

CalsAWS

California Statewide Automated Welfare System

Design Document

CA-205408

Upload Current Version of SOC 814 under Client
Correspondence-Templates-CAPI

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Smit Shah
	Reviewed By	Kavitha M R

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
29/06/2022	1.0	Initial Draft	Smit Shah

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1 OVERVIEW

The purpose of this change is to update SOC 814 (12/20) version in available English, Armenian, Spanish, and Chinese languages to CalSAWS system.

1.1 Current Design

The system has the outdated English and Threshold languages of the SOC 814 versions.

1.2 Requests

Add CDSS Threshold Languages to the CalSAWS for the SOC 814 (12/20) form Template Repository and system generated.

Languages include:

English, Armenian, Spanish and Chinese.

1.3 Overview of Recommendations

Update the Available languages to CDSS version of SOC 814.

Languages: English, Armenian, Spanish and Chinese.

1.4 Assumptions

1. The updated SOC 814 Form (12/20) will only be added in English, Armenian, Spanish, and Chinese languages.
2. No variables will be populated on the updated SOC 814 Forms (aside from the standard header and footer information).
3. All fields (blank or prepopulated) will be editable.
4. Supporting Documents section references attachments found on Jira.

2 RECOMMENDATIONS

2.1 Update SOC 814 – STATEMENT OF FACTS CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)

2.1.1 Overview

SOC 814 Form will be updated with the latest version to the Template Repository in available languages.

State Form: SOC 814

Current Programs: CAPI

Current Attached Forms: N/A

Current Forms Category: Forms

Current Template Repository Visibility: All Counties

Existing Languages: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Loa, Russian, Tagalog and Vietnamese

Template Description: STATEMENT OF FACTS CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)

Imaging Form Name: Statement Of Facts CAPI

Imaging Document Type: CAPI

2.1.2 Form Verbiage

Add latest versions of SOC 814 form

This effort is adding the latest version of SOC 814 to the System.

Threshold Languages: English, Armenian, Spanish, and Chinese

Form Header: CalSAWS Standard Header (HEADER_1_EN)

Include NA Back 9: No

Form Mockups/Examples: See supporting document #1

2.1.3 Form Generation Conditions

Update SOC 814 Form

The SOC 814 – STATEMENT OF FACTS CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI) is updated only to the Template Repository.

Required Document Parameters: Customer Name, Case Number, Program, Language

Add Form Print Options and Mailing Requirements

The following are the print and mailing requirements for the SOC 814.

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

Mailing Options:

Mailing Options	Option for SOC 814
Mail-To (Recipient)	Applicant selected on the document parameters page.
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	N/A
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A
Mail Priority	Same Day Priority

Add Form Control

Add an imaging barcode for SOC 814.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

Additional Options:

Requirement	Option for SOC 814 Form
Post to Self-Service Portal	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Forms	STATEMENT OF FACTS CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI)	SOC814_EN.pdf SOC814_SP.pdf SOC814_AE.pdf SOC814_CH.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	<p>CalSAWS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none">a. Appointment notices.b. Redetermination, Recertification, and/or Annual Agreement notices and forms.c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);d. Periodic reporting notices:e. Contact letters.f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site.g. Information notices and stuffers.h. Case-specific verification/referral forms.i. GR Vendor notices.k. Court-mandated notices, including Balderas notices.l. SSIAP appointment notices.m. Withdrawal forms.n. COLA notices.o. Time limit notices.p. Transitioning of aid notices.q. Interface triggered forms and notices (e.g., IFDS, IEVS).r. Non-compliance and sanction notices.s. Benefit issuance and benefit recovery forms and notices, including reminder notices.t. Corrective NOAs on State Fair Hearing decisions.u. CSC paper ID cards with LRS-generated access information; andv. CSC PIN notices.	<p>SOC 814 is being updated with latest version in all the available languages.</p>

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-219761

Code Table Updates for CalWIN Conversion
(Wave 1)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Connor O'Donnell
	Reviewed By	Matt Lower

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/10/2022	1.0	Initial Draft	Connor O'Donnell

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	3.2 Migration Requirements.....	6

1 OVERVIEW

This SCR will update the county settings in order to align the values for CalWIN counties ahead of the CalWIN migration.

1.1 Current Design

County Settings values do not reflect all counties being live in the CalSAWS system.

1.2 Requests

Update County Settings values for each Conversion wave to account for the counties going live in the CalSAWS.

1.3 Overview of Recommendations

1. Update the County Settings with county-specific information to align the values for the CalWIN migration.

1.4 Assumptions

1. CountyReprintDate will be set to the day before Go-Live to account for click-through testing.
2. ImagingSolution is not being addressed in this SCR due to it being handled by CA-218882.

2 RECOMMENDATIONS

2.1 County Settings Data Change

2.1.1 Overview

This data change will update the county settings table so that all Wave 1 CalWIN counties(Placer and Yolo) will have the proper settings ahead of migration.

2.1.2 Description of Change

1. Make the following updates to the County Settings where County Code is equal to '31' or '57'
 - a. If MonthlyDD is a value that is not 'N', update it to 'N'
 - b. Change Go-Live Date to '10/31/2022'
 - c. If Live County is a value that is not 'Y', update it to 'Y'
 - d. If Consortium Code is a value that is not 'LD', update it to 'LD'
 - e. If MessageCenter Enabled is not 'Y', update it to 'Y'
 - f. Change County Reprint Date to '10/30/2022'

2.1.3 Estimated Number of Records Impacted/Performance

2

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

3.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-219762

Code Table Updates for CalWIN Conversion
(Wave 2)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Connor O'Donnell
	Reviewed By	Matt Lower

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/10/2022	1.0	Initial Draft	Connor O'Donnell

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	3.2 Migration Requirements.....	6

1 OVERVIEW

This SCR will update the county settings in order to align the values for CalWIN counties ahead of the CalWIN migration.

1.1 Current Design

County Settings values do not reflect all counties being live in the CalSAWS system.

1.2 Requests

Update County Settings values for each Conversion wave to account for the counties going live in the CalSAWS.

1.3 Overview of Recommendations

1. Update the County Settings with county-specific information to align the values for the CalWIN migration.

1.4 Assumptions

1. CountyReprintDate will be set to the day before Go-Live to account for click-through testing.
2. ImagingSolution is not being addressed in this SCR due to it being handled by CA-218883.

2 RECOMMENDATIONS

2.1 County Settings Data Change

2.1.1 Overview

This data change will update the county settings table so that all Wave 2 CalWIN counties (Contra Costa, Santa Clara, and Tulare) will have the proper settings ahead of migration.

2.1.2 Description of Change

1. Make the following updates to the County Settings where County Code is equal to '07', '43', or '54'
 - a. If MonthlyDD is a value that is not 'N', update it to 'N'
 - b. Change Go-Live Date to '02/27/2023'
 - c. If Live County is a value that is not 'Y', update it to 'Y'
 - d. If Consortium Code is a value that is not 'LD', update it to 'LD'
 - e. If MessageCenter Enabled is not 'Y', update it to 'Y'
 - f. Change County Reprint Date to '02/26/2023'

2.1.3 Estimated Number of Records Impacted/Performance

3

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

3.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-219763

Code Table Updates for CalWIN Conversion
(Wave 3)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Connor O'Donnell
	Reviewed By	Matt Lower

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/10/2022	1.0	Initial Draft	Connor O'Donnell

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1 OVERVIEW

This SCR will update the county settings in order to align the values for CalWIN counties ahead of the CalWIN migration.

1.1 Current Design

County Settings values do not reflect all counties being live in the CalSAWS system.

1.2 Requests

Update County Settings values for each Conversion wave to account for the counties going live in the CalSAWS.

1.3 Overview of Recommendations

1. Update the County Settings with county-specific information to align the values for the CalWIN migration.

1.4 Assumptions

1. CountyReprintDate will be set to the day before Go-Live to account for click-through testing.
2. ImagingSolution is not being addressed in this SCR due to it being handled by CA-218886.

2 RECOMMENDATIONS

2.1 County Settings Data Change

2.1.1 Overview

This data change will update the county settings table so that all Wave 3 CalWIN counties (Orange, Santa Barbara, and Ventura) will have the proper settings ahead of migration.

2.1.2 Description of Change

1. Make the following updates to the County Settings where County Code is equal to '30', '42', or '56'
 - a. If MonthlyDD is a value that is not 'N', update it to 'N'
 - b. Change Go-Live Date to '04/24/2023'
 - c. If Live County is a value that is not 'Y', update it to 'Y'
 - d. If Consortium Code is a value that is not 'LD', update it to 'LD'
 - e. If MessageCenter Enabled is not 'Y', update it to 'Y'
 - f. Change County Reprint Date to '04/23/2023'

2.1.3 Estimated Number of Records Impacted/Performance

3

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

3.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-219764

Code Table Updates for CalWIN Conversion
(Wave 4)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Connor O'Donnell
	Reviewed By	Matt Lower

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/10/2022	1.0	Initial Draft	Connor O'Donnell

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1 OVERVIEW

This SCR will update the county settings in order to align the values for CalWIN counties ahead of the CalWIN migration.

1.1 Current Design

County Settings values do not reflect all counties being live in the CalSAWS system.

1.2 Requests

Update County Settings values for each Conversion wave to account for the counties going live in the CalSAWS.

1.3 Overview of Recommendations

1. Update the County Settings with county-specific information to align the values for the CalWIN migration.

1.4 Assumptions

1. CountyReprintDate will be set to the day before Go-Live to account for click-through testing.
2. ImagingSolution is not being addressed in this SCR due to it being handled by CA-218887.

2 RECOMMENDATIONS

2.1 County Settings Data Change

2.1.1 Overview

This data change will update the county settings table so that all Wave 4 CalWIN counties (San Diego, San Mateo, Solano, and Santa Cruz) will have the proper settings ahead of migration.

2.1.2 Description of Change

1. Make the following updates to the County Settings where County Code is equal to '37', '41', '44', or '48'
 - a. If MonthlyDD is a value that is not 'N', update it to 'N'
 - b. Change Go-Live Date to '07/03/2023'
 - c. If Live County is a value that is not 'Y', update it to 'Y'
 - d. If Consortium Code is a value that is not 'LD', update it to 'LD'
 - e. If MessageCenter Enabled is not 'Y', update it to 'Y'
 - f. Change County Reprint Date to '07/02/2023'

2.1.3 Estimated Number of Records Impacted/Performance

4

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

3.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-219765

Code Table Updates for CalWIN Conversion
(Wave 5)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Connor O'Donnell
	Reviewed By	Matt Lower

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/10/2022	1.0	Initial Draft	Connor O'Donnell

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1 OVERVIEW

This SCR will update the county settings in order to align the values for CalWIN counties ahead of the CalWIN migration.

1.1 Current Design

County Settings values do not reflect all counties being live in the CalSAWS system.

1.2 Requests

Update County Settings values for each Conversion wave to account for the counties going live in the CalSAWS.

1.3 Overview of Recommendations

1. Update the County Settings with county-specific information to align the values for the CalWIN migration.

1.4 Assumptions

1. CountyReprintDate will be set to the day before Go-Live to account for click-through testing.
2. ImagingSolution is not being addressed in this SCR due to it being handled by CA-218890.

2 RECOMMENDATIONS

2.1 County Settings Data Change

2.1.1 Overview

This data change will update the county settings table so that all Wave 5 CalWIN counties (Alameda, Fresno, and Sonoma) will have the proper settings ahead of migration.

2.1.2 Description of Change

1. Make the following updates to the County Settings where County Code is equal to '01', '10', or '49'
 - a. If MonthlyDD is a value that is not 'N', update it to 'N'
 - b. Change Go-Live Date to '09/04/2023'
 - c. If Live County is a value that is not 'Y', update it to 'Y'
 - d. If Consortium Code is a value that is not 'LD', update it to 'LD'
 - e. If MessageCenter Enabled is not 'Y', update it to 'Y'
 - f. Change County Reprint Date to '09/03/2023'

2.1.3 Estimated Number of Records Impacted/Performance

3

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

3.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-219766

Code Table Updates for CalWIN Conversion
(Wave 6)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Connor O'Donnell
	Reviewed By	Matt Lower

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/10/2022	1.0	Initial Draft	Connor O'Donnell

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1 OVERVIEW

This SCR will update the county settings in order to align the values for CalWIN counties ahead of the CalWIN migration.

1.1 Current Design

County Settings values do not reflect all counties being live in the CalSAWS system.

1.2 Requests

Update County Settings values for each Conversion wave to account for the counties going live in the CalSAWS.

1.3 Overview of Recommendations

1. Update the County Settings with county-specific information to align the values for the CalWIN migration.

1.4 Assumptions

1. CountyReprintDate will be set to the day before Go-Live to account for click-through testing.
2. ImagingSolution is not being addressed in this SCR due to it being handled by CA-218891.

2 RECOMMENDATIONS

2.1 County Settings Data Change

2.1.1 Overview

This data change will update the county settings table so that all Wave 6 CalWIN counties (Sacramento, San Francisco, and San Luis Obispo) will have the proper settings ahead of migration.

2.1.2 Description of Change

1. Make the following updates to the County Settings where County Code is equal to '34', '38', or '40'
 - a. If MonthlyDD is a value that is not 'N', update it to 'N'
 - b. Change Go-Live Date to '10/30/2023'
 - c. If Live County is a value that is not 'Y', update it to 'Y'
 - d. If Consortium Code is a value that is not 'LD', update it to 'LD'
 - e. If MessageCenter Enabled is not 'Y', update it to 'Y'
 - f. Change County Reprint Date to '10/29/2023'

2.1.3 Estimated Number of Records Impacted/Performance

3

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

3.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-231699

Case Copy Updates

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Marqui Simmons
	Reviewed By	Joyce Oshiro, Cristina Garcia

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
3/10/2021	1.0	Initial Draft	Marqui Simmons

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1 OVERVIEW

This SCR will update the existing Case Copy Batch functionality to copy additional case information to provide more case data coverage for the Training team.

1.1 Current Design

Currently, the Case Copy Batch job copies cases from one source environment to one destination environment based on the request given by a worker in the CalSAWS application. From the Case Copy list page, a worker can request any case number, that exists in the environment that they are currently logged into, to copy to a predetermined environment one or multiple time(s). The environments that are currently used for copying are: Production to PRT, Production to Training Staging, and Training Staging to Training Production.

1.2 Requests

1. Implement the below additional information to the current Case Copy functionality
 - a. Program admin details for FC/KG/AAP
 - b. Kin Gap summary
 - c. Change Reason information
 - d. Support Questionnaire (Absent Parent Support Rights) records
 - e. Customer Activities Schedule
 - f. Budget Person Miscellaneous
2. Implement new default staff assignment logic for cases that are copied to Training Staging and Training Production.

1.3 Overview of Recommendations

1. Update the Case Copy Batch properties to add table instructions for:
 - a. the Program Admin information to copy associated Organization information
 - b. the Kin-GAP Summary information
 - c. the EDBC change reason log information
 - d. the Absent Parent support rights information
 - e. the Activity Schedule information
 - f. the Budget Person Miscellaneous information
2. Update the staff worker assignment logic for Case Copy when copying a case into the Training Staging/Training Production environment to assign a random active worker within the same county.

1.4 Assumptions

1. N/A

2 RECOMMENDATIONS

2.1 Update Case Copy Batch Job (PBxxC505)

2.1.1 Overview

Update the batch properties for the required tables so that the additional case data is correctly copied over from the source environment to the destination environment.

Update the staff worker assignment logic for Case Copy when copying a case into the Training Staging or Training Production environment.

2.1.2 Description of Change

1. Create a BPCR for the Case Copy Batch job to include additional case data for the following:
 - a. the Program Admin information to copy associated Organization information
 - b. the Kin-GAP Summary information
 - c. the EDBC change reason log information
 - d. the Absent Parent support rights information
 - e. the Activity Schedule information
 - f. the Budget Person Miscellaneous information
2. These new batch properties should be added for each county job (PB01C505-PB58C505).
3. When copying a case to the Training Staging/Training Production environment, skip the step where we attempt to assign the case to the same worker who created the Case Copy request. Instead, always use the default behavior of assigning the case to a random active user within the same county.

2.1.3 Execution Frequency

Not changed (Cyclic Job – Every 10 minutes).

2.1.4 Key Scheduling Dependencies

Not changed (No dependences).

2.1.5 Counties Impacted

Not changed (All counties).

2.1.6 Category

Not changed (Non-Core).

2.1.7 Data Volume/Performance

No Change.

2.1.8 Failure Procedure/Operational Instructions

No Change

3 APPENDIX

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-232095

BenefitsCal: CalSAWS Updates for Los Angeles
Migration to BenefitsCal

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Gillian Noelle Bendicio
	Reviewed By	Sricharitha Admala, Pramisha Chintapalli, Nue Nelson

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
02/18/2022	.1	Initial Revision	Gillian Noelle Bendicio

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4.1	Project Requirements.....	Error! Bookmark not defined.
4.2	Migration Requirements.....	Error! Bookmark not defined.
5	Migration Impacts	Error! Bookmark not defined.
6	Outreach.....	Error! Bookmark not defined.
6.1	Lists.....	Error! Bookmark not defined.
7	Appendix.....	Error! Bookmark not defined.

1 OVERVIEW

This System Change Request (SCR) is updating CalSAWS to support Los Angeles County as they migrate from the Your Benefits Now (YBN) portal to the BenefitsCal portal.

1.1 Current Design

Currently, LA County is using the YBN portal as their public facing portal. The YBN portal allows customers to view their CalSAWS system case information, submit applications and forms, view forms, etc. The BenefitsCal portal currently supports the 39 C-IV counties.

1.2 Requests

Update CalSAWS to support the LA migration to the BenefitsCal portal.

1.3 Overview of Recommendations

1. Update the Office Mapping API to route specific Community Based Organization (CBO) submitted e-Applications to specified offices.
2. Update the Office Mapping API to route e-Applications with Long Term Care (LTC) and Probation Department Juvenile (PDJ) information to specified offices.
3. Create a customer privacy record in CalSAWS for Domestic Violence (DV) system cases for LA county.
4. Increase the queue sizes in CalSAWS to support additional LA county API calls for Forms API, Messaging (Portal Hosted) API, and Application Status (Portal Hosted) API.

1.4 Assumptions

1. The YBN portal continues to exist until LA migrates to the BenefitsCal portal.
2. The updates made in this SCR are for LA county only. Other CalSAWS counties will continue to use the existing functionality prior to this SCR.
3. The Customer Privacy record data change documented in this SCR is a one-time update. The user is expected to manually create the customer privacy records through the Customer Privacy Detail page to prevent CalSAWS case information to display on the BenefitsCal portal.

2 RECOMMENDATIONS

2.1 Office Mapping API

2.1.1 Overview

The Office Mapping API returns a list of offices in the response given the program, county, and an address. This API will be updated to accept the CBO identifier, LTC indicator, and PDJ identifier. By passing this information, the API will return a specific office for the customer to select on the BenefitsCal portal.

2.1.2 Description of Change

1. Update the Office Mapping API to accept the following new fields in the request:

Office - Request			
CALSAWS FIELD NAME	TYPE	COMMENTS	REQUIRED
agencyName	String (255 Char.)	CBO organization name	N
ltcInd	Boolean	LTC indicator – returns true when the e-Application is LTC related	N
pdjNumber	String (7 Char.)	PDJ identifier	N

2. Update the Office Mapping API to evaluate the following rules when the condition is true in the specified order:
 - a. CBO organization name is either MCO, COP, and HAS and the program is CalFresh only, Medi-Cal only, or CalFresh/Medi-Cal, then the API will only return District 016 (016 Child Medi-Cal Enroll Project) in the response.
 - b. PDJ Identifier is provided and the program is Medi-Cal only, then the API will only return District 016 (016 Child Medi-Cal Enroll Project) in the response.
 - c. LTC Indicator is true and the program is Medi-Cal only, then the API will only return District 080 (080 Long Term Care) in the response.

2.1.3 Execution Frequency

No impact to this section.

2.1.4 Key Scheduling Dependencies

No impact to this section.

2.1.5 Counties Impacted

Los Angeles County

2.1.6 Data Volume/Performance

No impact to this section.

2.1.7 Interface Partner

BenefitsCal Portal.

2.1.8 Failure Procedure/Operational Instructions

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

2.2 Messaging API – Portal Hosted

2.2.1 Overview

The Messaging API sends a message to the BenefitsCal user when invoked. This API utilizes a queue to allow the API call to be retried in case of failures.

2.2.2 Description of Change

1. Update the Messaging API listener queue to have a maximum of 10 requests at a time.

2.2.3 Execution Frequency

No impact to this section.

2.2.4 Key Scheduling Dependencies

No impact to this section.

2.2.5 Counties Impacted

CalSAWS Counties

2.2.6 Data Volume/Performance

No impact to this section.

2.2.7 Interface Partner

BenefitsCal Portal.

2.2.8 Failure Procedure/Operational Instructions

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

2.3 Application Status API – Portal Hosted

2.3.1 Overview

The Application Status API sends the e-Application status information of a BenefitsCal-submitted e-Application to the BenefitsCal portal when invoked. This API utilizes a queue to allow the API call to be retried in case of failures.

2.3.2 Description of Change

1. Update the Application Status API listener queue to have a maximum of 10 requests at a time.

2.3.3 Execution Frequency

No impact to this section.

2.3.4 Key Scheduling Dependencies

No impact to this section.

2.3.5 Counties Impacted

CalSAWS Counties

2.3.6 Data Volume/Performance

No impact to this section.

2.3.7 Interface Partner

BenefitsCal Portal.

2.3.8 Failure Procedure/Operational Instructions

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

2.4 Forms API

2.4.1 Overview

The Forms API generates a PDF with information provided in the request and uploads the generated PDF to the imaging service for the worker to process. This API utilizes a queue to allow the imaging call to be retried in case of failures.

2.4.2 Description of Change

1. Update the Forms API listener queue to have a maximum of 20 requests at a time.

2.4.3 Execution Frequency

No impact to this section.

2.4.4 Key Scheduling Dependencies

No impact to this section.

2.4.5 Counties Impacted

CalSAWS Counties

2.4.6 Data Volume/Performance

No impact to this section.

2.4.7 Interface Partner

BenefitsCal Portal.

2.4.8 Failure Procedure/Operational Instructions

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

2.5 Create Customer Privacy Records for LA County DV Cases

2.5.1 Overview

Currently, YBN prevents customers linked to active DV cases from accessing their CalSAWS information in the portal. In BenefitsCal, an active customer privacy record in CalSAWS is needed to prevent the customer from accessing case data.

2.5.2 Description of Change

1. Create an active customer privacy record for existing LA county cases that have an active DV confidentiality and flag set, The begin date of the records will be the date the data change is applied.

2.5.3 Estimated Number of Records Impacted/Performance

Estimated 313,000 records impacted

2.6 Automated Regression Test



2.6.1 Overview

Create new regression test scripts based on the system test scenarios for the permanent functional changes outlined above.

2.6.2 Description of Change

1. Evaluate each system test scenario for the potential of automation.
Known exclusionary criteria:
 - a. Temporary or one-time changes (ex., Data Change Requests, operational batch job execution)
 - b. Technical limitations (ex., visual comparison of a static document against a template)
 - c. Security restrictions (ex., access to an external service requiring Multi-Factor Authentication)
 - d. Required manual intervention (ex., physical printing, document scanning, forced service outage)
2. For each scenario determined to be an automation candidate, modify the system test scenario to be executable as part of the Regression Test Suite. This may include the following:
 - a. Repeatability: The script must be able to execute multiple times between data refreshes
 - b. Targetability: The script must fully and accurately verify the actual result against the expected result of the scenario

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Interface	HTML version of the Office API	 Office.html
2	Interface	YAML version of the Office API	 Office.yaml



California Statewide Automated Welfare System

Design Document

CA-232865

Remove 'Self-Service Portal Appointment Worker' Worker Level from Position Detail and Position Search

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Andrea Rodriguez
	Reviewed By	Naga Chinduluru, Shilpa Suddavanda, William Baretsky

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
1/8/2022	1.0	Initial	Andrea Rodriguez
6/14/2022	1.1	Updated Section 1 Added Section 2.3 and 2.4	Andrea Rodriguez

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1 OVERVIEW

The 'Self-Service Portal Appointment Worker' Worker Level in CalSAWS was used for YBN appointment and task functionality. BenefitsCal has replaced YBN and uses different appointment and task functionality. This SCR will remove the 'Self-Service Portal Appointment Worker' option from the Worker Level dropdown fields and remove the 'YBN Appointment' value from the Category dropdown fields on applicable pages. In addition, a data change request will be submitted to remove the 'Self-Service Portal Appointment Worker' Worker Level from existing Position Detail records.

1.1 Current Design

The 'Self-Service Portal Appointment Worker' Worker Level in CalSAWS was used for creating and searching YBN appointments and availability. Additionally, it was used for creating tasks for a YBN worker.

BenefitsCal has replaced YBN and uses different appointment and task functionality.

1.2 Requests

1. Remove the 'Self-Service Portal Appointment Worker' Worker Level from the Position Search and Position Detail pages.
2. Update all existing Position Detail records that are assigned the 'Self-Service Portal Appointment Worker' Worker Level to no longer be assigned a Worker

- Level. Provide a list of all Position Detail records that were assigned the 'Self-Service Portal Appointment Worker' Worker Level previously.
3. Remove the 'YBN Appointment' Category from the Customer Schedule Search and Customer Appointment Detail pages.

1.3 Overview of Recommendations

1. Remove the 'Self-Service Portal Appointment Worker' option from the Worker Level drop down on Position Search pages.
2. Remove the 'Self-Service Portal Appointment Worker' option from the Worker Level drop down on Position Detail pages
3. Remove the 'YBN Appointment' Category from the Customer Schedule Search page.
4. Remove the 'YBN Appointment' Category from the Customer Appointment Detail page.
5. Process a data change request to remove the 'Self-Service Portal Appointment Worker' Worker Level assignment from all existing Position Detail records currently assigned a Worker Level.

1.4 Assumptions

1. All other functionalities remain unchanged unless specifically called out by this document.
2. A new Worker Level will not be required to replace the 'Self-Service Portal Appointment Worker' Worker Level.
3. A new appointment Category will not be required to replace the 'YBN Appointment' Category.
4. This SCR will primarily impact Los Angeles County, as YBN and the 'Self-Service Portal Appointment Worker' Worker Level was used previously in Los Angeles County.
5. Removing the 'Self-Service Portal Appointment Worker' Worker Level and 'YBN Appointment' Category from the pages will have no downstream impact for other CalSAWS pages, Reports, or interfacing systems.
6. The List generated will be provided to show the existing Position Detail records where the 'Self-Service Portal Appointment Worker' Worker Level assignment was removed from. No action will be needed from LA County Workers, since the data change request will be submitted for a one-time removal of the 'Self-Service Portal Appointment Worker' Worker Level from existing Position Detail records.

2 RECOMMENDATIONS

The 'Self-Service Portal Appointment Worker' Worker Level in CalSAWS was used for YBN appointment and task functionality. BenefitsCal has replaced YBN and uses different appointment and task functionality. This SCR will remove the 'Self-Service Portal Appointment Worker' option from the Worker Level dropdown fields on the Position Search and Position Detail pages. In addition, a data change request will remove the

'Self-Service Portal Appointment Worker' Worker Level assignment from all Position Detail records currently assigned that Worker Level. A list will be provided of Position Detail records that had been assigned the 'Self-Service Portal Appointment Worker' Worker Level prior to this change. This SCR will also remove the 'YBN Appointment' Category from the Customer Appointment Search and Customer Appointment Detail pages.

2.1 Position Search

2.1.1 Overview

The Worker Level field on the Position Search page describes where the Position exists within the county's staffing hierarchy. It is used to search Position Detail records by Worker Level.

The 'Self-Service Portal Appointment Worker' Worker Level in CalSAWS was used for YBN appointment and task functionality. BenefitsCal has replaced YBN and uses different appointment and task functionality.

