



PROJECT APPROACH AND COST (PAC)

60090 REVISION TO THE NOTICE OF DENIAL OR PENDING STATUS CF 377.1A

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Version 1.2
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PROJECT DELIVERABLE CHANGE LOG

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

Version	Brief Description of Change	Date (mm/dd/yyyy)	Author/ Contributor/ Reviewer
0.1.0	Initial Document Created	10/04/2021	M. Ricketts
0.1.1	Reviewed and updated for System Testing	10/07/2021	Venkatraghavan C
0.1.2	Updated Affected Groups and Requirements for Notice CalWIN	10/08/2021	Sarah Felix
0.1.3	Two additional BSM's determined no EDBC impact. CC Maintenance level Business Requirements removed.	10/15/2021	M. Ricketts
1.0	Document delivered to WCDS.	10/29/2021	M. Ricketts
1.1	Review log comments addressed	11/05/2021 & 11/09/2021	M. Ricketts
1.2	Late review log comments addressed, no impact to scope	11/19/2021	M. Ricketts

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1 EXECUTIVE SUMMARY

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

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

ACL 21-93 revised the CalFresh Notice of Denial and Pending Status CF 377.1A to include denial and pending reasons for initial applications, as well as denial reasons for recertification applications. In addition, new language regarding Supplemental Security Income (SSI) applicants has been added to the notice. Revision updates are as follows:

- The notice number has been changed from DFA 377.1A to CF 377.1A and the program name has been updated from “Food Stamps” to “CalFresh” throughout.
- Language in the “State Hearing” box has been bolded and the font size increased to be more visible and for consistency with other notices.
- Checkboxes have been replaced with numbers to easily identify the appropriate reason statement. The CWD must select the relevant reason statements to accurately notify the household of the status of their initial or recertification application. Certain statements can stand alone, and others must be used in conjunction with other statements, as explained in the Instructions.
- New language, relevant to recertification applications, has been added to the notice to inform households that their recertification application will be denied if they fail to complete the recertification application process or have been determined ineligible.
- Due to recently issued policy guidance on the topic of delayed processing of recertification applications, the CF 377.1A will incorporate a field for the CWDs to populate a date that will reflect the final day of the month that follows the end of the household’s certification period.
- New language relevant to households that have been denied but may have a pending SSI application has been added to the CF 377.1A.

2 PROJECT APPROACH AND SCOPE OF CHANGE

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

2.1 PROJECT STAKEHOLDERS

Role	Name
Executive Sponsor	Lynn Bridwell
Deputy Director	Diane Alexander
Product Owner	Sharon Silvas; Camie Callis
Project Manager	Anil Pisharody
SMEs	Joe Mendez; Kent Sutter
Project Management Office <i>For projects with cloud related changes</i>	N/A

2.2 BUSINESS PROBLEM OR BUSINESS DRIVERS

ACL 21-93 revised the CalFresh Notice of Denial and Pending Status CF 377.1A to include denial and pending reasons for initial applications, as well as denial reasons for recertification applications. In addition, new language regarding Supplemental Security Income (SSI) applicants has been added to the notice.

2.3 CURRENT FUNCTIONALITY, IF APPLICABLE

CalWIN generates the DFA 377.1A CalFresh Denial – Various Reasons and DFA 377.1A (03/02) Notice of Action CalFresh Pending notices for CalFresh.

2.4 REQUIRED FUNCTIONALITY

CalWIN must replace the DFA 377.1A CalFresh Denial – Various Reasons and the DFA 377.1A (03/02) Notice of Action CalFresh Pending with the new CF 377.1A (08/21).

- CalWIN will no longer trigger DFA 377.1A (03/02) Notice of Action Back CalFresh Benefits Denial and DFA 377.1A (03/02) Notice of Action CalFresh Pending notices.
- The new CF 377.1A will be generated on the existing All NOA CalFresh Master Document Without Budget template.
- Verification due dates on a CF 377.1A generated for applications at 30 and 60-days and 30-days after redetermination need to fall on a county working day.

