



PROJECT APPROACH AND COST (PAC)

61695 MOD01 SB 1065 – CHANGES TO HOMELESS ASSISTANCE

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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	Create Document	03/31/2022	G. Brown-Flowers
0.1.1	Submit for Contributor Review	04/05/2022	G. Brown-Flowers
0.1.2	Updated for EDBC	04/06/2022	Krishna Chintalapudi
0.1.3	Update for RT	04/11/2022	Leon Turnbull
0.1.4	Updated for CC	04/11/2022	Kent Sutter
0.1.4	Updated and reviewed for APPDBA	04/12/2022	Bhogiraju K
0.1.5	Updated MOD PAC with new functional requirements for “12-month limit”	04/13/2022	G. Brown-Flowers
0.1.6	Submitted for Internal Review	04/15/2022	G. Brown-Flowers
0.1.7	Updated for EDBC	04/26/2022	Krishna Chintalapudi
0.1.8	Update M44-211B & M44-211D to include additional languages	4/27/2022	G. Brown-Flowers
1.0.0	Document Submitted to WCDS Review and Approval	05/02/2022	Anbarasan Venkataraman
2.0.0	MOD PAC updated per WCDS comments	5/16/2022	G. Brown-Flowers
3.0.0	MOD PAC updated per WCDS comments & redelivered	5/17/2022	G. Brown-Flowers
4.0.0	Updated MOD PAC Executive Summary section per WCDS comments & redelivered	5/19/2022	G. Brown-Flowers
	WCDS Approved	05/20/2022	

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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 or Minimal Governance

Currently, CalWIN denies Homeless Assistance (HA) applications if resources are more than \$100 or if the applicant does not show verification of homelessness. CalWIN denies Permanent Housing Assistance (PHA) if the total amount of a required last month's rent and security deposit together equal more than twice the renter's Total Monthly Household Income (TMHI). CalWIN counts HA issued as the result of a state or federal disaster as an instance of homelessness.

Senate Bill (SB) 1065 removes the \$100 liquid resource limit for families applying for all HA benefits. The county will accept a sworn statement to verify homelessness. CalWORKs applicants who provide a sworn statement via the CW 42: Statement of Facts – Homeless Assistance form attesting to experiencing past or present domestic abuse and fleeing their abuser shall be eligible to receive two periods of no more than 16 cumulative days each of temporary shelter assistance within an applicant's lifetime, equaling a total of 32 cumulative days of temporary shelter assistance payments, if they are still experiencing homelessness regardless when they are approved for CalWORKs.

Per SB 1065, the county may no longer determine "reasonableness" and shall not reject payments of last month's rent and security deposits for families otherwise eligible for permanent housing assistance when they are a condition of securing a residence. For example, a county may not reject permanent housing assistance when the assistance unit's (AU) share of rent does not exceed 80% of the total monthly household income (TMHI) and all other factors are met. The security deposit amount requested can be paid if it is a condition of securing a residence. Under SB 1065, permanent housing assistance payments for up to two months arrearages must still be considered a "reasonable condition of preventing eviction."

The following Client Correspondence will be updated: CW 42, M44-211B, and M44-211D.

CalWIN will add a new row to the Implementation Dates of Changes table (RT_IMPL_DT_CHG) to set the change effective date for the required functionality.

CalWIN will remove the \$100 liquid resource limit for Homeless Assistance benefits.

CalWIN will approve **PHA** benefits when the AU's share of rent does not exceed 80% of the Total Monthly Household Income (TMHI) when all other factors are met.

CalWIN will exclude homeless assistance from counting against the once every 12-month limit for both THA and PHA when 'State or Federally Declared Disaster' is selected as the 'Reason for Homelessness'.

CalWIN will add a new row to 'Reason for Homeless' reference table (RT_RSN_HMLS) for the reason 'State or Federally Declared Disaster'.

CalWIN will allow the user to select 'State or Federally Declared Disaster' as a 'Reason for Homelessness' on the Collect Homeless Detail window.

CalWIN will remove the logic for Evicted for No Financial Hardship and Evicted for Other than Non-Payment.

In addition, CalWIN will change the default for 'Issuance Method' to Transfer Online when EBT is selected as the issuance type for Perm/Temp homeless and the Payment Frequency should be changed to One-Time.