This SCR will remove the 'Self-Service Portal Appointment Worker' option from the Worker Level dropdown field.

2.1.2 Position Search Mockup

Position Search

Worker ID:

Unit ID: **Select**

Office Name: **Select**

Worker Level: **▼**

Section ID: **Select**

1st Level Reception Log
1st Level Reception Log/Authorization
2nd Level Reception Log/Authorization
3rd Level Reception Log
Eligibility Worker

Results per Page: **Search**

load.

Figure 2.1.1 – Position Search Mockup

2.1.3 Description of Changes

1. Remove the 'Self-Service Portal Appointment Worker' option from the Worker Level dropdown field on the Position Search page, as shown in Figure 2.1.1.

2.1.4 Page Location

- **Global:** Admin Tools
- **Local:** Office Admin
- **Task:** Position

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Position Detail

2.2.1 Overview

The Worker Level field on the Position Detail page describes where the Position exists within the county's staffing hierarchy.

The 'Self-Service Portal Appointment Worker' Worker Level in CalSAWS was used for YBN appointment and task functionality. BenefitsCal has replaced YBN and uses different appointment and task functionality

This SCR will remove the 'Self-Service Portal Appointment Worker' option from the Worker Level dropdown field.

2.2.2 Position Detail Mockup

Position Detail

*- Indicates required fields

Save Save and Copy Cancel

General Position Information

Worker ID: 34LS006Q00	
Office Name: * CalSAWS Project Office	Section: 6Q <button>Select</button>
Unit ID: * 6Q 00	Position Status: * <input type="text" value="Active"/>
Assignment Type Code: <input type="text"/>	Worker Level: <input type="text"/> <div><div>1st Level Reception Log</div><div>1st Level Reception Log/Authorization</div><div>2nd Level Reception Log/Authorization</div><div>3rd Level Reception Log</div><div>Eligibility Worker</div></div>
Auto Assign Indicator: <input type="text" value=""/>	<input type="text"/>
SSI Referrals: <input type="text" value="No"/>	
Authorization Sampling Percentage: <input type="text" value="0"/>	Current Case Load: 0
Case Load: Traditional	Total Percentage of Cases Assigned: 0%
IHSS Referrals Auto Assignment: * <input type="text" value="No"/>	Task Action Step Completion Required: <input type="text"/>

Figure 2.2.1 – Position Detail Mockup

2.2.3 Description of Changes

1. Remove the 'Self-Service Portal Appointment Worker' option from the Worker Level dropdown field on the Position Detail page, as shown in Figure 2.2.1.

2.2.4 Page Location

- **Global:** Admin Tools
- **Local:** Office Admin
- **Task:** Position

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

N/A

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 Customer Schedule Search

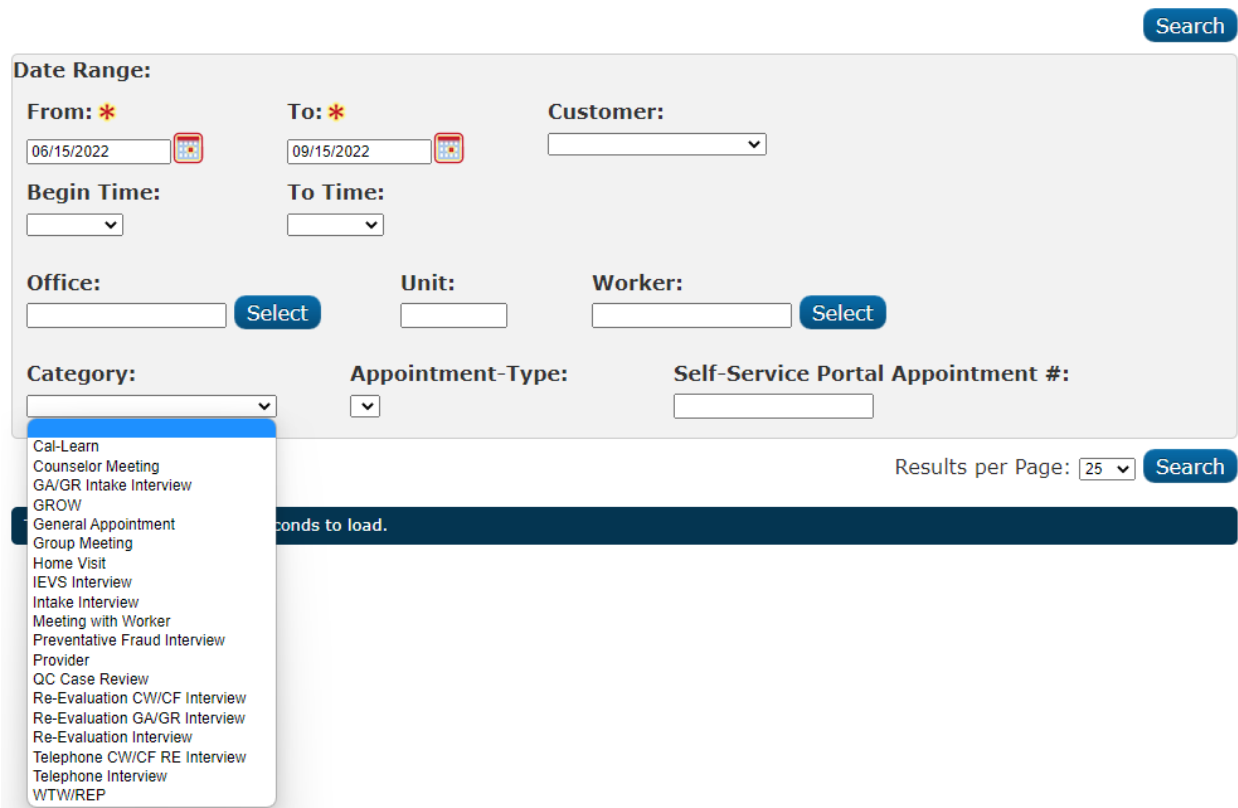
2.3.1 Overview

The Category field is used to search Customer Appointment Detail records by its appointment Category. This SCR will remove the 'YBN Appointment' option from the Category dropdown field.

2.3.2 Customer Schedule Search Mockup

Customer Schedule Search

*- Indicates required fields



The mockup shows a search interface for customer appointments. It includes a 'Date Range' section with 'From' and 'To' date pickers (both marked as required), a 'Customer' dropdown, and 'Begin Time' and 'To Time' dropdowns. Below these are 'Office', 'Unit', and 'Worker' fields, each with a 'Select' button. The 'Category' dropdown is open, showing a list of appointment types. To the right of the 'Category' dropdown is the 'Appointment-Type' dropdown and the 'Self-Service Portal Appointment #' field. At the bottom right, there is a 'Results per Page' dropdown set to 25 and a 'Search' button. A dark blue bar at the bottom indicates 'seconds to load.'

Date Range:

From: * 06/15/2022 **To: *** 09/15/2022 **Customer:**

Begin Time: **To Time:**

Office: **Select** **Unit:** **Worker:** **Select**

Category: **Appointment-Type:** **Self-Service Portal Appointment #:**

Cal-Learn
Counselor Meeting
GA/GR Intake Interview
GROW
General Appointment
Group Meeting
Home Visit
IEVS Interview
Intake Interview
Meeting with Worker
Preventative Fraud Interview
Provider
QC Case Review
Re-Evaluation CW/CF Interview
Re-Evaluation GA/GR Interview
Re-Evaluation Interview
Telephone CW/CF RE Interview
Telephone Interview
WTW/REP

Results per Page: 25 **Search**

seconds to load.

Figure 2.3.1 – Customer Schedule Search Mockup

2.3.3 Description of Changes

1. Remove the 'YBN Appointment' option from the Category dropdown field on the Customer Schedule Search page, as shown in Figure 2.3.1.

Note: Historical Customer Appointment records that have a 'YBN Appointment' Category will still display on the Search Results Summary section if the record meets the search criteria (such as Date Range) entered on the Customer Appointment Search page.

2.3.4 Page Location

- **Global:** Case Info
- **Local:** Customer Schedule

2.3.5 Security Updates

N/A

2.3.6 Page Mapping

N/A

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 Customer Appointment Detail

2.4.1 Overview

The Category field on the Customer Appointment Detail page describes the category type of the appointment. This SCR will remove the 'YBN Appointment' option from the Category dropdown field.

2.4.2 Customer Appointment Detail Mockup

Customer Appointment Detail

*- Indicates required fields

Save Cancel

Attendees

Customers *	Attendance
<input type="checkbox"/> DOE, JANE 36F	Pending
<input type="checkbox"/> DOE, JOHN 16M	Pending

Workers *

19DP345F10 - Worker Name Remove

19DP344U03 - Worker Name Remove

Add

General Information

Category: *
- Select -
- Select -
Cal-Learn
Counselor Meeting
GA/GR Intake Interview
GROW
General Appointment
Group Meeting
Home Visit
IEVS Interview
Intake Interview
Meeting with Worker
Preventative Fraud Interview
Provider
QC Case Review
Re-Evaluation CW/CF Interview
Re-Evaluation GA/GR Interview
Re-Evaluation Interview
Telephone CW/CF RE Interview
Telephone Interview
WTW/REP
☐ Outbound IVR Call

Status: *
Scheduled

Status Reason: *
Worker Initiated

Select

Comments:

Appointment Comments:

Figure 2.4.1 – Customer Appointment Detail Mockup

2.4.3 Description of Changes

1. Remove the 'YBN Appointment' option from the Category dropdown field on the Customer Appointment Detail page, as shown in Figure 2.4.1.

Note: Historical Customer Appointment Detail records that have the 'YBN Appointment' Category saved will remain unchanged. However, if the user changes the Category and saves the record, they will not be able to revert the record back to the 'YBN Appointment' Category.

2.4.4 Page Location

- **Global:** Case Info
- **Local:** Customer Schedule

2.4.5 Security Updates

N/A

2.4.6 Page Mapping

N/A

2.4.7 Page Usage/Data Volume Impacts

N/A

2.5 Worker Level Data Change

2.5.1 Overview

The Worker Level Data Change is to remove the Worker Level values from Position Detail records that are still assigned the 'Self-Service Portal Appointment Worker' Worker Level. This change will only impact Position Detail records assigned the 'Self-Service Portal Appointment Worker' Worker Level.

2.5.2 Description of Change

1. Remove the Worker Level value on Position Detail records that have the Worker Level as 'Self-Service Portal Appointment Worker'.
Note: The field is not mandatory on the Position Detail page.

2.5.3 Estimated Number of Records Impacted/Performance

Approximately 90 records will be impacted by the data change.

2.6 Automated Regression Test

2.6.1 Overview

Update any existing automated regression test scripts to no longer reference the 'YBN Appointment' category. This includes scripts that target the CalSAWS online application and the Appointments API.

2.6.2 Description of Change

Identify all existing regression scripts that reference the 'YBN Appointment' category. For each script identified, either:

1. Update the script steps to use a different appointment category.
2. Remove the script from the regression test suite.

Note: This option should only be selected when either (a) no other appointment category exists that is valid for the test scenario, or (b) another existing regression script, or combination of scripts, already covers the same scenario for all other valid categories.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.17.2.3	The LRS shall allow COUNTY-specified Users to manually set appointments as needed and to maintain and track appointments.	This SCR will remove an outdated Worker Level that was used for creating and searching YBN appointments and availability.

4 OUTREACH

Generate a one-time list of all the Position Detail records currently assigned the 'Self-Service Portal Appointment Worker' Worker Level in CalSAWS.

4.1 List

List Name: CA-232865 Self Service Portal Appointment Positions.xls

List Criteria: List will include all the active and inactive positions that had the 'Self-Service Portal Appointment Worker' Worker Level in CalSAWS removed with this SCR. The list will include the standard columns listed, as well as an additional column for the Status, which captures the status of the worker's office position.

Standard Columns:

- County
- Unit
- Unit Name
- Office Name
- Worker ID

Additional Column(s):

- Status (This will be marked Active or Inactive depending on the status of the worker's position.)

Frequency: One-time

The list will be posted to the following locations:

System	Path
CalSAWS	CalSAWS Web Portal>System Changes>SCR and SIR Lists>2022>CA-232865

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-233793

Update appointment status from Reception Log

CalSAWS	DOCUMENT APPROVAL HISTORY	
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	Reviewed By	Michael Wu, Naga Chinduluru, Himanshu Jain, Shilpa Suddavanda, William Baretsky

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
05/01/2022	1.0	Initial	Kusnadi.E

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1 OVERVIEW

The CF 386 CalFresh Notice of Missed Interview (NOMI) form is generated when the CalFresh intake or recertification interview appointment is missed. The automatic generation of the NOMI form is using the latest status for appointment types related to intake and recertifications. Currently in CalSAWS, when reception log records are created for participants that have an appointment scheduled, the system does not automatically update the appointment status on the Customer Appointment Detail page. This SCR will update the logic used in Reception Log to automatically update the status for participants that have an appointment schedule to limit the possibility of the CF 386 being generated and sent out to the participant incorrectly.

1.1 Current Design

Currently in CalSAWS, when a reception log record is created for a participant that is visiting the county office for a scheduled appointment, the appointment status does not get updated automatically. This can cause the CF 386 CalFresh Notice of Missed Interview (NOMI) form to be generated incorrectly due to the appointment status not being updated to "Showed" status.

1.2 Requests

Update CalSAWS to automatically update the appointment status when a reception log record is created for a participant that have an appointment scheduled.

1.3 Overview of Recommendations

1. Update the appointment status for participants that have an appointment scheduled when they are check-in through the Lobby Check-In, Self Service Kiosk or through the Reception Log page in CalSAWS.

1.4 Assumptions

1. All existing functionalities will remain unchanged unless called out as part of this SCR.
2. Changes needed to the SFV Lobby devices will need to be done by ISD team.
3. Batch Job PB00R541 is looking for appointment status of 'No Show', 'Scheduled' or 'Rescheduled' to generate the CF 386 (CalFresh Notice of Missed Interview – NOMI) form.
4. Workers would need to manually update the customer appointment status on the same day if the participant checked-in but never saw the county worker.

2 RECOMMENDATIONS

2.1 Reception Log Detail

2.1.1 Overview

The Reception Log Detail page allows users to record and edit reception log entries for contact with a participant/beneficiary. For participants that have an appointment scheduled with a county worker, the appointment status does not automatically get updated when the reception log record is created. This SCR will update CalSAWS to automatically update the appointment status when the reception log record is created.

2.1.2 Reception Log Detail Mockup

Reception Log Detail

* - Indicates required fields

Save and Add Another Save Cancel

Case Number: 1 Select

Application Number: Select

Person Name: * E...y 45F

Office: CalSAWS Project Office

Date: 05/18/2022

☐ Interpreter

☐ Hide From Monitor

☐ Special Circumstances

Description:

Individual Type:

Language:

Emergency Requests:

Special Needs:

Visit Information

Initial Time	Purpose *	Detail	Appt. Time	Program	Status	Prefix	Number	Worker ID	Additional E-mail	Location
<input type="checkbox"/>	- Select -		Appt. 4:00					36LS98Y003	Select	

Remove

Save and Add Another Save Cancel

Figure 2.1.1 – Reception Log Detail (reference only)

2.1.3 Description of Changes

1. Update Reception Log to automatically update the status of a customer appointment record to 'Showed' when the reception log record is saved successfully when the following conditions are met:
 - a. Reception Log record is created for a valid case that also have a customer appointment scheduled with a status of "Scheduled" or "Rescheduled".
 - i. The reception log record is created for the same person on the case that also have a customer appointment scheduled.
 - b. The reception log record date matches with the customer appointment begin date.
 - c. The reception log appointment time matches with the customer appointment begin time.
 - i. The appointment time selected on the reception log record does not have to be the appointment time that display on the drop down field (example: the

appointment field will have an option of 'Appt. 8:00 AM' when there is a customer appointment begin time schedule for 8:00 AM).

Example 1: Reception Log record is created for a valid Case (ABC123) for John Doe on May 12, 2022, and the appointment time selected and save is for '8:00 AM'. Case ABC123 also have a customer appointment record with a status of "Scheduled" for May 12, 2022, with an appointment begin time of 8:00 AM for a duration of 30 minutes for John Doe. When the reception log record is created and saved the customer appointment status will be updated to 'Showed'.

Example 2: Reception Log record is created for a valid Case (ABC123) for John Doe on May 12, 2022, and the appointment time selected and save is for 'Appt. 8:00 AM'. Case ABC123 also have a customer appointment record with a status of "Rescheduled" for May 12, 2022, with an appointment begin time of 8:00 AM for a duration of 30 minutes for both John Doe and Jane Doe. When the reception log record is created and saved the customer appointment status will be updated to 'Showed'.

Example 3: Reception Log record is created for a valid Case (ABC123) for Jane Doe on May 12, 2022, and the appointment time selected and save is for '8:15 AM'. Case ABC123 also have a customer appointment record with a status of "Scheduled" for May 12, 2022, with an appointment begin time of 8:00 AM for a duration of 30 minutes for John Doe. When the reception log record is created and saved the customer appointment status will not be updated to 'Showed'.

Note: The customer appointment status will be updated to "Showed" status when the Reception Log record is saved successfully for all customer appointment types.

2.1.4 Page Location

- **Reception Log link on the CalSAWS homepage**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 CalSAWS Lobby Service API

2.2.1 Overview

The CalSAWS Lobby Services API creates reception log record in CalSAWS. This SCR will update the Lobby Service API to update the Customer Appointment status to "Showed" when the Lobby application and the Self Service application are used to check in a participant.

2.2.2 Description of Changes

1. Update the Lobby Services API to update the customer appointment record status to "Showed" when the status is "Scheduled" or "Rescheduled" and the following information are passed from the following webservices:
 - a. lobbycheckin/checkin
 - i. apptStartTime
 1. Information passed match the customer appointment begin time
 - ii. arrivalDate
 1. Information passed matches with the customer appointment begin date
 - iii. caseNumber
 1. Information passed match the Case Number that the customer appointment is for
 - iv. firstName
 1. Information passed match the person the customer appointment if for
 - v. lastName
 1. Information passed match the person the customer appointment if for
 - b. lobbycheckin/selfService/checkIn
 - i. apptStartTime
 1. Information passed match the customer appointment begin time
 - ii. arrivalDate
 1. Information passed matches with the customer appointment begin date
 - iii. caseNumber
 1. Information passed match the Case Number that the customer appointment is for
 - iv. firstName
 1. Information passed match the person the customer appointment if for
 - v. lastName
 1. Information passed match the person the customer appointment if for

- c. lobbycheckin/checkInLobbyTraffic
 - i. appointmentReceptionLogDateTime
 - 1. Information passed match the customer appointment Begin date and time
 - ii. checkInDateTime
 - 1. Information passed matches with the customer appointment begin date
 - iii. caseNumber
 - 1. Information passed match the Case Number that the customer appointment is for
 - iv. firstName
 - 1. Information passed match the person the customer appointment is for.
 - v. lastName
 - 1. Information passed match the person the customer appointment is for.

The web service will validate that the check in date is on the same day as the appointment date.

The web service will not fail the transaction when there is no appointment to update.

Note: The customer appointment status will be updated to “Showed” status when participants are checked-in successfully through the Lobby Check-In or the Self Service Kiosk for all customer appointment types.

2.2.3 Partner Integration Testing

No.

2.2.4 Execution Frequency

N/A.

2.2.5 Key Scheduling Dependencies

N/A.

2.2.6 Counties Impacted

CalSAWS Counties.

2.2.7 Category

N/A.

2.2.8 Data Volume/Performance

N/A.

2.2.9 Interface Partner

Lobby Check-in, Self Service application.

2.2.10 Failure Procedure/Operational Instructions

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

2.3 Automated Regression Test

2.3.1 Overview

Create new automated regression test scripts to cover basic positive and negative test scenarios through the Reception Log detail page.

2.3.2 Description of Changes

1. Create regression scripts to cover each of the following positive test scenarios. Expected result: Appointment status updated to 'Showed'.
 - a. Reception Log Detail record created and saved with Visit Information matching an existing customer appointment.
 - i. Match criteria: Case Number, Person, Appt. Date, Appt. Time, 'Scheduled' or 'Rescheduled' status
 - b. Reception Log Detail record edited and saved, adding Visit Information matching an existing customer appointment.
 - i. Match criteria: Case Number, Person, Appt. Date, Appt. Time, 'Scheduled' or 'Rescheduled' status
 - c. Reception Log Detail record created and saved with Visit Information matching an existing customer appointment with at least one other attendee.
 - i. Match criteria: Case Number, Person, Appt. Date, Appt. Time, 'Scheduled' or 'Rescheduled' status
2. Create regression scripts to cover each of the following negative test scenarios. Expected result: Appointment status not updated to 'Showed'.
 - a. Reception Log Detail record created and saved with Visit Information matching the details of an existing customer appointment except for the appointment begin time.
 - i. Match criteria: Case Number, Person, Appt. Date, 'Scheduled' or 'Rescheduled' status

- b. Reception Log Detail record created and saved with Visit Information matching the details of an existing customer appointment except for the selected person.
 - i. Match criteria: Case Number, Appt. Date, Appt. Time, 'Scheduled' or 'Rescheduled' status
- c. Reception Log Detail record created and saved with Visit Information matching the details of an existing customer appointment in 'Cancelled' status
 - i. Match criteria: Case Number, Person, Appt. Date, Appt. Time
- d. Reception Log Detail record created and saved with Visit Information matching the details of an existing customer appointment in 'No Show' status
 - i. Match criteria: Case Number, Person, Appt. Date, Appt. Time

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.13.2.8	The LRS shall track the timeliness of all Redetermination, Recertification and/or Annual Agreement processes, including the return of forms, participant attendance at scheduled appointments, the receipt of required verifications, issuance of the appropriate alerts to COUNTY-specified Users, and assurance that all required participant and COUNTY actions are completed, as specified by COUNTY.	This SCR ensure that participants attendance for their scheduled appointment are updated accordingly when the participants check-in at the county office. This will be done automatically when the participants are checked-in directly through CalSAWS or using one of the Lobby Check-In or the Self Service.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-234293

BenefitsCal – Case Link Request Page
Enhancements Phase 1

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Gillian Noelle Bendicio
	Reviewed By	Chao Guan, Lakshmi Gosula

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/28/2022	.1	Initial Revision	Gillian Noelle Bendicio

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3	Requirements.....	Error! Bookmark not defined.
	3.1 Project Requirements.....	Error! Bookmark not defined.
	3.2 Migration Requirements.....	Error! Bookmark not defined.

1 OVERVIEW

This System Change Request (SCR) will update the Case Link Search Request page to make it easier for the worker to search for case link requests created from the BenefitsCal portal.

1.1 Current Design

Currently, when a BenefitsCal user is unable to link their BenefitsCal account to a case (CalSAWS person record) in the BenefitsCal portal due to not finding a unique match, a case link request record is created in CalSAWS. This case link request record is available on the Case Link Request page for the worker to manually find the correct CalSAWS person record to link the BenefitsCal account to. This page does not allow the worker to clear the queue of person records that are already linked to existing accounts/unlinked records, however the worker has the ability to filter on status to only see "Pending", "Processed", or "Rejected" records. Additionally, there is no sorting functionality in the Search Results section of the Case Link Request Search page.

1.2 Requests

Update the Case Link Request Search page to allow the worker to search for the BenefitsCal registrant's name and sort the search results records.

1.3 Overview of Recommendations

1. Update the search functionality to include Registrant First Name and Registrant Last Name.
2. Add a sorting functionality to the Case Link Request Search page results section.

1.4 Assumptions

1. All existing functionalities will remain unchanged unless called out as part of this SCR.

2 RECOMMENDATIONS

2.1 Case Link Request Search

2.1.1 Overview

The Case Link Request Search page allows workers to access the case link request records created from BenefitsCal and manually link the BenefitsCal user's account to a CalSAWS person record. Additionally, they can reject a case link request when the request is invalid or at the request of a customer. This page will be updated to allow easier searching capability and add a sorting function.

2.1.2 Case Link Request Search Mockup

e-Tools

▼ E-Application

e-Application Search

e-Application Document Search

Case Link Request

Self-Service Portal

Customer Privacy

E-Messages

Application Registration Search

▼ Inter-County Transfer

Incoming ICT

Outgoing ICT

ICT Additional Documents

▼ External Agencies

Subscriber County Review List

Targeted Low-Income

MAGI Referral Search

MAGI Case Search

VLP

Case Link Request Search

*- Indicates required fields

Registration Status: *

Registrant First Name:

Registrant Last Name:

Request Date Range

Begin Date:

End Date:

Search

Results per Page: 25

Search

Search Results Summary

Results 1 - 25 of 109

1 2 3 4 5 Next

Registrant Name	Request Date	Request Type	Request Status
Roberts, Antoine 36M	03/09/2022	Link	Pending Submit
Ackart, Angel 34F	03/09/2022	Link	Pending Submit
Ashley, Roscoe 24F	03/09/2022	Link	Pending Submit
ashley, Roscoe 24F	03/09/2022	Link	Pending Submit
Atherton, Lakisha 36F	03/08/2022	Link	Pending Submit
Trelawney, Eddie 45M	03/08/2022	Link	Pending Submit
TRELAWNEY, EDDIE 45M	03/08/2022	Link	Pending Submit
Trelawney, Eddie 45M	03/08/2022	Link	Pending Submit
TRELAWNEY, EDDIE 45M	03/08/2022	Link	Pending Submit
Haw, Delfina Ry 33F	03/08/2022	Link	Pending Submit
Cudney, Otto 26M	03/08/2022	Link	Pending Submit
Arthur, Qiana 39F	03/07/2022	Link	Pending Submit

Figure 2.1.1 – Case Link Request Search

2.1.3 Description of Changes

1. Add the following optional search fields to allow the worker to search for the name of the registrant (These search fields are independent of each other):

- a. Registrant First Name
 - b. Registrant Last Name
2. Add a sorting functionality to the following search page results columns:
 - a. Registrant Name (based on the Registrant's Last Name)
 - b. Request Date
3. The default sort for this page is by Request Date ordered by the latest date in descending order and is denoted by a red sorting arrow. Navigating away from this page then returning to this page restores the default sort.

2.1.4 Page Location

- **Global: Case Info**
- **Local: e-Tools**
- **Task: Case Link Request**

2.1.5 Security Updates

No impact to this section.

2.1.6 Page Mapping

Update the page mapping to add the Registrant First Name and Registrant Last Name fields.

2.1.7 Page Usage/Data Volume Impacts

No impact to this section.