2.4.1 Population Impacted

Eligibility Programs	Population Impacted and a Description of the Effect	% of Population or Cases Impacted
CalFresh	The DFA 377.1A (03/02) Notice of Action Back CalFresh Benefits Denial and DFA 377.1A (03/02) Notice of Action CalFresh Pending notices will be replaced with the new CF 377.1A (08/21).	100%

2.4.2 Counties Impacted

County	Population Impacted and a Description of the Effect	% of Population Impacted
All	The DFA 377.1A (03/02) Notice of Action Back CalFresh Benefits Denial and DFA 377.1A (03/02) Notice of Action CalFresh Pending notices will be replaced with the new CF 377.1A (08/21).	100%

2.4.3 County Staff Impacted

County Position	Population Impacted and a Description of the Effect	% of Population Impacted
Eligibility Worker	The DFA 377.1A (03/02) Notice of Action Back CalFresh Benefits Denial and DFA 377.1A (03/02) Notice of Action CalFresh Pending notices will be replaced with the new CF 377.1A (08/21).	100%

2.4.4 Workgroups Impacted

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

2.4.5 Programs Impacted

Program	Y/N	Description of the Affect
Adoption Assistance Program	N	No Expected Impact.
Approved Relative Caretaker (ARC)	N	No Expected Impact.
CalWORKs/RCA	N	No Expected Impact.
CalFresh	Y	The DFA 377.1A (03/02) Notice of Action Back CalFresh Benefits Denial and DFA 377.1A (03/02) Notice of Action CalFresh Pending notices will be replaced with the new CF 377.1A (08/21).
CAPI	N	No Expected Impact.
Child Care	N	No Expected Impact.

Program	Y/N	Description of the Affect
CMSP	N	No Expected Impact.
County Specific	N	No Expected Impact.
Employment Services	N	No Expected Impact.
Foster Care	N	No Expected Impact.
General Assistance/General Relief	N	No Expected Impact.
KinGap	N	No Expected Impact.
Medi-Cal	N	No Expected Impact.
Other (specify):	N	No Expected Impact.

2.4.6 Related Impacts

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

2.4.7 Affected Groups

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

Application Services	
Group	Effect Description
Data Access Services (DAS)	No Expected Impact.
Rules Engine (includes Corticon)	No Expected Impact.
Group – Eligibility	Effect Description
Authorization	No Expected Impact.
Benefit Issuance/Foster Care Issuance	No Expected Impact.
Benefit Recovery – BV	No Expected Impact.
EDBC – ARC	No Expected Impact.
EDBC – CalWORKs	No Expected Impact.
EDBC – CAPI	No Expected Impact.

EDBC – CalFresh	No Expected Impact.
EDBC – Foster Care/KinGap	No Expected Impact.
EDBC – GA/GR	No Expected Impact.
EDBC – Medi-Cal	No Expected Impact.
EDBC – Other	No Expected Impact.
EDBC – RCA	No Expected Impact.
Error-Prone	No Expected Impact.
Kiosk	No Expected Impact.
Mass Update	No Expected Impact.
Redetermination – RRR	No Expected Impact.
Simulation	No Expected Impact.
Wrap-up	No Expected Impact.
Group – Input, Interfaces, and Inquiry	Effect Description
ACCESS CalWIN/IVR/VRU/FRTS	No Expected Impact.
Alerts & Tracking	No Expected Impact.
Application Architecture	No Expected Impact.
Application Registration	No Expected Impact.
Appointment Scheduling	No Expected Impact.
Case Assignment	No Expected Impact.
Client Referral	No Expected Impact.
CalWIN Web Application (CWA) – Inquiry	No Expected Impact.
Contact CalWIN	No Expected Impact.
Data Collection	No Expected Impact.
Employment Services	No Expected Impact.
General System	No Expected Impact.
Hearings	No Expected Impact.
History Maintenance	No Expected Impact.
Identity and Access Management	No Expected Impact.
Index Clearance	No Expected Impact.
Inquiry	No Expected Impact.
Inter-County Transfer (ICT)	No Expected Impact.