CalWIN will make text changes to the following form and notices:

1. CW42 form, approval notice Expanded Temporary.
2. HA M44-211B and denial notice for Temporary/Permanent.
3. M44-211D and add three new manual reason codes for the denial notice for Temporary/Permanent M44-211D.

CalWIN will no longer trigger the following mentioned obsolete denial reason codes for Perm/Temp Homeless assistance.

Temporary Homeless:

1. CAF515 - The individual lived with family when they received homeless assistance.
2. CAF518 – The individual is not homeless because of a State or Federally declared disaster.
3. CAF522 - The individual is not in compliance with verification of homelessness.
4. CAF529 - Individual has more than \$100 liquid Asset.

Permanent Homeless:

1. C10202 - You do not have a permanent place to live.
2. CAF557 - The individual lived with family when he/she received homeless assistance.
3. CAF559 – The individual's is not homeless because of a State or Federally declared disaster.
4. CAF561 - The individuals have more than \$100 liquid Asset.
5. CAF574 - The individual would not agree to let the county verify the pay rent or quit notice.
6. CAF577 - The individual did not provide a pay rent or quit notice.
7. CAF578 - Eviction is due to a reason other than not paying rent.
8. CAF579 - Eviction is not due to financial hardship beyond the individual's control.

PAC 61695 MOD01 will modify PAC 60547 Business Requirement #9 from “CalWIN must no longer trigger obsolete denial reason codes for Perm/Temp Homeless assistance” to “CalWIN must no longer trigger obsolete denial reason codes for Perm/Temp Homeless assistance and must not deny Homeless assistance requests.”

We are removing the following reason codes from the scope of this project as they are still valid denial reasons:

- Temporary Homeless:
 - CAF518 – The individual is not homeless because of a State or Federally declared natural disaster
- Permanent Homeless:
 - C10202 - You do not have a permanent place to live
 - CAF559 – The individual's is not homeless because of a State or Federally declared natural disaster

In addition, we are adding new HA functional requirements under original PAC Business Requirement #3 and ALM #11.

- CalWIN will exclude homeless assistance from counting against the once every 12-month limit for both THA and PHA when ‘State or Federally Declared Disaster’ is selected as the ‘Reason for Homelessness’ as of September 01, 2022.
- CalWIN will add a new row to ‘Reason for Homelessness’ reference table (RT_RSN_HMLS) for the reason ‘State or Federally Declared Disaster’, effective September 01, 2022.
- CalWIN will allow the user to select ‘State or Federally Declared Disaster’ as a ‘Reason for Homelessness’ on the Collect Homeless Detail window.

The body text will be updated in additional languages for the following NOAs:

- a. NOA M44-211B - |CN|SP|VI|
- b. NOA M44-211D - |VI|

2 PROJECT APPROACH AND SCOPE OF CHANGE

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

2.1 PROJECT STAKEHOLDERS

Role	Name
Executive Sponsor	Diane Alexander
Deputy Director	Lynn Bridwell

Role	Name
Product Owner	Cecilia Fine and Camie Callis
Project Manager	Anbarasan Venkataraman
SMEs	Krishna Chintalapudi, Srinivas Teki, Kent Sutter, Pete Wallerich
Project Management Office <i>For projects with cloud related changes</i>	N/A

2.2 BUSINESS PROBLEM OR BUSINESS DRIVERS

CalWIN denies Perm/Temp Homeless assistance and triggers denial reason codes for the following scenarios. These reason codes have been determined as obsolete:

- Temporary Homeless:
 - CAF515 - The individual lived with family when they received homeless assistance
 - CAF522 - The individual is not in compliance with verification of homelessness
 - CAF529 - Individual has more than \$100 liquid Asset.
- Permanent Homeless:
 - CAF557 - The individual lived with family when he/she received homeless assistance
 - CAF561 - The individuals have more than \$100 liquid Asset.
 - CAF574 - The individual would not agree to let the county verify the pay rent or quit notice.
 - CAF577 - The individual did not provide a pay rent or quit notice.
 - CAF578 - Eviction is due to a reason other than not paying rent.
 - CAF579 - Eviction is not due to financial hardship beyond the individual's control

2.3 CURRENT FUNCTIONALITY, IF APPLICABLE

Currently, CalWIN denies Homeless assistance and triggers the following denial reason codes for:

- Temporary Homeless:
 - CAF515 - The individual lived with family when they received homeless assistance
 - CAF522 - The individual is not in compliance with verification of homelessness
 - CAF529 - Individual has more than \$100 liquid Asset.
- Permanent Homeless:
 - CAF557 - The individual lived with family when he/she received homeless assistance
 - CAF561 - The individuals have more than \$100 liquid Asset.
 - CAF574 - The individual would not agree to let the county verify the pay rent or quit notice.

