



PROJECT APPROACH AND COST (PAC)

57151 CALFRESH ESAP SAR 7 ELIMINATION

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Version 1.0
March 02, 2021



PROJECT DELIVERABLE CHANGE LOG

The Project Deliverable Change Log is used to reflect changes to this project deliverable throughout the deliverable management lifecycle.

Version	Brief Description of Change	Date (mm/dd/yyyy)	Author/ Contributor/ Reviewer
0.1.0	Created document	02/08/2021	Donna Rickard
0.1.1	Updated Testing – System row	02/11/2021	Venkatraghavan Chandran
1.0	Advanced to WCDS for approval	03/02/2021	Donna Rickard
	Approved by WCDS and converted to PDF.	03/26/2021	Donna Rickard

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1 EXECUTIVE SUMMARY

The Project Approach and Cost (PAC) combines the elements of the Definitions Document (DD) and Cost Feasibility Study (CFS). This document has been developed to define the project approach and incorporate the appropriate elements of cost. It includes the following major components:

- Scope including identified business requirements
- Cost (Price)
- Assumptions, Risks, Constraints
- Benefits
- Workarounds
- Alternatives, if applicable
- Critical Success Factors
- Training
- Quality Assurance Checklist
- Requirements Traceability Matrix
- Type of Change – Full Governance

Elderly Simplified Application Project (ESAP) was originally implemented in 2017 with ACL 17-34, but did not eliminate the periodic reporting requirements for ESAP households. With this change, ESAP households will no longer be required to fulfill periodic reporting requirements, including submission of a SAR 7 Eligibility Status Report (SAR 7) form, at the 12th and 24th month of their 36-month certification period.

2 PROJECT APPROACH AND SCOPE OF CHANGE

This section provides detailed information regarding the nature of the change, project outcomes, business drivers and other relevant information as defined in the following sections.

2.1 PROJECT STAKEHOLDERS

Role	Name
Executive Sponsor	Diane Alexander
Deputy Director	Lynn Bridwell
Product Owner	Sharon Silvas, Camie Callis, Lance Jackson
Project Manager	Gboyega Ogunwale
SMEs	Srinivas Teki, Kent Sutter, Prasad Nalluri

2.2 BUSINESS PROBLEM OR BUSINESS DRIVERS

CDSS requested and was approved an Elderly Simplified Application Project (ESAP) Demonstration Project extension. The new ESAP approval eliminates the periodic reporting requirement for ESAP households effective upon the completion of automation

2.3 CURRENT FUNCTIONALITY, IF APPLICABLE

CalWIN currently sends a SAR 7 to the ESAP households.

2.4 REQUIRED FUNCTIONALITY

CalWIN will stop sending the SAR 7 to the ESAP households effective 02/2022 and will send the SAR 2 (IRT) to the ESAP household at the 12 and 24th months of the certification period. The SAR 7 will be sent every 6 months if the ESAP household becomes ineligible during the 36-month certification period, and at 12 and/or 24 months if the household becomes ineligible due to a non-disabled minor being added to the household. CalWIN will create and generate a one-time informing notice (CF 34) and will update the verbiage on the CF 377.2C. In addition, a new field will be added to the PR Cycle Details windows to denote the ESAP Indicator.

2.4.1 Population Impacted

Eligibility Programs	Population Impacted and a Description of the Effect	% of Population or Cases Impacted
CalFresh	The CalFresh cases with an ESAP household.	100%

2.4.2 Counties Impacted

County	Population Impacted and a Description of the Effect	% of Population Impacted
All Counties	All Counties that manage CalFresh case with an ESAP household.	100%

2.4.3 County Staff Impacted

County Position	Population Impacted and a Description of the Effect	% of Population Impacted
Eligibility Workers	CalFresh eligibility workers that manage ESAP cases.	100%

2.4.4 Workgroups Impacted

County Position	Population Impacted and a Description of the Effect	% of Population Impacted
N/A		

2.4.5 Programs Impacted

Program	Y/N	Description of the Affect
Adoption Assistance Program	N	
Approved Relative Caretaker (ARC)	N	
CalWORKs/RCA	N	
CalFresh	Y	CalWIN will stop sending the SAR 7 to the ESAP households and will continue to send the SAR 2 (IRT) to the ESAP household at the 12 and 24th months of the certification period.
CAPI	N	
Child Care	N	
CMSP	N	
County Specific	N	
Employment Services	N	
Foster Care	N	
General Assistance/General Relief	N	
KinGap	N	
Medi-Cal	N	
Other (specify):	N	

2.4.6 Related Impacts

Proposals and Projects	Description of Potential Impacts to Counties
N/A	
County Direct	
N/A	
Service Requests	
N/A	

2.4.7 Affected Groups

This section contains the Affected Groups for this project identified at the time of submission of this deliverable. This section will not be changed if there are changes identified in future phases of the project. If there is a Technical System Design (TSD), this deliverable will contain the final Affected Groups for this project.