Case Data Removal

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Case Data Removal Strikeforce
	Reviewed By	Deb Saha, Frederick Gains, Henry Arcangel, Kristin Pepper, Don Coffey

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
7/23/2020	1.0	Initial Revision using CA-208415 Draft document as a starting point	Chris Paige
7/29/2020	1.1	Modify for Epic 1	Inder Kainth
8/17/2020	1.2	Modify for Epic 1	Evan Orman
8/17/2020	1.3	Modify for Epic 1 Sprint 1 Batch Program Design	Inder Kainth
8/17/2020	1.4	Updated Section 2.0	Pradeep Goel
8/19/2020	1.5	Added rule IPV type and program codes to section 2.3.2	Michael Wright
8/19/2020	1.6	Modified document to just cover overview and the details of what is being implemented in Sprint 1	Chris Paige
8/21/2020	1.7	Modified document to contain the Overall SCR and Sprint SCR information in the last section	Michael Wright
8/28/2020	1.8	Added each Case Data Removal Status to section 2.1.1	Michael Wright
9/10/2020	1.9	Updated for Case Data Removal Report Layout and Run Information	Inder Kainth
9/10/2020	1.10	Updated Upcoming Sprint features and removed all CR references from Supporting Documents section	Michael Wright
9/15/2020	1.11	Replaced 'Purge' with 'Data Removal' where applicable	Michael Wright
9/17/2020	1.12	Updated document based on review with Deb and Don	Chris Paige
9/30/2020	1.13	Updated document to contain Sprint 3 features	Michael Wright
10/2/2020	1.14	Addressed feedback from Consortium/QA Reviews	Chris Paige
10/8/2020	1.15	Updated entire list of Time Limit forms to retain	Michael Wright
10/21/2020	1.16	Updated document to contain Sprint 4 features	Pradeep Goel
11/10/2020	1.17	Updated document to contain Sprint 5 features	Michael Wright
11/30/2020	1.18	Updated document to contain Sprint 6 features	Michael Wright

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
1/4/2021	1.19	Updated document to contain Sprint 7 features	Michael Wright
1/5/2021	1.20	Added technical section	Pradeep Goel
1/26/2021	1.21	Updated document to contain Sprint 8 features	Michael Wright
2/16/2021	1.22	Updated document to contain Sprint 9 features	Michael Wright
2/17/2021	1.23	Update document for Sprint 9 features (Document Removal/Reports Update)	Chris Larson
3/10/2021	1.24	Update Document to contain Sprint 10 features and refactors.	Chris Larson
3/31/2021	1.25	Updated document to contain Sprint 11 Technical section updates	Michael Wright
4/2/2021	1.26	Added completion report and updated document removal.	Chris Larson
4/14/2021	1.27	Finalized document to add to Shell SCR	Michael Wright
6/1/2021	1.28	Updated document to include new CalSAWS porting SCRs and Sprint 1 features	Michael Wright
8/30/2021	1.29	Updated document to include new tables to delete from per CalHEERS SCR scope changes	Michael Wright
11/17/2021	1.30	Updated document with CalSAWS Porting Sprint 1 changes	Michael Wright
12/8/21	1.31	Updated document with CalSAWS Porting Sprint 2 changes	Michael Wright
12/16/21	1.32	Updated document with CalSAWS Porting Sprint 3 changes	Michael Wright
1/5/22	1.33	Updated document with CalSAWS Porting Sprint 4 changes	Michael Wright
1/10/22	1.34	Updated document with CalSAWS Porting Sprint 5 changes	Michael Wright
2/2/22	1.35	Updated document with CalSAWS Porting Sprint 6 changes	Michael Wright

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
2/9/22	1.36	Updated Shell Case section 2.1.1.2 with new CalSAWS Time Limit related Documents	Michael Wright
3/17/22	1.37	Updated document with CalSAWS Porting Sprint 7 and 8 changes	Michael Wright
6/22/2022	1.38	Added section for CalHEERs linking flow. Updated Remove Images section	Chris Larson
6/24/2022	1.39	Added CalHEERs referral linkage additional context	Michael Wright

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1 OVERVIEW

California county welfare departments are generally governed by the Code of Federal Regulations (CFR) and State of California Welfare and Institutions (W&I) Code. In addition, the Department of Health Care Services and California Department of Social Services publish All County Welfare Directors Letters (ACWDLs), All County Letters (ACLs), and the CDSS Manual of Policies and Procedures (MPP) to give counties added guidance to meet regulations. The CalSAWS Data Retention Policy pertains to the data related to the eligibility programs administered by the Counties and stored within the CalSAWS systems. This data retention policy was approved by Project Steering Committee members during the September 19, 2019 PSC meeting. This approval can be found in the following [Approved Meeting Minutes](#).

The Case Data Removal feature for CalSAWS will first be implemented for the C-IV System. This will be done using the Agile methodology. This design document will be updated as features are deployed to Production at the conclusion of each of our planned three-week Sprints.

1.1 Current Design

Case and Person level data is currently retained indefinitely within both the LRS/CalSAWS System and the C-IV System.

1.2 Requests

The following are the case record retention guidelines as approved by the Consortium:

- Identify and remove appropriate data from cases which have been closed for 6 years or more.
- There are multiple exceptions to the 6-year rule:
 - Retain cases that currently have open recovery accounts
 - Retain cases associated with a Special Investigation, Criminal, or Civil Litigation record for three years after the final claim is submitted for federal reimbursement.
 - Retain all cases that include one of the following programs, regardless of status:
 - Adoptions Assistance
 - Child Protective Services
 - Foster Care
 - Kin-GAP
 - Retain all cases currently under Federal, State, or County Audit until the audit(s) have been resolved.
 - Retain all cases that included an Intentional Program Violation
- Warrant Register data will be retained indefinitely (as will all Scheduled Reports).
- Each case with removed data will remain in the System as a Shell Case. See Section 2.1.1 for details on what data will be retained in Shell Cases.

- Case data removal is permanent. Once a case has been purged, there will be no mechanism for retrieval of data removed from the System. I.e., Case Data Removal is NOT an Archive capability.
- Migration DDID 2261 ("The CONTRACTOR shall configure the imaging solution to permanently delete documents based on the approved CalSAWS Software document retention policies for all 58 Counties.") is in scope for this effort.

1.3 Overview of Recommendations

The following is a high-level overview of the features that will be implemented as part of the Case Data Removal functionality:

- Create a new page in the system for users to view the current dispensation of a Case with regards to whether it is eligible for Removal. This determination would likely be implemented as a batch job (frequency TBD)
- Create a report to show summary and detail information regarding Cases identified for Removal.
- Create a capability for users to override the Removal decision made by the user. This would also require the user to document a Reason for their override.
- Create a report for supervisors to see lists of Cases that have had their Purge decision overridden.
- Develop a series of batch processes responsible for removing branches of the CASE and PERS tables. PERS records would only be removed when the PERS was only associated to Removable Cases. The current target date for running the Data Removal batch jobs in the C-IV System is April 16, 2021. The CalSAWS Identification batch is expected to run in March of 2022 and the Data Removal batch jobs will run in July of 2022.
- Remove Case and Person documents stored in the Document Storage system (Alfresco for C-IV, AWS S3 for CalSAWS) for each Removed Case/Person
- Remove Images from the imaging system for each removed case. The one exception is we will retain any Image with a Document Type = Time Limits.

1.4 Assumptions

- The ICT tables are not in scope for this effort as they do not have CASE as a parent table. I.e., Any removal of ICT data would be separate from the Case Data Removal.
- The Removal feature for CalSAWS will first be implemented for the C-IV System. This will be done using the Agile methodology. This design document will be updated as features are deployed to Production at the conclusion of each of our planned three-week Sprints.
- Once the entire Removal feature has been implemented for the C-IV System, we will have a Planning Sprint to determine the necessary modifications to port this functionality to the CalSAWS System

- CalWIN data retention is being implemented by DXC as part of Conversion and will be applied during each CalWIN Wave. The two teams are periodically checking in with each other to make sure both teams are on the same page with regards to overall approach.
- The contents of the CASE_PURGE and RPT_CASE_PURGE tables will be converted from C-IV to CalSAWS as part of the overall Migration conversion effort.
- CalSAWS legal counsel has reviewed details associated with the ongoing county litigation related to opioid addiction and found no impact to the current CalSAWS data retention policy.

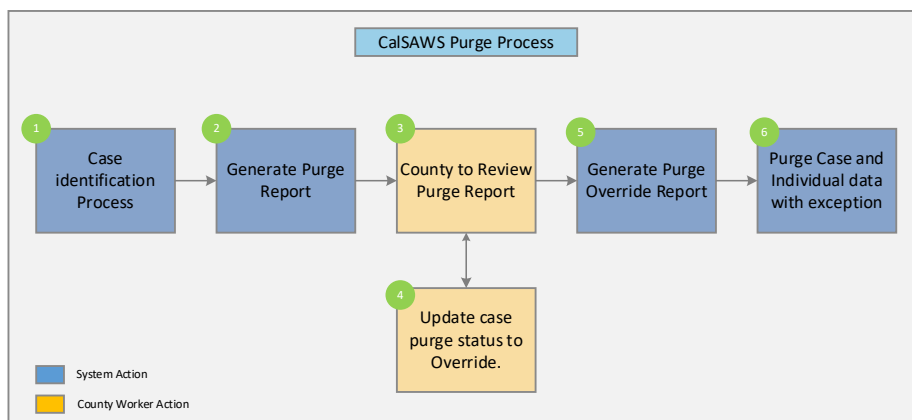
2 PROPOSED SOLUTION

2.1 Case Data Removal Process Overview

The removal process will remove dormant data that falls outside of the retention guidelines approved by the Consortium, leaving behind a shell case for those that have been removed. Initially, this process will be built for the C-IV System, given the direct impacts to C-IV conversion cutover activities and the length of time that C-IV has existed (since 2004 for the original four C-IV counties). Future sprints will then transform what was built for C-IV to work in the CalSAWS system, where it will run on some (undetermined) regular schedule as part of the ongoing operations of that System.

2.1.1 Case Data Removal

The following diagram defines the high-level 6-step process to remove a Case in the System:



Step 1: Identify a list of removable cases based on the approved retention rules. The details of the case selection criteria are defined in Epic 1 of this document.

Step 2: Generate a report containing list of removable cases selected in step 1 for the counties to review.

Step 3: Counties to review the list and perform step 4 (as needed).

Step 4: If the case needs to be excluded from the remove process, users with appropriate security rights will be able to override this decision

Step 5: Generate a report containing a list of overridden cases. This list will be excluded from the Case Data Removal process.

Step 6: Execute Case Data Remove processes to delete data from database tables following the approved retention rules.

2.1.1.1 CalSAWS Application Case Data Removal Status

Identified: The Case has been identified as one that will have data removed from the System per Data Retention Policies

In Process: The removal of data for this case has begun

Override: Someone has decided to override the System's automated decision to removal this Case's data. The reason for this override will also be captured

Complete: Data has been removed. This is now a Shell Case

2.1.1.2 Shell Case

While most of the case and individual data will be removed from the database tables, certain information related to the case and the individuals will be retained in the system. This information is called a shell case and will include the following:

- 1) Serial Number and Case Name will remain unchanged
- 2) The "All People Associated With the Case" section of the Case Summary page will be retained.
- 3) Case Confidentiality
- 4) Companion Case relationship
- 5) Journal Entries (stored as a PDF attached to the case)
- 6) Issuance History (stored as a PDF attached to the case)
- 7) ADDR and PERS_ADDR table data will be retained.
- 8) Time Limit data for all people associated to the case. This will include the following forms:

Form Number	Form Name
-------------	-----------

ABP 154	General relief opportunity for work (grow) business specialist referral
ABP 821	GROW Case Manager Checklist
CF 377.11	CalFresh Time Limit Notice Failure to Meet the ABAWDs Work Requirement
CF 377.11A	CalFresh Time Limit Notice for Expiration of Three Consecutive Months for ABAWDs
CF 377.11B	CalFresh Countable Month Letter
CF 377.11C	CalFresh Time Limit for ABAWDs
CF 377.11D	CalFresh Discretionary Exemption for Able-Bodied Adults Without Dependents (ABAWD)
CF 377.11E	CalFresh Able-Bodied Adult Without Dependents (ABAWD) Time Limit Exemption Screening Form
CW 2103	Reminder For Teens Turning 18 Years Old
CW 215	Notification Of Intercounty Transfer
CW 2166	Work Pays Notice
CW 2184	CalWORKs 48 Month Time Limit
CW 2186A	CalWORKs Time Limit Exemption Request
CW 2186B	CalWORKs Time Limit Exemption Determination
CW 2187	Your CalWORKS 48 Month Time Limit
CW 2187	YOUR CalWORKs 60-Month Time Limit
CW 2188	Verification of Aid for the TANF Program
CW 2189	Notice of Your CalWORKs Time Limit at 42nd Month On Aid
CW 2190A	CalWORKs 48-Month Time Limit Extender Request Form
CW 2190A	CalWORKs 60-Month Time Limit Extender Request Form
CW 2190B	CalWORKs 48-Month Time Limit Extender Determination Denial Form
CW 2190B	CalWORKs 60-Month Time Limit Extender Determination Form
CW 2191	Time on Aid Verification for CalWORKs 48-Month / TANF 60-Month Time Limits
CW 2192	Tracking Non-California TANF Assistance for the Time Limits
CW 2198LA	CW 2198 Approve: Domestic Waiver
CW 2199	CalWORKs/WELFARE-TO-WORK DOMESTIC VIOLENCE WAIVER REQUEST
CW 2208	Your Welfare-To-Work 24-Month Time Clock
CW 61	Medical Report
CW TL A979I	CW Time on Aid at 42 and 46 Months (We Exemptions-Non Child Support)
CW TL A980I	CW Time on Aid at 42 and 46 Months (CW TL Child Support Exemptions)
CW TL A981I	CW Time on Aid between 42 and 46 Month (No Exemptions)
GEN 107	Message From The County
GN 6142	Welfare-to-Work Grant Program Certification Form (3/10)

GN 6186	CalWORKs 48-Month time Limit Review Worksheet
GN 6188	Time Limit Review/time Limit Extension Request Gram
GN 6333	Notice of Termination of Post-Time Limit Services
GN 6334	Post Time Limit Services Activity Agreement
GN 6376	48-Month Time Limit Extender Checklist
GN 6380	VERIFICATION REQUEST: CalWORKs Parent with DCFS Family Maintenance Case Plan
M40-107D	Time on Aid To Former CalWORKs Recipient
M40-181A	Notice of Action - CalWORKs TERMINATION
NA 1276	Welfare-to-Work 24-Month Time Clock Limit Notice
NA 820	Approval of Transportation
NA 840	Sanction / Removal from Aid of Participant Notice
NA 845	Removal of Second Parent Notice
PA 2020	Diversion Agreement
PA 2124	Emergency Assistance to Prevent Eviction & Moving Assistance Programs Application
PA 4026	Time Limit Inquiry Request
PA 6012	4 Month Rental Subsidy Assistance Application
PA 6056	Temporary Homeless Assistance Program (THAP 14_Application)
PLAN 106 CIV	Family Plan
PLAN 112 CIV	Care of a Household Member Verification
TEMP CW 2186A	CalWORKs Time Limit Exemption Request
TEMP WTW EOA	CalWORKs Educational Opportunity and Attainment Program
WTW 2	Welfare-to-Work Activity Assignment
WTW 38	Welfare-to-Work 24-Month Time Clock Notice
WTW 43	Notice Of Your Welfare-To-Work (WTW) 24-Month Time Clock Ending Soon
WTW 44	Welfare To Work (WTW) 24-Month Time Clock Extension Request Form
WTW 45	Welfare To Work (WTW) 24-Month Time Clock Extension Determination
WTW 46	End Of Welfare-To-Work 24-Month Time Clock Review Appointment Letter
WTW 5	Welfare To Work Program Notice
WTW EOA1	CalWORKS Educational Opportunity and Attainment (EOA) Program Application Form
WTW EOA3	CalWORKS Educational Opportunity and Attainment (EOA) Program Deny Form

The following tables under the CASE and PERS Trees will be retained during the Data Removal process:

CASE TABLES NOT BEING DELETED

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CASE_PERS
COMPAN_CASE
CONFID
CONFID_DETL
CS_COLLECT
CS_OUT_TRANSACT
CS_OUT_TRANSACT_DETL
FIN_MNL_REQ
RECOV_ACCT_RESP_PARTY
RECOV_ACCT_RESP_PARTY_AGGR
RECOV_ACCT_RESP_PARTY_DETL
REPAY_TERM
REPAY_TERM_DETL
RP_PROSECTN
RP_PROSECTN_AGGR
RP_PROSECTN_DETL
RP_SMALL_CLAIMS
RP_SMALL_CLAIMS_AGGR
RP_SMALL_CLAIMS_DETL
TIME_LIMIT_AID
TIME_LIMIT_AID_DETL
TIME_LIMIT_DETL
TL_AID_CASE_TRANSACT
TL_AID_CS_COLLECT_XREF
TO_DO_LIST

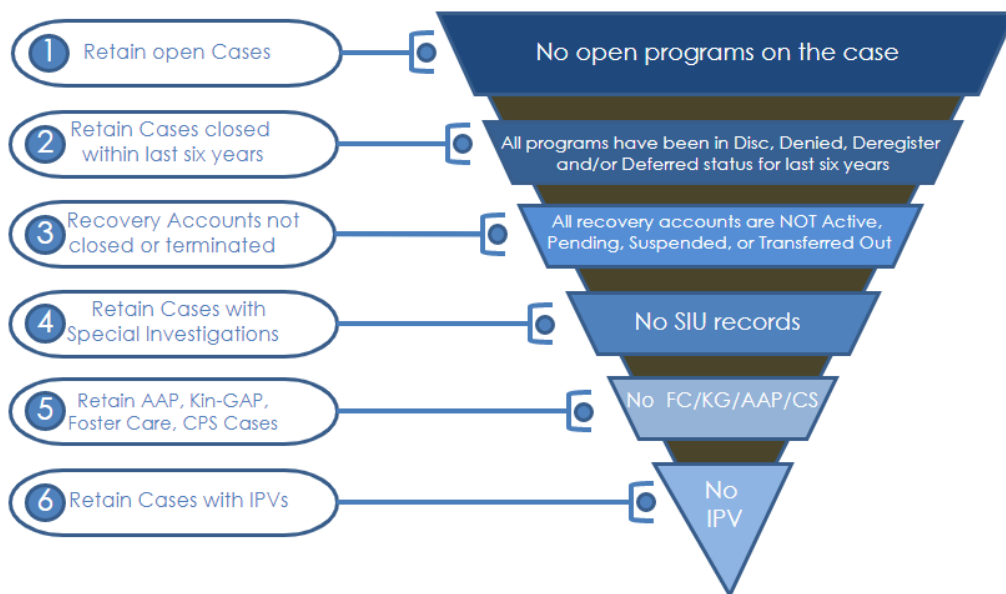
PERS TABLES NOT BEING DELETED
C4Y_PERS
CASE_PERS
CITZ
CITZ_PERS_DETL
DUPL_PERS
FIN_MNL_REQ
OTHER_PGM_ASSIST
OTHER_SSN
PERS_ADDR
PERS_RELSHIP
RECEIPT
RECOV_ACCT_RESP_PARTY
RECOV_ACCT_RESP_PARTY_AGGR
RECOV_ACCT_RESP_PARTY_DETL
REPAY_TERM

REPAY_TERM_DETL
RES
RP_PROSECTN
RP_PROSECTN_AGGR
RP_PROSECTN_DETL
RP_SMALL_CLAIMS
RP_SMALL_CLAIMS_AGGR
RP_SMALL_CLAIMS_DETL
TIME_LIMIT
TIME_LIMIT_CASH_AID
TIME_LIMIT_CLOCKS
TIME_LIMIT_DETL
TIME_LIMIT_DIVERSN
TIME_LIMIT_EXCEPT
TIME_LIMIT_NON_CAL
TIME_LIMIT_NON_CAL_EXCEPT
TIME_LIMIT_PGM_PARTICPTN
VITAL_STAT
VITAL_STAT_BIRTH_CERT
VITAL_STAT_DOC
VITAL_STAT_REQ
VITAL_STAT_SENT
VLP_CASE_PERS
WDTIP_NON_CAL_PARTICPTN
WDTIP_PGM_EXCEPTION

2.2 Case Data Removal Identification

2.2.1 Overview

A batch job will identify cases eligible for removal based on the approved record retention guidelines:



2.2.2 Rules:

Case must meet **all** the following criteria in order to be considered removable:

- The Case must have no open programs
- All programs on the Case must be closed for more than six years. A program is defined as Closed if it is in one of the following statuses:
 - Discontinued (DS)
 - Denied (DE)
 - Deferred (DF)
 - Deregistered (DG)
- If the Case has any recovery accounts, they must all be Closed. Open recovery accounts are defined as any that are currently in one of the following statuses:
 - Active (AC)
 - Transferred Out (TO)
 - Pending (PE)
 - Suspended (SU)
 - Uncollectible (UF)
 - Pending Agreement (PA) (CalSAWS Only)
 - Pending Approval (AP) (CalSAWS Only)
- If the Case has a recovery account in a status representing Closed, but has a Recovery Account balance, it will not be Identified for purge. Similarly, cases with Recovery Accounts that are in "Uncollectible" status will not be identified for purge.

- The Case cannot have any Special Investigation records (regardless of the status of those investigations).
- The Case cannot contain any of the following programs, regardless of status:
 - Foster Care (FC)
 - Kin-GAP (KG)
 - Adoption Assistance (AA)
 - Child Protective Services (CPS)
- The Case cannot have an open Federal or State audit. Federal/State audits are conducted within the first two years of Case closure and it may take up to a year to complete the investigation. Therefore, selecting cases that are closed for more than six years covers this rule without any additional automation.

Please Note there are multiple types of audits that can be conducted on a case; and not every audit is necessarily captured in Cal SAWS. This could end up being a potential Override reason when that functionality is designed.

- The Case cannot have any Intentional Program Violations. The following types of IPV sanctions are considered:
 - Child Support IPV (06)
 - Cal Fresh IPV (24)
 - General Assistance IPV (29) (CalSAWS Only)

2.2.3 Case Data Removal Identification Report

The purpose of this report is to provide counties a list of which cases have been identified by the System as those that will have data removed during the next deletion batch run. The Report will be split into multiple sheets per County. Some highlights of items included in this report:

- Identification Date is the date the Case was selected for removal having met all the requirements outlined above.
- Closure Month represents the month the case program was closed (i.e., Denied, Discontinued, Deregistered, or Deferred).
- When possible, the Aid Code for the program in question will be displayed on the Report. This column is populated using the same method as the Aid Code that is displayed on the Case Summary page. For example, Medi-Cal aid codes exist at the person level and are not displayed on the Case Summary page. The same is true this report: All MC programs listed on the report will have the Aid Code blank.
- Recovery Account Closure Date reflects the latest Closed status date of any recovery accounts associated to the purged case.

Navigation to the Report: Homepage > Reports > Scheduled > Case Activity > Title 'Case Data Removal Identification Report'

For our Sprint 5, 22.03 release, we converted the BI Publisher Reports to Qlik, using the AWS Analytics Architecture framework. The following describes the basics of how this

Commented [DS1]: Placeholder - APS

Commented [MW2R1]: I think you mean CPS? Waiting for CER 221115 to be approved before adding to the design

Commented [PCM3R1]: This CER was rejected; CPS is not being added to the list.

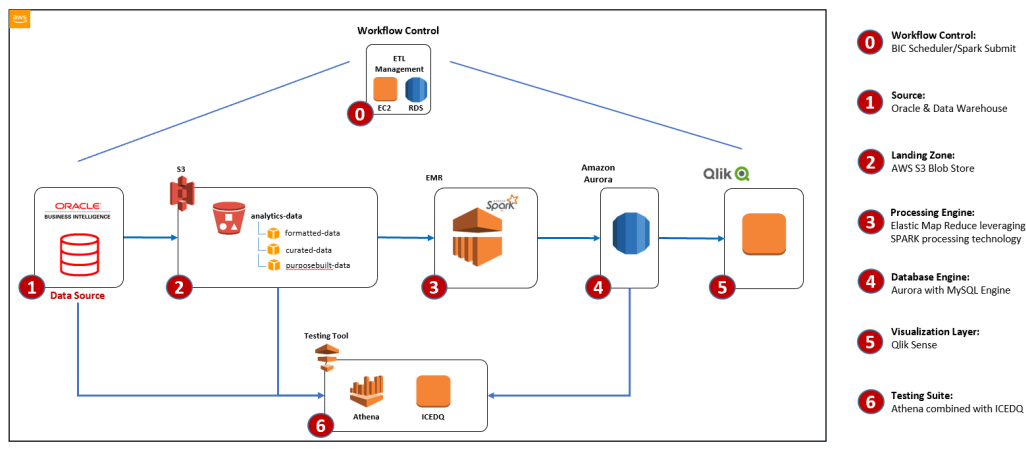
Commented [HA4]: @Christopher M. Poige; Received the following from Riverside County through Ricardo: Here's an answer on the QA question. Basically it sounds like all our audit information is maintained in QUEST (not C-IV). Please let me know if Riverside need to provide some data out of QUEST to ensure the cases are retained.

Commented [CP5R4]: @Henry Arcangel, we would need to add an Override Reason for Riverside County to use to keep these case records from being purged. CalWIN has an override reason called "Under QA/QC Review." Would that cover Riverside's need?

Commented [PCM6R4]: Update on this: If Riverside County wants an additional Override

Reason, they would need to submit a CER.

framework is used for the processes behind generating the Case Data Removal Identification, Override and Completion Reports.



Each report uses analytics formatted data where there isn't a need to run predecessor sweep jobs for a reporting table. Unlike the data warehousing, S3 allows the storage of data in its raw, unstructured format. By removing the relationship between data entities, such as a key:value pair, you remove the pre-conceived notion that a relationship between data has value. The above procedures 1 – 5 are leveraged to production the Qlik report versions in process number 5. A generated sample of the Case Data Identification Report in Qlik is captured below.

CalSAWS Case Data Removal Identification Report								
Napa								
Run Date: FEB-03-22 09:00 AM								
Report Month: 06/2021								
						Row Count	Case Count	
						559	186	
Case Number	Case Name	Program	Aid Code	Status	Closure Month	Recovery Account Closure Date	Primary Applicant	Identification Date
0071025	Case Name	Welfare to Work	-	Deregistered	06/24/2003	-	OSWALD, MILLARD	09/11/2020
0081802	Case Name	Welfare to Work	-	Deregistered	10/01/2002	-	AKEMAN, LARHONDA	09/11/2020
0099694	Case Name	Welfare to Work	-	Deregistered	08/19/2004	-	ABERDEEN, MILLARD	09/11/2020
0118716	Case Name	Welfare to Work	-	Deregistered	09/25/2006	04/11/2013	PLYMPTON, TERENCE	09/11/2020
0087920	Case Name	Welfare to Work	-	Deregistered	02/28/2006	-	BURR, EDWIN	09/11/2020
0090064	Case Name	Welfare to Work	-	Deregistered	05/21/2002	06/12/2012	OWEN, GERMAINE	09/11/2020
0076223	Case Name	CalFresh	33 - CW-Zero Parent (Fed)	Discontinued	08/01/2010	-	BRISTED, TERENCE	09/11/2020
0076223	Case Name	CalWORKs	33 - CW-Zero Parent (Fed)	Discontinued	08/01/2010	-	BRISTED, TERENCE	09/11/2020
0076223	Case Name	Medi-Cal	-	Denied	10/01/2010	-	BRISTED, TERENCE	09/11/2020
0082787	Case Name	Welfare to Work	-	Deregistered	10/31/2006	-	SKIDMORE, MARQUITTA	09/11/2020
0082787	Case Name	Medi-Cal	-	Discontinued	10/01/2010	-	SKIDMORE, MARQUITTA	09/11/2020
0082787	Case Name	CalFresh	09 - CalFresh	Discontinued	10/01/2010	-	SKIDMORE, MARQUITTA	09/11/2020
0099764	Case Name	Welfare to Work	-	Deregistered	11/01/2000	-	Conway, Althea	09/11/2020
0114636	Case Name	CalFresh	09 - CalFresh	Denied	09/01/2011	-	BLAIR, MARGOT	09/11/2020
0107247	Case Name	Medi-Cal	-	Discontinued	09/01/2009	-	GRIFFITH, SHELLEY	09/11/2020
0107247	Case Name	CalFresh	09 - CalFresh	Discontinued	09/01/2009	-	GRIFFITH, SHELLEY	09/11/2020
0107247	Case Name	CalWORKs	33 - CW-Zero Parent (Fed)	Discontinued	09/01/2009	-	GRIFFITH, SHELLEY	09/11/2020
0107247	Case Name	CalFresh	0F - TCF	Discontinued	02/01/2010	-	GRIFFITH, SHELLEY	09/11/2020
0107888	Case Name	CalFresh	0F - TCF	Discontinued	01/01/2012	-	WINCHCOMBE, MAURICIO	09/11/2020
0107888	Case Name	Welfare to Work	-	Deregistered	05/31/2005	-	WINCHCOMBE, MAURICIO	09/11/2020

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The Analytics Batch jobs used to generate all three Case Data Removal Reports will be scheduled into the Reporting Scheduler tool for the 11th business date of each month and include the following:

[B_MTHLY11D-NEW_FOLDER_MAIN_BATCH_CREATION.sdms](#)
[Dependency_new_folder.sdms](#)
[Scale_Down_dependency.sdms](#)
[AN_INGEST_DLYBATCH_PR_LRS_CASE_PURGE.sdms](#)
[AN_CURATION_REPORTS_CASE_PURGE_IDENTIF_REPORT.sdms](#)

2.2.4 [AN_CURATION_REPORTS_CASE_PURGE_OVERRD_REPORT.sdms](#) Batch Jobs

A new process (PB00P800) will be created to identify cases that can have data removed. This module will search the CalSAWS database to identify data removal cases and insert into the purge table with an initial status of 'Identified'.