- CAF577 - The individual did not provide a pay rent or quit notice.
- CAF578 - Eviction is due to a reason other than not paying rent.
- CAF579 - Eviction is not due to financial hardship beyond the individual's control

2.4 REQUIRED FUNCTIONALITY

CalWIN will remove the functionality to deny Perm/Temp Homeless assistance requests for the following reason codes:

- Temporary Homeless:
 - CAF515 - The individual lived with family when they received homeless assistance.
 - CAF522 - The individual is not in compliance with verification of homelessness.
 - CAF529 - Individual has more than \$100 liquid Asset.
- Permanent Homeless:
 - CAF557 - The individual lived with family when he/she received homeless assistance.
 - CAF561 - The individuals have more than \$100 liquid Asset.
 - CAF574 - The individual would not agree to let the county verify the pay rent or quit notice.
 - CAF577 - The individual did not provide a pay rent or quit notice.
 - CAF578 - Eviction is due to a reason other than not paying rent.
 - CAF579 - Eviction is not due to financial hardship beyond the individual's control.

CalWIN is adding new HA functional requirements under original PAC Business Requirement #3 and ALM #11.

- CalWIN will exclude homeless assistance from counting against the once every 12-month limit for both THA and PHA when 'State or Federally Declared Disaster' is selected as the 'Reason for Homelessness' as of September 01, 2022.
- CalWIN will add a new row to 'Reason for Homelessness' reference table 'State or Federally Declared Disaster'.
- CalWIN will allow the user to select 'State or Federally Declared Disaster' as a 'Reason for Homelessness' on the Collect Homeless Detail window.

2.4.1 Population Impacted

Eligibility Programs	Population Impacted and a Description of the Effect	% of Population or Cases Impacted
CalWORKs	All CalWORKs individuals requesting Homeless Assistance.	100%

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2.4.2 Counties Impacted

County	Population Impacted and a Description of the Effect	% of Population Impacted
All	All Counties that receive and process Homeless Assistance requests.	100%

2.4.3 County Staff Impacted

County Position	Population Impacted and a Description of the Effect	% of Population Impacted
CalWORKs eligibility workers	All CalWORKs eligibility workers that receive and process Homeless Assistance requests.	100%

2.4.4 Workgroups Impacted

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

2.4.5 Programs Impacted

Program	Y/N	Description of the Affect
Adoption Assistance Program	N	No Expected Impact.
Approved Relative Caretaker (ARC)	N	No Expected Impact.
CalWORKs/RCA	Y	<ul style="list-style-type: none"> CalWIN will remove the functionality to deny Perm/Temp Homeless assistance requests for the reason codes that are no longer valid. CalWIN will exclude homeless assistance from counting against the once every 12 month limit for both THA and PHA when 'State or Federally Declared Disaster' is selected as the 'Reason for Homelessness'. CalWIN will add a new row to 'Reason for Homelessness' reference table 'State or Federally Declared Disaster'.

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Program	Y/N	Description of the Affect
		<ul style="list-style-type: none"> CalWIN will allow the user to select 'State or Federally Declared Disaster' as a 'Reason for Homelessness' on the Collect Homeless Detail window.
CalFresh	N	No Expected Impact.
CAPI	N	No Expected Impact.
Child Care	N	No Expected Impact.
CMSP	N	No Expected Impact.
County Specific	N	No Expected Impact.
Employment Services	N	No Expected Impact.
Foster Care	N	No Expected Impact.
General Assistance/General Relief	N	No Expected Impact.
KinGap	N	No Expected Impact.
Medi-Cal	N	No Expected Impact.
Other (specify):	N	No Expected Impact.

2.4.6 Related Impacts

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

2.4.7 Affected Groups

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

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Application Services	
Group	Effect Description
Data Access Services (DAS)	No Expected Impact.
Rules Engine (includes Corticon)	No Expected Impact.
Group – Eligibility	Effect Description
Authorization	No Expected Impact.
Benefit Issuance/Foster Care Issuance	No Expected Impact.
Benefit Recovery – BV	No Expected Impact.
EDBC – ARC	No Expected Impact.
EDBC – CalWORKs	<p>CalWIN will remove the functionality to deny Perm/Temp Homeless assistance requests for the reason codes that are no longer valid.</p> <p>CalWIN will be changed to exclude homeless assistance from counting against the once every 12 month limit for both THA and PHA when ‘State or Federally Declared Disaster’ is selected as the ‘Reason for Homelessness’</p>
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.