Application Services	
Group	Effect Description
Data Access Services (DAS)	No Expected Impact.
Rules Engine (includes Corticon)	No Expected Impact.
Group – Eligibility	Effect Description
Authorization	Authorization will be changed to update the CS table ESAP indicator based on the latest Eligibility results for CalFresh cases
Benefit Issuance/Foster Care Issuance	No Expected Impact.
Benefit Recovery – BV	No Expected Impact.
EDBC – ARC	No Expected Impact.
EDBC – CalWORKs	No Expected Impact.
EDBC – CAPI	No Expected Impact.
EDBC – CalFresh	CalFresh will validate the cases for ESAP and SAR 7 functionality and provide the SQLs needed for data extraction and testing A new conversion SQL will be developed to populate new column added to CS table for populating ESAP indicator based on latest Eligibility results on the Active CalFresh cases.
EDBC – Foster Care/KinGap	No Expected Impact.
EDBC – GA/GR	No Expected Impact.
EDBC – Medi-Cal	No Expected Impact.
EDBC – Other	No Expected Impact.
EDBC – RCA	No Expected Impact.
Error-Prone	No Expected Impact.
Kiosk	No Expected Impact.

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Mass Update	No Expected Impact.
Redetermination – RRR	No Expected Impact.
Simulation	No Expected Impact.
Wrap-up	No Expected Impact.
Group – Input, Interfaces, and Inquiry	Effect Description
ACCESS CalWIN/IVR/VRU/FRTS	No Expected Impact.
Alerts & Tracking	No Expected Impact.
Application Architecture	No Expected Impact.
Application Registration	No Expected Impact.
Appointment Scheduling	No Expected Impact.
Case Assignment	No Expected Impact.
Client Referral	No Expected Impact.
CalWIN Web Application (CWA) – Inquiry	No Expected Impact.
Contact CalWIN	No Expected Impact.
Data Collection	CalWIN will add a field to the Collect PR Cycle Details and Display PR Cycle Details window for ESAP indicator.
Employment Services	No Expected Impact.
General System	No Expected Impact.
Hearings	No Expected Impact.
History Maintenance	No Expected Impact.
Identity and Access Management	No Expected Impact.
Index Clearance	No Expected Impact.
Inquiry	No Expected Impact.
Inter-County Transfer (ICT)	No Expected Impact.
Interfaces	No Expected Impact.
Interfaces – Floating Views	No Expected Impact.
Interfaces – OSB	No Expected Impact.

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Interfaces – Summary View	No Expected Impact.
Providers	No Expected Impact.
Reference Tables Maintenance (App Svcs)	No Expected Impact.
Security (App Svcs)	No Expected Impact.
Traffic Log	No Expected Impact.
Group – Information Reporting	Effect Description
Business Intelligence	No Expected Impact.
Client Correspondence <ul style="list-style-type: none"> a. Notices b. Triggers c. Reason Code d. Exstream including Enterprise Content Management (ECM) e. Translations Required? f. Impact to CC Maintenance Modules? 	<ul style="list-style-type: none"> a. Text will be updated on CF 377.2C and a new one-time CF 34 informing notice will be created. b. New trigger for the CF 34. c. New reason code for the CF 34. d. Text update for the CF 377.2C; CF 34 will be created. e. All translations will be updated on the CF 377.2C. All translations will be created for the CF 34. f. No Expected Impact.
Fraud Referral Tracking System (San Diego County Only)	No Expected Impact.
Management Reporting <ul style="list-style-type: none"> a. Extracts b. Detail c. Summary 	<ul style="list-style-type: none"> a. No Expected Impact. b. No Expected Impact. c. No Expected Impact.
Periodic Reporting	Periodic Reporting will be modified to stop sending the SAR 7 to the ESAP households and will send the SAR 2 (IRT) to the ESAP household at the 12 and 24th months of the certification period. The SAR 7 will be sent every 6 months if the ESAP household becomes ineligible during the 36-month certification period. PR will use the new field added to the CS table for SAR 7 related functionality.
Group – DBA	Effect Description
CalWIN Database – SQL Server	Process Database Change, Update Physical Data Model, Load CalWIN Repository, Apply Database Changes in Database Builds. Review, Optimize and Test SQL Reviews, Conversion SQL and Process Production SQL Pack.