- A new database table called CASE_PURGE will store the case ID and purge status, along with other information required for auditing and reporting.
- A new batch process (PB00P800) will execute the core SQL to identify cases and insert them into the purge table.
- After the PB00P800 is executed, the Report Load Analytics procedures will run on their scheduled monthly dates to generate the Case Data Removal Identification Report for all CalSAWS Counties.

2.2.5 Batch job Schedule

The present run frequency for the Case Data Removal Identification Reporting processes is monthly on the 11th business day of each month.

2.2.6 Restart Logic

See section 2.5.6

2.3 Case Data Removal Override

2.3.1 Case Data Removal Override Report

The purpose of this report is to provide counties a list of which cases have been overrode by users. The report will also display the Override Reason of why these cases should not have any case data removed on them. This report will contain each column contained in the Identification reports with three additional columns. The following bullets detail each of the additional columns on the Override report:

- Override Reason represents the reason for the Override, based on the agreed upon set of reasons across each County. These reasons are all situations that cannot be automatically identified by the System.
 - The current Override reasons:
 - Board of Supervisors Decision
 - Fraud Investigation
 - Hearing/Court Order
 - Pending Litigation
 - Under QA/QC Review
- Override Date represents the date the County Staff member switched the Data Removal Status from Identified to Override on the Case Data Removal detail page.
- Worker ID represents the ID of the County Staff member that switched the status from Identified to Override on the Case Data Removal detail page.
- Recovery Account Closure Date reflects the latest Closed status date of any recovery accounts associated to the purged case.

Note: CalWIN Counties have requested to add the "Fraud Investigation" Override Reason to track any type of fraud investigation cases and flag them in order to prevent them from being removed through our case data removal process.

Navigation to the Report: Homepage > Reports > Scheduled > Case Activity > Title 'Case Data Removal Override Report'

CalSAWS Case Data Removal Override Report											
Napa											
Run Date: FEB-03-22 08:36 AM											
Report Month: 07/2021											
								Row Count	Case Count		
								5,522	1,368		
Case Number	Case Name	Program	Aid Code	Status	Closure Month	Primary Applicant	Identification Date	Recovery Account Closure Date	Override Reason	Override Date	Worker ID
0132052	Case Name	CalWORKS	30 - CW-All Other Families (Fed)	Denied	07/01/2009	BOSTWICK, EUGENE	09/11/2020	-	Under QA/QC Review	04/06/2021	-
0132052	Case Name	Medi-Cal	-	Discontinued	06/01/2011	BOSTWICK, EUGENE	09/11/2020	-	Under QA/QC Review	04/06/2021	-
2001419	Case Name	CalFresh	09 - CalFresh	Discontinued	01/01/2011	BARD, AZUCENA	09/11/2020	-	Under QA/QC Review	04/06/2021	-
2001419	Case Name	Medi-Cal	-	Discontinued	01/01/2011	BARD, AZUCENA	09/11/2020	-	Under QA/QC Review	04/06/2021	-
2001419	Case Name	Welfare to Work	-	Deregistered	08/01/2010	BARD, AZUCENA	09/11/2020	-	Under QA/QC Review	04/06/2021	-
2001419	Case Name	CalWORKS	30 - CW-All Other Families (Fed)	Discontinued	01/01/2011	BARD, AZUCENA	09/11/2020	-	Under QA/QC Review	04/06/2021	-
2001419	Case Name	Immediate Need	-	Discontinued	06/01/2010	BARD, AZUCENA	09/11/2020	-	Under QA/QC Review	04/06/2021	-
0117731	Case Name	Immediate Need	-	Discontinued	05/01/2011	Ogden, Andre	09/11/2020	-	Under QA/QC Review	04/06/2021	-
2005243	Case Name	Immediate Need	-	Discontinued	12/01/2011	OCKLEY, SHIELA	09/11/2020	-	Under QA/QC Review	04/07/2021	-
2005243	Case Name	CalFresh	-	Denied	11/01/2011	OCKLEY, SHIELA	09/11/2020	-	Under QA/QC Review	04/07/2021	-
2005243	Case Name	CalWORKS	35 - CW-Two Parent (Fed)	Denied	11/01/2011	OCKLEY, SHIELA	09/11/2020	-	Under QA/QC Review	04/07/2021	-
2005243	Case Name	Medi-Cal	-	Discontinued	05/01/2013	OCKLEY, SHIELA	09/11/2020	-	Under QA/QC Review	04/07/2021	-

2.3.2 Batch Jobs

The batch job (PB00P800) identifies cases that can be removed. This module will search the C-IV database to identify data removal cases and insert into the purge table with an initial status of 'Identified'

- The CASE_PURGE table will store the case ID and purge status, along with other information required for auditing and reporting.
- The batch job (PB00P800) will execute the core SQL to identify cases and insert them into the CASE_PURGE table.
- After the PB00P800 is executed, the Report Load Analytics procedures will run on their scheduled monthly dates to generate both the Case Data Removal Identification and Override Reports for all CalSAWS Counties.

2.3.3 Batch job Schedule

Specifics related to run frequency and schedule date/time will be determined during a later phase of the project. The present run frequency for the Case Data Removal Identification and Override Reporting processes is monthly on 11th business day of each month. Initially, the Case Identification batch will run in April of 2022 and all future runs will be determined at a later date (no earlier than the first run of the Deletion batch, which is currently targeted for August of 2022).

Commented [DC7]: The question on section 2.2.5 applies to this section

Commented [MW8R7]: Got it. Thanks for the catch Don and the update Kristin

Commented [DC9R7]: Thank you

2.3.4 Restart Logic

See section 2.5.6

Commented [DS10]: We need to assign this sprint. I have seen this language at another place. Are these items in the backlog? I am okay with you mentioning something like "By the end of Sprint 4, a decision will be made relative to future sprint it is targeted for."

Commented [MW11R10]: Batch Restart functionality will be done as a Story in Sprint #6. Updated both sections 2.2.6 and 2.3.4

2.4 Case Data Removal Online Page changes

2.4.1 Case Summary Page updates

For cases that have been identified for Case Data Removal only, the Case Summary page will now show Case Data Removal Status changes as we progress from Identified to Complete in the deletion process.

Case Data Removal Status:

- **Identified:** The Case has been identified as one that will have data removed from the System per Data Retention Policies
- **In Process:** The removal of data for this case has begun. This status will only be set once the Case Data Removal process has started on the case through the deletion batch process. Once this Status has been set, the user cannot Override it.
- **Override:** Someone has decided to override the System's automated decision to remove this Case's data. The reason for this override will also be captured.

Commented [Ch12]: Confirm Decodes during Standup. This is the latest version of the decodes

Commented [DS13]: When "in process" the data can not be cahnged - is that correct?

Commented [MW14R13]: Correct. The case data deletions have officially been kicked off at that point and the only other status left is 'Complete'

- Please reference section 2.3.1 for the listing of current Override Reason Codes.
- **Complete:** Data has been removed. This is now a Shell Case. This status will only be set once the Case Data Removal process has completed on the case through the deletion batch process. Once this Status has been set, the user cannot Override it.

Commented [Ch15]: Confirm Decodes during Standup. This is the latest version of the decodes

Commented [MW16R15]: Correct. The case data deletions have officially been kicked off at that point and the only other status left is 'Complete'

2.4.2 Case Data Removal Status on Case Summary Page

The C-IV Case Summary page will now show a Case Data Removal Status, which will be a hyperlink to display the current status in the Case Data Removal process. This link will also take you to the Case Data Removal Detail page when clicked.

The following image represents the Identified Data Removal Status on the Case Summary page for a County Staff member that does not have rights to edit the Data Removal Status.

The screenshot shows the CalSAWS Case Summary page for a County Staff member. The page displays the Case Name, County, Data Removal Status (Identified), and Identification Date (02/15/2022). The Data Removal Status is a hyperlink. The page also includes a sidebar with navigation links, a top navigation bar, and a bottom section with links to Companion Cases, Self-Service Portal, CalWORKs, CalFresh, and CFET.

Case Name	County
Case Name	Riverside

Data Removal Status	Identification Date
Identified	02/15/2022

Companion Cases

Case Number	Case Name
<input type="checkbox"/>	Case Name

Self-Service Portal

Display: 05/01/2022 View

CalWORKs

CalFresh

CFET

The following image represents the Identified Data Removal Status on the Case Summary page for a County Staff member that has rights to edit the Data Removal

Status. The Case must also have a removal status of 'Identified' or 'Override' for this Edit button to appear.

The screenshot displays the CalSAWS Case Summary page. The top navigation bar includes links for Journal, Tasks, Help, Resources, Page Mapping, Imaging, and Log Out. The left sidebar lists various search and summary options, with 'Case Summary' highlighted. The main content area shows the 'Case Summary' for a specific case. Key fields include Case Name, County (Riverside), Data Removal Status (Identified), and Identification Date (02/15/2022). An 'Edit' button is present next to the 'Identified' status. Below this, there is a section for 'Companion Cases' with a table showing Case Number and Case Name, and buttons for 'Remove' and 'Add'. Further down, there are sections for 'Self-Service Portal', 'Display' (with a date selector and 'View' button), and several expandable sections for 'CalWORKs', 'CalFresh', and 'CFET'.

The following image represents the Override Data Removal Status on the Case Summary page for a County Staff member that has rights to edit the Data Removal Status. The Case must also have a removal status of 'Identified' or 'Override' for this Edit button to appear.

CalSAWS

Case Name: Case Name

Case Number:

Journal

Tasks

Help

Resources

Page Mapping

Imaging

Log Out

Riverside SYS4

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Case Summary

Case Number:

Go

Person Search

EBT Account Search

Application Registration

Case Summary

Contact

Authorized Representative

Application Questions

Negative Action

New Program

New Person

Hide Person

EBT Account List

Issuance History

Auxiliary Authorization List

Expungement History

Child Support Collections

Time Limit Aid Summary

Case Flag

Legacy Case

Confidentiality

ICT Summary

Case Summary

Images

Capture

Generate Coversheet

Case Name

County

Case Name

Riverside

Data Removal Status

Identification Date

Override

Edit

02/15/2022

Companion Cases

Case Number

Case Name

Remove

Add

Self-Service Portal

Display:

05/01/2022

View

CalWORKs

CalFresh

CFET

When a case is in a Data Removal status of Complete on the Case Summary page, the status hyperlink of 'Complete' will display in the Data Removal section and can navigate you to the Case Data Removal Detail page where further details are listed.

CalSAWS

Case Name: Case Name

Case Number: 22

Journal

Tasks

Help

Resources

Page Mapping

Imaging

Log Out

San Bernardino SYS1

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Case Summary

Case Number:

Go

Person Search

EBT Account Search

Application Registration

Case Summary

Contact

Authorized Representative

Application Questions

Negative Action

New Program

New Person

Hide Person

EBT Account List

Issuance History

Auxiliary Authorization List

Expungement History

Case Summary

Images

Case Name

Case Name

County

San Bernardino

Data Removal Status

Complete

Identification Date

09/11/2020

Completion Date

06/02/2021

Companion Cases

Case Number

Case Name

Add

Display:

01/01/2022

View

All People Associated with the Case

Name	DOB	Age	Gender	SSN	CIN	Person #	Household Status
Edwin Holcombe	03/07/1947	74	M	906-57-4390	06497516E	01	

When a case is in the Complete Data Removal status it is known as a Shell Case. When in the context of this type of case while on the Case Summary page, the page option to add a new program will display on the page. Once 'New Program' is clicked a violation message will appear 'Cannot add programs to a shell case' preventing a program from being added to the case, as shown below.

CalSAWS

Case Name: Case Name

Case Number: 22

Journal

Tasks

Help

Resources

Page Mapping

Imaging

Log Out

San Bernardino

SYS1

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Case Summary

Case Number:

Go

Person Search

EBT Account Search

Application Registration

Case Summary

Contact

Authorized Representative

Application Questions

Negative Action

New Program

New Person

Hide Person

EBT Account List

Issuance History

Auxiliary Authorization List

Expungement History

Child Support Collection

Case Summary

Images

Case Name

County

Case Name

San Bernardino

Data Removal Status

Identification Date

Completion Date

Complete

09/11/2020

06/02/2021

Companion Cases

Case Number

Case Name

Add

Display:

01/01/2022

View

All People Associated with the Case

Name	DOB	Age	Gender	SSN	CIN	Person #	Household Status
Edwin Holcombe		74	M			01	

Case Name: Case Name

Case Number: 22

Journal

Tasks

Help

Resources

Page Mapping

Imaging

Log Out

San Bernardino SYS1

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Case Summary

Case Number:

Go

Person Search

EBT Account Search

Application Registration

Case Summary

Contact

Authorized Representative

Application Questions

Negative Action

New Program

New Person

Hide Person

EBT Account List

Issuance History

Auxiliary Authorization List

Expungement History

Program Detail

Cannot add programs to a shell case.

This Type 1 page took 0.40 seconds to load.

This feature is in place for Shell Cases in order to lock them down from having any new programs pending or activated on them. In this situation the Worker should create a brand new case, if needed, to add the shell case members and begin activation of a new case, linking the new one to the aged out shell case.

In addition to preventing programs from being added to Shell Cases, a new feature to disable the Image 'Scan' and 'Generate Worksheet' buttons has been implemented on the Case Summary page, leaving only the Images button itself as shown below.

Case Name: Case Name

Case Number: 22

Journal

Tasks

Help

Resources

Page Mapping

Imaging

Log Out

San Bernardino SYS1

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Case Summary

Case Number:

Go

Person Search

EBT Account Search

Application Registration

Case Summary

Contact

Authorized Representative

Application Questions

Negative Action

New Program

New Person

Hide Person

EBT Account List

Issuance History

Auxiliary Authorization List

Expungement History

Case Summary

Images

Case Name

Case Name

County

San Bernardino

Data Removal Status

Complete

Identification Date

09/11/2020

Completion Date

06/02/2021

Companion Cases

Case Number

Case Name

Add

Display:

01/01/2022

View

All People Associated with the Case

Name	DOB	Age	Gender	SSN	CIN	Person #	Household Status
Edwin Holcombe		74	M			01	

The Images button remains on the Case Summary page for Workers to have access to any of the retained Images required from the Retention Policy –

- Personal images where a person is shared on other cases that have not gone through the Data Removal process
- Time Limit images attached to the Shell Case

Also, shell cases cannot be linked to a CalHEERs referral. When attempting to select a shell case during the referral linking flow, the following validation message appears: Select Case – Selected Case has gone through Case Data Removal, and cannot be linked. The referral will need to be linked to a new case to be processed as a new application.

CalSAWS | Journal | Tasks | Help | Resources | Page Mapping | Imaging | Log Out

Case Info | Eligibility | Empl. Services | Child Care | Resource Databank | Fiscal | Special Units | Reports | Client Corresp. | Admin Tools

New Application

Case Number: **Go**

Person Search
EBT Account Search
Application Registration
Case Copy List

Previous Case List **Create New Case** **Select** **Cancel**

• **Select Case - Selected Case has gone through Case Data Removal, and cannot be linked.**

Case Number	County	Name	DOB	Active Programs
• 0095742	Napa	LEMUEL HANSEL <input type="checkbox"/> ISATAH RANDAL <input type="checkbox"/> ISATAH HANSEL <input type="checkbox"/> THRESA CORMAC <input type="checkbox"/> KIMI HANSEL	03/12/1964 12/12/1995 11/12/1990 10/18/1977 07/13/1998	
○ 2001654	Napa	LEMUEL HANSEL <input type="checkbox"/> KEREN GOODRICH <input type="checkbox"/> Verda Boscawen	03/12/1964 03/18/1998 05/17/1977	
○ 0071654	Napa	LEMUEL HANSEL <input type="checkbox"/> ISATAH HANSEL <input type="checkbox"/> MARQUITTA CAMPBELL <input type="checkbox"/> KERRY BELDEN	03/12/1964 11/12/1990 12/20/1982 03/23/1962	
○ 0065872	Napa	LEMUEL HANSEL	03/12/1964	

2.4.3 Case Data Removal Detail page

The Case Data Removal Detail page is where County Staff members with the appropriate rights can update the Status from 'Identified' to 'Override', or back to 'Identified' from 'Override'. If the Status on this detail page is changed from the original Status of 'Identified' (as determined by the Data Removal Identification batch job) to the 'Override' status, the case will be excluded from having any case data removed. If the status is left in 'Identified' status, the case will have case data removed once the Deletion Batch is executed [Note that the run date of the first execution of the Deletion Batch is currently TBD, no earlier than January 2021].

Security Group for Edit functionality:

The Case Data Removal Detail page Edit functionality is accessible for users who are joined to the new 'Case Data Removal Edit' security group. This also applies to the Edit button on Case Summary, next to the status, for those cases having a Case Data Removal status of 'Identified' or 'Override'. The 'Case Data Removal Edit' group, which contains the 'CaseDataRemovalEdit' right, is not assigned to any security role. The local Security Administrators will need to add the approved users to this new security group.

The following image represents the Case Data Removal Detail page in Edit mode when left in 'Identified' status.

Commented [DC17]: Will an existing WBT need updating or training needed. I am missing this context

Commented [MW18R17]: This paragraph was added under the new detail page section to convey that County Users are not automatically added to the new security group. Instead the county level security admins need to add the users. I discussed the details of this in the County Security Committee meeting as well. Just wanted to make sure it was documented in the design

Commented [MW19R17]: Also spoke with Training Team during the implementation of this. They didn't add anything to training material for security. They only added new OLG and Release Notes for the new detail page functionality.

Commented [DC20R17]: This context resolved my comment.

Commented [DS21]: can we say " TBD and no sooner than April, 2021?"

Commented [PCM22R21]: That is up to the Consortium. We can discuss during Standup

CalSAWS

Case Name: Case Name

Case Number:

Journal

Tasks

Help

Resources

Page Mapping

Imaging

Log Out

San Bernardino SYS1

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Case Summary

Case Number:

Go

Person Search

EBT Account Search

Application Registration

Case Summary

Contact

Authorized Representative

Application Questions

Negative Action

New Program

New Person

Hide Person

EBT Account List

Issuance History

Auxiliary Authorization List

Expungement History

Child Support Collections

Time Limit Aid Summary

Case Flag

Legacy Case

Case Summary

Images

Capture

Generate Coversheet

Case Name

County

San Bernardino

Data Removal Status

Identification Date

Identified

Edit

09/11/2020

Companion Cases

Case Number

Case Name

Add

Display:

01/01/2022

View

All People Associated with the Case

Name	DOB	Age	Gender	SSN	CIN	Person #	Household Status
Edwin Holcombe	03/07/1947	74	M			01	

Images

This Type 1 page took 0.36 seconds to load.

The following image represents the Case Data Removal Detail page in Edit Mode when changing from 'Identified' status to 'Override' status. This status change allows the 'Override Reason' field to display (see Section 2.3.1 for a list of Override Reasons).

CalSAWS

Case Name: Case Name
Case Number: T620A4D

Journal Tasks Help Resources Page Mapping Images DCFS Images Log Out

Los Angeles LC

Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports Client Corresp. Admin Tools

Case Summary

Case Number: Go

Person Search
EBT Account Search
Application Registration
Case Summary
Contact
Authorized Representative
Application Questions

Case Data Removal Detail

*- Indicates required fields

Save and Return Cancel

Data Removal Status: *
Override

Override Reason: *
Board of Supervisors Decision
Hearing/Court Order
Pending Litigation
Under QA/QC Review

Identification Date
02/02/2022

Save and Return Cancel

The following image represents the Case Data Removal Detail page in Edit Mode when the status has already been updated to 'Override'. The County Staff member will be able to see the Override Date the Override was made in addition to the Worker ID that made the change.

Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports Document Control Tools

Case Data Removal Detail

*- Indicates required fields

Save and Return Cancel

Data Removal Status: *
Override

Override Reason: *
Hearing/Court Order

Identification Date
09/11/2020

Override Date
02/19/2021

Worker ID
[90](#)

Save and Return Cancel

When the Worker switches the Data Removal status between both Identified and Override status, that Worker's ID gets captured on the Detail page as a hyperlink. Clicking on that hyperlink takes you to the Staff Detail page of that Worker that made the change. Once you click the Close button on the Staff Detail page it will route you back to the Data Removal Detail page.

Staff Detail

*- Indicates required fields Close

General Staff Information			
First Name:	Middle Name:	Last Name: *	Suffix:
Staff Status Code: *	Classification Title: *	Staff ID:	
Active - FT		2	
Regional Call Center:			
Available Hours: (Day-Day Time-Time):			
Additional Information:			

Spoken Language Information	
Spoken Language *	Proficiency *
English	Primary

The Case Data Removal Detail page in Complete status displays as follows –

CalSAWS Case Name: Case Name Case Number: 22 Journal Tasks Help Resources Page Mapping Imaging Log Out

San Bernardino SIS1 Case Info **Eligibility** Empl. Services Child Care Resource Databank Fiscal Special Units Reports Client Corresp. Admin Tools

Case Summary

Case Number: Go

Person Search

EBT Account Search

Application Registration

Case Summary

Contact

Authorized Representative

Application Questions

Negative Action

New Program

New Person

Hide Person

EBT Account List

Issuance History

Case Data Removal Detail

*- Indicates required fields Close

Data Removal Status

Complete

Identification Date	Completion Date
09/11/2020	06/02/2021

[Journal History](#)

Close

2.5 Case Verification

Workers have been given time, since the original reporting run date of September 11, 2020, to evaluate identified cases before the case data removal is performed. During this time, it is possible that changes on identified cases will make them no longer eligible

for the case data removal process. The nightly Re-Verification Job (PB00P803) will evaluate identified cases to confirm their eligibility for the purge.

The Re-verification batch process will execute the same query criteria (section 2.2.2 criteria rules) used in the PB00P800 (case Identification) job. This is a standalone job that will run daily in Production to identify any of the cases in the CASE_PURGE table that no longer meet the criteria and will remove those cases from the table. Cases removed from this table will not be picked up in any downstream case-purge process.

Note: Cases in Overridden status will be excluded from this nightly Re-verification process.

A batch scheduler change request will deactivate the Re-Verification batch job after the final set of data deletions have taken place.

Once this batch job runs in Production and removes the cases from the CASE_PURGE table the following will occur in the C-IV application:

- These cases will have their Case Data Removal status section on Case Summary removed and they will not have a Detail page
- For the Case Data Removal Reports, these cases will drop off from the next version of the reports (generated on the 11th business calendar date of each month), decreasing the overall record counts and total case counts

2.6 Data Deletion Process

The final removal of data associated to identified cases has been split into four separate batch jobs.

- 1) PDF Generation for Journals and Issuances
- 2) Removing NOAs and Forms
- 3) Removing Imaged documents
- 4) Remove case data


2.6.1 PDF Creation Batch Job - PB00P802

The PDF batch process will write each of the records for the Issuance and Journal History to a separate file for each case and store them to the file server. For cases that have historic information, these PDF files will be accessible on the Case Data Removal Detail page as hyperlinks. These hyperlinks will appear on the page after the case data deletion process has processed the case (reference section 2.3.3 for Batch Deletion Schedule). Further information and examples of each PDF type can be found below in section 2.6.

The initial steps of the Batch Deletion process are to check each case originally identified for deletion still meets the criteria. If so, the System will generate PDFs to capture any Journal and Issuance History prior to deleting any case data. If there is no data for the PDF in question (e.g., if no Issuance History exists for a case), then no PDF will be generated. The generation of each PDF file will be processed through a batch job (reference section 2.5.1.1 for the batch jobs) that will retrieve data from the following C-IV pages per PDF type.

2.6.1.1 Issuance History PDF

This PDF will retrieve the same data from the Issuance Search Detailed Results Page for every issuance record on that case. An example of the Issuance History PDF is shown below:



Issuance History

Los Angeles

Date created: 02-02-2022 01:07 PM

Case Number	B21XB04
Case Name	Case Name

Control Number	Payee	Program	Month	Category	Method	Issue Date	Status Date	Status	Amount
19201064	MORGAN, ALYSE	CalFresh	01/2016	Monthly Benefit	EBT	01/01/2016	12/23/2015	Issued	\$16.00
19107848	MORGAN, ALYSE	CalFresh	12/2015	Monthly Benefit	EBT	12/01/2015	11/21/2015	Issued	\$16.00
1913750	MORGAN, ALYSE	CalFresh	11/2015	Monthly Benefit	EBT	11/01/2015	10/25/2015	Issued	\$16.00
ALB21XB041510001	MORGAN, ALYSE	CalFresh	10/2015	Monthly Benefit	EBT	09/24/2015	09/24/2015	Issued	\$20.01
AFB21XB041510001	MORGAN, ALYSE	CalFresh	10/2015	Monthly Benefit	EBT	09/24/2015	09/24/2015	Issued	\$16.00
AFB21XB041509001	MORGAN, ALYSE	CalFresh	09/2015	Monthly Benefit	EBT	08/22/2015	08/22/2015	Issued	\$16.00

The County, Date Created, Case Number and Case Name will display at the top portion of the document for each file generated.

All data elements within the document are searchable using the 'Find' option within the PDF application.

2.6.1.2 Journal History PDF

This PDF will retrieve the same data from the Journal Detail page results for each journal entry on that case. An example of the Journal History PDF is shown below:

CalSAWS
Los Angeles
Date created: 02-03-2022 11:49 AM

Case Number	T620A4D
Case Name	Case Name

Journal History

Entry Date	Entry type	Short Description	Long Description	Append Journal Entry	Worker ID	Method of Contact
02/03/2022	Fiscal	Issuance Adjustment	EDBC Results/Issuance Issuance Summary Funding: State CFAP Amount: Yes \$100 Overridden Allotment: \$200 Allotment: \$50 Pro-rated: Yes		90AS00005B	
02/03/2022	Activity	Child Care Memo	Classic Here's a memo about child care.		90AS00005B	
02/03/2022	Activity	Journal Entry for Employment Services	Civil Rights County Interpreter County provided interpreter: Certified Employee Interpreter name: John Doe Customer name: Jane Doe Preferred oral language: Spanish Preferred written materials: Afghani This is a change: Yes Individual Demographics Detail page updated: Yes Case flag updated: No Employment/Income Self-Employment Self-employed customer, name: Jane Doe Type of Business: Food Delivery Job Title: Driver First date of pay: Date started: Hours worked per week: 36 Estimated monthly income: \$ 200 Monthly Expense total: \$ 150 Customer Elects: Standard Income: \$ 50 Type of verification used: Sight Frequency: Weekly Conversion factor: 4.33 Additional pay: Tips		90AS00005B	Written
02/03/2022	IEVS	IEVS National Prisoner Match Received	Classic Received IEVS National Prisoner Match. Requires further investigation.		90AS00005B	Verbal
12/09/2000	Conversion	Sima Rusty			CNV	

The County, Date Created, Case Number and Case Name will display at the top portion of the document for each file generated.

2.6.1.3 History PDF Hyperlinks in the C-IV Application

The PDF files behind the hyperlink targets will be stored on the AWS S3 storage after the PB00P802 job completes per each case. Each file will be unique and will exclusively contain journal and issuance history data specific to the case processed. The file names, as created on the file storage, are generated as follows:

- journalEntry.pdf
- issuance.pdf

They are stored in the following folder structure:

- CasePurge/[county name]/[case_id]/journalEntry.pdf
- CasePurge/[county name]/[case_id]/issuance.pdf

The Journal and Issuance History PDF hyperlinks will display on the Case Data Removal Detail page if there is data to export from the C-IV database for the case. These hyperlinks will display in the application only after the case deletions batch process has completed for a given case. The following screenshot shows where each hyperlink will display on the Detail page.

