



PROJECT APPROACH AND COST (PAC)

59461 MOD01 CALWORKS TIME LIMIT CHANGED TO 60 MONTHS

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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	07/14/2021	G. Brown-Flowers
0.1.1	Submitted for Contributor Review	07/19/2021	G. Brown-Flowers
0.1.2	Reviewed for Application DBA	07/22/2021	Wajeed Ahamad
0.1.3	Submitted for Internal Review	07/23/2021	G. Brown-Flowers
0.1.4	Reviewed for Operations	07/28/2021	Richard Chiu
0.1.5	Reviewed by PM and updated for Section 5.2 & 10.1 and Appendix B & C	07/30/2021	Aniruddha Pain
1.0.0	Document Submitted for WCDS Approval	08/03/2021	Aniruddha Pain
1.1	Changes made per WCDS comments	08/10/2021	G. Brown-Flowers
2.0	Resubmitted for WCDS Approval	08/11/2021	G. Brown-Flowers
2.1	Addressed rework per WCDS comments	08/11/2021	G. Brown-Flowers
3.0	Document resubmitted for WCDS Approval	08/16/2021	G. Brown-Flowers
	Received Approval from WCDS	08/18/2021	

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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

AB 79 implements the extension of the CalWORKs time limit for aid to adult recipients from 48 months to 60 months. The change will become effective May 1, 2022, or when the CDSS notifies the Legislature that the Statewide Automated Welfare Systems (SAWS) can perform the necessary automation, whichever is later. Current functionality in CalWIN for adults receiving CalWORKs is a 48-month time limit on aid.

CalWIN will send a mass informing notice containing information regarding these changes to all CalWORKs recipients at least 90 days prior to implementation. Consistent with current practice, beginning the month of implementation, adult recipients who are subject to the CalWORKs 60-month time limit will receive a Notice of Action (NOA) or an informing notice at specific intervals.

CalWIN will extend the CalWORKs timeclock from 48 months to 60 months. CalWIN will create a CalWORKs 60-month time limit NOA and the informing notices will be sent to recipients at the 54th month and 57th month. All applicable forms and NOAs text will be updated from 48 month to 60-month time limit in Client Correspondence. CalWIN timeclocks will be updated to 60 months for individuals whose timeclocks have expired in May 2022 and for those that have been discontinued prior to May 2022 and are being restored. The 46th month notice informing CalWORKs individuals that they would discontinue May 2022 or after will be suppressed by CalWIN. Individuals that have been discontinued due to the CalWORKs 48-month timeclock will be automatically restored if they are in the home, requesting aid and on an active case. In addition, the following windows will be modified to display the CalWORKs time-limit clock as 60 months:

1. DC0130N-Display Individual Time Limit Clock Summary -> CalWORKs section > Time On Aid Totals
2. GSO011N-Display Case Overview -> Time Clock (Tab page)
3. IQ0001N-Inquire on Individual -> Individual Details -> Time on Aid Summary
4. IQ0015N-Inquire on Individual Details -> Time on Aid Summary
5. Home > Search Individual -> Display Results > Inquire on Individual Details - TOA (CWA)

This MOD01 change will add a new Business Requirement to continue eligibility for all aided adults on active CalWORKs cases who will exhaust the 48 month time clock as of May 31, 2022.

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.

N/A

2.1 PROJECT STAKEHOLDERS

Role	Name
Executive Sponsor	Diane Alexander
Deputy Director	Lynn Bridwell
Product Owner	Cecilia Fine; Camie Callis
Project Manager	Aniruddha Pain
SMEs	Joe Mendez, Kent Sutter, Srinivas Teki, Santosh Ravulapally

2.2 BUSINESS PROBLEM OR BUSINESS DRIVERS

AB 79 implements the extension of the CalWORKs time limit for aid to adult recipients from 48 months to 60 months. The change will become effective May 1, 2022, or when the CDSS notifies the Legislature that the Statewide Automated Welfare Systems (SAWS) can perform the necessary automation, whichever is later. A mass informing notice containing information regarding these changes must be sent to all CalWORKs recipients at least 90 days prior to implementation.

