CalSAWS CalSAWS Consortium, CalSAWS System

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Memorandum	**CalSAWS Project**	
	Regulations:	**ACL 22-59, ACL 22-XX**
	Meeting:	**N/A**
To:	PPOCs, RMs, Committee Members	
From:	CalSAWS Project	
Audience:	PPOCs, RMs, Committee Members, CalSAWS Project	

Memorandum Purpose:

This memorandum is intended to convey the batch EDBC scope, county actions and schedule for the referenced program changes.

Scope:

Per ACL 22-59, SCR CA-242908 will implement Foster Care/Kin-GAP CNI rate increase on 08/04/2022.

Per ACL 22-XX, SCR CA-242911 will implement the AAP CNI rate increase on 08/04/2022.

To minimize the work required by the counties, the project will take the following actions over the weekend:

Foster Care/Kin-GAP/AAP/CalFresh/Nutrition Benefit Batch EDBC Processing on 08/06/2022:

1. **Batch for Foster Care (FC), Kin-Gap (KG) Adoption Assistance Program (AAP) and CalFresh (CF) with any associated Nutrition Benefit (NB)**
   Run batch EDBC for all cases with active Foster Care (FC), Kin-Gap (KG), Adoption Assistance Program (AAP) programs along with CalFresh programs having a CalFresh participant in common with AAP, KG or FC programs. Batch EDBC will include all cases with FC, KG and AAP programs are active for the benefit month of 07/2022 thru come up month as well as CF with any associated NB programs with a common AAP/FC/KG participant for 9/2022 benefit month unless they meet the exception criteria below:

   a. FC/KG/AAP Programs will not be run if a Non-standard rate is in effect in the benefit month.
   b. FC and KG Programs will not be run if there is an overridden aid code where a sub type code exists.
   c. FC/KG/AAP Programs will not run if a regular EDBC has already been processed for the benefit month(s) since SCRs CA-242908 and CA-242911 went into production on 08/04/2022.
   d. CF programs will not be run if SAR7 report status is 'Generated', 'Sent' or 'Incomplete'.
   e. CF programs will not be run if the benefit month is past the latest RE due date.

f. Existing batch logic will skip FC/KG/AAP/CF /NB programs with an overridden EDBC, Manual EDBC or No worker assigned and lists will be provided for County review.
g. Per existing exception logic, on FC/KG/AAP/CF/NB programs where the existing EDBC for the month is Read-Only, batch EDBC results will not be authorized, and lists will be provided for County review.
h. The Batch run for the above population will use the Run Reason 'CWS Annual COLA'.

2. **Correspondence:**
    a. Regulations for FC/KG 'CNI Increase' NOAs and AAP 'Rate Increase' NOAs will be updated to reference the FY 2022-23 CNI Increase ACLs .
    b. For LA County -
        a. KG 'Age Changed' NOAs will be suppressed during KG Run.
        b. AAP 2 form will be suppressed during AAP Run.
        c. FC/KG/AAP 'CNI / Rate Increase' NOAs will be put on hold (until the eCAPS/EFT financial processes are completed), until released and mailed on 08/17/2022. The release of the NOAs will be addressed with SCR CA-247183.

3. **Journals:**
    The following Journal entry will be created for AAP/CF/NB programs run by the batch EDBC process:

    a. Short Description: Batch EDBC ran for [month, year]
    b. Long Description: Batch EDBC Ran for <Effective Month>. Batch EDBC processed for the <Program Name> program for following reasons: AAP COLA

    The following Journal entry will be created for KG/CF/NB programs run by the batch EDBC process:

    a. Short Description: Batch EDBC ran for [month, year]
    b. Long Description: Batch EDBC Ran for <Effective Month>. Batch EDBC processed for the <Program Name> program for following reasons: Kin-GAP COLA