The screenshot displays the CalSAWS interface. At the top, there's a header with 'CalSAWS' and navigation links like Journal, Tasks, Help, Resources, Page Mapping, Images, DCFS Images, and Log Out. Below this is a sub-header with 'Case Info' and various tabs like Eligibility, Empl. Services, Child Care, Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools. The main content area is titled 'Case Data Removal Detail'. It includes a 'Case Summary' sidebar on the left with links like Person Search, EBT Account Search, Application Registration, Case Summary, Contact, Authorized Representative, and Application Questions. The main content area shows a 'Data Removal Status' section with a 'Complete' status, an 'Identification Date' of '02/02/2022', and hyperlinks for 'Journal History' and 'Issuance History'. There are also 'Close' buttons at the top right and bottom right of the main content area.

2.6.2 Document Removal – PB00P804

The Document Removal batch job (PB00P804) will remove generated notice of actions (NOAs) and forms from the file management system passing in the identified set of cases. It considers records discovered by the Case Identification batch (PB00P804) that are not in either a "Complete" or "Overridden" status. This job will remove all generated NOAs and forms, with the following exceptions:

- 1) Retain all documents outlined under section 2.1.1.2, which describes what data remains in the shell case.
- 2) Retain all documents associated to a person who is associated to a case not eligible for case purge. This may occur when a person is associated to multiple cases in the SAWS system. A case is not considered eligible for case purge if:
 - a. The case was not discovered by the Case Identification batch (PB00P800).
 - b. The case has been overridden in the case purge process (a.k.a. that Case Purge status is set to "Override").

After removing all eligible documents, this job will update the Document Status on the associated case purge record to indicate that documents have been removed for the case by setting CASE_PURGE.DOC_STAT_IDENTIF = 'Y'.

A small percentage of documents this job attempts to remove from the file store will be unavailable, due to broken links between the database and the document. Two batch properties are used to set an error threshold, which allows for some broken links but will terminate the job if too many are missing (potentially indicating a connection issue with the file store):

- 1) **maxErrorPercentage**: Compare the number of records processed vs the number of records missing. If the percentage of number of records missing is greater than the **maxErrorPercentage**, the job will terminate. The following property will make sure that the job won't terminate if the first case happens to be missing documents. This threshold is currently set to 5%.
- 2) **minErrorCount**: The minimum number of errors that occur before the job terminates. This sets an error threshold, where the job won't terminate until we reach the minimum number of errors. This threshold is currently set to 100 errors.

2.6.3 Image Removal – PB00P806

The Image Removal Job (PB00P806) removes all images associated to the case people eligible for the purge associated to the case.

This job first identifies all images associated with the case via a service call to the Hyland Imaging System. It will then identify all images associated to people on the case who are eligible for the purge (aka people who only exist on cases that are scheduled to be purge).

The document type is checked for each image in the list. Any Time Limit documents are retained.

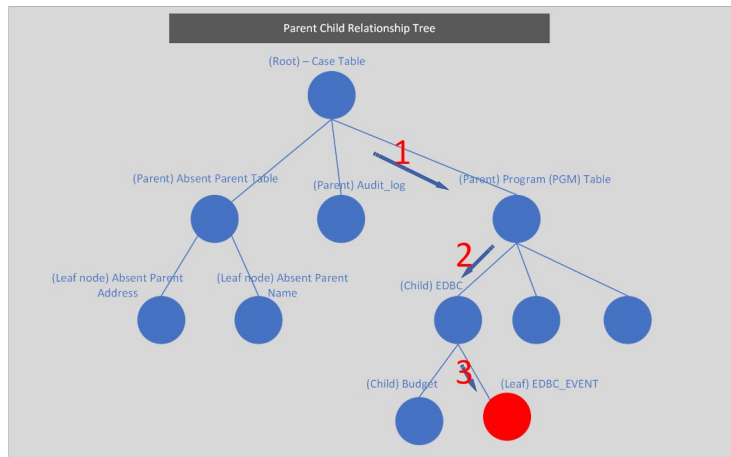
Finally, the job issues a delete command to the Hyland Imaging System for every identified case and person image that is still eligible for the purge. Once all images have been deleted, the job updates the IMG_STAT_IDENTIF on the associated case's CASE_PURGE record to "Y" to signify that image removal has completed.

2.6.4 Data Deletion Batch Job - PB00P801

Data Deletion is an Oracle procedure that physically deletes the data from the database tables for a given Case. The procedure uses configuration tables, defined in the below section, to traverse through the tree to find the leaf node, build the delete SQL statement based on the table key to uniquely identify the data, and execute the SQL statement to physically delete the data. Once the data is deleted from the table, it moves up in the hierarchy to find the next leaf and repeat the process.

The list of database tables that are identified for deletion is loaded into the configuration tables (described in detail in technical design document) with parent and child relationships and appropriate keys to identify unique data. The process reads the configuration tables and will traverse through the relationship to find the leaf node

(lowest child). Once the leaf node is identified, it starts deleting the data and moves up the hierarchy until the data from parent table is deleted. An example of the parent and child relationship (tree structure) and traversing logic is defined in the following diagram.



Commented [DS23]: parent and child for a Person - can you add an example also?

Commented [DS24R23]: I may not know of the data model. However, how does a person's income, assets , etc. data get deleted?

Commented [MW25R23]: 'Parent' and 'Child' terminology in this section refers to a parent table (meaning a table at the very top level of the relationship tree) and a child table that is underneath that top table. For instance (and in the image diagram on this page) the Program table is the parent table to the EDBC table. The deletion logic works from the lowest child table up to the parent table

The above diagram represents the parent and child relationship of database tables in a tree structure. This structure is used to traverse through the branches to find the children (leaf node) to start deleting the data. The highlighted steps in red describe how the deletion leaf node logic identifies the child tables at a high level.

- 1) When a Case is selected from the CASE_PURGE table, Program IDs associated to the Case are selected from the PGM table
- 2) Based on the Program ID, appropriate records from the EDBC table are selected
- 3) As we traverse through the EDBC tables, the EDBC_EVENT table is a leaf node, and hence the data from EDBC_EVENT table can be deleted
- 4) After deleting the data, the logic flow is moved up to find the next child and the leaf node

A new batch process (section 2.5.3) will be created to delete the case data from the database tables. This module will perform the following steps to remove the data:

- Once the Case is verified to still meet all the deletion criteria (section 2.5.1 batch job), the initial step of the PDF Generation batch job will update the Status to 'In Process' and the PDF creation module is called to create PDF files for Journal Entries and Issuance history data.
- Upon successful creation of PDFs, the data deletion module is called to delete the data from identified tables.
- Upon successful deletion of Case data, the process updates the Case Data Removal Status to 'Complete' and will begin processing the next Case for deletion.

The PB00P801 job can now execute logic for the following modules as well:

- 1) PDF Generation
- 2) Document Removal
- 3) Image Removal
- 4) Case Data Removal

These modules are configured via batch properties. In production, all modules are expected to run. This allows all aspects of case data removal to execute for a given case over the course of a single batch run, reducing the risk of a case remaining in an "In Process" status for an extended period.

2.6.4.1 Configuration table

The data deletion logic will be driven by two configuration tables. The first configuration table lists the immediate child of the root and the second table contains children of the parent and their level, as noted in section 2.6.4. The details of these tables are defined in the technical section 3 of this document.

2.6.4.2 Deletion Logging Mode

The batch deletion process will have an option to turn the deletion logging on or off by passing a parameter in the main batch job. When the logging mode is on, the data deletion module will start logging every action performed in the function, including table name where data is being deleted with the Case ID, Person ID and other key columns to identify a unique record in the table.

2.6.5 Batch Dependencies

The Case Data Removal job (PB00P801) has been updated to run independently from the other jobs that generate PDFs or remove data or images. This allows a case to fully undergo the purge process in a single batch run, reducing the risk of staying in a pending status for multiple days.

2.6.6 This job does need to wait on the Re-Verification job (PB00P803).Batch Process Load Balancing

The PDF creation, Document Deletion, Image Deletion, and Case Deletion processes each work in single modules. For the April 2021 C-IV run, there are approximately 1.78 million cases up for purge with their respective program records to be processed. Using a single flow to process this many cases will take a significant amount of time and is not feasible. To process a large volume of cases in a reasonable window, we have added a multi-threading capability for both the PDF creation and the case deletion modules.

The following batch properties are available to configure our multi-threading approach for the Case Delete (PB00P801), Generate PDFs (PB00P802), Delete Documents (PB00P804) and Remove Images (PB00P806) batch jobs:

- 1) **restrictStatuses**: Used in testing environments to limit which records are processed by the job. Normally, the job pulls all records where the status on the case purge record is set to either null or "N". When **restrictStatuses=Y**, the job will exclude any records where the status is null and instead only process records where the status is explicitly set to "N".
- 2) **verbose**: Adds additional logging that tracks which documents are removed and which documents are skipped, along with the skip reason. This property should be left off in production, since it results in much larger log files.
- 3) **numOfThreads**: This job employs multiple threads to allow for parallel processing. In test environments we default the thread count to 15, while in production we will default to 100.
- 4) **max.workload.size**: Since this job may run for millions of records, this property allows us to set the size of the "chunks" of data being considered at a given time. Increasing the size of the max workload will reduce the amount of time spent waiting for threads to complete, at the trade-off of increasing the amount of memory required to run the job.

2.6.7 Exception Logging

A standard batch framework is used to log all exceptions encountered in the data deletion process. These exceptions will be monitored as part of standard batch operations. Depending on the reason for the exception, Defects or Changes will be logged and tracked in Jira.

2.6.8 Batch Restart

Restartability for all jobs is managed by records inserted and updated in the CASE_PURGE table. Should a job terminate unexpectedly, it should be resubmitted with **restart.mode=false**. It will continue from the last commit of the previous run.

2.7 Case Completion Report

The Case Completion report lists all cases that have successfully completed the case purge process. It will display the following information:

Case Number: Case that has completed the case purge.

Case Name: Name associated to the Case.

Identification Date: The date the case was originally identified for the case purge process.

Completion date: Date that the case was purged from the system.

Navigation to the Report: Homepage > Reports > Scheduled > Case Activity > Title 'Case Data Removal Completion Report'

2.7.1 Batch Job

The PBxxR803 job will be run on-demand once the case deletion process is complete.

2.8 What's Next

Our planned timeline for the CalSAWS scheduling of these jobs are shown below. The Completion Report will be scheduled to run in Production after the final case has completed through Data Removal. Once all jobs have completed for CalSAWSCase Purge we will submit the BPCR's to deactivate each job.

Commented [KP26]: This section should include the CalSAWS plan. The intro still reads as C-IV

Commented [MW27R26]: Updated

The CalSAWS porting Epic for Case Purge includes a ten Sprint product timeline to modify and port in the original solution, with customizations made for the CalSAWS application and system.

The following is a list of pending scope that will be developed in the upcoming sprints. These sprints will focus on implementing the changes for CalSAWS.

Sprint #	Sprint Scope
Sprint 1	Porting Case Summary page updates, Case Data Removal page updates
Sprint 2	Add Case Locking, Image View only
Sprint 3	Porting the Identification sweep logic, adding new EDBC/RA Rules to Identification Sweeps, Porting PDF Generation Process, Increasing Journal PDF Character Limit
Sprint 4	Porting Case Deletion Logging process, adding new CalHEERs tables to Deletion Model, Remove Recovery Account Responsible Party tables from Deletion Model
Sprint 5	Porting Case Identification and Override Reports, Port Document Removal process to S3, Create Stored Procedure DBCR's, Schedule Batch for Journal PDF Rerun
Sprint 6	Creating CalSAWS Re-Verification Batch, Updating Identification and Re-Verification logic to include new RA rules, Updating Document S3 storage service framework
Sprint 7	Porting Time Limit Aid Summary page changes, Porting Case Completion Report, Updating Deletion Model to include RES and RECEIPT tables, Updating CalSAWS page to validate and block CalHEERS referrals, Combining Document and Imaging removal process with Data Removal Batch, Updating Benefits Cal page to validate for removed cases during linkage









Sprint 8	Updating Identification Batch to exclude CS program, Porting for Disaster Recovery Document Deletion, OBIEE/EDR Cleanup for Delete Track, Updating Batch to Verify Lawful Presence (VLP)
Sprint 9	Batch Performance Environment Preparation & Test Execution
Sprint 10	Batch Scheduling, Case Purge Transition

3 TECHNICAL DESIGN

3.1 Delete Process

The case purge process is driven primarily off the CASE_PURGE and the CASE_PURGE_DEL_TABLE_CONF tables. The Case Purge table identifies the list of cases to be deleted from the CalSAWS database tables and the Case Purge Configuration table identifies the list of tables where case data will be deleted. The tables logical structure is as follows:

Case Purge table structure:

CASE_PURGE				
 ID	NUMBER	NN (PK)	(IX2)	
 CASE_ID	NUMBER	NN (FK)	(AK0,IX6)	
SELECT_DATE	DATE	NN		
 START_DATE	DATE		(IX3)	
 COMPL_DATE	DATE		(IX4)	
 STAT_CODE	VARCHAR2 (3 Byte)		(IX5)	
 OVERRD_DATE	DATE		(IX8)	
 OVERRD_STAFF_ID	NUMBER	(FK)	(IX7)	
 OVERRD_RSN_CODE	VARCHAR2 (3 Byte)		(IX1)	
CREATED_BY	VARCHAR2 (30 Byte)	NN		
UPDATED_BY	VARCHAR2 (30 Byte)	NN		
CREATED_ON	TIMESTAMP(6)	NN		
UPDATED_ON	TIMESTAMP(6)	NN		
ISSUANCE_FORMS_STAT_IDENTIF	VARCHAR2 (1 Byte)			
ISSUANCE_FORMS_URL	VARCHAR2 (500 Byte)			
JOURNAL_FORMS_STAT_IDENTIF	VARCHAR2 (1 Byte)			
JOURNAL_FORMS_URL	VARCHAR2 (500 Byte)			

Commented [KP28]: All C-IV database references need to be updated to CalSAWS

Commented [MW29R28]: Updated. The tables described below are identical across both systems

CASE_PURGE_DEL_TABLE_CONF:

CASE_PURGE_DEL_TABLE_CONF	
TABLE_GRP	VARCHAR2 (50 Byte)
DEL_SEQ	INTEGER
PARENT_TABLE	VARCHAR2 (50 Byte)
CHILD_TABLE	VARCHAR2 (50 Byte)
DML_ACTION	VARCHAR2 (2 Byte)
FOREIGN_KEY	VARCHAR2 (50 Byte)
CHILD_TABLE_KEY	VARCHAR2 (50 Byte)
DML_QUERY	VARCHAR2 (500 Byte)

As part of the deletion process, two batch jobs (PB00P801 and PB00P802) along with a PL/SQL stored procedure have been developed, as defined in section 2.5.1 and 2.5.2. The batch job (PB00P801) picks up all the cases that are identified for deletion (CASE_PURGE) and calls the PL/SQL stored procedure for each case to delete the case/person data from the database tables. The procedure uses the configuration table, list of tables where case/person data can be deleted, to drive the deletion process as defined in section 2.5.

The attached spreadsheet contains two tab pages – Delete Tables and Do not Delete Tables. The first tab page contains list of tables configured in CASE_PURGE_DEL_TABLE_CONF table for data deletion. The second tab page contains the list of tables where case/person data will be retained. For example – Time tracking data.



Delete Tables.xlsx

To support the deletion process we have created a series of DBCR's to perform On Delete Set to Null value operations for the following tables:

- On Delete Set EXPNGMNT_ID to Null on ISSUANCE table
- On Delete set ISSUANCE_ID to NULL on ISSUANCE table
- On Delete set RELATED_TRANSACT_ID to NULL on RECOV_ACCT_TRANSACT table
- On Delete set PGM_PERS_ID to Null on TIME_LIMIT_DETL table
- On Delete set TEMP_EDBC_SRC_PGM_ID to Null on PGM table
- On Delete set PGM_ID to Null on GENERATE_DOC table
- On Delete set SERV_ARRGMT_ID to Null on GENERATE_DOC table

3.2 Stage Document Utility

Testing environments do not include copies of forms and NOAs from the production environment. References to forms and documents stored in GENERATE_DOC end up as broken links since the documents don't exist in the testing file management system.

Commented [KP30]: Did you perform a validation that the table names are the same from C-IV to CalSAWS?

Commented [MW31R30]: Yes for the tables that we have already created in CalSAWS they went through a comparison check with the DBA's. Those remaining will go through the same checks

The Stage Documents Utility (PB00P805) will resolve these broken links by mocking files in the testing file management system. This ultimately allows for more accurate testing of the Document Removal batch (PB00P804).

The Stage Documents utility is also capable of storing mocked image files for the ImageNow system. You can control whether mocked forms or mocked images are generated with the following batch properties:

- 1) generateDocuments: Set to "Y" if you would like to generate documents.
- 2) generateImages: Set to "Y" if you would like to generate images.

Generating images also requires setting the following property:

- 1) sampleImagePath: The filepath of a sample .TIF image file. Note: it is best to keep the filesize of this image relatively small, since the job will generate several thousand copies of the image.

The Stage Documents Utility will identify all generated documents for a given case ID. Case IDs can be provided to the utility in two ways:

- 1) caselid: Set this property to match a single case ID which contains documents you would like to mock.
- 2) caseListPath: You may provide a list of Case IDs to feed into the utility by employing the caseListPath property. First, you need to create a text file that contains all the case IDs you would like to mock with each case ID on its own line. You'll need to upload this file to the batch server, then provide the file's path as the caseListPath parameter. For example: caseListPath="/export/batch/scripts/CaseList.txt".

Commented [DS32]: caseload?

Commented [MW33R32]: No that represents caselid, the Case ID you want to pass into the utility

Mocked files will appear on the testing file management system under the casePurge/mockedExceptions. Mocked images will appear in the appropriate test environment's Hyland Imaging destination associated to the case.

Note: This utility cannot (and should not) be run in production. All batch properties associated to this job have been labeled as test properties, which prevents the job's execution on production batch servers.

4 REQUIREMENTS

4.1 Project Requirements

DDID	Description	Notes
CIV-105446	Monthly Batch job - case data removal – Discontinued / Inactive cases.	The scope of this DDID is covered in SCR-107763.
CA-208415	Monthly Batch job - case data removal - Discontinued / Inactive cases.	

5 MIGRATION IMPACTS

It was determined to start with building a C-IV Case Data Removal process first, due to the large amount of data that would get removed from that database. Deletion of a large amount of data will help with the conversion cutover window when C-IV migrates to CalSAWS. The current timeline of the planned Sprints has been confirmed to dovetail nicely with the Conversion timeline.

6 SUPPORTING DOCUMENTS

Number	Functional Area	Description
107763	SCR	Create Case Data Removal Functionality
107825	SCR	Implement Case Data Removal Sprint 1 Features
107834	SCR	Implement Case Data Removal Sprint 2 Features
107924	SCR	Implement Case Data Removal Sprint 3 Features
107957	SCR	Implement Case Data Removal Sprint 4 Features
108104	SCR	Implement Case Data Removal Sprint 5 Features

Commented [KP34]: There are no attachments. What should be included here

Commented [MW35R34]: Originally we thought it would be used to references to Policy document amendments. I've removed it since it was never used

108106	SCR	Implement Case Data Removal Sprint 6 Features
108107	SCR	Implement Case Data Removal Sprint 7 Features
108108	SCR	Implement Case Data Removal Sprint 8 Features
108109	SCR	Implement Case Data Removal Sprint 9 Features
108110	SCR	Implement Case Data Removal Sprint 10 Features
108111	SCR	Implement Case Data Removal Sprint 11 Features
108215	SCR	Data Change - Sutter County - Override 2014 cases from data removal per Board of Supervisors Decision
220458	SCR (CalSAWS)	Create CASE_PURGE table and Codes Table references to align with C-IV
224147	SCR (CalSAWS)	Update CASE_PURGE table to include deletion status fields for documents and images to align with C-IV
108554	SCR	Tehama County - Data Retention Flag Due to Opioid Litigation
108616	SCR	Case Data Removal Sprint 9 On Delete Set Null CR's
108630	SCR	Case Data Removal Sprint 10 On Delete Set Null CR's
CA 229298	SCR (CalSAWS)	Port Case Data Removal Functionality into CalSAWS
CA 229300	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 1
CA 229301	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 2
CA 229302	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 3

CA 229303	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 4
CA 229305	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 5
CA 229306	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 6
CA 229308	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 7
CA 229309	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 8
CA 235667	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 9
CA 235669	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 10
CA 235670	SCR (CalSAWS)	Implement CalSAWS Case Data Removal Functionality Sprint 11

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-236409

BenefitsCal – Add CMSP Information to
Application Transfer

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Gillian Noelle Bendicio
	Reviewed By	Melissa Mendoza

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
12/07/2021	.1	Initial Revision	Gillian Noelle Bendicio

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1 OVERVIEW

This enhancement will store and display the County Medical Services Program (CMSP) indicator that is entered by a customer through the BenefitsCal portal.

1.1 Current Design

Currently, CalSAWS does not store and display the CMSP information entered by a customer when applying for benefits.

1.2 Requests

Update Application Transfer API and e-Application Summary page to transfer and display the CMSP indicator when an applicant indicates that they are interested in CMSP.

1.3 Overview of Recommendations

1. Update the e-Application Summary page to have a new field that would display the CMSP indicator as entered by the BenefitsCal applicant.
2. Update the Application Transfer API to accept and store the CMSP indicator.

1.4 Assumptions

1. Your Benefits Now (YBN) will continue to be supported until the Los Angeles County cutover to BenefitsCal. This change has no impact to YBN functionality,

2 RECOMMENDATIONS

2.1 E-Application Summary

2.1.1 Overview

The e-Application Summary page displays the BenefitsCal application answers provided by the applicant. Currently, the e-Application Summary page does not have a CMSP field that would indicate if an applicant is interested in applying for CMSP.

2.1.2 E-Application Summary Mockup

The mockup shows a form titled "e-Application Summary" with a header bar containing four buttons: "Images", "Link e-App to Case", "Edit", and "Close". The form fields are organized into three columns:

e-App Number:	e-App Status:	Case Number:
1022608	Pending Clearance	
Application Date: 12/07/2021	Signed Date: 12/07/2021	Transferred Date:
Expedited Services/Immediate Need/Immediate MediCal: No	Authorized Representative:	Programs: MC
Office: Alpine County Health & Human Services 2400 BEACON ST 103 MARKLEEVILLE, CA 96120-9579	CMSP: Yes	
Child Abuse:	Domestic Abuse:	Elder Abuse:
Other Emergency: No	Does anyone in your household have a personal emergency?	Indian Reservation:
Consent for Verifications:	Origin: Anonymous User	User Agency:
Years Verification Maintained:		

Figure 2.1.1 – e-Application Summary with CMSP

2.1.3 Description of Changes

1. Update the e-Application Summary page to have a new field 'CMSP'.
 - a. The field will display Yes/No when it is passed from BenefitsCal.
 - b. The field will be blank for e-Applications sent from BenefitsCal prior to this change.

2.1.4 Page Location

- **Global: Case Info**
- **Local: e-Tools**
- **Task: e-Application Search**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

Update the Page Mapping to add the CMSP field.

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Application Transfer API

2.2.1 Overview

The Application Transfer API receives and stores the BenefitsCal applicant's answers. Currently, this API does not store the CMSP indicator provided by the applicant.

2.2.2 Description of Change

1. Update the Application Transfer API to accept and store the CMSP indicator.

2.2.3 Execution Frequency

N/A

2.2.4 Key Scheduling Dependencies

N/A

2.2.5 Counties Impacted

CalSAWS Counties

2.2.6 Data Volume/Performance

N/A

2.2.7 Interface Partner

BenefitsCal portal

2.2.8 Failure Procedure/Operational Instructions

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

3 SUPPORTING DOCUMENTS

4 REQUIREMENTS

5 MIGRATION IMPACTS

6 OUTREACH

7 APPENDIX

CalsAWS

California Statewide Automated Welfare System

Design Document

CA-239180

Update the SOC 452A and SOC 454 to
Template Repository

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Debasmita Patnaik
	Reviewed By	Narendra Sabbani

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/29/2022	1.0	Initial Draft	Debasmita Patnaik

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1 OVERVIEW

The purpose of this change is to update SOC 452A (8/05) and SOC 454 (4/99) version in English language to CalSAWS system.

1.1 Current Design

The system has the outdated English language of the SOC 452A and SOC 454 versions.

1.2 Requests

Update SOC 452A (8/05) and SOC 454 (4/99) in English Language to the CalSAWS Template Repository and system generated.

Languages include:
English.

1.3 Overview of Recommendations

Update the SOC 452A (8/05) and SOC 454 (4/99) form in available languages.
Languages: English.

1.4 Assumptions

1. The updated SOC 452A (8/05) and SOC 454 (4/99) will only be added in English language.
2. No variables will be populated on the updated SOC 452A (8/05) and SOC 454 (4/99) Forms (aside from the standard header and footer information).
3. All fields (blank or prepopulated) will be editable.
4. Supporting Documents section references attachments found on Jira.

2 RECOMMENDATIONS

2.1 Update the SOC 452A – CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI) INCOME ELIGIBILITY – CHILD Recommendation

2.1.1 Overview

This section will cover the requirements for updating the SOC 452A Form.

State Form: SOC 452A

Current Programs: CAPI

Current Attached Forms: N/A

Current Forms Category: Forms

Current Template Repository Visibility: All Counties

Existing Languages: English

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

Imaging Form Name: CAPI Income Eligibility - Child

Imaging Document Type: CAPI

2.1.2 Form Verbiage

Add latest versions of SOC 452A form

This effort is adding the latest version of SOC 452A to the System.

Threshold Languages: English

Form Header: CalSAWS Standard Header (HEADER_1_EN)

Include NA Back 9: No

Form Mockups/Examples: See supporting document #1

2.1.3 Form Generation Conditions

Update SOC 452A – (CAPI) INCOME ELIGIBILITY – CHILD Form to Template Repository

The SOC 452A – CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI) INCOME ELIGIBILITY – CHILD Form is added only to the Template Repository.

Required Document Parameters: Customer Name, Case Number, Program, Language

Add Form Print Options and Mailing Requirements

The following are the print and mailing requirements for the SOC 452A

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

Mailing Options:

Mailing Options	Option for SOC 452A
Mail-To (Recipient)	Applicant selected on the document parameters page.
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	N/A
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A
Mail Priority	Same Day Priority

Add Form Control

Add an imaging barcode for SOC 452A.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

Additional Options:

Requirement	Option for SOC 452A Form
Post to Self-Service Portal	Y

2.2 Update SOC 454 –CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI) SPONSOR TO ALIEN DEEMING WORKSHEET Recommendation

2.2.1 Overview

This section will cover the requirements for updating the SOC 454 Form.

State Form: SOC 4524

Current Programs: CAPI

Current Attached Forms: N/A

Current Forms Category: Forms

Current Template Repository Visibility: All Counties

Existing Languages: English

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

Imaging Form Name: CAPI Sponsor to Alien Deeming Worksheet

Imaging Document Type: CAPI

2.2.2 Form Verbiage

Update SOC 454 XDP

This effort is adding the latest version of SOC 454 to the System.

Threshold Languages: English

Form Header: CalSAWS Standard Header (HEADER_1_EN)

Include NA Back 9: No

Form Mockups/Examples: See supporting document #1

2.2.3 Form Generation Conditions

Update SOC 454 – CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI) SPONSOR TO ALIEN DEEMING WORKSHEET Form to Template Repository

The SOC 454 –CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI) SPONSOR TO ALIEN DEEMING WORKSHEET Form is added only to the Template Repository.