Interfaces	No Expected Impact.
Interfaces – Floating Views	No Expected Impact.
Interfaces – OSB	No Expected Impact.
Interfaces – Summary View	No Expected Impact.
Providers	No Expected Impact.
Reference Tables Maintenance (App Svcs)	No Expected Impact.
Security (App Svcs)	No Expected Impact.
Traffic Log	No Expected Impact.
Group – Information Reporting	Effect Description
Business Intelligence	No Expected Impact.
Client Correspondence <ul style="list-style-type: none"> a. Notices b. Triggers c. Reason Code d. Exstream including Enterprise Content Management (ECM) e. Translations Required? f. Impact to CC Maintenance Modules? 	<ul style="list-style-type: none"> a. End-date the DFA 377.1A (CalFresh Denial – Various Reasons & Notice of Action CalFresh Pending); End-date the DFA 377.1a (03/02) Notice of Action Back CalFresh Benefits Denial notice; Create the CF 377.1A (8/21); New variables for verification due dates falling on county working days. b. No Expected Impact. c. Reason codes from the DFA 377.1A (CalFresh Denial – Various Reasons & Notice of Action CalFresh Pending) will be carried over to the CF 377.1A (8/21). d. Existing Exstream objects (paragraphs, master documents, etc.) will be reused as much as possible. e. Translations will be included as received by CDSS within the timeframe of 5 months prior to implementation. f. No Expected Impact.
Fraud Referral Tracking System (San Diego County Only)	No Expected Impact.
Management Reporting <ul style="list-style-type: none"> a. Extracts b. Detail c. Summary 	<ul style="list-style-type: none"> a. No Expected Impact. b. No Expected Impact. c. No Expected Impact.
Periodic Reporting	No Expected Impact.
Group – DBA	Effect Description
CalWIN Database – SQL Server	No Expected Impact.
Case Copy/Replication (DBA)	No Expected Impact.
CIS (County Information Server) <ul style="list-style-type: none"> a. CIS Data base schéma changes 	<ul style="list-style-type: none"> a. No Expected Impact. b. No Expected Impact.

b. RT changes c. MR Extract changes	c. No Expected Impact.
Database Objects (DBA) a. Database tables/columns b. Conversion SQLs c. Code SQL reviews d. Production SQL packs	a. No Expected Impact. b. No Expected Impact. c. No Expected Impact. d. No Expected Impact.
Reference Tables Maintenance (DBA) a. New RTs b. Columns c. Rows d. Logic e. Refresh SYS TST	a. No Expected Impact. b. No Expected Impact. c. No Expected Impact. d. No Expected Impact. e. No Expected Impact.
Group – Customer Experience	Effect Description
MyBenefits CalWIN	No Expected Impact.
MyBenefits CalWIN Mobile App	No Expected Impact.
General	
Group – Quality	Effect Description
Technical Writer	Review and update deliverables.
Testing – System	<ul style="list-style-type: none"> • System test will test and validate that CalWIN will replace the DFA 377.1A CalFresh Denial – Various Reasons with the new CF 377.1A (08/21). • System test will test and validate that CalWIN will replace the DFA 377.1A (03/02) Notice of Action CalFresh Pending with the new CF 377.1A (08/21). • System test will test and validate that CalWIN will generate the CF 377.1A when denying a recertification application. • System test will test and validate that CalWIN will generate the CF 377.1A on the All NOA CalFresh Master Document Without Budget template. • System test will test and validate that CalWIN will generate the CF 377.1A with 30-day and 60-day verification due dates that fall on a county working day. • System test will validate that CalWIN will generate the CF 377.1A 30-days after redetermination verification due dates that fall on a county working day. • System test will test and validate that CalWIN will end date DFA 377.1A (03/02) Notice of Action Back CalFresh Benefits Denial notice.

