mode

2.1.3 Description of Change

1. Update outbound email logic to send out an email notification to the worker who is added to the appointment after it was created.

Note: Currently, an email notification gets sent out to the worker who is initially assigned to the appointment. An email notification gets sent out to the added worker only if the appointment gets rescheduled. If the appointment doesn't get rescheduled, the added worker does not receive an email notification.

Reference to the SCR CA-207303 that contains the list of the counties who does/doesn't receive the email notification.

2.1.4 Page Location

- **Global:** Case Info
- **Local:** Customer Schedule
- **Task:** Customer Appointment Detail

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

3 SUPPORTING DOCUMENTS

N/A

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.17.2.1	The LRS shall include the ability to schedule appointment dates and times or suggest possible appointment dates and times, based on the scheduling profiles and work schedule.	The outbound email functionality will be updated to send out an email notification to the worker who is added to the appointment after it was created.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-239670

Update English and Add Spanish version of
Pickle Approval NOA

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Abhishek Deepankar
	Reviewed By	P Madhan Kumar

DATE	DOCUMENT VERSION	REVISION DESCRIPTION kkk	AUTHOR
03/17/2022	1.0	Initial Document	Abhishek Deepankar

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1 OVERVIEW

The purpose of this change is to update English and add Spanish version of Pass Pickle Approval NOA in CalSAWS.

1.1 Current Design

The current version of the Pickle approval in CalSAWS does not match the State version. There is also currently no Spanish NOA available in CalSAWS generated for the Pass Pickle Approval.

1.2 Requests

1. Update English and Add the Spanish translation for Pass Pickle Approval NOA. Verbiage is found in the State DHCS 7027 form in English and Spanish.

1.3 Overview of Recommendations

1. Update English and Add Spanish Translations for Pass Pickle Approval NOA.

1.4 Assumptions

1. The triggering conditions of the Pass Pickle Approval 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 for Pass Pickle Approval NOA in CalSAWS.

2.1.1 Overview

Update English and Add Spanish language for Pass Pickle Approval NOA in CalSAWS.

Reason Fragment Name and ID: MC_AP_PASS_PICKLE_INCOME_M127
(Fragment ID: 6558)

State Form/NOA: DHCS 7027 (05/07)

Current NOA Template: MC_NOA_TEMPLATE (Fragment ID: 3028)

Current Program(s): Medi-Cal

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

2.1.2 Form/NOA Verbiage

1. Update the Pass Pickle Approval NOA English Reason Fragment XDP.

Updated Language: English, Spanish (new)

NOA Mockups/Examples: Supporting Documents #1

Reason Fragment Verbiage:

Description	Existing Text	Updated Text	Formatting
<STATIC_SECTION>	Medi-Cal benefits have been approved for: <ApprovedPersons> Your eligibility for Medi-Cal benefits, without a share of cost, under the Pickle Amendment has been approved. You are entitled to receive no share of cost Medi-Cal benefits beginning <EffectiveApprovalDate >	Your application for Medi-Cal benefits, without a share-of-cost, under the Pickle Amendment, has been approved. You are entitled to receive no-share-of-cost Medi-Cal benefits beginning <EffectiveApprovalDate >	Arial Font Size 10

2. Add new Pass Pickle Approval NOA Reason Fragment XDP in Spanish.

Language Added: Spanish

NOA Mockups/Examples: Supporting Documents #2

2.1.3 Form/NOA Variable Population

Update variable population to exclude <ApprovedPersons> variable on Pickle Approval NOA.

2.1.4 Form/NOA Generation Conditions

No updates in this section.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	NOA	Pass Pickle Approval NOA DHCS 7027 Mock up.	NOA Mockup - DHCS7027 EN.pdf
2	NOA	NOA Fragments verbiage described in sections 2.1.2 and 2.2.2	Fragments verbiage. xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-242239

Add default BRM address logic for Migration Counties

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/22/2022	1.0	Original	Nithya Chereddy

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4	Requirements.....	6
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1 OVERVIEW

The purpose of this change is to default BRM address logic Migration counties.