Required Document Parameters: Customer Name, Case Number, Program, Language

Add Form Print Options and Mailing Requirements

The following are the print and mailing requirements for the SOC 454

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

Mailing Options:

Mailing Options	Option for SOC 454
Mail-To (Recipient)	Applicant selected on the document parameters page.
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	N/A

Mailing Options	Option for SOC 454
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A
Mail Priority	Same Day Priority

Add Form Control

Add an imaging barcode for SOC 454.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

Additional Options:

Requirement	Option for SOC 454 Form
Post to Self-Service Portal	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Form	CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI) INCOME ELIGIBILITY – CHILD Mockup	SOC452A_EN.pdf
2	Form	CASH ASSISTANCE PROGRAM FOR IMMIGRANTS (CAPI) SPONSOR TO ALIEN DEEMING WORKSHEET Mockup	SOC454_EN.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.6 CAR-1242	<p>CalSAWS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none">a. Appointment notices;b. Redetermination, Recertification, and/or Annual Agreement notices and forms;c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);d. Periodic reporting notices;e. Contact letters;f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site;g. Information notices and stuffers;h. Case-specific verification/referral forms;i. GR Vendor notices;k. Court-mandated notices, including Balderas notices;l. SSIAP appointment notices;m. Withdrawal forms;n. COLA notices;o. Time limit notices;p. Transitioning of aid notices;q. Interface triggered forms and notices (e.g., IFDS, IEVS);r. Non-compliance and sanction notices;s. Benefit issuance and benefit recovery forms and notices, including reminder notices;t. Corrective NOAs on State Fair Hearing decisions;u. CSC paper ID cards with LRS-generated access information; andv. CSC PIN notices.	<p>SOC 452A & SOC 454 forms are being updated with latest version in the English language.</p>

CalsAWS

California Statewide Automated Welfare System

Design Document

CA-242909

ACL 22-59 FC, KG CNI Rate Increase for Year
2022 - Batch EDBC

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Tom Lazio
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
05/26/2022	1.0	Initial Draft	Tom Lazio

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1 OVERVIEW

Per ACL 22-59, the new FC/KG California Necessities Index (CNI) rate increase for the FY 2022-23 will be implemented effective July 1, 2022. This SCR will provide details for the one-time batch run that will apply the CNI Rate increase to the FC/KG programs for the benefit month of July 2022 through come-up month.

1.1 Current Design

Currently CalSAWS uses the FC/KG CNI rates of FY 2021-22 that are effective from July 1, 2021.

1.2 Requests

As per the ACL 22-59, the new FC/KG CNI rate increase for the FY 2022-23 will be effective as of July 1, 2022. The CTCR portion of the FC/KG CNI rate increase will be implemented with SCR CA-242908 and requires a one-time batch run that will apply the CNI Rate increase to the FC/KG programs for the benefit month of July 2022 through come-up month. The batch run will also include CF programs that have a participant in common with the FC or KG program.

1.3 Overview of Recommendations

1. Run Batch EDBC for FC/KG programs to apply the new CNI rate increase along with CF programs that have an FC or KG participant in common.
2. Generate exception listings for Counties to review.
3. For LA County - Suppress any KG 'Age Changed' NOAs if generated from the Batch EDBC run.
4. For LA County - Put FC/KG 'CNI Increase' NOAs on hold from the Batch EDBC run and release the NOAs after the eCAPS/EFT financial processes are completed.
5. Update Batch Property for LA County eCAPS Jobs.

1.4 Assumptions

1. Batch EDBC will have a run reason for every month of CNI Increase run from 07/2022 through the come-up month.
2. During the Batch EDBC 'CNI Increase' run, the CCR Rate Change NOA will not be generated for EDBC's that already had a rate change completed and was run for a CNI month.
3. A regular change NOA will be generated for impacted cases if a NOA exists for the benefit change-reason.
4. For the FC/KG 'CNI Increase' NOAs put on hold (for LA County) per this effort, SCR CA-247183 will release these NOAs on the confirmed Mail Date of 08/17/2022.

2 RECOMMENDATIONS

Batch EDBC will run for FC/KG to apply the new CNI rate increase and CF for the same FC or KG participants to apply benefit updates.

2.1 Run Batch EDBC for FC/KG

2.1.1 Overview

FC/KG/CF Batch EDBC will run for the benefit month of 07/2022 through come-up month.

2.1.2 Description of Changes

1. Run batch EDBC for active Foster Care (FC) and Kin-GAP (KG) programs starting with the month of 07/2022 through come-up month (09/2022) including past RE due date cases.
 - a. Batch EDBC will run with the run reason "CWS Annual COLA".
 - b. Batch EDBC records will have a run type code of 'Single Program'.
 - c. Batch EDBC will not be triggered on programs with a Non-standard rate in effect in the benefit month.
 - d. Batch EDBC will not run if there is an overridden aid code where a sub type code exists
 - e. Batch EDBC will not run if a regular EDBC has already been processed for the benefit month(s) since SCR CA-242908 went into production on 08/04/2022.
 - f. Batch EDBC will insert the below Journal entry for FC programs:

Short Description: Batch EDBC ran for [month, year]

Long Description: Batch EDBC Ran for <Effective Month>. Batch EDBC processed for the <Program Name> program for following reasons: Foster Care COLA

- g. Batch EDBC will insert the below Journal entry for KG programs:

Short Description: Batch EDBC ran for [month, year]

Long Description: Batch EDBC Ran for <Effective Month>. Batch EDBC processed for the <Program Name> program for following reasons: Kin-GAP COLA

2. Run batch EDBC for active CF and NB programs having an active CalFresh participant in common with FC or KG programs for the month of 09/2022.
 - a. Batch EDBC will run with the run reason "CWS Annual COLA" for CF program only.

- b. Batch EDBC records will have a run type code of 'Partial Program' for both CF and NB.
- c. Batch EDBC will not run on the active CF program cases if SAR7 report status is 'Generated', 'Sent' or 'Incomplete'.
- d. Batch EDBC will not run CF Program if the benefit month is past the latest RE due date.
- e. Batch EDBC will insert the below Journal entry for CF and NB programs where there is a common FC program participant:

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

- f. Batch EDBC will insert the below Journal entry for CF and NB programs where there is a common KG program participant:

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

2.1.3 Programs Impacted

FC
 KG
 CF
 NB

2.2 Correspondence for LA County – DCRs suppressing KG Age Changed, FC/KG CNI Increase NOAs

2.2.1 Overview

This effort is to suppress for LA County, the KG 'Age Changed' NOAs. And separately, the FC/KG 'CNI Increase' NOAs will be put on hold for LA County until released on its scheduled NOA Mail Date, 08/17/2022 by CA-247183.

2.2.2 Description of Change

1. Create a DCR to suppress KG 'Age Changed' NOAs by updating the NOA status (GENERATE_DOC.STAT_CODE) to 'On Hold (Batch)' (CT220_BH):

Reason Fragment

KG_CH_AGE_CHANGED_K007 (Fragment ID: 6270)

Note: This NOA exists in English only.

2. Create and run DCR operationally to hold the FC/KG 'CNI Increase' NOAs by updating the NOA status (GENERATE_DOC.STAT_CODE) to 'On Hold (Batch)' (CT220_BH) until they are released by CA-247183.

Reason Fragments

a. FC_CH_COLA_RSN (Fragment ID: 7619 for CCR, 7475 for Non-CCR)

b. KG_CH_COLA_RSN (Fragment ID: 7620 for CCR, 7476 for Non-CCR)

Note: These NOAs continue to exist in English and Spanish per CA-242908.

2.3 Fiscal – Update Batch Property for LA County eCAPS Jobs

2.3.1 Overview

This enhancement will update the batch property for LA County eCAPS jobs to process 10K records per file.

2.3.2 Description of Change

1. Update the RECORDS_PER_FILE batch property to 10K for following jobs:
 - a. PB19F116
 - b. PO19F420
 - c. PO19F435

- d. PO19F436
- e. PO19F437
- f. PO19F438

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.16.1.2	The CalSAWS shall include an automated method for implementing mass updates triggered by policy changes or mass participant financial changes, including Social Security or Veterans benefits cost of living adjustments (COLAs).	The new CNI Rates released by the County will be updated in the system. These new COLA rates will be used to determine the eligibility benefits.
2.16.4.1	The CalSAWS shall include the ability to process a mass update that includes eligibility and benefits with an effective date of any prior month, the current month, or future month(s).	The Batch EDBC process will be run and determine eligibility using the new CNI Rates.

5 OUTREACH

5.1 Lists

Generate lists to aid the counties after batch EDBC completes.

All lists will have the standard list columns to display on the listings.

Standard Columns:

- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker ID

Exception List: Below are the case listing details for case exceptions (skipped, unprocessed, discontinued, etc.) with the standard columns after the batch.

1. **List Name:** List of cases with Non-Standard Rate - FosterCare or KinGAP.
List Criteria: List of FC/KG programs with a Non-Standard Rate.
Additional Column(s): Rate column
2. **List Name:** List of FC/KG programs with Overridden Aid Code
List Criteria: List of FC/KG programs with overridden aid code where a sub type code exists.
Additional Column(s): Sub Type Code
3. **List Name:** List of FC/KG/CF/NB cases Discontinued by the Batch EDBC
List Criteria: List of FC/KG/CF/NB programs discontinued by the batch EDBC.
Additional Column(s): Program, EDBC Month, Discontinued Reason
4. **List Name:** List of FC/KG/CF/NB programs with Read-Only EDBC
List Criteria: List of FC/KG/CF/NB programs which resulted in Read-Only EDBC.
Additional Column(s): Program, Reason, EDBC Month
5. **List Name:** List of unprocessed FC/KG/CF/NB programs skipped in the COLA batch run with skip reasons
List Criteria: List of FC/KG/CF/NB unprocessed programs skipped in the COLA batch run with the skip reasons like Override, Manual EDBC, Read Only EDBC, No Worker Assigned etc.
Additional Column(s): Program, EDBC Month, Not Processed Reason

Informational List: Below are the case listing details for informational purpose only and can be reviewed if required but batch EDBC will run on these cases as part of the COLA batch.

1. **List Name:** List of FC or KG cases with RE Date in the past.
List Criteria: List of FC/KG programs where the incomplete RE has a due date in the past.
Additional Column(s): Program, RE Due Date
2. **List Name:** List of FC programs with THPP or THP+FC Facilities
List Criteria: List of FC programs with THPP or THP+FC Facilities with an additional column to show CalFresh (CF) cases having a CalFresh participant in common with FC program.
Additional Column(s): CF Case #
3. **List Name:** List of FC/KG Cases where NOA did not generate due to overridden EDBC from prior benefit month
List Criteria:
 - i. There is at least one overridden EDBC effective in the benefit month prior to CNI months
 - ii. Batch EDBC is run for the CNI month(s), 07/2022 to 09/2022
 - iii. Program is Foster Care or Kin-GAP**Additional Columns:** Program
Note: The case information will display only once on the list even if more than one month may be impacted.

The list will be posted to the following location:

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

6 APPENDIX

6.1 Batch Operations:

- a) Run FC, KG and AAP CNI Rate Increase driving queries per SCRs CA-242909 (FC, KG, CF, **NB**) and CA-242912 (AAP, CF, **NB**) to insert into SYS_TRANSACT in 'Single Program' mode (FC, KG, AAP) for all the months starting from 07/2022 to 09/2022 and in 'Partial Program' mode for benefit month 09/2022 for the associated CF/NB programs.
- b) Run Batch EDBC for cases with FC, KG and AAP per SCRs CA-242909 and CA-242912 identified in (a) above.
- c) After EDBC for item (b) above is completed, run Batch EDBC for cases with CF and NB per SCRs CA-242909 and CA-242912 identified in (a) above.

- d) Run DCRs to suppress the AAP2 form and KG 'Age Changed' NOAs with document status of 'Print Error'.
- e) Run the DCRs operationally to hold the FC/KG/AAP 'CNI Increase' NOAs with document status 'Print Error' until they are released by CA-247183.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-244881

BenefitsCal – Case Link Request Enhancements
– Phase 2

CalSAWS		
	Prepared By	Gillian Noelle Bendicio
	Reviewed By	Sricharitha Admala, Lakshmi Gosula

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
05/10/2022	.1	Initial Revision	Gillian Noelle Bendicio
6/8/2022	.2	New Section 1 Added based on Committee Feedback on Case Summary page	Gillian Noelle Bendicio
6/15/2022	.3	Updated verbiage based on Committee Feedback	Gillian Noelle Bendicio
6/22/2022	.4	Added Assumption regarding Link Case by EBT and removed it from Section 2.4	Gillian Noelle Bendicio

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1 OVERVIEW

This System Change Request (SCR) is enhancing the Case Link Request Search page to display the case link requests, created from BenefitsCal, by county, for the logged in CalSAWS user. This SCR will update the Case Link API to prevent duplicate requests from the same BenefitsCal account. Additionally, this change will update the logic so that the case link requests created, that are associated to the same BenefitsCal account, will be marked as processed once the worker completes the linking.

1.1 Current Design

Currently, when the Case Link API is unable to find a unique match for a CalSAWS person based on the information that the BenefitsCal user has provided, a case link request record is created in CalSAWS. This case link request record displays on the Case Link Request Search page for the worker to manually find the correct CalSAWS person record to link to the BenefitsCal account. This page displays all case link request records regardless of the county in which the BenefitsCal customer currently resides.

1.2 Requests

1. Update the Case Summary page to display the names of the primary applicants that are linked to a BenefitsCal account.
2. Update the Case Link Request process to use county code when creating and displaying the case link request records to the CalSAWS user.
3. Update the Case Link Request process to not create duplicate request records for the same Global Unique Identifier (GUID).
4. Update the Case Link Request logic to mark all pending request records as 'Processed' in every county, for requests created by a single BenefitsCal user, when the CalSAWS user establishes the link between a BenefitsCal account and CalSAWS person.

1.3 Overview of Recommendations

1. Update the Self-Service Portal section of the Case Summary page to display the names of the primary applicants that are linked to a BenefitsCal account under the Linked Persons column.
2. Update the Case Link Request Search page to display records created for the county of the logged in CalSAWS User.
3. Update the Case Link Request page to mark all case link request records, tied to the same BenefitsCal account, as processed when a link is established between a BenefitsCal account and CalSAWS person.
4. Update the Case Link Request Unlink logic to add the county code information when recreating the case link request.

5. Update the Case Link API to insert the county information when creating a case link request record in the CalSAWS system and associate the record to a case in which the BenefitsCal customer is Active or Pending when available and is not Permanently Out of Home.
6. Update the Case Link API to not create a new case link request record in the CalSAWS system when there is an existing case link request that is not completed or rejected for the same person initiating the request.
7. Update the Case Link API to resolve person records found that are marked as duplicate in the CalSAWS system.
8. Update the existing case link request records with their respective county information.

1.4 Assumptions

1. Existing Case Link rules still apply unless a change is explicitly stated in this SCR.
2. Case-level document uploads require a successful case link either through the Case Link API, Case Link Request page, or the e-Application to Case Link before it is available to the BenefitsCal customer.
3. There are no updates from the BenefitsCal portal as this SCR is only updating the backend logic of the Case Link API. The request and response parameters remain the same.
4. When a customer links their BenefitsCal account to their CalSAWS information by providing the Electronic Benefit Transfer (EBT) card number, it does not create a manual case link request in CalSAWS.

2 RECOMMENDATIONS

2.1 Case Summary

2.1.1 Overview

The Case Summary page contains a Self-Service Portal section that displays e-Application information when available and the names of the case persons that have a Self-Service Portal account. This section will need to be updated to check if a BenefitsCal account is associated to the person.

2.1.2 Description of Changes

1. Update the Self-Service Portal section Linked Persons column to display the names of the case persons that are currently linked to a BenefitsCal account.

2.1.3 Page Location

- **Global: Case Info**
- **Local: Case Summary**
- **Task: Case Summary**

2.1.4 Security Updates

This section is not impacted.

2.1.5 Page Mapping

This section is not impacted.

2.1.6 Page Usage/Data Volume Impacts

This section is not impacted.

2.2 Case Link Request Search

2.2.1 Overview

The Case Link Request Search page displays all case link request records in CalSAWS. This page will be updated to display the case link request records associated to the county of the logged-in user. Note: A person can be active in multiple counties. In this situation, 1 record per county is created.

2.2.2 Description of Changes

1. Update the Case Link Request Search page to display case link request records associated to the county of the logged-in user.

2.2.3 Page Location

- **Global: Case Info**
- **Local: e-Tools**
- **Task: Case Link Request**

2.2.4 Security Updates

This section is not impacted.

2.2.5 Page Mapping

This section is not impacted.

2.2.6 Page Usage/Data Volume Impacts

This section is not impacted.

2.3 Case Link Request Logic

2.3.1 Overview

The Case Link Request logic does not make use of the county code information. It only updates the case link request record that is used to create the link between the BenefitsCal account and CalSAWS to 'Processed'.

2.3.2 Description of Changes

1. Update the Case Link Request logic to pass the county code information when recreating the case link request after a worker unlinks the BenefitsCal account and the CalSAWS person record.
2. Update the Case Link Request logic to mark the requests associated to the same **BenefitsCal account** with 'Processed' status.

Note: The existing Case Link API logic creates a case link request record per number of persons per unique county found with the information provided.

- a. Example: 3 case link request records are created by the Case Link API because 3 person records are found with the same information. When the CalSAWS user links one of the records to

a CalSAWS person, all 3 case link request records are set to 'Processed' status.

Note: When a user rejects the case link request record, only that specific case link request record gets updated to 'Rejected' status. For the above example, when a worker rejects one of the 3 case link request records, there would be 2 remaining case link request records in 'Pending' status.

2.3.3 Page Location

- **Global: Case Info**
- **Local: e-Tools**
- **Task: Case Link Request**

2.3.4 Security Updates

This section is not impacted.

2.3.5 Page Mapping

This section is not impacted.

2.3.6 Page Usage/Data Volume Impacts

This section is not impacted.

2.4 Case Link API

2.4.1 Overview

The Case Link API is a RESTful webservice that establishes the link between a BenefitsCal account and a CalSAWS person. If the API cannot find an exact match for the person information entered on the BenefitsCal portal, a case link request record is created in CalSAWS for the CalSAWS user to process. This SCR will update the logic in creating the case link request records to add county information, select cases relevant to the customer, and reduce the duplicate request records that are created in CalSAWS when BenefitsCal users re-submit the same case link requests within the BenefitsCal portal.

2.4.2 Description of Change

1. Update the Case Link API logic when inserting a case link request record in CalSAWS to do the following (This returns a 202 response to BenefitsCal):
 - a. Link by Case:
 - i. Assign the case number from the Case Link API as the cases link request's case number.
 - ii. Assign the county code from the Case Link API as the cases link request's county code.
 - ~~b. Link by Electronic Benefit Transfer (EBT) Card:
 - i. Assign the case number associated to the EBT card number from the Case Link API, as the case link request's case number.
 - ii. Assign the county code of the case number associated to the EBT card number from the Case Link API, as the case link request's county code.~~
 - c. Link by Social Security Number (SSN):
 - i. Assign the case number, where the person's program status is 'Active' or 'Pending' and household status is not 'Permanently Out of Home', as the case link request's case number.
 - ii. Assign the county code of the case number, where the person's program status is 'Active' or 'Pending' and household status is not 'Permanently Out of Home', as the case link request's county code.
 - iii. Create a case link record request for each county when the person is associated to multiple counties, is 'Active' or 'Pending', and household status is not 'Permanently Out of Home'.
 - iv. If the person does not have any Active or Pending cases but is not marked as 'Permanently Out of Home' as their

household status in multiple counties, a case link request is created for each county.

2. Update the Case Link API logic to prevent duplicate case link request records by not inserting a record when the GUID passed in the request exists in 'Pending' status and is associated to an existing case link request record with the same person information. This returns a 202 response to the BenefitsCal portal.
3. Update the Case Link API logic to link the GUID to the person, not marked as duplicate, in CalSAWS. When there are multiple person records found, based on the information passed from BenefitsCal, the logic validates that these person records are not marked as duplicate in CalSAWS.
 - a. Example: The API found 3 person records but 1 of them is marked as duplicate in CalSAWS. The API creates 2 case link requests for the 2 person records that are not marked as duplicate in CalSAWS.

2.4.3 Partner Integration Testing

Y – BenefitsCal portal

2.4.4 Execution Frequency

No impact to this section.

2.4.5 Key Scheduling Dependencies

No impact to this section.

2.4.6 Counties Impacted

BenefitsCal-supported Counties

2.4.7 Category

No impact to this section.

2.4.8 Data Volume/Performance

Currently at 16543 case link request records

2.4.9 Interface Partner

BenefitsCal portal

2.4.10 Failure Procedure/Operational Instructions

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

2.5 Update Existing Case Link Request Records to Contain County Code

2.5.1 Overview

Currently, there are existing case link request records that do not have the county code associated. These records will be updated to have county codes so that the Case Link Request Search page can display these records based on the logged-in user's county.

2.5.2 Description of Change

1. Update the existing Case Link Request records to be associated to a county code based on the case number associated to these records.

2.5.3 Estimated Number of Records Impacted/Performance

Estimated 17000 records to be updated

2.6 Automated Regression Test

2.6.1 Overview

Create new regression test scripts based on the system test scenarios for the permanent functional changes outlined above.

2.6.2 Description of Change

1. Create new automated scripts to send requests to the Case Link API and verify the following:
 - a. The appropriate number of case link requests records created when the response code returned is 202.
 - b. A case link request record is not created when the same request is sent.
 - c. The case link request records that display on the Case Link Request Search page are for the logged-in county.
 - d. The case link request records tied to the same BenefitsCal account are all marked as Processed.
 - e. Rejecting a case link request record only updates that specific case link request record.

- f. Unlinking a case link request record recreates the original case link request in 'Pending' status.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment



California Statewide Automated Welfare System

Design Document

CA-245086

Add Additional Search Parameters on Resource
Search Pages

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
05/24/2022	1.0	Initial Draft	Farhat Ulain

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1 OVERVIEW

The Resource Search page allows the user to perform a search for resources on the Resource Databank. Based upon the search parameters entered, the user can see the search results in the Resource Search page. In some cases, the user was not able to get the search results, based upon the search parameters that are available in the Resource Search page. When a specific Resource is not associated to an address, the ability to search for the Resource based on proximity is not possible. If the Resource Name is short or part of a word that is commonly used, then the Search Results can be lengthy or over the maximum capacity, making the search for the resources not possible unless the ID is known.

1.1 Current Design

The Resource Search page has search filters that are used to find a specific resource, and in some cases the search is not being successful, and the user cannot see the resource(s) on the Resource Search page.

1.2 Requests

Add search filters to the Resource Search page, Money Management Resource Search page and the Foster Care Resource Search page that will allow user to be able to see a search results on the Resource Search page.

1.3 Overview of Recommendations

1. Update Resource Search page to add search filters.
2. Update Money Management Resource Search page to add search filters.
3. Update Foster Care Resource Search page to add search filters.

1.4 Assumptions

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

2 RECOMMENDATIONS

2.1 Resource Search

2.1.1 Overview

The Resource Search page allows the user to perform a search for resources on the Resource Databank. Based upon the search parameters entered, the user can see the search results in the Resource Search page. When a specific Resource is not associated to an address, the ability to search for the Resource based on proximity is not possible. If the Resource Name is short or part of a word that is commonly used, then the Search Results can be lengthy or over the maximum capacity that is making the search for the resources not possible unless the ID is known. This SCR will be adding new search parameters to the Resource Search page.

2.1.2 Resource Search Page Mockups

Resource Search

*- Indicates required fields

Name:

Category:

▼

Vendor ID:

Job Order Category:

▼

Address Type:

Starting Address

▼

Starting Address: *

City: *

Maximum Distance From Address: *

All

▼

ID:

Tax ID:

Job Order ID:

Approved for County Use:

▼

State: *

CA

▼

Status:

Active

▼

OES Code:

Select

Job Order Title:

Results per Page: 25

▼

Search

Figure 2.1.2.1 – Resource Search Page

Resource Search

*- Indicates required fields

Search

Name: ID: Status:

Category: OES Code:

Vendor ID: Tax ID:

Job Order Category: Job Order ID: Job Order Title:

Address Type: Approved for County Use:

Address:

City: State: Zip Code:

Results per Page: Search

Figure 2.1.2.2 – Resource Search Page

2.1.3 Description of Changes

1. Move 'Job Order Category', Job Order ID', and 'Job Order Title' fields as displayed in the figure 2.1.2.1.
2. Add 'Address Type' field and a drop-down underneath as displayed in the figure 2.1.2.1.
 - a. The Address Type drop-down will contain the following values.
 - Actual Address
 - Starting Address
 - i. The Address Type drop-down will be defaulted to 'Starting Address'.
 - ii. If the user selects the option 'Actual Address', then display the following fields as displayed in the figure 2.1.2.2.
 - Address
 - City

- State
- Zip Code

Note: These filters will be used in addition to the other pages filters to find resources that have Address elements which match the provided Address filters.

iii. If the user selects the option 'Starting Address', then display the following fields as displayed in the figure 2.1.2.1.

- Starting Address
- City
- State
- Zip Code
- Maximum Distance From Address

Note: These filters are currently available on the page and will act as currently implemented which is to find a Resource based on the Starting Address in the proximity defined.

3. Add 'Approved for County Use' field, along with a drop-down to the Resource Search page as displayed in the figure 2.1.2.1.

a. The Approved for County drop-down will contain the following values.

- Yes
- No

i. Only Resources with an Approved for County Use record with an Approved value set to 'Yes' for the county the user is in the context of will return if this field is set to 'Yes'.

ii. Only Resources with an Approved for County Use record with an Approved value set to 'No' for the county the user is in the context of will return if this field is set to 'No'.

iii. If there is no Approved for County Use record for the Resource in the county the user is in the context of, the Resource will not return if the value is set to 'Yes' or 'No'.

2.1.4 Page Location

- **Global:** Resource Databank
- **Local:** Resources
- **Task:** Resource Search

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

Update page mapping for the field label.

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Money Management Resource Search

2.2.1 Overview

The Money Management Resource Search page allows the user to perform a search for money management resources on the Resource Databank. Based upon the search parameters entered, the user can see the search results in the page. This SCR will be adding new search parameters to the Money Management Resource Search page to make it consistent with the Resource Search page.

2.2.2 Money Management Resource Search Page Mockups

Money Management Resource Search

*- Indicates required fields

Name:

ID:

Status:

Category:

Type:

Tax ID:

Approved for County Use:

Address Type:

Starting Address: *

City: *

State: *

Zip Code:

Maximum Distance From Address: *

Results per Page: **Search**

Figure 2.2.2.1 – Money Management Resource Search Page

Money Management Resource Search

* - Indicates required fields Search

Name:

ID:

Status: Active ▼

Category:

Type: ▼

Tax ID:

Approved for County Use: ▼

Address Type: Actual Address ▼

Address:

City:

State: CA ▼

Zip Code:

Results per Page: 25 ▼ Search

Figure 2.2.2.2 – Money Management Resource Search Page

2.2.3 Description of Change

1. Add 'Approved for County Use' field, along with a drop-down to the Money Management Resource Search page as displayed in the figure 2.2.2.1.

a. The Approved for County drop-down will contain the following values.

- Yes
- No
 - i. Only Resources with an Approved for County Use record with an Approved value set to 'Yes' for the county the user is in the context of will return if this field is set to 'Yes'.
 - ii. Only Resources with an Approved for County Use record with an Approved value set to 'No' for the county the user is in the context of will return if this field is set to 'No'.
 - iii. If there is no Approved for County Use record for the Resource in the county the user is in the context of, the Resource will not return if the value is set to 'Yes' or 'No'.

2. Add following fields to the Money Management Resource Search page as displayed in the figure 2.2.2.1.

- Address Type field with a drop-down underneath
- Address
- Zip Code

a. The 'Address Type' drop-down will contain the following values.