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Case Copy/Replication (DBA)	No Expected Impact.
CIS (County Information Server): <ul style="list-style-type: none"> a. CIS Data base schéma changes b. RT changes c. MR Extract changes 	<ul style="list-style-type: none"> a. Add New Column to CIS Table b. No Expected Impact. c. No Expected Impact.
Database Objects (DBA) <ul style="list-style-type: none"> a. Database tables/columns b. Conversion SQLs c. Code SQL reviews d. Production SQL packs 	<ul style="list-style-type: none"> a. Add New Column to Table b. Review, Test and Optimize Conversion SQL c. Review, Test and Optimize SQL Reviews d. Process Production SQL Pack
Reference Tables Maintenance (DBA) <ul style="list-style-type: none"> a. New RTs b. Columns c. Rows d. Logic e. Refresh SYS TST 	<ul style="list-style-type: none"> a. No Expected Impact. b. No Expected Impact. c. No Expected Impact. d. No Expected Impact. e. No Expected Impact.
Group – Customer Experience	Effect Description
MyBenefits CalWIN	No Expected Impact.
MyBenefits CalWIN Mobile App	No Expected Impact.
General	
Group – Quality	Effect Description
Technical Writer	Update and review deliverables.
Testing – System	<ol style="list-style-type: none"> 1. System Test will test and validate that CalWIN will eliminate sending the SAR 7 to ESAP households. SAR7 will no longer generate effective 02/2022. 2. System Test will test and validate that CalWIN will send the SAR 2(IRT) to ESAP household at the 12th and 24th months of the certification period. And run through the RRR process. 3. System Test will test and validate that CalWIN will send SAR 7 every 6 months when the ESAP household becomes ineligible during the 36-month certification period. 4. System Test will test and validate that CalWIN will send a SAR 7 at 12 and/or 24 months if the ESAP household

	<p>became ineligible due to a non-disabled minor being added to the household.</p> <p>5. System Test will test and validate that CalWIN will create a one-time informational notice (CF 34) in all 13 languages.</p> <p>6. System Test will test and validate that CalWIN will update the CF 377.2C verbiage regarding the household reporting requirement. The 13 translation of this CC will also be tested</p> <p>7. System Test will test and validate that CalWIN will add a new field to the “Collect PR Cycle Details” window for ESAP indicator.</p> <p>8. System Test will test and validate that CalWIN will add a new field to the “Display PR Cycle Details” window for ESAP indicator.</p> <p>9. 8. System Test will test and validate that CalWIN the data conversion was completed.</p>
Testing – Integration	No Expected Impact.
Operations	
Group – Operations	Effect Description
Batch & Production Support	Support for Testing
Capacity Planning	No Expected Impact.
Configuration Management	No Expected Impact.
System DBA Support	No Expected Impact.
Engineering	No Expected Impact.
Management	No Expected Impact.
Middleware & SW Support	No Expected Impact.
Network Services	No Expected Impact.
Security	No Expected Impact.
Storage	No Expected Impact.
Tuxedo	No Expected Impact.
UNIX/Linux Services	No Expected Impact.
Windows Services	No Expected Impact.

3 CRITICAL SUCCESS FACTORS

Critical Success Factor	Description of Expected Measurable Result
Eliminating SAR 7 for ESAP	Eliminating the SAR 7 for ESAP households will simplify the reporting process for ESAP households.

4 TRAINING

Training Artifact	Training Type	High-Level Description of Training		
Release Notes and Highlights	Documentation	Release Notes and Highlights are provided as part of the Training Documentation deliverable for the Release Project.		
Online User Manual (OLUM)	Manual Update	Updates to the Online User Manual are provided as part of the Training Documentation deliverable for the Release Project.		
Best Practice Guides (BPG)/User Guides (UG)	Manual Update	Updates to the following Best Practice Guides (BPG)/User Guides (UG) are provided as part of the Training Documentation deliverable for this project. N/A		
Systems Operation Plan 35-19 County Responsibilities	Manual Update	Y/N	New or Changing County Responsibilities due to the following Project Change:	Description – Detail actions for any Yes
		N	Reference Table	
		N	CalWIN Security Overview	
		N	Maintenance CalWIN User Accounts	
		N	Mobile/Portal User Support	

Training Artifact	Training Type	High-Level Description of Training		
		N	Business Intelligence User Accounts	
		N	Employment Services	
		N	Providers	
		N	Case Assignments	
		N	Appointment Scheduling	
		N	Benefit Issuance Setup	
Other	<ul style="list-style-type: none"> Documentation and County Calls Additional County Calls Scenario Workflows Renewal Workflow Charts Medi-Cal Renewal Guide As defined during BSM 	N/A		

5 ASSUMPTIONS

5.1 GENERAL ASSUMPTIONS

This section documents the known assumptions (as of the submission of this document) associated with the delivery of the proposal/project. The following table provides a list of the assumptions:

Assumption Identifier	Assumption Category	Assumption Description
1.0	Timing	The actual release date is established by the PCB. This PAC's Target Release is valid based on an approval by WCDS by 03/16/2021 to begin the project. If the approval date is not met, then the Targeted Release will be reassessed during the Project Initiation phase based on the actual time that the project was authorized to begin.