	<ul style="list-style-type: none"> System test will test and validate that CalWIN will generate the CF 377.1A (08/21) in languages available in CalWIN, as provided by CDSS.
Testing – Integration	No Expected Impact.
Operations	
Group – Operations	Effect Description
Batch & Production Support	No Expected Impact.
Capacity Planning	No Expected Impact.
Configuration Management	No Expected Impact.
System DBA Support	No Expected Impact.
Engineering	No Expected Impact.
Management	No Expected Impact.
Middleware & SW Support	No Expected Impact.
Network Services <ul style="list-style-type: none"> a. CalWIN on PREM Changes b. Cloud Related Network Changes 	<ul style="list-style-type: none"> a. No Expected Impact. b. No Expected Impact.
Cloud <ul style="list-style-type: none"> a. Security b. Monitoring and Performance c. Disaster Recovery d. Storage and Capacity Planning 	<ul style="list-style-type: none"> a. No Expected Impact. b. No Expected Impact. c. No Expected Impact. d. No Expected Impact.
Security	No Expected Impact.
Storage	No Expected Impact.
Tuxedo	No Expected Impact.
UNIX/Linux Services	No Expected Impact.
Windows Services	No Expected Impact.

3 CRITICAL SUCCESS FACTORS

Critical Success Factor	Description of Expected Measurable Result
The new CF 377.1A (08/21) for CalFresh.	The new CF 377.1A (08/21) replaces the DFA 377.1A CalFresh Denial – Various Reasons and the DFA 377.1A (03/02) Notice of Action CalFresh Pending for CalFresh.

4 TRAINING

Training Artifact	Training Type	High-Level Description of Training		
Release Notes and Highlights	Documentation	Release Notes and Highlights are provided as part of the Training Documentation deliverable for the Release Project.		
Online User Manual (OLUM)	Manual Update	Updates to the Online User Manual are provided as part of the Training Documentation deliverable for the Release Project. N/A		
Best Practice Guides (BPG)/User Guides (UG)	Manual Update	Updates to the following Best Practice Guides (BPG)/User Guides (UG) are provided as part of the Training Documentation deliverable for this project. N/A		
Systems Operation Plan 35-19 County Responsibilities	Manual Update	Y/N	New or Changing County Responsibilities due to the following Project Change:	Description – Detail actions for any Yes
		N	Reference Table	
		N	CalWIN Security Overview	
		N	Maintenance CalWIN User Accounts	
		N	Mobile/Portal User Support	
		N	Business Intelligence User Accounts	
		N	Employment Services	
		N	Providers	
		N	Case Assignments	
		N	Appointment Scheduling	
		N	Benefit Issuance Setup	
Other	<ul style="list-style-type: none"> Documentation and County Calls Additional County Calls Scenario Workflows 	N/A		

Training Artifact	Training Type	High-Level Description of Training
	<ul style="list-style-type: none"> • Renewal Workflow Charts • Medi-Cal Renewal Guide • As defined during BSM 	

5 ASSUMPTIONS

5.1 GENERAL ASSUMPTIONS

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

Assumption Identifier	Assumption Category	Assumption Description
1.0	Timing	The actual release date is established by the PCB. This PAC's Target Release is valid based on an approval by WCDS by 11/30/2021 to begin the project. If the approval date is not met, then the Targeted Release will be reassessed during the Project Initiation phase based on the actual time that the project was authorized to begin.
2.0	County Direct	County Direct Service Requests will not impact the M&O and the Counties Change Requests of the Systems for the Counties.
3.0	Staff	Adequate staffing will be available to define the scope, requirements, design, development, testing and deployment.
4.0	Technical	No infrastructure software, hardware, and network upgrades or additions have been scoped as part of this change. They will need to be addressed in a separate change or the estimates; both cost and schedule, on this change will need to be revised to include any such changes.
5.0	Technical	No new environments will be added or setup as a result of this change.
6.0	Technical	No cloud environment created or impacted as a result of this change.
7.0	Technical	Variable "Application_date_case_pgm_30_days or 60_day" count begins the day following the application date.
8.0	Technical	Existing NOA component paragraphs will be modified based upon the CDSS version.

Assumption Identifier	Assumption Category	Assumption Description
9.0	Technical	Any languages not provided by CDSS five months prior to implementation will be completed via CC Data Maintenance. English and Spanish are provided.
10.0	Technical	The CF 377.1A (08/21) will be generated in languages available in CalWIN, as provided by CDSS.