1.1 Current Design

1. The BRM address will not populate on the form and the form will error out if the logic cannot find the BRM address.
2. Butte, Monterey, Nevada, Riverside, San Bernardino, and Sutter Counties currently follow the non-centralized BRM routing logic.
 - **Non-Centralized** –The County has more than one BRM return office/processing site. Each BRM office/processing site is mapped to several county offices. Regardless of the office or worker assigned to the program, the BRM is returned to the applicable BRM office/processing site.
Example, All BRM for office 1, 2, 3 is returned to County office X. All BRM for office 4,5,6 is returned to County office Y
3. The rest of the migration counties follow the centralized BRM routing logic.
 - **Centralized** – Regardless of the office or worker assigned to the program, all BRM is returned to one County office/processing site.

1.2 Requests

1. Update the logic to populate the default BRM address when the BRM address is not found.
Note: This logic is not being added to San Bernardino County with this SCR.

1.3 Overview of Recommendations

1. Add default BRM address mapping for the following non-centralized migration counties.
Butte, Monterey, Nevada, Riverside, and Sutter
2. Update the logic to populate the default BRM address when the BRM address is not found for all the migration counties. Except San Bernardino County.

1.4 Assumptions

1. Default BRM logic was added to LA County with the SCR CA-47290.
2. SCR CA-242609 will retrieve Program Worker Regardless of Program Status.
3. This SCR will not impact San Bernardino and Los Angeles Counties.

2 RECOMMENDATIONS

2.1 Add Default BRM Mapping

2.1.1 Overview

This effort is to add default BRM mapping for Butte, Monterey, Nevada, Riverside, and Sutter Counties.

2.1.2 Description of Change

1. Add the default BRM mapping for Butte, Monterey, Nevada, Riverside, and Sutter Counties.
See Supporting Document #1 for the default BRM address information.

2.2 Update logic to populate the default BRM address

2.2.1 Overview

Migration counties with the Centralized BRM routing logic only has 1 BRM address per county, and the ones with Non-Centralized BRM routing logic has more than 1 BRM address per County. This effort is to populate the existing BRM address as the default BRM address for the Centralized Migration counties and the newly mapped BRM addresses (from recommendation 2.1) as the default BRM address for the non-centralized counties.

2.2.2 Description of change

Update the existing logic to populate the default BRM address for all the migration counties when the BRM address can't be found.

See Supporting Document #1 for the default BRM address information.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	Client Correspondence	Default BRM Address Information	Default BRM Address Information.xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
3.3.3.2.8	The CalSAWS shall accommodate various envelope sizes for mailing while conforming to USPS standards for mail piece size.	Default address mapping has been added for Butte, Monterey, Nevada, Riverside, San Bernardino, and Sutter Counties

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-242360

Update Document Routing Rule Processing to
Evaluate Customer Report Information

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/14/2022	1.0	Initial Version	Mayuri Srinivas

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1 OVERVIEW

This design outlines modifications to the CalSAWS System to associate Tasks that result from Customer Report imaged documents to the Customer Report directly.

1.1 Current Design

The CalSAWS System includes a Worklist PR/RE page which displays information for Tasks that are associated to received Customer Reports.

SCR CA-214917 introduced Document Routing Rule functionality, which processes Tasks based on imaged documents in the Hyland solution.

Tasks created through the Document Routing Rule processing are not associated to Customer Reports directly. The result is that the Worklist PR/RE page does not populate Tasks that resulted from received Customer Reports in the Hyland solution.

1.2 Requests

Update Document Routing Rule Task creation processing to associate Tasks to a Customer Report when imaging the document into Hyland results in the Customer Report being marked as received.

1.3 Overview of Recommendations

1. Update the Imaging Solution processing to send an attribute to the Document Routing Rule processing that can be used to uniquely identify a Customer Report (where applicable).
2. Update Document Routing Rule processing to associate Tasks to the appropriate Customer Report when the new attribute is provided.

1.4 Assumptions

1. This modification does not impact general Document Routing Rule processing. The additional attribute processing is strictly to support backend processing.
2. This enhancement will only be applied to Document Routing Rule Task processing going forward from implementation; a data point is not available to modify retroactive Tasks.

2 RECOMMENDATIONS

2.1 Document Routing Rule Processing

2.1.1 Overview

The Imaging Solution/Document Routing Rule Processing will be updated to associate appropriate Tasks based on a specific attribute for Customer Report Images. A Customer Report document is a tracked document which is associated directly to a Customer Report where document and status information can be viewed on the Customer Reporting Detail page.