Assumption Identifier	Assumption Category	Assumption Description
2.0	County Direct	County Direct Service Requests will not impact the M&O and the Counties Change Requests of the Systems for the Counties.
3.0	Staff	Adequate staffing will be available to define the scope, requirements, design, development, testing and deployment.
4.0	Technical	No infrastructure software, hardware, and network upgrades or additions have been scoped as part of this change. They will need to be addressed in a separate change or the estimates; both cost and schedule, on this change will need to be revised to include any such changes. No new environments will be added or setup as a result of this change.
5.0	Governance	All ESAP households (new and ongoing) will not need to submit a SAR 7 starting with a March 2022 submit month.
6.0	Governance	The 13 translations of the CF 377.2C NOA will be updated with this project.
7.0	Governance	CF 34 will be part of this project unless the effective date is prior to implementation date of this project then it would become a separate project.
8.0	Governance	No Impact to BI reporting.
9.0	Governance	The CF 34 Informing Notice will be created in all 13 languages.
10.0	Technical	No new variables will be required.
11.0	Technical	ESAP households will not be change reporting households, and therefore will not have change reporting budgeting rules.

5.2 DELIVERABLE ASSUMPTIONS

The following is a list of deliverables to be completed during the delivery of this project.

Included (Yes/No)	Deliverable Name	Deliverable Assumption/Exception
Yes	Project Plan and Work Plan (PWP) – <i>the Work Plan is the PPM schedule</i>	
Yes	Functional Business Requirements (FBR) – <i>includes requirements and Acceptance Criteria from ALM</i>	
Yes	Technical Specifications Document (TSD)	

Included (Yes/No)	Deliverable Name	Deliverable Assumption/Exception
Yes	System Test Plan (STP) – <i>includes reference to test scripts in ALM</i>	
Yes	System Test Results (STR) – <i>includes reference to test runs and artifacts in ALM</i>	
Yes	Training Documentation – <i>includes updates to BPGs, User Guides, and any training materials. The Training Documentation for the Release Project will include the Release Notes, Release Highlights, Technical Specifications Worksheet, and OLUM updates.</i>	<ul style="list-style-type: none"> • RN&H • OLUM
Yes	Delivery Documentation – <i>includes delivery documentation such as updates to Reference Table changes and the RRS Worksheets</i>	
Yes	Post Implementation Report (PIR)	

6 CONSTRAINTS

The following table provides a list of the known business and technical constraints at the time of the submission of this document.

Constraint ID	Type of Constraint	Constraint Description
N/A		

7 BENEFITS

Is there a cost if the change is not implemented?	YES	NO
	x	

Legal and Regulatory

8 RISKS

This section documents high-level risks identified during the Business Strategy Meeting(s). If a risk identified in the proposal phase is still open when the project is triggered, the risk will be entered into the project in PPM. Throughout the project lifecycle, the project management team will maintain a list of risks in the Project and Portfolio Management (PPM) tool for the project. This list of risks will be reviewed and updated during the course of the project.

The following table summarizes the risks associated with this proposal at the time of submission of this document.

ID	Risk Title	Brief Description of Risk Impact	Overview of the Risk Response Strategy
N/A			

9 ALTERNATIVE APPROACHES, IF APPLICABLE

This section includes a listing of any alternative approaches, if applicable, implementation alternatives and BENDS.

9.1 ALTERNATE APPROACH OVERVIEW IDENTIFIED DURING BSM/ROM PHASE, IF APPLICABLE

N/A

9.2 IMPLEMENTATION ALTERNATIVES

Implementation Alternatives Definition:

1. **Full Automation** – The application is modified to implement the change. Example: Counties are required to un-tick the time on aid clock for child support reimbursement. Full automation would provide a means to receive and record total child support collected, identify the months that would be affected, and un-tick the clock due to child support reimbursement when appropriate.
2. **Partial Automation** – A portion of the change is implemented by modifying CalWIN. This strategy is used in combination with other strategies such as Adaptation of Application or Manual Implementation. Example: Counties are required to un-tick the time on aid clock for child support reimbursement. Partial automation provides users with the ability to un-tick the clock in CalWIN for prior months using a reason of child support. **Note:** There would be a manual process to identify the applicable months.
3. **No Automation** – A non-automated method, such as a paper process, is used to implement the change. Example: Counties are required to un-tick the time on aid clock for child support reimbursement. A manual process is used to identify the month in which child support reimbursement was received and the clock should be un-ticked.

Alternatives	Price	Benefit*	Negative Impacts
1. Full Automation	N/A		
2. Partial Automation	N/A		
3. No Automation (Manual)	N/A		

9.3 BUSINESS ENVIRONMENT DESIGN STRATEGY (BENDS)

BENDS Required (Y/N)	Brief Description of BENDS Need	Responsible Party for BENDS Development	Comments
N			
County		Contact	
N/A			

10 EXECUTIVE FINANCIAL SUMMARY

10.1 FINANCIAL SUMMARY

The following outlines the cost (price) associated with the scope of changes for this request in the pricing format. This represents a fixed price unless otherwise noted. This price will expire 90 days from submission and may require revision if the project inception is delayed. Once a project is started, invoicing will, however, occur based on the billing table shown in Appendix C.