5.2 DELIVERABLE ASSUMPTIONS

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

Included (Yes/No)	Deliverable Name	Deliverable Assumption/Exception
Yes	Project Plan and Work Plan (PWP) – <i>the Work Plan is the PPM schedule</i>	
Yes	Functional Business Requirements (FBR) – <i>includes requirements and Acceptance Criteria from ALM</i>	
Yes	Technical Specifications Document (TSD)	
Yes	System Test Plan (STP) – <i>includes reference to test scripts in ALM</i>	
Yes	System Test Results (STR) – <i>includes reference to test runs and artifacts in ALM</i>	
Yes	Training Documentation – <i>includes updates to BPGs, User Guides, and any training materials. The Training Documentation for the Release Project will include the Release Notes, Release Highlights, Technical Specifications Worksheet, and OLUM updates.</i>	Release Notes & Highlights
No	Delivery Documentation – <i>includes delivery documentation such as updates to Reference Table changes and the RRS Worksheets</i>	
Yes	Post Implementation Report (PIR)	

6 CONSTRAINTS

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

Constraint ID	Type of Constraint	Constraint Description
N/A		

7 BENEFITS

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

8 RISKS

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

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

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

9 ALTERNATIVE APPROACHES, IF APPLICABLE

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

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

9.2 IMPLEMENTATION ALTERNATIVES

Implementation Alternatives Definition:

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

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

9.3 BUSINESS ENVIRONMENT DESIGN STRATEGY (BENDS)

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

10 EXECUTIVE FINANCIAL SUMMARY

10.1 FINANCIAL SUMMARY

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

Work	Cost Subtotals	Cost Totals
Project Planning: Project Plan and Work Plan (PWP) <i>(Includes: Initiation of the project, Project Plan and Work plan creation through formal approval, project management oversight through planning phase.)</i>	\$6,667	
Requirements Analysis: Functional Business Requirements (FBR) <i>(Includes: Document creation through to formal approval, any JAD, JRP, etc., project management oversight through FBR phase.)</i>	\$15,785	
Design: Technical System Design (TSD) <i>(Includes: Design, Design Walkthrough and Design document creation through to formal approval, project management oversight through the TSD phase.)</i>	\$11,824	
Test Planning: System Test Plan (STP) <i>(Includes: Test Plan document creation through to formal approval, code and unit test, unit test walkthrough, system test script creation, regression test script updates, and refinement through formal approval, project management oversight through Test Plan phase.)</i>	\$74,920	
Testing: System Test Results (STR) <i>(Includes: Integrated test, system test, and regression test execution and the capture of test results, development of test results documentation through formal approval, development of training and delivery document through to formal approval, project management oversight through the implementation phase.)</i>	\$73,652	
Post Implementation Report (PIR) <i>(Includes: Development and delivery of the post-implementation report deliverable.)</i>	\$3,290	
County Direct only UAT and Release Level Support Price <i>(State assumptions of price)</i>	N/A	
Gainwell Effort Subtotal		\$186,138
Other <i>(List Hardware, Software, etc.)</i>	\$0	
Operational Support <i>(Ongoing, post-Release)</i>	\$0	
Non-Effort Subtotal		\$0
Grand Total		\$186,138
CalHEERS B Release Level Support <i>(Included in grand total)</i>		N/A

Work	Cost Subtotals	Cost Totals
CalSAWS AWS Cost <i>[Not included in grand total – aligns to the Technical Budget Committee Review(TBCR)]</i>		N/A

ROM was waived for this proposal by WCDS; therefore, the 25% cost variance is not applicable.

10.2 TARGETED RELEASE TIMEFRAME

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

Suggested Target Release ID	Suggested Target Release Date	Comments and Rationale for Target Release
R70	August 2022	

11 QA CHECKLIST

11.1 AREAS OF IMPACT CHECKLIST

Question	Y/N	Notes								
1. Does CalWIN do this today?	N									
2. Would this change be the same for all eligibility programs? If 'No', what eligibility programs are impacted?	N	CalFresh								
3. Would this change be the same for all employment services programs? If 'No', what employment services programs are impacted?	Y									
4. Would there be any changes to how the windows currently look?	N									
5. Would the new information need to be collected on a new or existing window? If yes, has confidentiality been assessed? Follow the confidentiality guidelines listed:	N									
<table><tr><th>New Information</th><th>Security On</th></tr><tr><td>Child window</td><td>No</td></tr><tr><td>Search window</td><td>No</td></tr><tr><td>Contains Client Information</td><td>Yes</td></tr></table>	New Information	Security On	Child window	No	Search window	No	Contains Client Information	Yes		
New Information	Security On									
Child window	No									
Search window	No									
Contains Client Information	Yes									
6. Would the change affect the functionality of the window's icons?	N									