- Actual Address
- Starting Address

i. The 'Address Type' drop-down will be defaulted to 'Starting Address'.

ii. If the user selects the option 'Actual Address', then display the following fields as displayed in the figure 2.2.2.2.

- Address
- City
- State
- Zip Code

Note: These filters will be used in addition to the other pages filters to find resources that have Address elements which match the provided Address filters.

iii. If the user selects the option 'Starting Address', then display the following fields as displayed in the figure 2.2.2.1.

- Starting Address
- City
- State
- Zip Code
- Maximum Distance From Address

Note: These filters are currently available on the page and will act as currently implemented which is to find a Resource based on the Starting Address in the proximity defined.

2.2.4 Page Location

- **Global:** Resource Databank
- **Local:** Money Management
- **Task:** Money Management Resource Search

2.2.5 Security Updates

N/A

2.2.6 Page Mappings

Update page mapping for the field label.

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 Foster Care Resource Search

2.3.1 Overview

The Foster Care Resource Search page allows the user to perform a search for Foster Care resources on the Resource Databank. Based upon the search parameters entered, the user can see the search results in the page. This SCR will be adding new search parameter to the Foster Care Resource Search page to make it consistent with the Resource Search page.

2.3.2 Foster Care Resource Search Page Mockup

Foster Care Resource Search

Search

Resource Name: **Resource ID:** **Status:**

Category: Foster Care **Type:**

Approved for County Use: **CWS/CMS Vendor ID:**

State Program Number: . . **State License Number:**

Address Type: Starting Address

Starting Address: *

City: * **State: *** CA **Zip Code:**

Maximum Distance From Address: * All

Results per Page: 25 **Search**

Figure 2.3.2.1 – Foster Care Resource Search Page

Foster Care Resource Search

Search

Resource Name:

Resource ID:

Status:

Category:
Foster Care

Type:

Approved for County Use:

CWS/CMS Vendor ID:

State Program Number:
 . .

State License Number:

Address Type:

Address:

City:

State:

Zip Code:

Results per Page: Search

Figure 2.3.2.2 – Foster Care Resource Search Page

2.3.3 Description of Change

1. Add 'Approved for County Use' field, along with a drop-down to the Foster Care Resource Search page as displayed in the figure 2.3.2.1.
 - a. The Approved for County drop-down will contain the following values.
 - Yes
 - No
 - i. Only Resources with an Approved for County Use record with an Approved value set to 'Yes' for the county the user is in the context of will return if this field is set to 'Yes'.
 - ii. Only Resources with an Approved for County Use record with an Approved value set to 'No' for the county the user is in the context of will return if this field is set to 'No'.
 - iii. If there is no Approved for County Use record for the Resource in the county the user is in the context of, the Resource will not return if the value is set to 'Yes' or 'No'.
2. Add 'Address Type' field and a drop-down underneath as displayed in the figure 2.3.2.1.

a. The 'Address Type' drop-down will contain the following values.

- Actual Address
- Starting Address

i. The 'Address Type' drop-down will be defaulted to 'Starting Address'.

ii. If the user selects the option 'Actual Address', then display the following fields as displayed in the figure 2.3.2.2.

- Address
- City
- State
- Zip Code

Note: These filters will be used in addition to the other pages filters to find resources that have Address elements which match the provided Address filters.

iii. If the user selects the option 'Starting Address', then display the following fields as displayed in the figure 2.3.2.1.

- Starting Address
- City
- State
- Zip Code
- Maximum Distance From Address

Note: These filters are currently available on the page and will act as currently implemented which is to find a Resource based on the Starting Address in the proximity defined.

The position for the 'Resource ID' and 'CWS/CMS Vendor ID' fields will be updated.

2.4 Page Location

- **Global:** Resource Databank
- **Local:** Foster Care
- **Task:** Foster Care Resource Search

2.5 Security Updates

N/A

2.6 Page Mappings

Update page mapping for the field label.

2.7 Page Usage/Data Volume Impacts

N/A

3 SUPPORTING DOCUMENTS

N/A

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.1.1.5	The CalSAWS shall provide field-level and cross-field validation upon completion of data entry by User and immediately display appropriate corrective instructions for the related field.	Additional Search Parameters will be added to the Resource Search Page, Money Management Resource Search page and Foster Care Resource Search page.



California Statewide Automated Welfare System

Design Document

CA-245511

Add State form SOC 830 to CalSAWS

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Prashanth Kumar
	Reviewed By	P Madhan Kumar

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/27/2022	1.0	Initial Draft	Prashanth Kumar

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1 OVERVIEW

This SCR will add the SOC 830 - CAPI Request for Conditional CAPI After Naturalization Pending SSI/SSP Eligibility Determination (1/08) State form to the CalSAWS system.

1.1 Current Design

Currently the SOC 830 - CAPI Request for Conditional CAPI After Naturalization Pending SSI/SSP Eligibility Determination State form is not in the CalSAWS Template Repository or generated from the system.

1.2 Requests

Add CDSS Threshold Languages to the CalSAWS for the SOC 830 (1/08) form Template Repository and system generated.

Languages include:

English, Spanish, and Chinese.

1.3 Overview of Recommendations

Add the SOC 830 (1/08) form in available languages.

Languages: English, Spanish, and Chinese.

1.4 Assumptions

1. The new SOC 830 forms will be added in all the Threshold Languages
2. No variables will be populated on the new SOC 830 Forms (aside from the standard header and footer information).
3. All fields (blank or prepopulated) will be editable.
4. Supporting Documents section references attachments found on Jira.
5. Online Help will be added for form SOC 830 with SCR CA-247528.

2 RECOMMENDATIONS

2.1 Add Form the SOC 830 - CAPI Request for Conditional CAPI After Naturalization Pending SSI/SSP Eligibility Determination (1/08)

2.1.1 Overview

The SOC 830 form will be added in all the available Threshold Languages.

State Form: SOC 830 (1/08)

Current Programs: CAPI

Current Attached Forms: N/A

Current Forms Category: Forms

Current Template Repository Visibility: All counties

Existing Languages: N/A

Template Description: CAPI Request for Conditional CAPI After Naturalization Pending SSI/SSP Eligibility Determination

Imaging Form Name: Requ for CAPI after Nat Pend SSI SSP

Imaging Document Type: CAPI

2.1.2 Form Verbiage

Create SOC 830 XDP

A new XDP will add SOC 830 (1/08) - CAPI Request for Conditional CAPI After Naturalization Pending SSI/SSP Eligibility Determination to Template Repository.

The SOC 830 form will have 3 impressions. The first impression will be a Coversheet with the standard header and the second impression will be empty and the third impressions will be the actual SOC 830 State form.

Threshold Languages: English, Spanish and Chinese.

Form Header: CalSAWS Standard Header (HEADER_1_EN)

Include NA Back 9: No

Form Mockups/Examples: See supporting document #1

2.1.3 Form Generation Conditions

Add SOC 830 – CAPI Request for Conditional CAPI After Naturalization Pending SSI/SSP Eligibility Determination form to Template Repository

The SOC 830 CAPI Request for Conditional CAPI After Naturalization Pending SSI/SSP Eligibility Determination form is added only to the Template Repository.

Required Document Parameters: Customer Name, Case Number, Program, Language

Add Form Print Options and Mailing Requirements

The following are the print and mailing requirements for SOC 830 CAPI Request for Conditional CAPI After Naturalization Pending SSI/SSP Eligibility Determination.

Print Options:

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

Mailing Options:

Mailing Options	Option for SOC 830 Form
Mail-To (Recipient)	Applicant selected on the Document Parameters page
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	N/A
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A
Mail Priority	Same Day Priority

Form Control

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

Additional Options:

Requirement	Option for SOC 830 Form
Post to Self-Service Portal	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Form	SOC 830 Form	SOC830_EN.pdf SOC830_SP.pdf SOC830_CH.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	<p>The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none">a. Appointment notices;b. Redetermination, Recertification, and/or Annual Agreement notices and forms;c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);d. Periodic reporting notices;e. Contact letters;f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site;g. Information notices and stuffers;h. Case-specific verification/referral forms;i. GR Vendor notices;k. Court-mandated notices, including Balderas notices;l. SSIAP appointment notices;m. Withdrawal forms;n. COLA notices;o. Time limit notices;p. Transitioning of aid notices;q. Interface triggered forms and notices (e.g., IFDS, IEVS);r. Non-compliance and sanction notices;s. Benefit issuance and benefit recovery forms and notices, including reminder notices;t. Corrective NOAs on State Fair Hearing decisions;u. CSC paper ID cards with LRS-generated access information; andv. CSC PIN notices.	SOC 830 is being added in all available threshold languages.



California Statewide Automated Welfare System

Design Document

CA-245513

Add State Form SOC 887A to CalSAWS

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Smit Shah
	Reviewed By	Kavitha M R

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
07/06/2022	1.0	Initial Draft	Smit Shah

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	2.1.3 Form Generation Conditions	5
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4	Requirements.....	8
	4.1 Project Requirements.....	8

1 OVERVIEW

The purpose of this change is to add SOC 887A (12/20) to the Template Repository State form to CalSAWS.

1.1 Current Design

Currently the following form "SOC 887A - CAPI NMOHC Payment Standard Eligibility Determination - Retroactive Certification of NMOHC Payment Standard Eligibility State form" is not in the CalSAWS Template Repository or generated from the system.

1.2 Requests

Add CDSS Threshold Languages to the CalSAWS for the SOC 887A (12/20) form Template Repository and system generated.

Languages include:

English, Armenian, Spanish, and Chinese.

1.3 Overview of Recommendations

Add the SOC 887A State Form (12/20) to the Template Repository in available languages.

Languages: English, Armenian, Spanish, and Chinese.

1.4 Assumptions

1. The new SOC 887A Forms will only be added in English, Armenian, Spanish, and Chinese.
2. No variables will be populated on the new SOC 887A Forms (aside from the standard header and footer information).
3. All fields (blank or prepopulated) will be editable.
4. Supporting Documents section references attachments found on Jira.
5. Online Help will be added for form SOC 887A with SCR CA-247528.

2 RECOMMENDATIONS

2.1 Add new SOC 887A State Form to Template Repository

2.1.1 Overview

The new SOC 887A State Form is added to CalSAWS in available languages.

State Form: SOC 887A

Current Programs: CAPI

Current Attached Forms: N/A

Current Forms Category: Forms

Current Template Repository Visibility: All Counties

Existing Languages: N/A

Template Description: CAPI NMOHC Payment Standard Eligibility Determination/Retroactive Certification of NMOHC Eligibility

Imaging Form Name: CAPI NMOHC Payment Stand Elig Dete/Retro

Imaging Document Type: CAPI

2.1.2 Form Verbiage

Create SOC 887A XDP

A new XDP will be created for the SOC 887A State Form to Template Repository.

The SOC 887A form will have 3 impressions. The first impression will be a Coversheet with the standard header and the second impression will be empty and the third impressions will be the actual SOC 887A State form.

Threshold Languages: English, Armenian, Spanish, and Chinese

Form Header: CalSAWS Standard Header (HEADER_1_EN)

Include NA Back 9: No

Form Mockups/Examples: See supporting document #1

2.1.3 Form Generation Conditions

Add SOC 887A State Form to Template Repository

The SOC 887A – CAPI NMOHC Payment Standard Eligibility Determination/Retroactive Certification of NMOHC Eligibility is added only to the Template Repository.

Required Document Parameters: Customer Name, Case Number, Program, Language

Add Form Print Options and Mailing Requirements

The following are the print and mailing requirements for the SOC 887A.

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

Mailing Options:

Mailing Options	Option for SOC 887A
Mail-To (Recipient)	Applicant selected on the document parameters page.
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	N/A
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A
Mail Priority	Same Day Priority

Add Form Control

Add an imaging barcode for SOC 887A.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

Additional Options:

Requirement	Option for SOC 887A Form
Post to Self-Service Portal	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Forms	CAPI NMOHC Payment Standard Eligibility Determination/Retroactive Certification of NMOHC Eligibility	SOC887A_EN.pdf SOC887A_SP.pdf SOC887A_AE.pdf SOC887A_CH.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	<p>The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none">a. Appointment notices.b. Redetermination, Recertification, and/or Annual Agreement notices and forms.c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);d. Periodic reporting notices:e. Contact letters.f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site.g. Information notices and stuffers.h. Case-specific verification/referral forms.i. GR Vendor notices.k. Court-mandated notices, including Balderas notices.l. SSIAP appointment notices.m. Withdrawal forms.n. COLA notices.o. Time limit notices.p. Transitioning of aid notices.q. Interface triggered forms and notices (e.g., IFDS, IEVS).r. Non-compliance and sanction notices.s. Benefit issuance and benefit recovery forms and notices, including reminder notices.t. Corrective NOAs on State Fair Hearing decisions.u. CSC paper ID cards with LRS-generated access information; andv. CSC PIN notices.	<p>SOC 887A is being added in available threshold languages.</p>



California Statewide Automated Welfare System

Design Document

CA-245514

Add State Form NA 1217 to CalSAWS

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Pushpendra G
	Reviewed By	Ravi Gupta

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/23/2023	1.0	Initial Draft	Pushpendra G

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2.1.2	Form Verbiage	5
2.1.3	Form Generation Conditions	5
3	Supporting Documents	6
4	Requirements.....	7
4.1	Project Requirements.....	7

1 OVERVIEW

The purpose of this SCR is to add NA 1217 (9/06) - CAPI Notice of Overpayment State form to CalSAWS Template Repository or generated from the system.

1.1 Current Design

Currently the NA 1217 - CAPI Notice of Overpayment State form is not in the CalSAWS Template Repository or generated from the system.

1.2 Requests

Add CDSS Threshold Languages to the CalSAWS for the NA 1217 (9/06) form.

Languages include:

English, Spanish, Chinese and Russian.

1.3 Overview of Recommendations

Add the NA 1217 (9/06) form in available languages.

Languages: English, Spanish, Chinese and Russian.

1.4 Assumptions

1. The new NA 1217 (9/06) forms will only be added in English, Spanish, Chinese and Russian.
2. No variables will be populated on the new NA 1217 Forms (aside from the standard header and footer information).
3. All fields (blank or prepopulated) will be editable.
4. Supporting Documents section references attachments found on Jira.
5. Online Help will be added for form NA 1217 with SCR CA-247528.

2 RECOMMENDATIONS

2.1 Add new NA 1217 - CAPI Notice of Overpayment State form

2.1.1 Overview

The NA 1217(9/06) form will be added in English, Spanish, Chinese and Russian.

State Form: NA 1217

Current Programs: CAPI

Current Attached Forms: N/A

Current Forms Category: Forms

Current Template Repository Visibility: All Counties

Existing Languages: N/A

Form Title (Document List Page Displayed Name): CAPI Notice of Overpayment

Imaging Form Name: CAPI Notice of Overpayment

Imaging Document Type: CAPI

2.1.2 Form Verbiage

Create NA 1217 XDP

A new XDP will be created for the State form NA 1217 (9/06).

Threshold Languages: English, Spanish, Chinese and Russian.

Form Header: CalSAWS Standard Header (HEADER_1_EN)

Include NA Back 9: Yes

Form Mockups/Examples: See supporting document #1

2.1.3 Form Generation Conditions

Add NA 1217 – CAPI Notice of Overpayment State form to Template Repository

The NA 1217 - CAPI Notice of Overpayment State form is added only to the Template Repository.

Required Document Parameters: Customer Name, Case Number, Program, Language

Add Form Print Options and Mailing Requirements

The following are the print and mailing requirements for the NA 1217 - CAPI Notice of Overpayment State form.

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

Mailing Options:

Mailing Options	Option for NA 1217
Mail-To (Recipient)	Applicant selected on the document parameters page.
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	N/A
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A
Mail Priority	Same Day Priority

Add Form Control

Add an imaging barcode for NA 1217.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

Additional Options:

Requirement	Option for NA 1217 Form
Post to Self-Service Portal	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Form	CAP1 Notice of Overpayment	NA1217_EN.pdf NA1217_SP.pdf NA1217_CH.pdf NA1217_RU.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	<p>The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none">a. Appointment notices;b. Redetermination, Recertification, and/or Annual Agreement notices and forms;c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);d. Periodic reporting notices;e. Contact letters;f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site;g. Information notices and stuffers;h. Case-specific verification/referral forms;i. GR Vendor notices;k. Court-mandated notices, including Balderas notices;l. SSIAP appointment notices;m. Withdrawal forms;n. COLA notices;o. Time limit notices;p. Transitioning of aid notices;q. Interface triggered forms and notices (e.g., IFDS, IEVS);r. Non-compliance and sanction notices;s. Benefit issuance and benefit recovery forms and notices, including reminder notices;t. Corrective NOAs on State Fair Hearing decisions;u. CSC paper ID cards with LRS-generated access information; andv. CSC PIN notices.	NA 1217 is being added in English, Spanish, Chinese and Russian languages.



California Statewide Automated Welfare System

Design Document

CA-245516

Add State Form NA 1230 to CalSAWS

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Nagesha S
	Reviewed By	Narendar.Sabbani

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/23/2022	1.0	Initial Draft	Nagesha S

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	2.1.3 Form Generation Conditions	5
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	4.1 Project Requirements.....	7

1 OVERVIEW

The purpose of this SCR is to add NA 1230 (7/01) Notice of Overpayment-Waiver Approval State form to CalSAWS Template Repository or generated from the system.

1.1 Current Design

Currently the NA 1230- CAPI Notice of Overpayment-Waiver Approval State form is not in the CalSAWS Template Repository or generated from the system.

1.2 Request

Add CDSS Threshold Languages to the CalSAWS for the NA 1230 (7/01) form.

Languages include:

English, Spanish, Chinese, Russian and Vietnamese.

1.3 Overview of Recommendations

Add the NA 1230 (7/01) form in available Threshold languages.

Languages: English, Spanish, Chinese, Russian and Vietnamese.

1.4 Assumptions

1. The new NA 1230 (7/01) form will only be added in English, Spanish, Chinese, Russian and Vietnamese.
2. No variables will be populated on the new NA 1230 (aside from the standard header and footer information).
3. All fields (blank or prepopulated) will be editable.
4. Supporting Documents section references attachments found on Jira.
5. Online Help will be added for form NA 1230 with SCR CA-247528.

2 RECOMMENDATIONS

2.1 Add new NA 1230 - CAPI Notice of Overpayment – Waiver Approval State form

2.1.1 Overview

The NA 1230(7/01) form will be added in available threshold languages.

State Form: NA 1230

Current Programs: CAPI

Current Attached Forms: N/A

Current Forms Category: Forms

Current Template Repository Visibility: All Counties

Existing Languages: N/A

Form Title (Document List Page Displayed Name): CAPI Notice of Overpayment – Waiver Approval

Imaging Form Name: CAPI Notice of OP – Waiver Approval

Imaging Document Type: CAPI

2.1.2 Form Verbiage

Create NA1230 XDP

A new XDP will be created for the CAPI Notice of Overpayment – Waiver Approval State form

Threshold Languages: English, Spanish, Chinese, Russian and Vietnamese.

Form Header: CalSAWS Standard Header (HEADER_1_EN)

Include NA Back 9: Yes

Form Mockups/Examples: See supporting document #1

2.1.3 Form Generation Conditions

Add NA 1230 - CAPI Notice of Overpayment-Waiver Approval

The NA 1230 - CAPI Notice of Overpayment-Waiver Approval is added only to the Template Repository.

Required Document Parameters: Customer Name, Case Number, Program, Language

Add Form Print Options and Mailing Requirements

The following are the print and mailing requirements for the NA 1230 CAPI Notice of Overpayment-Waiver Approval.

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

Mailing Options:

Mailing Options	Option for NA 1230
Mail-To (Recipient)	Applicant selected on the document parameters page.
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	N/A
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A
Mail Priority	Same Day Priority

Add Form Control

Add an imaging barcode for NA 1230.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

Additional Options:

Requirement	Option for NA 1230 Form
Post to Self-Service Portal	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	FORMS	CAP1 Notice of Overpayment-Waiver Approval Mockup	NA1230_EN.pdf NA1230_SP.pdf NA1230_CH.pdf NA1230_RU.pdf NA1230_VI.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	<p>The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none">a. Appointment notices;b. Redetermination, Recertification, and/or Annual Agreement notices and forms;c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);d. Periodic reporting notices;e. Contact letters;f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site;g. Information notices and stuffers;h. Case-specific verification/referral forms;i. GR Vendor notices;k. Court-mandated notices, including Balderas notices;l. SSIAP appointment notices;m. Withdrawal forms;n. COLA notices;o. Time limit notices;p. Transitioning of aid notices;q. Interface triggered forms and notices (e.g., IFDS, IEVS);r. Non-compliance and sanction notices;s. Benefit issuance and benefit recovery forms and notices, including reminder notices;t. Corrective NOAs on State Fair Hearing decisions;u. CSC paper ID cards with LRS-generated access information; andv. CSC PIN notices.	NA 1230 forms is being added in all available languages.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-245518

Add State Form NA 1232 to CalSAWS

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	M R Kavitha
	Reviewed By	S Narendar

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/23/2022	1.0	Initial Draft	M R Kavitha

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	2.1.3 Form Generation Conditions	5
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	4.1 Project Requirements.....	7

1 OVERVIEW

The purpose of this SCR is to add NA 1232(2/21) - CAPI Notice of Overpayment – Waiver Denial State form to CalSAWS Template Repository or generated from the system.

1.1 Current Design

Currently the NA 1232 - CAPI Notice of Overpayment – Waiver Denial State" is not in the CalSAWS Template Repository or generated from the system.

1.2 Requests

Add CDSS Threshold Languages to the CalSAWS for the NA 1232 (2/21) form Template Repository and system generated.

Languages include:

English, Spanish, Armenian, and Chinese.

1.3 Overview of Recommendations

Add NA 1232(2/21) form to CalSAWS Template Repository in available languages. Languages: English, Spanish, Armenian and Chinese.

1.4 Assumptions

1. The new NA 1232(2/21) forms will only be added in English, Spanish, Armenian and Chinese
2. All fields (blank or prepopulated) will be editable.
3. No variables will be populated on the new NA 1232 Form (aside from the standard header and footer information).
4. Supporting Documents section references attachments found on Jira.
5. Online Help will be added for form NA 1232 with SCR CA-247528.

2 RECOMMENDATIONS

2.1 Add new State Form NA 1232 to CalSAWS

2.1.1 Overview

The NA 1232 form will be added in all available Threshold Languages.

State Form: NA 1232

Current Programs: CAPI

Current Attached Forms: N/A

Current Forms Category: Forms

Current Template Repository Visibility: All Counties

Form Title (Document List Page Displayed Name): CAPI Notice of Overpayment – Waiver Denial State form

Imaging Form Name: CAPI Notice of OP – Waiver Denial

Imaging Document Type: CAPI

2.1.2 Form Verbiage

Create NA 1232 XDP

A new XDP will be added for the State form NA 1232.

Form Header: CalSAWS Standard Header (HEADER_1_EN)

Threshold Languages: English, Spanish, Armenian and Chinese

Include NA Back 9: Yes

Form Mockups/Examples: See supporting document #1

2.1.3 Form Generation Conditions

Add NA 1232 – CAPI Notice of Overpayment – Waiver Denial State form to Template Repository

The NA 1232 CAPI Notice of Overpayment – Waiver Denial State form is added only to the Template Repository.

Required Document Parameters: Customer Name, Case Number, Program, Language

Add Form Print Options and Mailing Requirements

The following are the print and mailing requirements for the CAPI Notice of Overpayment – Waiver Denial State form

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

Mailing Options:

Mailing Options	Option for NA 1232
Mail-To (Recipient)	Applicant selected on the document parameters page.
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	N/A
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A
Mail Priority	Same Day Priority

Add Form Control

Add an imaging barcode for NA 1232.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

Additional Options:

Requirement	Option for NA 1232 Form
Post to Self-Service Portal	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	State Form	CAP1 Notice of Overpayment – Waiver Denial State	NA1232_EN.pdf NA1232_SP.pdf NA1232_AE.pdf NA1232_CH.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.6 CAR-1242	<p>The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none">a. Appointment notices;b. Redetermination, Recertification, and/or Annual Agreement notices and forms;c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);d. Periodic reporting notices;e. Contact letters;f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site;g. Information notices and stuffers;h. Case-specific verification/referral forms;i. GR Vendor notices;k. Court-mandated notices, including Balderas notices;l. SSIAP appointment notices;m. Withdrawal forms;n. COLA notices;o. Time limit notices;p. Transitioning of aid notices;q. Interface triggered forms and notices (e.g., IFDS, IEVS);r. Non-compliance and sanction notices;s. Benefit issuance and benefit recovery forms and notices, including reminder notices;t. Corrective NOAs on State Fair Hearing decisions;u. CSC paper ID cards with LRS-generated access information; andv. CSC PIN notices.	NA1232 are being added in threshold languages.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-245519

Add State Form SOC 822 to CalSAWS

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Sowmya K
	Reviewed By	Ravi Gupta

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/23/2022	1.0	Initial Draft	Sowmya K

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1 OVERVIEW

This SCR will add the SOC 822(1/06) - CAPI Notification of Inter-County Transfer State form to the CalSAWS system.

1.1 Current Design

Currently the SOC 822 - CAPI Notification of Inter-County Transfer form is not in the CalSAWS Template Repository or generated from the system.

1.2 Requests

Add SOC 822 (1/06) in English Language to the CalSAWS Template Repository and system generated.

Languages include:

English.

1.3 Overview of Recommendations

Add the SOC 822 (1/06) form in available languages.

Languages: English.

1.4 Assumptions

1. The new SOC 822 forms will be added in English Language.
2. No variables will be populated on the new SOC 822 Forms (aside from the standard header and footer information).
3. All fields (blank or prepopulated) will be editable.
4. Supporting Documents section references attachments found on Jira.
5. Online Help will be added for form SOC 822 with SCR CA-247528

2 RECOMMENDATIONS

2.1 Add new State form SOC 822 to CalSAWS

2.1.1 Overview

Add SOC 822 (1/06) English version to CalSAWS Template Repository.

State Form: SOC 822

Current Programs: CAPI

Current Attached Forms: No

Current Forms Category: Forms

Current Template Repository Visibility: All Counties

Existing Languages: N/A

Form Title (Document List Page Displayed Name): CAPI Notification of Inter-County Transfer

Imaging Form Name: CAPI Notification of ICT

Imaging Document Type: Inter-County Transfer (ICT)

2.1.2 Form Verbiage

Create SOC 822 XDP

A new XDP will be created for the state form SOC 822.

The SOC 822 form will have 3 impressions. The first impression will be a Coversheet with the standard header and the second impression will be empty and the third impressions will be the actual SOC 822 State form.

Threshold Languages: English

Form Header: CalSAWS Standard Header (HEADER_1_EN)

Include NA Back 9: No

Form Mockups/Examples: See supporting document #1

2.1.3 Form Generation Conditions

Add SOC 822-CAPI Notification of Inter-County Transfer form to Template Repository

The SOC 822 CAPI Notification of Inter-County Transfer form added only to the Template Repository.

Required Document Parameters: Customer Name, Case Number, Program, Language

Add Form Print Options and Mailing Requirements

The following are the print and mailing requirements for the SOC 822 CAPI Notification of Inter County transfer form.