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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)	One (1) new row added to RT_RSN_HMLS

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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"> • M44-211D - Deny - Temporary Homeless Ineligibility, and M44-211D - Deny - Permanent Homeless Ineligibility. • No Expected Impact. • Additional manual reason codes for the M44-211D. • With reasons CAF518, C10202, CAF559 no longer being end-dated, the body text will be updated. • The body text will be updated in additional languages for the following NOAs: <ul style="list-style-type: none"> a. NOA M44-211B - CN SP VI b. NOA M44-211D - VI • No Expected Impact.
Fraud Referral Tracking System (San Diego County Only)	No Expected Impact.
Management Reporting <ul style="list-style-type: none"> a. Extracts b. Detail c. Summary 	<ul style="list-style-type: none"> a. No Expected Impact. b. No Expected Impact. c. No Expected Impact.
Periodic Reporting	No Expected Impact.
Group – DBA	Effect Description
CalWIN Database – SQL Server	No Expected Impact.
Case Copy/Replication (DBA)	No Expected Impact.
CIS (County Information Server) <ul style="list-style-type: none"> a. CIS Data base schéma changes b. RT changes c. MR Extract changes 	<ul style="list-style-type: none"> a. No Expected Impact. b. One (1) new row added to RT_RSN_HMLS. c. No Expected Impact.
Database Objects (DBA) <ul style="list-style-type: none"> a. Database tables/columns b. Conversion SQLs 	<ul style="list-style-type: none"> a. No Expected Impact. b. No Expected Impact.

c. Code SQL reviews d. Production SQL packs	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. One (1) new row added to RT_RSN_HMLS 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 no longer deny Perm/Temp Homeless assistance requests for the below mentioned denial reason codes: • Temporary Homeless: <ul style="list-style-type: none"> ➤ CAF515 - The individual lived with family when they received homeless assistance. ➤ CAF522 - The individual is not in compliance with verification of homelessness. ➤ CAF529 - Individual has more than \$100 liquid Asset. • Permanent Homeless: <ul style="list-style-type: none"> ➤ CAF557 - The individual lived with family when he/she received homeless assistance. ➤ CAF561 - The individuals have more than \$100 liquid Asset. ➤ CAF574 - The individual would not agree to let the county verify the pay rent or quit notice. ➤ CAF577 - The individual did not provide a pay rent or quit notice.

	<ul style="list-style-type: none"> ➤ CAF578 - Eviction is due to a reason other than not paying rent. ➤ CAF579 - Eviction is not due to financial hardship beyond the individual's control. • System test will test and validate that CalWIN excludes homeless assistance from counting against the once every 12-month limit for PHA when 'State or Federally Declared Disaster' is selected as the 'Reason for Homelessness', as of September 01, 2022. • System test will test and validate that CalWIN excludes homeless assistance from counting against the once every 12-month limit for THA when 'State or Federally Declared Disaster' is selected as the 'Reason for Homelessness', as of September 01, 2022. • System test will test and validate that CalWIN adds a new row to 'Reason for Homelessness' reference table 'State or Federally Declared Disaster', effective September 01, 2022. • System test will test and validate that CalWIN allows the user to select 'State or Federally Declared Disaster' as a 'Reason for Homelessness' on the Collect Homeless Detail window. • System test will test and validate that CalWIN adds the M44-211B in CN, SP, VI. • System test will test and validate that CalWIN adds the M44-211D in VI.
Testing – Integration	No Expected Impact.
Operations	
Group – Operations	Effect Description
Batch & Production Support	Support for scheduling/testing additional batch runs as necessary.
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
Homeless Assistance Benefits	<p>PHA benefits will be approved when the AU's share of rent does not exceed 80% of the Total Monthly Household Income (TMHI) when all other factors are met.</p> <p>Homeless Assistance will be approved when liquid resources are over the \$100 limit.</p> <p>Homeless Assistance will not count against the 12 month-limit when 'State or Federally Declared Disaster' is selected as the 'Reason for Homelessness'.</p>