Question	Y/N	Notes
7. Do any interface partners receive this information? If Yes, note which partners.	N	
8. Are any Management Reports impacted by this change? If yes, which ones and what would change?	N	
9. Does the change affect Business Intelligence? If yes, which page and what would change?	N	
10. Would the existing correspondence be affected, or would new correspondence be required? If so, verify that correspondence is identified in the impacts.	Y	DFA 377.1A (03/02) Notice of Action Back CalFresh Benefits Denial & Pending notices will no longer be triggered. CalWIN will trigger the new CF 377.1A (08/21).
11. Does this change how eligibility is determined?	N	
12. Would the new information need to display on the CalWIN Web application?	N	
13. Are there end-user references to Food Stamps in the system components impacted by this CR?	Y	The program name has been updated from "Food Stamps" to "CalFresh" throughout the new CF 377.1A (08/21).
14. Were the WCDS Guiding Principles for Standardization considered in developing this change?	Y	
15. Is there an impact to County Direct services?	N	
16. Will this require changes to the Software Report?	N	

11.2 DELIVERABLE CHECKLIST

QA Activity	Requirement Verified/Not Verified	Notes
The correct deliverable template is used.	Verified	
No sections were removed from deliverable.	Verified	
Check the title page for the title, project reference, sponsor, owner, version, and date.	Verified	
Headers/footers are correct.	Verified	
Table of Contents updated.	Verified	
Sections/fields are completed (except the Approval section) or N/A entered if the section is not applicable.	Verified	
Template instructions removed.	Verified	
Correct any obvious formatting inconsistencies.	Verified	
Perform grammar/spell check.	Verified	
If any clarifications needed, enter comments via Comment Log. If there were any QA comments requiring rework, re-review deliverable after updates are made.	Verified	

12 REQUIREMENTS TRACEABILITY MATRIX

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

12.1 NEW MODIFIED OR RETIRED REQUIREMENTS

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

Line Number	Business Requirement	ALM Source Project	ALM Requirement Reference	The Scope of Change for ALM Requirement
1	CalWIN must replace the DFA 377.1A CalFresh Denial – Various Reasons with the new CF 377.1A (08/21).	CalWIN	N/A	New-01
2	CalWIN must replace the DFA 377.1A (03/02) Notice of Action CalFresh Pending with the new CF 377.1A (08/21).	CalWIN	N/A	New-02
3	CalWIN must generate the CF 377.1A when denying an intake or recertification application.	CalWIN	N/A	New-03
4	CalWIN must generate the CF 377.1A with 30-day and 60-day verification due dates that fall on a county working day.	CalWIN	N/A	New-04
5	CalWIN must end date DFA 377.1A (03/02) Notice of Action Back CalFresh Benefits Denial notice.	CalWIN	N/A	New-05

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

Line Number	Business Requirement (During PAC phase)	ALM Source Project	ALM Requirement Reference	The Scope of Change for ALM Requirement
1	CalWIN will generate the DFA 377.1A Denial NOA with the denial reason "You or a member of your household is a student who receives more than half your meals from a meal plan."	CalWIN	17102 - functional	Modify