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

Mailing Options:

Mailing Options	Option for SOC 822
Mail-To (Recipient)	Applicant selected on the Document Parameters page
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	N/A
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A
Mail Priority	Same Day Priority

Add Form Control

Add an imaging barcode for SOC 822.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

Additional Options:

Requirement	Option for SOC 822 Form
Post to Self-Service Portal	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	State Form	CAPI Notification of Inter-County Transfer Form Mockup	SOC822_EN.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR- 1239	<p>The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none">a. Appointment notices;b. Redetermination, Recertification, and/or Annual Agreement notices and forms;c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);d. Periodic reporting notices;e. Contact letters;f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site;g. Information notices and stuffers;h. Case-specific verification/referral forms;i. GR Vendor notices;k. Court-mandated notices, including Balderas notices;l. SSIAP appointment notices;m. Withdrawal forms;n. COLA notices;o. Time limit notices;p. Transitioning of aid notices;q. Interface triggered forms and notices (e.g., IFDS, IEVS);r. Non-compliance and sanction notices;s. Benefit issuance and benefit recovery forms and notices, including reminder notices;t. Corrective NOAs on State Fair Hearing decisions;u. CSC paper ID cards with LRS-generated access information; andv. CSC PIN notices.	SOC 822 is being added only in English language.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-245520

Add State Form SOC 887 to CalSAWS

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Debasmita Patnaik
	Reviewed By	Narendra Sabbani

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/27/2022	1.0	Initial Draft	Debasmita Patnaik

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1 OVERVIEW

The purpose of this change is to add the SOC 887(12/20) to CalSAWS system.

1.1 Current Design

Currently the SOC 887 - CAPI NMOHC Payment Standard Eligibility Determination form is not in the CalSAWS Template Repository or generated from the system.

1.2 Requests

Add SOC 887(12/20) in English Language to the CalSAWS Template Repository and system generated.

Languages include:
English.

1.3 Overview of Recommendations

Add the SOC 887 (12/20) form in available languages.
Languages: English.

1.4 Assumptions

1. The new SOC 887 forms will be only added in English Language.
2. No variables will be populated on the new SOC 887 Forms (aside from the standard header and footer information).
3. All fields (blank or prepopulated) will be editable.
4. Supporting Documents section references attachments found on Jira.
5. Online Help will be added for form SOC 887 with SCR CA-247528.

2 RECOMMENDATIONS

2.1 Add new SOC 887 CAPI NMOHC Payment Standard Eligibility Determination

2.1.1 Overview

This section will cover the requirements for adding the new SOC 887 CAPI NMOHC Payment Standard Eligibility Determination.

State Form: SOC 887

Current Programs: CAPI

Current Attached Forms: No

Current Forms Category: Forms

Current Template Repository Visibility: All Counties

Existing Languages: N/A

Form Title (Document List Page Displayed Name): CAPI NMOHC Payment Standard Eligibility Determination

Imaging Form Name: CAPI NMOHC Payment Standard Elig Deter

Imaging Document Type: CAPI

2.1.2 Form Verbiage

Create SOC 887 XDP

A new XDP will be created for the State Form SOC 887.

The SOC 887 form will have 4 impressions. The first impression will be a Coversheet with the standard header and the second impression will be empty and the third & fourth impressions will be the actual SOC 887 State form.

Threshold Languages: English

Form Header: CalSAWS Standard Header #1

Include NA Back 9: No

Form Mockups/Examples: See supporting document #1

2.1.3 Form Generation Conditions

Add SOC 887 – CAPI NMOHC Payment Standard Eligibility Determination Form to Template Repository

The SOC 887 – CAPI NMOHC Payment Standard Eligibility Determination Form is added only to the Template Repository.

Required Document Parameters: Customer Name, Case Number, Program, Language

Add Form Print Options and Mailing Requirements

The following are the print and mailing requirements for the SOC 887 - CAPI NMOHC Payment Standard Eligibility Determination.

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

Mailing Options:

Mailing Options	Option for SOC 887
Mail-To (Recipient)	Applicant selected on the document parameters page.
Mailed From (Return)	Worker's Office Address
Mail-back-to Address	N/A
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A
Mail Priority	Same Day Priority

Add Form Control

Add an imaging barcode for SOC 887.

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

Additional Options:

Requirement	Option for SOC 887 Form
Post to Self-Service Portal	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Forms	SOC 887 - CAPI NMOHC Payment Standard Eligibility Determination Mockup	SOC887_EN.pdf

4 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.6 CAR-1242	<p>The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none">a. Appointment notices;b. Redetermination, Recertification, and/or Annual Agreement notices and forms;c. Other scheduling notices (e.g., quality control, GR hearings, and appeals);d. Periodic reporting notices;e. Contact letters;f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site;g. Information notices and stuffers;h. Case-specific verification/referral forms;i. GR Vendor notices;k. Court-mandated notices, including Balderas notices;l. SSIAP appointment notices;m. Withdrawal forms;n. COLA notices;o. Time limit notices;p. Transitioning of aid notices;q. Interface triggered forms and notices (e.g., IFDS, IEVS);r. Non-compliance and sanction notices;s. Benefit issuance and benefit recovery forms and notices, including reminder notices;t. Corrective NOAs on State Fair Hearing decisions;u. CSC paper ID cards with LRS-generated access information; andv. CSC PIN notices.	SOC 887 is being added only in English language.



California Statewide Automated Welfare System

Design Document

CA-245815

Yolo County - Update Rush Warrant Print
Template for Two Payees

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Connor Gorry
	Reviewed By	Sheryl Eppler, Tiffany Huckaby, Lawrence Same, Priya Sridharan, Himanshu Jain

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/07/2022	0.1	Initial Creation	Connor Gorry
07/05/2022	0.2	Build & System Test Review	Connor Gorry

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1 OVERVIEW

1.1 Current Design

A Rush Warrant Template was implemented for Yolo County as a part of CA-229976. At present, the template created for CalSAWS only has the space to populate one payee name.

1.2 Requests

Update the Yolo County Rush Warrant to populate a second payee name when applicable.

1.3 Overview of Recommendations

1. Update Yolo County Rush Warrant Template

1.4 Assumptions

1. No other changes will be made to Yolo County's Rush Warrant Template, aside from population of a second payee.
2. Logic to populate on a second payee on Rush Warrants will be implemented with CA-245817, which is scheduled for the same release as this change.
3. When there is no Secondary Payee Name provided, the Rush Warrant will continue to populate without this field, as implemented with CA-229976.

2 RECOMMENDATIONS

2.1 Update Yolo County Rush Warrant

Update Yolo County's Rush Warrant Template to add population for a secondary payee.

2.1.1 Description of Change

1. Update Yolo County's Rush Warrant XDP to add a field for Secondary Payee.

Form Header: N/A

Form Title: YOL Rush Warrant

Form Number: YOL Rush Warrant

Template Description: The warrant print check stock template will only be used for Local Warrant and Rush Warrant information to print in the designated area for each county's custom check stock. It will not be saved to the case, sent to the central print facility, barcoded, available on the Distributed Documents page or on the Template Repository page.

Include NA Back 9: No

Imaging Form Name: N/A

Imaging Document Type: N/A

Languages: English

Form Mockups/Examples: See Supporting Documents #1

2. Populate the rush warrant template as follows:

Field	Field Value	Population
Field 1	Check Number	The check number.
Field 2	Case Number	The case number.
Field 3	Issue Date	The issuance date.
Field 4	Benefit Month	The benefit month.
Field 5	Aid Code	The aid code.
Field 6	Payment Amount	The payment amount.
Field 7	Payment Amount Written	The payment amount written out.
Field 8	Payee Name	The name of the payee.
Field 9	Address	The address of the payee.

Field	Field Value	Population
Field 10	Secondary Payee Name	The name of the secondary payee, if applicable.

2.2 Perform Rush Warrant Print validation with Yolo County

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	Yolo County Rush Warrant XDP	CA-245815 YOL_WARRANT.xdp
2	Client Correspondence	Yolo County Rush Warrant Mockup – Two Payees	CA-245815 YOL_WARRANT_SAMPLE.pdf CA-245815 YOL_WARRANT_VARIABLES.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
CAR-828 2.10.1.2	The LRS shall include the ability to issue benefits via EBT, direct deposit, or warrants and/or checks distributed to the payee and shall issue appropriate notices.	Rush Warrants will be issued with the appropriate information with secondary payee. Placer County's Rush Warrant mapping will be updated to populate with Secondary Payee information.



California Statewide Automated Welfare System

Design Document

CA-245817

Placer County - Update Rush Warrant Print
Template for Two Payees

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Connor Gorry
	Reviewed By	Sheryl Eppler, Tiffany Huckaby, Lawrence Same, Priya Sridharan, Himanshu Jain

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/07/2022	0.1	Initial Creation	Connor Gorry
07/05/2022	0.2	Build & System Test Review	Connor Gorry

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4	Requirements.....	7
4.1	Project Requirements.....	7

1 OVERVIEW

1.1 Current Design

A Rush Warrant Template was implemented for Placer County as a part of CA-213675. At present, the template created for CalSAWS only has the space to populate one payee name. Furthermore, Rush Warrants in CalSAWS do not currently have the logic in place to populate a second payee.

1.2 Requests

Add logic to populate a second payee name on Rush Warrants. Update the Placer County Rush Warrant to populate a second payee name when applicable.

1.3 Overview of Recommendations

1. Add logic to populate second payee name on Rush Warrants.
2. Update Placer County Rush Warrant Template

1.4 Assumptions

1. No other changes will be made to Placer's Rush Warrant Template, aside from population of a second payee.
2. When there is no Secondary Payee Name provided, the Rush Warrant will continue to populate without this field, as implemented with CA-229976.

2 RECOMMENDATIONS

2.1 Add Logic to Populate a Second Payee on Rush Warrants

2.1.1 Overview

Information for a second payee is currently stored in the Issuance Table. Conduct code changes to make this value accessible and able to populate on Rush Warrants.

2.1.2 Code Change to Enable Population of Second Payee

Conduct Code changes to enable the population of a Secondary Payee field on Rush Warrant templates through CalSAWS.

This field will include the following values from the Issuance Table:

- SECOND_PAYEE_PREFIX
- SECONDARY_PAYEE_FIRST_NAME
- SECONDARY_PAYEE_LAST_NAME

When populating on a warrant, a Secondary Payee Field will prepend a prefix – 'And', 'Or', or 'For' (selected from the 'Use Between Payees" drop-down from Administrative Role Detail, and listed in Issuance Detail) – followed by the second payee's First and Last Names.

Payee Information			
Payee: * ILA ACKART	Payee Address: 19 MARIDEN AVE PALMDALE, CA 93550-5914	Reference:	Secondary Payee: Athena Luc
			Use Between Payees: and

Figure 2.1.2 Issuance Detail page - Payee Information

The location of the Secondary Payee field on the template printed Rush Warrant will be mapped on a county-by-county basis.

2.2 Update Placer County Rush Warrant

Update Placer County's Rush Warrant Template to add population for a secondary payee.

2.2.1 Description of Change

1. Update Placer County's Rush Warrant XDP to add a field for Secondary Payee.

Form Header: N/A

Form Title: PA Rush Warrant

Form Number: PA Rush Warrant

Template Description: The warrant print check stock template will only be used for Local Warrant and Rush Warrant information to print in the designated area for each county's custom check stock. It will not be saved to the case, sent to the central print facility, barcoded, available on the Distributed Documents page or on the Template Repository page.

Include NA Back 9: No

Imaging Form Name: N/A

Imaging Document Type: N/A

Languages: English

Form Mockups/Examples: See Supporting Documents #2

2. Populate the rush warrant template as follows:

Field	Field Value	Population
Field 1	Issue Date	The date of the issuance. mm/dd/yyyy format
Field 2	Payment Amount	The payment amount.
Field 3	Payee Name	The name of the payee.
Field 4	Payment Amount Word Format	The payment amount written out.
Field 5	Secondary Payee Name	The name of the secondary payee.

2.3 Perform Rush Warrant Print validation with Placer County

3 SUPPORTING DOCUMENTS

#	Functional Area	Description	Attachment
1	Client Correspondence	Placer County Rush Warrant XDP	CA-245817 PA_WARRANT.xdp
2	Client Correspondence	Placer County Rush Warrant Mockup – Two Payees	CA-245817 PA_WARRANT_SAMPLE.pdf CA-245817 PA_WARRANT_VARIABLES.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
CAR-828 2.10.1.2	The LRS shall include the ability to issue benefits via EBT, direct deposit, or warrants and/or checks distributed to the payee and shall issue appropriate notices.	Rush Warrants will be issued with the appropriate information with secondary payee. Placer County's Rush Warrant mapping will be updated to populate with Secondary Payee information.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-246003

Expand the GA/GR Programs Included in the
EBT End of Day Report

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Susanna Martinez
	Reviewed By	Thao Ta, Gokul Suresh, Parul Dhawan

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
06/27/2022	1.0	Initial Document	Susanna Martinez

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1 OVERVIEW

The existing functionality for the GA/GR solution from the CalWIN system will be utilized in the CalSAWS system by the CalWIN counties once these counties are merged into CalSAWS. The former C-IV GA/GR solution functionality was introduced into the CalSAWS system via SCR CA-201377. Los Angeles County and the former C-IV counties utilize their own GA/GR solution currently in the CalSAWS system each with their respective GA/GR program(s). Once the GA/GR solution for the CalWIN counties is incorporated into the system, CalSAWS will be supporting the four separate GA/GR solutions' programs:

Program Code	Program Name	Note
GA	General Assistance/General Relief	Los Angeles County is currently using this
GM	General Assistance (Managed)	Most counties that migrated from C-IV into CalSAWS are opted into this solution
GN	General Assistance (Non-Managed)	Only San Bernardino and El Dorado are using this solution
GR	GA/GR Automated Solution	All counties that are migrating from CalWIN into CalSAWS are opting into this solution

Select reports will need to be updated to support the separate GA/GR Automated Solution program for the CalWIN counties and the General Assistance (Managed) program for the former C-IV counties in addition to the General Assistance/General Relief program it is already including for Los Angeles County.

1.1 Current Design

The EBT End of Day Report provides a detailed listing by case for all EBT Card printing transactions for the CAPI, CalWORKs, CalFresh, General Assistance/General Relief and RCA programs. The report currently uses the General Assistance/General Relief program code (GA). This report is available as an On Request report.

1.2 Requests

Expand the programs included in the EBT End of Day Report by adding the GA/GR Automated Solution program code (GR) and the General Assistance (Managed) program code (GM).

1.3 Overview of Recommendations

1. Update the EBT End of Day Report to include the GA/GR Automated Solution program and the General Assistance (Managed) program.

1.4 Assumptions

1. The GA/GR Automated Solution program reporting data for these reports will not be available in the report until the migration and introduction of the CalWIN counties into the CalSAWS system.
2. The General Assistance (Non-Managed) program reporting data is not utilized by this report.

1.5 EBT End of Day Report

1.5.1 Overview

The EBT End of Day Report is an On Request report that provides a detailed listing by case for EBT Card printing transactions.

This SCR will expand the GA/GR program data populated in the report to include the GA/GR Automated Solution and the General Assistance (Managed) programs.

1.5.2 EBT End of Day Report Mockup

Figure 2.1.2.1 – EBT End of Day Report – Report Filters

Note: No cosmetic updates are required. The full mockup can be found in the Supporting Documents section.

Figure 2.1.2.2 – EBT End of Day Report – Detail Sheet

Note: No cosmetic updates are required. The full mockup can be found in the Supporting Documents section.

1.5.3 Description of Change

1. Update the EBT End of Day Report logic to include the GA/GR Automated Solution program and the General Assistance (Managed) program

Category ID	Program Code Value	Short Decode Value
18	GR	GA/GR Automated Solution

18	GM	General Assistance (Managed)
----	----	------------------------------

1.5.4 Report Location

- **Global: Reports**
- **Local: On Request**
- **Task: Fiscal**

1.5.5 Counties Impacted

All counties will be impacted with respect to their opted in GA/GR solution.

1.5.6 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
N/A	N/A	N/A

2. Security Groups

Security Group	Group Description	Group to Role Mapping
N/A	N/A	N/A

1.5.7 Report Usage/Performance

At the time of the CalWIN counties migration into the CalSAWS system we anticipate an increase in the usage of this report. No significant performance impact is expected.

2 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
--------	-----------------	-------------	------------

1	Reports	EBT End of Day Report Mockup	 EBT End of Day Report Mockup.doc
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3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.24.2.1	The CalSAWS shall produce reports daily, weekly, monthly, quarterly, semi-annually, annually, and as needed, as specified by COUNTY.	The report will satisfy the need to produce a report that provides EBT card information corresponding to all GA/GR solutions as is to be supported in the CalSAWS system.

3.2 Migration Requirements

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

4 MIGRATION IMPACTS

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

5 APPENDIX

The following table contains a list of all counties with their corresponding county codes and General Assistance program code they are opted into:

Table 6.1 Full list of counties with corresponding General Assistance program code classification.

County Name	County Code	Program Code	County Legacy System
Alameda	01	GR	CalWIN
Alpine	02	GM	C-IV
Amador	03	GM	C-IV
Butte	04	GM	C-IV
Calaveras	05	GM	C-IV
Colusa	06	GM	C-IV
Contra Costa	07	GR	CalWIN
Del Norte	08	GM	C-IV
El Dorado	09	GN	C-IV
Fresno	10	GR	CalWIN
Glenn	11	GM	C-IV
Humboldt	12	GM	C-IV
Imperial	13	GM	C-IV
Inyo	14	GM	C-IV
Kern	15	GM	C-IV
Kings	16	GM	C-IV
Lake	17	GM	C-IV
Lassen	18	GM	C-IV
Los Angeles	19	GA	Los Angeles County
Madera	20	GM	C-IV
Marin	21	GM	C-IV
Mariposa	22	GM	C-IV
Mendocino	23	GM	C-IV
Merced	24	GM	C-IV
Modoc	25	GM	C-IV
Mono	26	GM	C-IV
Monterey	27	GM	C-IV
Napa	28	GM	C-IV
Nevada	29	GM	C-IV
Orange	30	GR	CalWIN
Placer	31	GR	CalWIN
Plumas	32	GM	C-IV
Riverside	33	GM	C-IV
Sacramento	34	GR	CalWIN
San Benito	35	GM	C-IV
San Bernadino	36	GN	C-IV
San Diego	37	GR	CalWIN
San Francisco	38	GR	CalWIN
San Joaquin	39	GM	C-IV
San Luis Obispo	40	GR	CalWIN
San Mateo	41	GR	CalWIN
Santa Barbara	42	GR	CalWIN
Santa Clara	43	GR	CalWIN

Santa Cruz	44	GR	CalWIN
Shasta	45	GM	C-IV
Sierra	46	GM	C-IV
Siskiyou	47	GM	C-IV
Solano	48	GR	CalWIN
Sonoma	49	GR	CalWIN
Stanislaus	50	GM	C-IV
Sutter	51	GM	C-IV
Tehama	52	GM	C-IV
Trinity	53	GM	C-IV
Tulare	54	GR	CalWIN
Tuolumne	55	GM	C-IV
Ventura	56	GR	CalWIN
Yolo	57	GR	CalWIN
Yuba	58	GM	C-IV



California Statewide Automated Welfare System

Design Document

CA-246006 Migrate CalSAWS Application Secrets to AWS Secrets Manager

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Erick Guanzon

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
6/16/2022	1.0	Initial Draft	Erick Guanzon

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1 OVERVIEW

1.1 Current Design

The CalSAWS online and batch applications uses a generated property files that stores credentials, API keys, token and other key/value pairs that will allow the application to interface with other components like Memcached, Kafka, Spectrum, etc. The details are typically encrypted and bundled with the application artifacts. The current implementation does not provide a centralized location where the secrets can be maintained and can be rotated regularly without the need to associate the change to an application release cycle.

1.2 Requests

- Ensure that sensitive information is not hardcoded in the application code.
- The keys, credentials and other secrets should be protected, centrally managed and can be rotated.

1.3 Overview of Recommendations

This SCR is the incremental implementation of AWS Secrets Manager to store the sensitive information.

1.4 Assumptions

- The update in the property file should not affect the functional behavior of the application.

2 RECOMMENDATIONS

2.1 Application Property Update

- The key/pair combination for sensitive information must be updated in such a way that the entry has reference to secrets manager. The entry should be in the following format:

AWSSM(<SECRET_NAME>:<KEY_TO_PARSE>)

Example:

api.key=**AWSSM(secret/online/dev/architecture: api.key)**

- The AWSSM prefix instructs the current architecture code to connect to secrets manager, retrieves secret named “secret/online/dev/architecture” and parses the value of the “api.key”.
- The required keys will be created in AWS Secrets Manager in respective AWS account and the application configuration will be updated accordingly.
- The user credentials for the following components will be moved to AWS Secrets manager -
 - PGP Secret Keys
 - Spectrum
 - AEM
 - Reports BI and datawarehouse
 - Memcached
 - CalHEERS WSSE
 - Kafka
 - Forgerock client secret
 - Amazon MQ
 - Texting Client secret
 - CalHEERS API Key
 - LDAP password

2.2 Application Diagram

The diagram in Figure 1 shows the high-level overview of how the core application will interact with the AWS Secrets Manager.

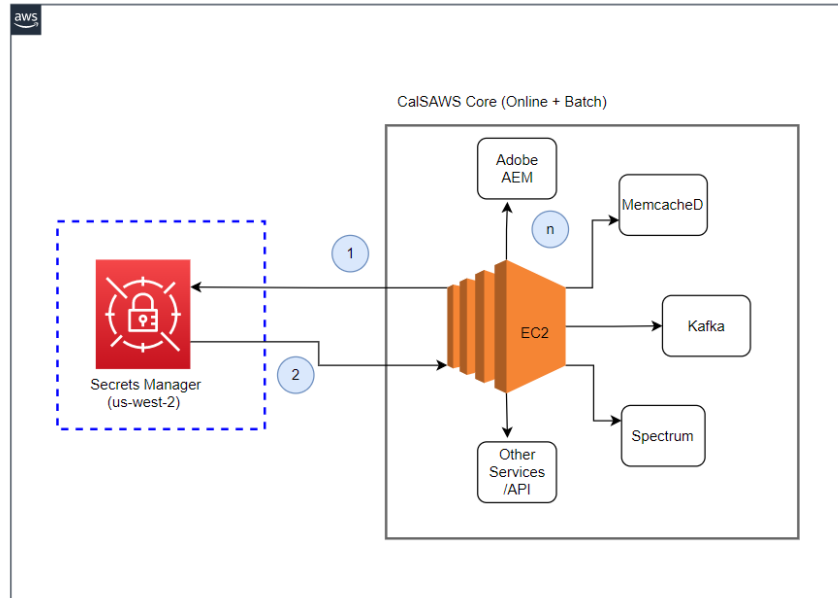


Figure 1 AWS Secrets Manager Integration

Sequence	Description
1	When an application initializes it connects to the Secrets Manager and queries the named secrets for application credentials, API keys or other secrets that the application will use to connect to other components and services
2	Secrets Manager retrieves the secret and returns the secret value to the client application.
n	The client application parses the required information from the response and set the value of the key/pair entry read from the property file.

3 SUPPORTING DOCUMENTS

N/A

Number	Functional Area	Description	Attachment

4 REQUIREMENTS

N/A

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

5 MIGRATION IMPACTS

N/A

6 OUTREACH

N/A

7 APPENDIX

N/A



California Statewide Automated Welfare System

Design Document

CA-246156

Migrate SpringBoot Application Secrets to AWS Secrets Manager

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Erick Guanzon

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
6/16/2022	1.0	Initial Draft	Erick Guanzon

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5	Migration Impacts.....	6
6	Outreach.....	6
7	Appendix.....	6

1 OVERVIEW

1.1 Current Design

The Spring Boot applications uses application.yaml files that stores credentials, API keys, token and other key/value pairs that will allow the application to interface with other components like Memcached, Kafka, Spectrum, etc. The details are typically encrypted and bundled with the application artifacts. The current implementation does not provide a centralized location where the secrets can be maintained and can be rotated regularly without the need to associate the change to an application release cycle.

1.2 Requests

- Ensure that sensitive information is not hardcoded in the application code.
- The keys, credentials and other secrets should be protected, centrally managed and can be rotated.

1.3 Overview of Recommendations

This SCR is the incremental implementation of AWS Secrets Manager to store the sensitive information.

1.4 Assumptions

- The update in the property or yaml file should not affect the functional behavior of the application.

2 RECOMMENDATIONS

2.1 Application Property Update

- The key/pair combination for sensitive information must be updated in such a way that the entry has reference to secrets manager. The entry should be in the following format:

AWSSM(<SECRET_NAME>:<KEY_TO_PARSE>)

Example:

aem.api.key=**AWSSM(secret/fileservice/dev/properties: aem.api.key)**

- The AWSSM prefix instructs the current architecture code to connect to secrets manager, retrieves secret named "secret/fileservice /dev/properties" and parses the value of the "aem.api.key".
- The required keys will be generated in AWS Secrets Manager in respective AWS account and the application configuration will be updated accordingly.

2.2 Application Diagram

The diagram in Figure 1 shows the high-level overview of how the core application will interact with the AWS Secrets Manager.

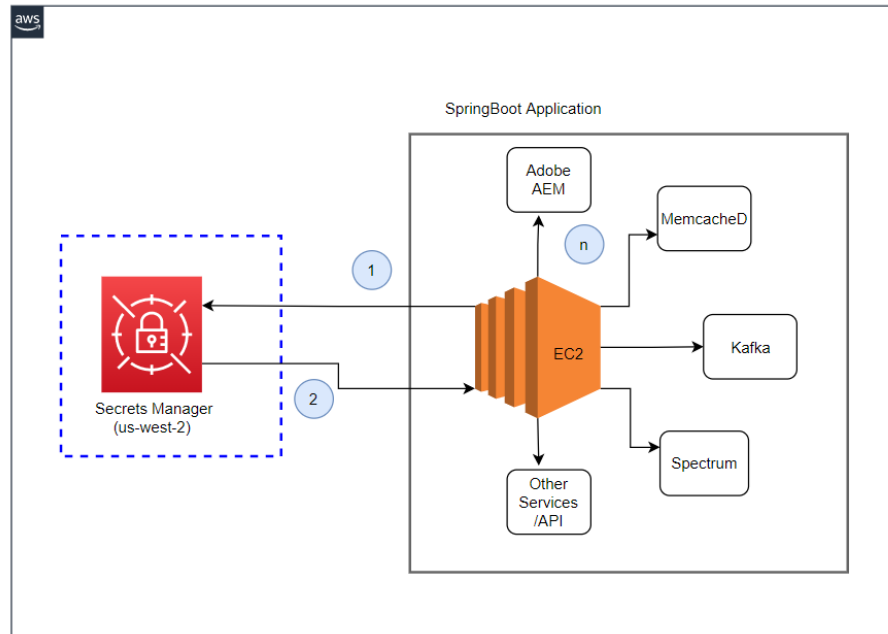


Figure 1 AWS Secrets Manager Integration

Sequence	Description
1	When an application initializes it connects to the Secrets Manager and queries the named secrets for application credentials, API keys or other secrets that the application will use to connect to other components and services
2	Secrets Manager retrieves the secret and returns the secret value to the client application.
n	The client application parses the required information from the response and set the value of the key/pair entry read from the property or yaml file.

3 SUPPORTING DOCUMENTS

N/A

Number	Functional Area	Description	Attachment
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4 REQUIREMENTS

N/A

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

5 MIGRATION IMPACTS

N/A

6 OUTREACH

N/A

7 APPENDIX

The following Spring Boot services/APIs will be updated to migrate the user credentials/secrets from configurations (eg-yaml) files to AWS Secrets manager.

1. OCAT Service (FR client secrets, Amazon MQ)
2. Lobby Service (FR client secrets, Amazon MQ, Memcached, LobbyMobile)
3. Portal Service (AEM, Amazon MQ, Spectrum)
4. Task Service (Amazon MQ, Salesforce, Imaging Client)
5. Activities Service (Spectrum)

6. Email Service (Amazon MQ, SES)
7. CalSAWS Service (Amazon MQ)
8. Imaging Service (Hyland/Imaging Client)
9. CalSAWS Dashboard (Kafka)
10. AMP (Kafka, mail SMTP)
11. Auditor (Kafka, ForgeRock/OAuth client secrets)
12. Texting API (ForgeRock/OAuth client secrets)
13. FileService (S3 secret)
14. Kafka Producer Service (Kakfa)
15. GAGR (Amazon MQ)