    The following Journal entry will be created for FC/CF/NB programs run by the batch EDBC process:

    a. Short Description: Batch EDBC ran for [month, year]
    b. Long Description: Batch EDBC Ran for <Effective Month>. Batch EDBC processed for the <Program Name> program for following reasons: Foster Care COLA

4. **List Details:**
    The project will post the following FC/KG/CF/NB lists to the web portal in the following location:

CalSAWS Web Portal > System Changes > SCR and SIR Lists> 2022 > CA-242909 folder

List	County Action
a. List of cases with Non-Standard Rate - FosterCare or KinGAP	These cases are not part of the batch as the CNI rate increase will not have any impact. Review cases if applicable.
b. List of FC/KG programs with Overridden Aid Code	These cases are overridden aid code cases with user entered sub type code. The list will include an additional column to show the sub type code currently applied to the program. Review cases and run online EDBC, if applicable.
c. List of FC/KG/CF/NB cases Discontinued by the Batch EDBC	These cases are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close households, review these cases to verify the closure was accurate.
d. List of FC/KG/CF/NB programs with Read-Only EDBC	Since Batch EDBC couldn't automatically apply the intended change to these cases, users may process EDBC to apply intended changes, if applicable.
e. List of unprocessed FC/KG/CF/NB programs skipped in the COLA batch run with skip reasons	Since Batch EDBC couldn't automatically apply the intended change to these cases, users may process EDBC to apply intended changes if applicable.
f. List of FC or KG cases with RE Date in the past.	A list of all FC/KG programs where the incomplete RE has a due date in the past with an additional column to show the RE Due Date. Review cases if applicable.
g. List of FC programs with THPP or THP+FC Facilities	A list of FC programs with THPP or THP+FC Facilities with an additional column to show CalFresh (CF) cases that have a CF household member who is also active on the FC program. Review cases if applicable.
h. List of FC/KG Cases where NOA did not generate due to overridden EDBC from prior benefit month	A list of FC/KG programs that have at least one overridden EDBC effective the prior benefit month prior to CNI increase and no NOA was generated. Review cases if applicable.

The project will post the following AAP/CF/NB lists to the web portal in the following location:

CalSAWS Web Portal > System Changes > SCR and SIR Lists> 2022 > CA-242912

List	County Action
a. List of AAP cases with Non-Standard Rate	These cases are not part of the batch as the CNI rate increase will not have any impact. Review cases if applicable.
b. List of AAP/CF/NB cases Discontinued by the Batch EDBC	These cases are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close households, review these cases to verify the closure was accurate. Review cases if applicable.
c. List of AAP/CF/NB with Read-Only EDBCs	Since Batch EDBC couldn't automatically apply the intended change to these cases, users may process EDBC to apply intended changes, if applicable.
d. List of unprocessed AAP/CF/NB programs skipped in the COLA batch run with skip reasons	The batch EDBC process will skip a program if the current EDBC in effect for the month is Overridden, Manual etc. The list will include the program type and skip reason. Review cases if applicable.
e. List of AAP cases with RE Date in the past	A list of all AAP programs where the incomplete RE has a due date in the past with an additional column to show the RE Due Date. Review cases if applicable.
f. List of AAP Cases where NOA did not generate due to overridden EDBC from prior benefit month	A list of AAP programs that have at least one overridden EDBC effective the prior benefit month prior to CNI increase and no NOA was generated. Review cases if applicable.

Development Schedule

1. Deliver the FC/KG/AAP/CF/NB driving query and list queries to the System Test team on 07/22/2022.
2. System Testing of the FC/KG/AAP/CF/NB batch process will occur between 07/25/2022 and 08/05/2022.
3. Run FC/KG/AAP/CF/NB batch EDBC in production on 08/06/2022.
4. There is a limitation of 10K unique cases in each file that is sent to eCAPS. Based on the case count, the number of COLA files will be determined.