Work	Cost Subtotals	Cost Totals
Project Planning: Project Plan and Work Plan (PWP) <i>(Includes: Initiation of the project, Project Plan and Work plan creation through formal approval, project management oversight through planning phase.)</i>	\$5,798	
Requirements Analysis: Functional Business Requirements (FBR) <i>(Includes: Document creation through to formal approval, any JAD, JRP, etc., project management oversight through FBR phase.)</i>	\$51,115	
Design: Technical System Design (TSD) <i>(Includes: Design, Design Walkthrough and Design document creation through to formal approval, project management oversight through the TSD phase.)</i>	\$38,208	
Test Planning: System Test Plan (STP) <i>(Includes: Test Plan document creation through to formal approval, code and unit test, unit test walkthrough, system test script creation, regression test script updates, and refinement through formal approval, project management oversight through Test Plan phase.)</i>	\$186,024	
Testing: System Test Results (STR) <i>(Includes: Integrated test, system test, and regression test execution and the capture of test results, development of test results documentation through formal approval, development of training and delivery document through to formal approval, project management oversight through the implementation phase.)</i>	\$105,577	
Post Implementation Report (PIR) <i>(Includes: Development and delivery of the post-implementation report deliverable.)</i>	\$2,194	
County Direct only UAT and Release Level Support Price <i>(State assumptions of price)</i>	\$0	
Gainwell Effort Subtotal		\$388,916
Other <i>(List Hardware, Software, etc.)</i>	\$0	
Operational Support <i>(Ongoing, post-Release)</i>	\$0	
Non-Effort Subtotal		\$0

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Work	Cost Subtotals	Cost Totals
Grand Total		\$388,916
CalHEERS B Release Level Support <i>(Included in grand total)</i>	\$0	\$0

The cost (price) defined in this PAC does not exceed or is within 25% of the cost (price) communicated in the Rough Order of Magnitude (ROM).

10.2 TARGETED RELEASE TIMEFRAME

The following is the targeted release timeframe based on the current schedule, scope, and budget. This timeframe may need to be revised if the project inception is delayed.

Suggested Target Release ID	Suggested Target Release Date	Comments and Rationale for Target Release
R68	February 2022	

11 QA CHECKLIST

11.1 AREAS OF IMPACT CHECKLIST

Question	Y/N	Notes								
1. Does CalWIN do this today?	N	CalWIN generates SAR 7 on CalFresh ESAP cases on every 12 months during their 36-month certification								
2. Would this change be the same for all eligibility programs? If 'No', what eligibility programs are impacted?	N	CalFresh								
3. Would this change be the same for all employment services programs? If 'No', what eligibility programs are impacted?	N									
4. Would there be any changes to how the windows currently look?	Y	CalWIN will add a field to the Collect PR Cycle Details and Display PR Cycle Details window for ESAP indicator.								
5. Would the new information need to be collected on a new or existing window? If yes, has confidentiality been assessed? Follow the confidentiality guidelines below: <table border="1" data-bbox="225 1194 821 1440"> <thead> <tr> <th>New Information</th><th>Security On</th></tr> </thead> <tbody> <tr> <td>Child window</td><td>No</td></tr> <tr> <td>Search window</td><td>No</td></tr> <tr> <td>Contains Client Information</td><td>Yes</td></tr> </tbody> </table>	New Information	Security On	Child window	No	Search window	No	Contains Client Information	Yes	N	
New Information	Security On									
Child window	No									
Search window	No									
Contains Client Information	Yes									
6. Would the change affect the functionality of the window's icons?	N									
7. Do any interface partners receive this information? If Yes, note which partners.	N									
8. Are any Management Reports impacted by this change? If yes, which ones and what would change?	N									
9. Does the change affect Business Intelligence? If yes, which page and what would change?	N									

Question	Y/N	Notes
10. Would the existing correspondence be affected or would new correspondence be required? If so, verify that correspondence is identified in the impacts.	Y	Updates to CF 377.2C. New one-time informing notice CF 34.
11. Does this change how eligibility is determined?	N	
12. Would the new information need to display on the CalWIN Web application?	N	
13. Are there end-user references to Food Stamps in the system components impacted by this CR?	N	
14. Were the WCDS Guiding Principles for Standardization considered in developing this change?	Y	WCDS Guiding Principles for Standardization were considered.
15. Is there an impact to County Direct services?	N	
16. Will this require changes to the Software Report?	N	

11.2 DELIVERABLE CHECKLIST

QA Activity	Requirement Verified/Not Verified	Notes
The correct deliverable template is used.	Verified	
No sections were removed from deliverable.	Verified	
Check the title page for the title, project reference, sponsor, owner, version, and date.	Verified	
Headers/footers are correct.	Verified	
Table of Contents updated.	Verified	
Sections/fields are completed (except the Approval section) or N/A entered if the section is not applicable.	Verified	
Template instructions removed.	Verified	
Correct any obvious formatting inconsistencies.	Verified	

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QA Activity	Requirement Verified/Not Verified	Notes
Perform grammar/spell check.	Verified	
If any clarifications needed, enter comments via Comment Log. If there were any QA comments requiring rework, re-review deliverable after updates are made.	Verified	

12 REQUIREMENTS TRACEABILITY MATRIX

The following table list Business Requirements included in the scope of this Project Approach and Cost. If there are existing business requirements that are being modified or retired, the source for these business requirements is ALM. If the business requirement is new, the ALM reference information is N/A.