Consistent with current practice, beginning the month of implementation, adult recipients who are subject to the CalWORKs 60-month time limit will receive a Notice of Action (NOA) or an informing notice at specific intervals. CWDs shall notify recipients of their Time on Aid (TOA) at intake, at each redetermination, on their 54th month of aid, between their 54th and 57th month of aid, and on their 57th month of aid. The 54th month notice (CW 2189A), the 57th month notice (CW 2189B), and the TOA NOA message between the 54th and 57th month (M40- 107C1) replace the previous notices that were required at the 42nd month to 46th month of aid.

2.3 CURRENT FUNCTIONALITY, IF APPLICABLE

Adult CalWORKs recipients have a 48-month time limit for aid.

2.4 REQUIRED FUNCTIONALITY

The CalWORKs timeclock will be extended from 48 months to 60 months in CalWIN. A mass informing notice will be sent to all CalWORKs recipients 90 days prior to implementation. A CalWORKs 60-month time limit NOA and the informing notices will be sent to recipients at the 54th month and 57th month. All

applicable forms and NOAs text will be updated from 48 month to 60-month time limit. Timeclocks will be updated to 60 months for individuals whose timeclocks have expired in May 2022 and for those that have been discontinued prior to May 2022 and are being restored. The 46th month notice informing CalWORKs individuals that they would discontinue May 2022 or after will be suppressed.

Individuals that have been discontinued due to the CalWORKs 48-month timeclock will be automatically restored if they are still in the home, requesting aid and on an active case. In addition, the following windows will be modified to display the CalWORKs time-limit clock as 60 months:

1. DC0130N-Display Individual Time Limit Clock Summary -> CalWORKs section > Time On Aid Totals
2. GSO011N-Display Case Overview -> Time Clock (Tab page)
3. IQ0001N-Inquire on Individual -> Individual Details -> Time on Aid Summary
4. IQ0015N-Inquire on Individual Details -> Time on Aid Summary
5. Home > Search Individual -> Display Results > Inquire on Individual Details - TOA (CWA)

This MOD01 change will add a new Business Requirement to continue eligibility for all aided adults on active CalWORKs cases that will exhaust the 48 month time clock as of May 31, 2022.

2.4.1 Population Impacted

Eligibility Programs	Population Impacted and a Description of the Effect	% of Population or Cases Impacted
CalWORKs	Recipients' CalWORKs timeclocks increased to 60 months from 48 months.	100%

2.4.2 Counties Impacted

County	Population Impacted and a Description of the Effect	% of Population Impacted
All	All CalWIN counties.	100%

2.4.3 County Staff Impacted

County Position	Population Impacted and a Description of the Effect	% of Population Impacted
Eligibility Staff	CalWORKs eligibility workers.	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	No Expected Impact.
Approved Relative Caretaker (ARC)	N	No Expected Impact.
CalWORKs/RCA	Y	CalWORKs Timeclock Clock increased to 60 months.
CalFresh	N	No Expected Impact.
CAPI	N	No Expected Impact.
Child Care	N	No Expected Impact.
CMSP	N	No Expected Impact.
County Specific	N	No Expected Impact.
Employment Services	N	No Expected Impact.
Foster Care	N	No Expected Impact.
General Assistance/General Relief	N	No Expected Impact.
KinGap	N	No Expected Impact.
Medi-Cal	N	No Expected Impact.
Other (specify):	N	No Expected Impact.

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	No Expected Impact.
Benefit Issuance/Foster Care Issuance	No Expected Impact.
Benefit Recovery – BV	No Expected Impact.
EDBC – ARC	No Expected Impact.
EDBC – CalWORKs	<p>A new SQL will be developed to:</p> <ol style="list-style-type: none"> 1. To add user hold for the Mass Update triggers created to discontinue cases/individuals due to 48 month limit. 2. To add Batch Indicators for these cases so that these cases will exception out in Batch EDBC run. 3. To generate a standard case list for the cases that are kept on user hold.
EDBC – CAPI	No Expected Impact.
EDBC – CalFresh	No Expected Impact.
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.
Mass Update	No Expected Impact.