Line Number	Business Requirement (During PAC phase)	ALM Source Project	ALM Requirement Reference	The Scope of Change for ALM Requirement
2	CalWIN must not trigger other denial reason codes for the DFA 377.1A when "No Show" reason is present.	CalWIN	27093 - functional	Modify
3	On a pending CW/CF application, with a previous denial for Drug Felon, the case is in No Show status after a missed appointment. CW is pending and CF is denied. CalWIN must generate the DFA 377.1A with only the 'No Show' denial reason listed.	CalWIN	27095 - functional	Modify
4	On a pending CW/CF application, with a previous denial for an ineligible Non-Citizen, the case is in No Show status after a missed appointment. CW is approved and CF is denied. CalWIN must generate the DFA 377.1A with only the 'No Show' denial reason listed.	CalWIN	27096 - functional	Modify
5	On a pending CF/MC application, with a previous denial for SSI/SSP recipient, the case is in No Show status after a missed appointment. CF is denied and MC is approved. CalWIN must generate the DFA 377.1A with only the 'No Show' denial reason listed.	CalWIN	27097 - functional	Modify
6	On a pending CF/MC application, with a previous denial for Ineligible Student, the case is in No Show status after a missed appointment. CF is denied and MC is approved. CalWIN must generate the DFA 377.1A with only the 'No Show' denial reason listed.	CalWIN	27098 - functional	Modify
7	On a pending CW/CF application, with previous denials for an ineligible Non-Citizen and Pending Verification, the case is in No Show status after a missed appointment. CF is denied manually, run EDBC to	CalWIN	27099 - functional	Modify

Line Number	Business Requirement (During PAC phase)	ALM Source Project	ALM Requirement Reference	The Scope of Change for ALM Requirement
	fail CW and CF. CalWIN must generate the DFA 377.1A with only the 'No Show' denial reason listed.			
8	On a pending CW/CF application, with a previous denial for Drug Felon, the case is in No Show status after a missed telephone appointment. CW is approved and CF is denied. CalWIN must generate the DFA 377.1A with only the 'No Show' denial reason listed.	CalWIN	27100 - functional	Modify
9	CalWIN must generate the Denial Notice after 30 days from the application date, if the CalFresh Telephone appointment was no-show for CalFresh program.	CalWIN	21027 - functional	Modify

12.2 IMPLEMENTED REQUIREMENTS NOT MODIFIED

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

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

13 ACCEPTANCE SIGNOFF

Acceptance Signoff for this deliverable 60161 is captured in the Project and Portfolio Management (PPM) tool via the Deliverable Management process.

14 APPENDIX A – DESIGN NOTES

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

14.1 CIS CHECKLIST

Will the Implementation of the Project be reasonably expected to:	Y/N?	If Y, then specify the impact description
1. Change the way the data is being saved, deleted, updated or stored in any table?	N	
2. Change the cardinality of any table relationships?	N	
3. Create new tables?	N	
4. Create new columns in existing tables?	N	
5. Change column attributes in existing tables?	N	
6. Obsolete existing tables?	N	
7. Obsolete existing columns?	N	
8. Change the use of existing columns?	N	
9. Change the way data in a column is calculated (for calculated fields)?	N	
10. Update existing records to accommodate the change?	N	
11. Change the meaning of existing RT values?	N	
12. Use hard-coded values entered in the databases that are not based on reference table values?	N	
13. Change the standard retention of data in any table?	N	
14. Require change to existing queries used to produce CalWIN management reporting extracts?	N	
15. Require change to existing queries used to retrieve and display data on CalWIN screens?	N	
16. Affect the CIS daily and/or monthly file delivery process and timing?	N	
17. Change the format or structure of the CIS daily or monthly files?	N	

Will the Implementation of the Project be reasonably expected to:	Y/N?	If Y, then specify the impact description
18. Change CIS daily or monthly file names at any level in the compression?	N	
19. Affect the standard Oracle-based CIS load process?	N	
20. Affect the typical growth of the database size?	N	
21. Are there Reference Table changes?	N	
22. Are tables being added to the CIS Subject Area?	N	
23. CIS Deliverables (DDL/DML, RT Views, and PDM) and CIS Training Manual package generated or updated?	N	