12.1 NEW MODIFIED OR RETIRED REQUIREMENTS

This table includes a list of Business Requirements impacted by this change that are known at the time of submission of this PAC. The source for these Business Requirements is ALM if there are existing Business Requirements that are being modified or retired.

Line Number	Business Requirement	ALM Source Project	ALM Requirement Reference	The Scope of Change for ALM Requirement
1	CalWIN must eliminate sending the SAR 7 to ESAP households.	CalWIN		New
2	CalWIN must send the SAR 2(IRT) to ESAP household at the 12th and 24th months of the certification period.	CalWIN		New
3	CalWIN must send SAR 7 every 6 months when the ESAP household becomes ineligible during the 36-month certification period.	CalWIN		New
4	CalWIN must send a SAR 7 at 12 and/or 24 months if the ESAP household became ineligible due to a non-disabled minor being added to the household.	CalWIN		New
5	CalWIN must create a one-time informational notice (CF 34)	CalWIN		New
6	CalWIN must update the CF 377.2C verbiage regarding the household reporting requirement.	CalWIN		New
7	CalWIN must add a new field to the Collect PR Cycle Details window for ESAP indicator.	CalWIN		New
8	CalWIN must add a new field to the Display PR Cycle Details window for ESAP indicator.	CalWIN		New

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Line Number	Business Requirement	ALM Source Project	ALM Requirement Reference	The Scope of Change for ALM Requirement
9	CalWIN must allow ineligible/excluded household members that are elderly/disable to be considered for ESAP.	CalWIN		New

Any additional requirements identified during the development of the PAC are identified in the following table.

Line Number	Business Requirement (During PAC phase)	ALM Source Project	ALM Requirement Reference	The Scope of Change for ALM Requirement
N/A				

12.2 IMPLEMENTED REQUIREMENTS NOT MODIFIED

This table includes a list of Business Requirements impacted but not modified by this change known at the time of submission of this PAC. The source for these business requirements is ALM. Implemented requirements are included to help define business process areas impacted by the change yet do not have direct requirements changes.

Line Number	Business Requirement	ALM Source Project	ALM Requirement Reference
N/A			

13 ACCEPTANCE SIGNOFF

Acceptance Signoff for this deliverable (57891) is captured in the Project and Portfolio Management (PPM) tool via the Deliverable Management process.

14 APPENDIX A – DESIGN NOTES

This Appendix includes design notes related to Reference Table (RT) Only changes.

14.1 CIS CHECKLIST

Will the Implementation of the Project be reasonably expected to:	Y/N?	If Y, then specify the impact description
10. Change the way the data is being saved, deleted, updated or stored in any table?	N	
11. Change the cardinality of any table relationships?	N	
12. Create new tables?	N	
13. Create new columns in existing tables?	Y	There will be a new column added to an existing CIS Table.
14. Change column attributes in existing tables?	N	
15. Obsolete existing tables?	N	
16. Obsolete existing columns?	N	
17. Change the use of existing columns?	N	
18. Change the way data in a column is calculated (for calculated fields)?	N	
19. Update existing records to accommodate the change?	N	
20. Change the meaning of existing RT values?	N	
21. Use hard-coded values entered in the databases that are not based on reference table values?	N	
22. Change the standard retention of data in any table?	N	
23. Require change to existing queries used to produce CalWIN management reporting extracts?	N	

Will the Implementation of the Project be reasonably expected to:	Y/N?	If Y, then specify the impact description
24. Require change to existing queries used to retrieve and display data on CalWIN screens?	N	
25. Affect the CIS daily and/or monthly file delivery process and timing?	N	
26. Change the format or structure of the CIS daily or monthly files?	N	
27. Change CIS daily or monthly file names at any level in the compression?	N	
28. Affect the standard Oracle-based CIS load process?	N	
29. Affect the typical growth of the database size?	N	
30. Are there Reference Table changes?	N	
31. Are tables being added to the CIS Subject Area?	N	
32. CIS Deliverables (DDL/DML, RT Views, and PDM) and CIS Training Manual package generated or updated?	Y	CIS Deliverables will be updated as applicable.

14.2 DATABASE CHANGES

The Database Services team completes this section. Complete the Database Changes table only for **approved** exceptions to the PAC usage criteria that include database changes. Otherwise, enter N/A.