4 TRAINING

Training Artifact	Training Type	High-Level Description of Training																																	
Release Notes and Highlights	Documentation	Release Notes and Highlights are provided as part of the Training Documentation deliverable for the Release Project.																																	
Online User Manual (OLUM)	Manual Update	Updates to the Online User Manual are provided as part of the Training Documentation deliverable for the Release Project.																																	
Best Practice Guides (BPG)/User Guides (UG)	Manual Update	Updates to the following Best Practice Guides (BPG)/User Guides (UG) are provided as part of the Training Documentation deliverable for this project.																																	
Systems Operation Plan 35-19 County Responsibilities	Manual Update	<table> <tr> <th>Y/N</th><th>New or Changing County Responsibilities due to the following Project Change:</th><th>Description – Detail actions for any Yes</th></tr> <tr> <td>N</td><td>Reference Table</td><td></td></tr> <tr> <td>N</td><td>CalWIN Security Overview</td><td></td></tr> <tr> <td>N</td><td>Maintenance CalWIN User Accounts</td><td></td></tr> <tr> <td>N</td><td>Mobile/Portal User Support</td><td></td></tr> <tr> <td>N</td><td>Business Intelligence User Accounts</td><td></td></tr> <tr> <td>N</td><td>Employment Services</td><td></td></tr> <tr> <td>N</td><td>Providers</td><td></td></tr> <tr> <td>N</td><td>Case Assignments</td><td></td></tr> <tr> <td>N</td><td>Appointment Scheduling</td><td></td></tr> <tr> <td>N</td><td>Benefit Issuance Setup</td><td></td></tr> </table>	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	
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																																		

Training Artifact	Training Type	High-Level Description of Training
Other	<ul style="list-style-type: none"> • Documentation and County Calls • Additional County Calls • Scenario Workflows • Renewal Workflow Charts • Medi-Cal Renewal Guide • As defined during BSM 	N/A

5 ASSUMPTIONS

5.1 GENERAL ASSUMPTIONS

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

Assumption Identifier	Assumption Category	Assumption Description
1.0	Timing	The actual release date is established by the PCB. This PAC's Target Release is valid based on an approval by WCDS by __/__/__ 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

Assumption Identifier	Assumption Category	Assumption Description
		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	No Database tables created or modified for this change.
8.0	Technical	No Reference tables created or modified for this change. One new row will be added for this change
9.0	Technical	No Production or conversion SQL pack required for this change.
10.	Technical	No Code SQL review required for this change.

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
No	Project Plan and Work Plan (PWP) – <i>the Work Plan is the PPM schedule</i>	
No	Functional Business Requirements (FBR) – <i>includes requirements and Acceptance Criteria from ALM</i>	FBR will be delivered including MOD01 Scope.
No	Technical Specifications Document (TSD)	TSD will be delivered including MOD01 Scope.
No	System Test Plan (STP) – <i>includes reference to test scripts in ALM</i>	STP will be delivered including MOD01 Scope.
No	System Test Results (STR) – <i>includes reference to test runs and artifacts in ALM</i>	STR will be delivered including MOD01 Scope.
No	Training Documentation – <i>includes updates to BPGs, User Guides, and any training materials. The Training Documentation for the Release Project will include the Release Notes, Release Highlights, Technical Specifications Worksheet, and OLUM updates.</i>	Release Notes and Highlights will be updated including MOD01 Scope.

Included (Yes/No)	Deliverable Name	Deliverable Assumption/Exception
No	Delivery Documentation – <i>includes delivery documentation such as updates to Reference Table changes and the RRS Worksheets</i>	
No	Post Implementation Report (PIR)	PIR will be delivered including MOD01 Scope

6 CONSTRAINTS

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

Constraint ID	Type of Constraint	Constraint Description
N/A		

7 BENEFITS

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

Legal and Regulatory

8 RISKS

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

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

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

9 ALTERNATIVE APPROACHES, IF APPLICABLE

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

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

N/A

9.2 IMPLEMENTATION ALTERNATIVES

Implementation Alternatives Definition:

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

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

9.3 BUSINESS ENVIRONMENT DESIGN STRATEGY (BENDS)

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

PROJECT APPROACH AND COST (PAC)