2.1.2 Description of Changes

Update the Imaging Solution/Document Routing Rule processing to process a document barcode.

Note: These recommendations are for the processing logic only and do not modify CalSAWS Online pages.

1. Update the Task Service request from the Imaging Solution to pass the following attribute (if available):

Generate Document Task – REQUEST			
FIELD NAME	TYPE	COMMENTS	REQUIRED
barcodeNumber	String	The barcode number on system-generated barcoded documents and represents the 2D barcode UID.	N

2. Modify Document Routing Rule processing to evaluate the "barcodeNumber" attribute and associate resulting Task(s) to a Customer Report if the attribute("barcodeNumber") is associated to a generated document that is linked to a Customer Report.

3 SUPPORTING DOCUMENTS

N/A.

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.19.2.1	The CalSAWS shall include alerts and reminders for pending and ongoing work.	This modification allows Tasks resulting from a Customer Report Image Action to continue to be associated to the Customer Report in the new Imaging Solution.

5 MIGRATION IMPACTS

N/A.

6 OUTREACH

N/A.

7 APPENDIX

N/A.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-242859

Add new functionality to the CCSAS inbound job to trigger an email for records skipped due to 'Missing Non-Cooperation Dates'

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Sowmya Coppisetty
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
3/28/2022	1.0	Initial design	Sowmya Coppisetty

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1 OVERVIEW

1.1 Current Design

Currently in CalSAWS, when a custodial parent member record transaction is received in the CCSAS inbound file with a cooperation reason code but is missing the cooperation status date the interface job fails and does not process any further transactions in file.

1.2 Requests

1. Update the CCSAS inbound job to skip transactions received with missing cooperation status date.
2. Add a new functionality to the CCSAS inbound job to trigger and send an email per county to notify them when transactions are skipped due to missing cooperation status date.

1.3 Overview of Recommendations

1. Update the CCSAS inbound job to skip a transaction when a member record is received with a cooperation reason code but is missing the cooperation status Date.
2. Create a new CCSAS inbound email distribution group
3. Add a new functionality to the CCSAS inbound job to send an email per county when the CCSAS inbound fails due to the missing Cooperation status date.

1.4 Assumptions

N/A

2 RECOMMENDATIONS

2.1 CCSAS Inbound Job

2.1.1 Overview

Update the CCSAS inbound jobs to skip processing transactions where a member record is received with a cooperation reason code but is missing the cooperation status date.

2.1.2 Description of Change

1. Add a new logic to the CCSAS inbound job to skip processing the transactions for the below scenario
 - a) A member record transaction for the custodial parent is received with a COOP_STAT_RSN data element but is missing the COOP_STAT_DATE data element.
2. Add a new logic to generate and send an email to notify the distribution group(s) at the end of batch run for the missing cooperation status date scenario.
 - a) One consolidated email will be sent for each county with skipped records .
 - b) The email will be sent to the following distribution group(s)
 - batch.ops.calsaws.org
 - batch.operations.offshore@calsaws.org
 - Consortium.App.Dev.CCSAS.Support
 - c) The following information will be included in the email.
 - i. Subject Line-ACTION REQUIRED-< CCSAS inbound job skipped records < COUNTY NAME - COUNTY CODE> <DATE>
 - ii. Header-CCSAS inbound job skipping the following case(s) due to missing cooperation status date-Please review
 - iii. The following columns will be included in the email-

- Case Serial Number
- Case ID
- IV-A identifier
- Cooperation Status(Y/N)
- Cooperation Status reason- with Description
- HEALTH_INS_IND

2.1.3 Partner Integration Testing

No

2.1.4 Execution Frequency

Daily

2.1.5 Key Scheduling Dependencies

N/A

2.1.6 Counties Impacted

All Counties

2.1.7 Category

Core

2.1.8 Data Volume/Performance

No Change

2.1.9 Interface Partner

CCSAS

2.1.10 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
2.8.1.5	The LRS shall automatically evaluate/process ED/BC accounting for the impact of change(s) on all assistance units on a case, on an individual, and on any or all companion cases that could potentially be affected by the change(s).	Update the CCSAS inbound job to skip transactions received with missing cooperation status date and add a new functionality to the CCSAS inbound job to trigger and send an email per county to notify them when transactions are skipped due to missing cooperation status date.