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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	No Expected Impact.
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.
Interfaces – Summary View	No Expected Impact.
Providers	No Expected Impact.

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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. No Expected Impact. b. No Expected Impact. c. No Expected Impact. d. No Expected Impact. e. No Expected Impact. 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	No Expected Impact.
Group – DBA	Effect Description
CalWIN Database – SQL Server	No Expected Impact.
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. No Expected Impact. b. No Expected Impact. c. No Expected Impact.
Database Objects (DBA) <ul style="list-style-type: none"> a. Database tables/columns b. Conversion SQLs 	<ul style="list-style-type: none"> a. No Expected Impact. b. No Expected Impact. c. No Expected Impact.

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c. Code SQL reviews d. Production SQL packs	d. 1 Production SQL pack will be reviewed and implemented.
Reference Tables Maintenance (DBA) a. New RTs b. Columns c. Rows d. Logic e. Refresh SYS TST	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	Review and update deliverables.
Testing – System	<ul style="list-style-type: none"> System test will test and validate that CalWIN adds a user hold to MU triggers created for CalWORKs cases/individuals set to discontinue for expiration of the CW 48-month timeclock at the end of May 2022. System test will test and validate that CalWIN adds batch indicators for all active CalWORKs cases with aided individuals that will exhaust the CW 48-month timeclock at the end of May 2022. System test will test and validate that CalWIN generates a one-time list of cases where user hold for MU trigger was applied for active CalWORKs cases with aided adults who will exhaust their CW 48-month timeclock as of May 31, 2022. System test will test and validate that CalWIN continues to tick the clock to 60 months, for active CalWORKs cases with aided adults when their CW 48-month timeclock expires effective May 31, 2022.
Testing – Integration	No Expected Impact.
Operations	
Group – Operations	Effect Description

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Batch & Production Support	Execute and monitor Batch during system testing phase as requested.
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
N/A	

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. N/A

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Training Artifact	Training Type	High-Level Description of Training		
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	
		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 	N/A		

Training Artifact	Training Type	High-Level Description of Training
	<ul style="list-style-type: none"> As defined during BSM 	

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 08/20/2021 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.
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.
5.0	Technical	No new environments will be added or setup because of this change.
6.0	Scope	Translations will be completed in languages currently available in CalWIN.
7.0	Scope	Simple text change expected for 30 forms and NOAs.
8.0	Technical	The following trigger conditions will be stopped: CAN224, CAN225, CAN226, CAN227.
9.0	Technical	SQL will run before May 2022 to end date M40-107C 42 nd and 46 th month notices.

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>	Workplan Only
Yes	Functional Business Requirements (FBR) – <i>includes requirements and Acceptance Criteria from ALM</i>	Redelivery of FBR for MOD01
Yes	Technical Specifications Document (TSD)	Redelivery of TSD for MOD01
Yes	System Test Plan (STP) – <i>includes reference to test scripts in ALM</i>	Redelivery of STP for MOD01
No	System Test Results (STR) – <i>includes reference to test runs and artifacts in ALM</i>	MOD01 will be included in original STR delivery.
No	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>	MOD01 will be included in original Release Notes and Highlights. OLUM updates are not required for MOD01.
No	Delivery Documentation – <i>includes delivery documentation such as updates to Reference Table changes and the RRS Worksheets</i>	MOD01 will be included in original delivery documentation.
No	Post Implementation Report (PIR)	MOD01 will be included in original PIR delivery.

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

CalWORKs recipients receive 60 months of aid in accordance to AB 79.

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>	\$1,140	
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>	\$5,627	
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>	\$4,103	
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>	\$19,802	
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>	\$9,545	
Post Implementation Report (PIR) <i>(Includes: Development and delivery of the post-implementation report deliverable.)</i>	\$0	
County Direct only UAT and Release Level Support Price <i>(State assumptions of price)</i>	\$0	
Gainwell Effort Subtotal		\$40,217
Other (Offset)	(\$10,827)	
Operational Support (Ongoing, post-Release)	\$0	
Non-Effort Subtotal		\$29,390

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Work	Cost Subtotals	Cost Totals
Grand Total		\$29,390
CalHEERS B Release Level Support <i>(Included in grand total)</i>		\$0

No ROM was delivered for this MOD

Approved Contingency from Initial scope – 393.5 hrs.