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>	\$0	
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>	\$12,024	
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>	\$6,553	
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>	\$43,849	
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>	\$28,962	
Post Implementation Report (PIR) <i>(Includes: Development and delivery of the post-implementation report deliverable.)</i>	\$0	
County Direct only UAT and Release Level Support Price <i>(State assumptions of price)</i>	\$0	
<u>Gainwell Effort Subtotal</u>		\$91,388
Other <i>(Offset from contingency used from Initial Project Scope)</i>	(\$8,690)	
Operational Support <i>(Ongoing, post-Release)</i>	\$0	

PROJECT APPROACH AND COST (PAC)

Work	Cost Subtotals	Cost Totals
<u>Non-Effort Subtotal</u>		(\$8,690)
<u>Grand Total</u>		\$82,698
<u>CalHEERS B Release Level Support</u> <i>(Included in grand total)</i>		\$0
<u>CalSAWS AWS Cost</u> <i>[Not included in grand total – aligns to the Technical Budget Committee Review (TBCR)]</i>		\$0

No ROM was delivered for this MOD

Approved contingency from initial Scope – 172.2hrs

Portion of contingency proposed to be used from initial scope for MOD01 – 61hrs (\$8,690)

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	Currently, CalWIN restricts Perm/Temp homeless assistance for State or Federally declared disasters, and Perm homeless assistance is restricted for individuals that do not have a permanent place to live.								
2. Would this change be the same for all eligibility programs? If 'No', what eligibility programs are impacted?	N	This change is only for the CalWORKs program.								
3. Would this change be the same for all employment services programs? If 'No', what employment services programs are impacted?	N	No impact to ES.								
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: <table border="1" data-bbox="224 1239 824 1480"> <thead> <tr> <th>New Information</th><th>Security On</th></tr> </thead> <tbody> <tr> <td>Child window</td><td>No</td></tr> <tr> <td>Search window</td><td>No</td></tr> <tr> <td>Contains Client Information</td><td>Yes</td></tr> </tbody> </table>	New Information	Security On	Child window	No	Search window	No	Contains Client Information	Yes	N	
New Information	Security On									
Child window	No									
Search window	No									
Contains Client Information	Yes									
6. Would the change affect the functionality of the window's icons?	N									
7. Do any interface partners receive this information? If Yes, note which partners.	N									
8. Are any Management Reports impacted by this change? If yes, which ones and what would change?	N									

Question	Y/N	Notes
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	Body texts for reasons CAF518, C10202, and CAF559 will be updated.
11. Does this change how eligibility is determined?	Y	
12. Would the new information need to display on the CalWIN Web application?	Y	
13. Are there end-user references to Food Stamps in the system components impacted by this CR?	N	
14. Were the WCDS Guiding Principles for Standardization considered in developing this change?	Y	WCDS Guiding Principles for Standardization were considered.
15. Is there an impact to County Direct services?	N	
16. Will this require changes to the Software Report?	N	

11.2 DELIVERABLE CHECKLIST

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

PROJECT APPROACH AND COST (PAC)

QA Activity	Requirement Verified/Not Verified	Notes
Template instructions removed.	Verified	
Correct any obvious formatting inconsistencies.		
Perform grammar/spell check.		
<p>If any clarifications needed, enter comments via Comment Log.</p> <p>If there were any QA comments requiring rework, re-review deliverable after updates are made.</p>		

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	<p>CalWIN must no longer trigger obsolete denial reason codes for Perm/Temp Homeless assistance.</p> <p>Modify: CalWIN must no longer trigger obsolete denial reason codes for Perm/Temp Homeless assistance to deny Homeless Assistance requests.</p>	CalWIN	Req ID #13	Modify

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

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

12.2 IMPLEMENTED REQUIREMENTS NOT MODIFIED

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

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

13 ACCEPTANCE SIGNOFF

Acceptance Signoff for this deliverable ([61696](#)) 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	

Will the Implementation of the Project be reasonably expected to:	Y/N?	If Y, then specify the impact description
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	
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?	Y	One (1) new row added to RT_RSN_HMLS reference table.
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 RT_RSN_HMLS

14.3.1.1 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	RT_RSN_HMLS
Logical Name	Reason for Homeless
Short Description	This reference table contains the various reasons for homelessness such as house caught fire, natural calamity etc.