14.2 DATABASE CHANGES

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

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

14.3 REFERENCE TABLES

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

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

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

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

14.3.1 Table Information

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

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

14.3.2 County-Updatable Columns and Default Values

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

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

14.3.3 Action Information

Actions to Be Taken on the Table		Explanatory Notes
1	If inserting or updating rows, give <i>an</i> approximate number of rows to be inserted or updated.	N/A
2	If a new table is to be created, list the key fields and the attributes pertinent to the functionality being requested.	N/A
3	If an existing table is having its structure changed (new column, change existing column length or type, change the primary key, etc.), describe the structure change.	N/A
4	If data is going to be inserted or updated, specify the effective begin date to be used for the new rows.	N/A
5	The standard for RTs is: <ul style="list-style-type: none"> • All updates will be accompanied by a change of effective begin date. • No updates will be done by overlaying / overwriting existing records or data. • If a deviation from this standard is planned, note that in the FBR along with the reasons for the deviation. 	N/A
6	If any data conversion will be needed, note the requirement. Generally, data conversion is only needed if key values are being replaced.	N/A
7	If any SQLs will need to be created for the counties to execute – for example, to identify impacted cases – indicate the need.	N/A
8	If the counties will need to take any action in conjunction with this change request, note the requirement. (Some examples of county actions would include: making updates to consortium/county tables, scheduling an extra batch job run, running SQLs to identify the impacted cases, etc.) Note if these changes are required for the User Acceptance Testing (UAT) release, for the Production release, or both. This information must also be included in the Release Notes prior to the release.	N/A

Actions to Be Taken on the Table		Explanatory Notes
9	For RTs that have “year” or “date” fields other than effective begin and end dates, and those date fields are used in the program logic to select the appropriate RT row, make a note of the special logic and document if/how this affects the RT change, the coding, and/or the testing.	N/A

14.3.4 Structure Information

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

N/A

14.3.5 Data Information



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

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

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

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

Updated Rows Table:

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

New Rows Table:

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

All counties/county name (code)

Value 1	Value 2	Value n	County Action
N/A			

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

14.3.6 Program List

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

14.4 CLOUD ARCHITECTURE DESIGN

Full Project Cloud Architecture information will continue to be documented in the FBR (if available at the time) and TSD per the typical process. For CalSAWS projects, these updates are also subject to CalSAWS Governance.

N/A

15 APPENDIX B – HOURS SUMMARY

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

ITEM	HOURS
Project and Work Plan (PWP)	46.8
Functional Business Requirements (FBR)	110.8
Technical System Design (TSD)	83.0
Coding and Unit Testing (CUT)	259.5
System Test Plan (STP)	266.4
System Test Results (STR)	479.0
Training Documentation (TRN)	38.0
Delivery Documentation	0.0
Post Implementation Report (PIR)	23.1
CalHEERS Release B	N/A
TOTAL*	1306.6

**119.3 contingency hours are included in the estimated total.*

16 APPENDIX C – BENEFIT LINES

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

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

Work	Cost Subtotals	Cost Totals
Project Plan and Work Plan (PWP) (10% of total price) <i>(Includes: Initiation of the project, Project Plan and Work plan creation through formal approval, project management oversight through planning phase.)</i>	\$18,613	
Functional Business Requirements (FBR) (20% of total price) <i>(Includes: Document creation through to formal approval, any JAD, JRP, etc., project management oversight through FBR phase.)</i>	\$37,228	
Technical System Design (TSD) (20% of total price) <i>(Includes: Design, Design Walkthrough and Design document creation through to formal approval, project management oversight through the TSD phase.)</i>	\$37,228	
System Test Plan (STP) (20% of total price) <i>(Includes: Test Plan document creation through to formal approval, code and unit test, unit test walkthrough, system test script creation, regression test script updates, and refinement through formal approval, project management oversight through Test Plan phase.)</i>	\$37,228	
System Test Results (STR) (20% of total price) <i>(Includes: Integrated test, system test, and regression test execution and the capture of test results, development of test results documentation through formal approval, development of training and delivery document through to formal approval, project management oversight through the implementation phase.)</i>	\$37,228	
Post Implementation Report (PIR) (10% of total price) <i>(Includes: Document creation through to formal approval, project management oversight through Post Implementation Phase.)</i>	\$18,613	
County Direct only UAT and Release Level Support Price <i>(State assumptions of price.)</i>	N/A	
<u>Gainwell Effort Subtotal</u>		\$186,138
Other <i>(List Hardware, Software, etc.)</i>	\$0	
Operational Support <i>(Ongoing, post-Release)</i>	\$0	
<u>Non-Effort Subtotal</u>		\$0
<u>Grand Total</u>		\$186,138

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