Portion of Contingency proposed to be used from Initial Scope for MOD01 – 76 hrs.

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
R69	05/16/2022	

11 QA CHECKLIST

11.1 AREAS OF IMPACT CHECKLIST

Question	Y/N	Notes								
1. Does CalWIN do this today?	Y	Current timeclocks are 48 months.								
2. Would this change be the same for all eligibility programs? If 'No', what eligibility programs are impacted?	N	CalWORKs only.								
3. Would this change be the same for all employment services programs? If 'No', what eligibility programs are impacted?	N	N/A								
4. Would there be any changes to how the windows currently look?	N									
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 1018 824 1264"> <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									
10. Would the existing correspondence be affected or would new correspondence be required? If so, verify that correspondence is identified in the impacts.	N									

Question	Y/N	Notes
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	
Perform grammar/spell check.	Verified	
If any clarifications needed, enter comments via Comment Log.	Verified	

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QA Activity	Requirement Verified/Not Verified	Notes
If there were any QA comments requiring rework, re-review deliverable after updates are made.		

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 continue to aid individuals on active CalWORKs cases who exhaust the 48-month CW time clock as of May 31, 2022.	CalWIN	N/A	New - 01

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
1	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
1	N/A		

13 ACCEPTANCE SIGNOFF

Acceptance Signoff for this deliverable (59462) 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
4. Change the way the data is being saved, deleted, updated or stored in any table?	N	
5. Change the cardinality of any table relationships?	N	
6. Create new tables?	N	
7. Create new columns in existing tables?	N	
8. Change column attributes in existing tables?	N	
9. Obsolete existing tables?	N	
10. Obsolete existing columns?	N	
11. Change the use of existing columns?	N	
12. Change the way data in a column is calculated (for calculated fields)?	N	
13. Update existing records to accommodate the change?	N	
14. Change the meaning of existing RT values?	N	
15. Use hard-coded values entered in the databases that are not based on reference table values?	N	
16. Change the standard retention of data in any table?	N	
17. 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
18. Require change to existing queries used to retrieve and display data on CalWIN screens?	N	
19. Affect the CIS daily and/or monthly file delivery process and timing?	N	
20. Change the format or structure of the CIS daily or monthly files?	N	
21. Change CIS daily or monthly file names at any level in the compression?	N	
22. Affect the standard Oracle-based CIS load process?	N	
23. Affect the typical growth of the database size?	N	
24. Are there Reference Table changes?	N	
25. Are tables being added to the CIS Subject Area?	N	
26. CIS Deliverables (DDL/DML, RT Views, and PDM) and CIS Training Manual package generated or updated?	N	

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	N/A

Actions to Be Taken on the Table		Explanatory Notes
	is only needed if key values are being replaced.	
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 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.	N/A
9	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.	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 be indicated N/A.

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			

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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)	8.0
Functional Business Requirements (FBR)	39.5
Technical System Design (TSD)	28.8
Coding and Unit Testing (CUT)	105.8
System Test Plan (STP)	33.2
System Test Results (STR)	67.0
Training Documentation (TRN)	0.0
Delivery Documentation	0.0
Post Implementation Report (PIR)	0.0
CalHEERS Release B	0.0
TOTAL*	282.3

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.

This project is Premise funded.

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>	\$5,878	

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Work	Cost Subtotals	Cost Totals
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>	\$8,817	
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>	\$8,817	
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>	\$2,939	
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>	\$2,939	
County Direct only UAT and Release Level Support Price <i>State assumptions of price.</i>	\$0	
<u>Gainwell Effort Subtotal</u>		\$29,390
Other <i>(List Hardware, Software, etc.)</i>	\$0	
Operational Support <i>(Ongoing, post-Release)</i>	\$0	
<u>Non-Effort Subtotal</u>		\$0
<u>Grand Total</u>		\$29,390

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