Table	Column	Data Type	Service	Window ID	Window Title	Window Field	Calculated Field Detail *
N/A							

14.3 REFERENCE TABLES

The following RT sections only need to be completed for RT Only and COLA RT changes. Full project Reference Table information will continue to be documented in the FBR (if available at the time) and TSD per the typical process.

The following six sections are completed for each reference table affected by the change.

In the event that this proposal is accepted and becomes a project:

- The RT Documentation template for each reference table affected by the change is also completed as part of the design deliverables.
- For existing tables, complete the reference request spreadsheet [RRS] for EACH reference table affected by the change as part of the design deliverables.
- For new tables, the RRS will be generated during the construction phase.

14.3.1 Table Information

select

```
'TABLE NAME - ' || REFR_TBL_PHY_NM || CHR(13) || CHR(10) ||
'LOGICAL NAME - ' || REFR_TBL_LGCL_NM || CHR(13) || CHR(10) ||
'SHORT DESC - ' || REFR_TBL_DESC || CHR(13) || CHR(10) ||
'MAINT LEVEL - ' || DECODE(MAINT_LVL_CD,
                          'C','COUNTY', 'N','CONSORTIUM',
                          'B','BOTH CONSORTIUM AND COUNTY',
                          'S','SYSTEM') || CHR(13) || CHR(10) ||
'LEAD TRACK - ' || SUBSYS_NM || CHR(13) || CHR(10)
FROM RT_REFR_TBL A, RT_SUBSYS B
WHERE REFR_TBL_PHY_NM = 'RT_XXX'
AND A.MAINT_SUB_SYS_CD = B.SUBSYS_CD(+);
```

Table Name	N/A
Logical Name	N/A
Short Description	N/A
Maint. Level	N/A
Lead Subsystem	N/A

14.3.2 County-Updatable Columns and Default Values

SELECT

```
B.COL_LGCL_NM || ' - ' || B.COL_PHY_NM
FROM RT_REFR_TBL A, RT_COL B
WHERE A.REFR_TBL_PHY_NM = 'RT_XXXX'
AND A.REFR_TBL_ID = B.REFR_TBL_ID AND B.COL_UPD_SW = 'Y';
```

County Updateable Column Name	Row Key Value	Value (PRD Value when updating existing data, Default value when completely new rows)	Counties (All or county codes when value is county specific)	RT Query Date (or indicate N/A when 'Completely new row')
N/A				

14.3.3 Action Information

Actions to Be Taken on the Table		Explanatory Notes
1	If inserting or updating rows, give <i>an</i> approximate number of rows to be inserted or updated.	N/A
2	If a new table is to be created, list the key fields and the attributes pertinent to the functionality being requested.	N/A
3	If an existing table is having its structure changed (new column, change existing column length or type, change the primary key, etc.), describe the structure change.	N/A
4	If data is going to be inserted or updated, specify the effective begin date to be used for the new rows.	N/A
5	The standard for RTs is: <ul style="list-style-type: none"> • All updates will be accompanied by a change of effective begin date. • No updates will be done by overlaying / overwriting existing records or data. • If a deviation from this standard is planned, note that in the FBR along with the reasons for the deviation. 	N/A
6	If any data conversion will be needed, note the requirement. Generally, data conversion is only needed if key values are being replaced.	N/A
7	If any SQLs will need to be created for the counties to execute – for example, to identify impacted cases – indicate the need.	N/A
8	If the counties will need to take any action in conjunction with this change request, note	N/A

	Actions to Be Taken on the Table	Explanatory Notes
	<p>the requirement. (Some examples of county actions would include: making updates to consortium/county tables, scheduling an extra batch job run, running SQLs to identify the impacted cases, etc.) Note if these changes are required for the User Acceptance Testing (UAT) release, for the Production release, or both. This information must also be included in the Release Notes prior to the release.</p>	
9	<p>For RTs that have “year” or “date” fields other than effective begin and end dates, and those date fields are used in the program logic to select the appropriate RT row, make a note of the special logic and document if/how this affects the RT change, the coding, and/or the testing.</p>	N/A

14.3.4 Structure Information

- RT structure changes are typically not permitted in the Project Approach and Cost (PAC) Process. In rare instances, an exception can be approved allowing a structure change to be completed with a PAC. If a structural change was approved, this structure information section will be completed. If there are no structure changes planned for this project, this section will indicated N/A.