5. Auditor Controller, eCAPS process, Warrant Print/Issue, EFT Settlement and Mail Dates are given below:

COLA – File 1

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date
08/07/2022	08/07/2022	08/08/2022	08/10/2022	08/19/2022

COLA – File 2

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date
08/08/2022	08/08/2022	08/09/2022	08/11/2022	08/19/2022

COLA – File 3

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date
08/09/2022	08/09/2022	08/10/2022	08/12/2022	08/19/2022

COLA – File 4

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date
08/11/2022	08/11/2022	08/12/2022	08/16/2022	08/19/2022

COLA – File 5

File Submission Date to A-C by 4:00 P.M.	eCAPS Process Date	Warrant Print/ Issue Date	EFT Settlement Date	Mail Date
08/12/2022	08/14/2022	08/15/2022	08/17/2022	08/19/2022

Note: Monthly FC payroll file will be on hold for two days and will not be sent to eCAPS until 08/10/2022.

Things to remember about these batch EDBC processes:

- All impacts from Defects and SCRs which have not been implemented will continue to occur during the batch processing.
- There are multiple reasons why a program may not be successfully run through batch EDBC processing. Some examples include: No Worker Assigned, Overridden Program Case, and Pending Program/Person/Application. Please review tasks and the Batch Eligibility Report daily.
- The EDBCs will have an EDBC Source of 'Batch EDBC Rules'.
- When a user runs EDBC on a case where a prior pending month exists, the EDBC will have a type of Read-Only. When running Batch EDBC that restriction does not apply and these EDBCs will not be Read-Only.
- Any updates or lack of updates made/not made to cases will impact the Batch EDBC results. This means programs may be discontinued (due to non-compliances, etc.) unexpectedly.
- Notices will be generated as usual.
  - For LA County: As mentioned in the Correspondence section above, the FC/KG/AAP 'CNI / Rate Increase' NOAs will be released on 08/17/2022 with SCR CA-247183.

County Action:

- Review cases included in the lists and take necessary action.
- Review the Batch Eligibility Report and action cases which could not be processed. This report is an on-request report available under Global: Reports > Local: On Request > Task: Administrative. If you do not see this report, please contact your Security Administrator for rights. To see cases not processed select a status of 'Not Processed' on the Reports Parameters pages

Schedule Considerations:

- CalSAWS will not be down during batch processing on Saturday, August 6, 2022.
- Batch jobs scheduled for each evening will run after the batch EDBC process completes.
- Approximately 103,000 + active FC/KG/AAP cases and 2,000 + associated CalFresh cases will be processed during the FC/KG/AAP/CF batch EDBC process in CalSAWS for the benefit months of 07/2022 - 09/2022 (FC/KG/AAP) and 9/2022 (CF/NB).
- Approximately 50,000 programs processed per hour via batch EDBC.
- The System cannot run batch EDBC processing during the following:
  - Main Payroll
  - Foster Care Main Payroll
  - SAR7 Discontinuance
  - RE Discontinuance
  - 10-day Discontinuance
  - CalFresh Recertification Discontinuance

Timeline:

- Expected FC/KG/AAP Batch EDBC processing: 08/06/2022.

CalSAWS **CalSAWS Consortium, CalSAWS System**

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August 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 SAR 7 Discontinuance	2	3	4 CW/CF RE appt Day 1(county 19)	5 CW/CF RE appt Day 2(county 19) **FC/KG/AAP//CF CTCR Rate Increases**	6 **FC/KG/AAP//CF COLA CalSAWS Batch run**
7	8	9	10 TNB-4 Non Magi Redeter(MC 210), Magi Redeter(MC 216), Mixed Redeter(MC 217)	11	12 NA 960X	13
14	15 CW/CF RE Packets	16	17	18	19 10-Day Cutoff Main Payroll (county 19)	20
21	22	23	24	25 Main Payroll (C-IV migration Counties)	26 Send SAR7 Main Payroll (C-IV migration Counties)	27
28	29	30	31 CW/CF Redetermination			