Maint. Level	CONSORTIUM
Lead Subsystem	Data Collection

14.3.1.2 County-Updatable Columns and Default Values

SELECT

B.COL_LGCL_NM || ' - ' || B.COL_PHY_NM

FROM RT_REFR_TBL A, RT_COL B

WHERE A.REFR_TBL_PHY_NM = 'RT_XXXX'

AND A.REFR_TBL_ID = B.REFR_TBL_ID AND B.COL_UPD_SW = 'Y';

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

14.3.1.3 Action Information

Actions to Take on the Table		Explanatory Notes
1	If inserting or updating rows, give approximate number of rows to be inserted or updated.	One (1) row to be added.
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 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.	09/01/2022
5	The standard for RTs is:	N/A

Actions to Take on the Table		Explanatory Notes
	<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. 	
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. <i>(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.)</i> Note if these changes are required for the User Acceptance Testing (UAT) release, for the Production release, or both. This information must also be included in the Release Notes prior to the release.	N/A
9	For RTs that have “year” or “date” fields other than effective begin and end dates, and those date fields are used in the program logic to select the appropriate RT row, make a note of the special logic and document if/how this affects the RT change, the coding, and/or the testing.	N/A

14.3.1.4 Structure Information

Column Action (Add, Change, Delete)	Key Column (Yes/No)	Physical Column Name (24 Characters Maximum)	Logical Column (Attribute Name - 50 Characters Maximum)	Column Description for RT Help (4000 Characters Maximum)	Candidate Data Type / Length	Null/Not Null	Display Order	County Update-able (Yes/No)
N/A								

14.3.1.5 Data Information Table

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)

RSN_HMLS_CD	RSN_HMLS_DESC	HMLS_EXCP	USR_SELCT_SW
SF	State or Federally declared disaster	Y	Y

EFF_BGN_DT	EFF_END_DT
09/01/2022	

14.3.1.6 Impacted Programs Table:

This is the list of programs that may need to be changed.

Program Name	Action Required <i>("No Action", "Recompile", or "Changed")</i>
DC0021N	No Action
EDC402C	Changed
EDD099S	No Action
WU0020N	No Action

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.

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)	0
Functional Business Requirements (FBR)	84.4
Technical System Design (TSD)	46.0
Coding and Unit Testing (CUT)	238.1
System Test Plan (STP)	69.7
System Test Results (STR)	197.5
Training Documentation (TRN)	5.8
Delivery Documentation	0.0
Post Implementation Report (PIR)	0.0
CalHEERS Release B	0.0
TOTAL*	641.5

*Footnote: 0 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.

Revenue split related to the MOD01 PWP will be invoiced upon PAC approval. Split related to other deliverables will be invoiced with the corresponding main project deliverable approvals.

Work	Cost Subtotals	Cost Totals
Project Plan and Work Plan (PWP) (20% of total price) <i>(Includes: Initiation of the project, Project Plan and Work plan creation through formal approval, project management oversight through planning phase.)</i>	\$16,540	

PROJECT APPROACH AND COST (PAC)

Work	Cost Subtotals	Cost Totals
Functional Business Requirements (FBR) (30% of total price) <i>(Includes: Document creation through to formal approval, any JAD, JRP, etc., project management oversight through FBR phase.)</i>	\$24,809	
Technical System Design (TSD) (30% of total price) <i>(Includes: Design, Design Walkthrough and Design document creation through to formal approval, project management oversight through the TSD phase.)</i>	\$24,809	
System Test Plan (STP) (10% of total price) <i>(Includes: Test Plan document creation through to formal approval, code and unit test, unit test walkthrough, system test script creation, regression test script updates, and refinement through formal approval, project management oversight through Test Plan phase.)</i>	\$8,270	
System Test Results (STR) (0% of total price) <i>(Includes: Integrated test, system test, and regression test execution and the capture of test results, development of test results documentation through formal approval, development of training and delivery document through to formal approval, project management oversight through the implementation phase.)</i>	\$0	
Post Implementation Report (PIR) (10% of total price) <i>(Includes: Document creation through to formal approval, project management oversight through Post Implementation Phase.)</i>	\$8,270	
County Direct only UAT and Release Level Support Price <i>(State assumptions of price.)</i>	\$0	
<u>Gainwell Effort Subtotal</u>		\$82,698
Other <i>(List Hardware, Software, etc.)</i>	\$0	
Operational Support <i>(Ongoing, post-Release)</i>	\$0	
<u>Non-Effort Subtotal</u>		
<u>Grand Total</u>		\$82,698

Template Version Number: 12.0

Template Effective Date: 07/20/2021