Column Action (Add Change Delete)	Key Column (Yes/No)	Physical Column Name (24 Characters Maximum)	Logical Column (Attribute Name – 50 Characters Maximum)	Column Description for RT Help (4000 Characters Maximum)	Candidate Data Type / Length	Null/Not Null	Display Order	County Update-able (Yes/No)
N/A	No	USR_SELECT_SW	User Select Switch	Yes/No switch signifying if the user can select the entry.	CHAR(1)	Not Null		No
N/A	No	EFF_BGN_DT	Effective Begin Date	Date from which the information in the instance of this entity is effective.	DATE	Not Null		No
N/A	No	EFF_END_DT	Effective End Date	Date up to which the information in the instance of the entity is effective.	DATE	Null		No

14.3.5 Data Information



Only Consortium rows can be added or updated. Some reference tables are only maintained by the Counties; some reference tables have rows maintained by the Consortium and also rows maintained by the Counties. In order to verify that a particular row is a Consortium row, do any one of the following:

1. Execute the following SQL to retrieve the county maint. Switch for the table rows. If the switch value is Y, only the counties can maintain the data; if the value is N, it is a consortium row and you can update it.

```
SELECT A.REFR_TBL_PHY_NM, B.CNTY_MAINT_SW, B.DATA_KEY,
       B.ROW_DATA
FROM RT_REFR_TBL A, RT_DATA B
WHERE A.REFR_TBL_ID = B.REFR_TBL_ID
AND A.MAINT_LVL_CD = 'B'
AND A.REFR_TBL_PHY_NM = 'RT_NCMP_GDCS_RSN';
```

2. Access the reference table in CubeD and click the download button to download the data in a spreadsheet. Check the County Value column on the Reference Table Data tab.
3. Access the reference table in the CalWIN application and view the data. Check the CNTY VAL SW column.

Updated Rows Table:

Row Action (Change, Delete)	Key Value (if composite key specify all key column values)	Column Name and/or Row Key	Old Value	New Value
N/A				

New Rows Table:

If the RT has county specific columns with differing values across county please copy this following table section for each county with differing values. If there are no county updateable columns or all counties have the same values, then please use 'All Counties' and only one table section is needed.

All counties/county name (code)

Value 1	Value 2	Value n	County Action
N/A			

PROJECT APPROACH AND COST (PAC)

Pgm Cd	Actn Cd	Rsn Cd	NOA Rsn Cd	EDBC Sw	Usr Selct Sw	Eff Bgn Dt	Eff End Dt
N/A							

14.3.6 Program List

Program Name	Action Required (“No Action”, “Recompile”, or “Changed”)
N/A	

15 APPENDIX B – HOURS SUMMARY

This Appendix includes the summary of hours upon which the Financial Summary was based. The hours allocated in each area will be further refined during the creation of the work plan and are therefore subject to change.

ITEM	HOURS
Project and Work Plan (PWP)	40.7
Functional Business Requirements (FBR)	358.8
Technical System Design (TSD)	268.2
Coding and Unit Testing (CUT)	1021.0
System Test Plan (STP)	284.8
System Test Results (STR)	703.1
Training Documentation (TRN)	38.0
Delivery Documentation	0.0
Post Implementation Report (PIR)	15.4
CalHEERS Release B	0.0
TOTAL*	2730.0

*Footnote: 248.7 contingency hours are included in the estimated total.

16 APPENDIX C – BENEFIT LINES

This Appendix includes the financial summary used to enter the Benefit Lines in PPM.

The following outlines the cost (price) associated with the scope of changes for this request in the billing format. This represents a fixed price unless otherwise noted. This price will expire 90 days from submission and may require revision if the project inception is delayed.

Work	Cost Subtotals	Cost Totals
Project Plan and Work Plan (PWP) (20% of total price) <i>(Includes: Initiation of the project, Project Plan and Work plan creation through formal approval, project management oversight through planning phase.)</i>	\$77,782	
Functional Business Requirements (FBR) (30% of total price) <i>(Includes: Document creation through to formal approval, any JAD, JRP, etc., project management oversight through FBR phase.)</i>	\$116,675	

PROJECT APPROACH AND COST (PAC)

Work	Cost Subtotals	Cost Totals
Technical System Design (TSD) (30% of total price) <i>(Includes: Design, Design Walkthrough and Design document creation through to formal approval, project management oversight through the TSD phase.)</i>	\$116,675	
System Test Plan (STP) (10% of total price) <i>(Includes: Test Plan document creation through to formal approval, code and unit test, unit test walkthrough, system test script creation, regression test script updates, and refinement through formal approval, project management oversight through Test Plan phase.)</i>	\$38,892	
System Test Results (STR) (0% of total price) <i>(Includes: Integrated test, system test, and regression test execution and the capture of test results, development of test results documentation through formal approval, development of training and delivery document through to formal approval, project management oversight through the implementation phase.)</i>	\$0	
Post Implementation Report (PIR) (10% of total price) <i>(Includes: Document creation through to formal approval, project management oversight through Post Implementation Phase.)</i>	\$38,892	
County Direct only UAT and Release Level Support Price <i>State assumptions of price.</i>	\$0	
<u>Gainwell Effort Subtotal</u>		\$388,916
Other <i>(List Hardware, Software, etc.)</i>	\$0	
Operational Support <i>(Ongoing, post-Release)</i>	\$0	
<u>Non-Effort Subtotal</u>		
<u>Grand Total</u>		\$388,916

Template Version Number: 10.0

Template Effective Date: 12/08/2020