



# PROJECT APPROACH AND COST (PAC)

## 62197 CD SFO - COUNTY BANK CHANGE COUNTY DIRECT AGREEMENT

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## PROJECT APPROACH AND COST (PAC) 62197 – CD SFO - County Bank Change County Direct Agreement

### Statement of Confidentiality

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## 1 SCOPE OF WORK

The following document outlines the County Direct Agreement between (San Francisco) County and Gainwell Technologies, as provided under the Separate Services and Products provision (Section 13) in the CalWIN Contract.

## 2 PROJECT RESOURCES FRAMEWORK

Throughout the lifecycle of this project, several County and Vendor resources will be utilized. Precise titles are not as important here as understanding the level of involvement and roles that are necessary to maximize the effectiveness of the defined project methodology and approach. It would be possible for one person to be involved with multiple roles.

### 2.1 VENDOR ROLES

<b>Vendor Program Managers</b>	Contractual and executive management representative for Gainwell
<b>Vendor Project Manager</b>	Delivery oversight and the focal point to the County
<b>Vendor Order Tracking Manager</b>	Individual responsible for order placement and tracking
<b>Vendor Lead Architect</b>	Technical leadership of the project team
<b>Vendor Engineers and Consultants</b>	Lead technologists, subject matter experts, project workforce

### 2.2 COUNTY ROLES

<b>County Project Sponsor</b>	Management representative for the County and designated project acceptor
<b>County Project Liaison</b>	Project focal point for all Vendor resources
<b>County Site Manager(s)</b>	Contact individual for each site. Assists with scheduling and site surveys. Familiar with site layout, workgroups, and able to obtain necessary technical/logistical information from groups within the County

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2.3 WCDS ROLES

WCDS Administrative Deputy Director	Management representative for the County Direct requests
WCDS Project Liaison	Project focal point for all WCDS communications

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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 Version	05/24/2022	P Wallerich
0.1.1			
0.1.2			



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### 3 EXECUTIVE SUMMARY

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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

San Francisco County is changing banks and are requesting support in testing before making the change in production. They would like generate Test EFT and Warrant files in the TRAIN environment.

This is a Minimal Governance change.

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### 4 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.

#### 4.1 PROJECT STAKEHOLDERS

Role	Name
<b>Executive Sponsor</b>	Ingrid Mock
<b>Deputy Director</b>	Ingrid Mock
<b>Product Owner</b>	Ingrid Mock
<b>Project Manager</b>	Dan Schirtzinger
<b>SMEs</b>	Pete Wallerich
<b>Project Management Office</b> <i>For projects with cloud related changes</i>	N/A

#### 4.2 BUSINESS PROBLEM OR BUSINESS DRIVERS

San Francisco County is changing banks and is requesting support in testing before making the change in production. San Francisco County would like generate Test EFT and Warrant files in the TRAIN environment.

#### 4.3 CURRENT FUNCTIONALITY, IF APPLICABLE

CalWIN ACH – Daily and re-occurring monthly Automated Clearing House (ACH) money is sent from San Francisco's account to the recipient. San Francisco receives files direct from CalWIN formatted in the National Automated Clearing House Association (NACHA) format to send funds to the recipient. County also sends a file back directly from the bank related to this activity, daily.

#### 4.4 REQUIRED FUNCTIONALITY

Provide testing support for San Francisco County to test the new bank information after reference table updates are made by the C50ounty. Testing will be conducted in the County's CalWIN Training environment.

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#### 4.4.1 Population Impacted

Eligibility Programs	Population Impacted and a Description of the Effect	% of Population or Cases Impacted
N/A		

#### 4.4.2 Counties Impacted

County	Population Impacted and a Description of the Effect	% of Population Impacted
San Francisco County	Fiscal Staff involved in managing and monitoring benefit delivery.	100%

#### 4.4.3 County Staff Impacted

County Position	Population Impacted and a Description of the Effect	% of Population Impacted
Fiscal Staff	Staff involved in managing and monitoring benefit delivery.	100%

#### 4.4.4 Workgroups Impacted

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

#### 4.4.5 Programs Impacted

rogram	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	N	No expected impact.
CAPI	N	No expected impact.
Child Care	N	No expected impact.
CMSP	N	No expected impact.

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<b>rogram</b>	<b>Y/N</b>	<b>Description of the Affect</b>
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.

#### 4.4.6 Related Impacts

<b>Proposals and Projects</b>	<b>Description of Potential Impacts to Counties</b>
N/A	
<b>County Direct</b>	
San Francisco County	This change applies to San Francisco County only.
<b>Service Requests</b>	
Change Order 5061	This Change Order will be used for communication and tracking purposes only.

#### 4.4.7 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.

<b>Application Services</b>	
<b>Group</b>	<b>Effect Description</b>
Data Access Services (DAS)	No expected impact.
Rules Engine (includes Corticon)	No expected impact.
<b>Group – Eligibility</b>	<b>Effect Description</b>
Authorization	No expected impact.

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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.
<b>Group – Input, Interfaces, and Inquiry</b>	<b>Effect Description</b>
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.

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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.
<b>Group – Information Reporting</b>	<b>Effect Description</b>
Business Intelligence	No expected impact.
Client Correspondence <ul style="list-style-type: none"> <li>a. Notices</li> <li>b. Triggers</li> <li>c. Reason Code</li> <li>d. Exstream including Enterprise Content Management (ECM)</li> </ul>	<ul style="list-style-type: none"> <li>a. No expected impact.</li> <li>b. No expected impact.</li> <li>c. No expected impact.</li> <li>d. No expected impact.</li> <li>e. No expected impact.</li> <li>f. No expected impact.</li> </ul>



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e. Translations Required? f. Impact to CC Maintenance Modules?	
Fraud Referral Tracking System (San Diego County Only)	No expected impact.
Management Reporting a. Extracts b. Detail c. Summary	a. No expected impact. b. No expected impact. c. No expected impact.
Periodic Reporting	No expected impact.
<b>Group – DBA</b>	<b>Effect Description</b>
CalWIN Database – SQL Server	No expected impact.
Case Copy/Replication (DBA)	No expected impact.
CIS (County Information Server) a. CIS Data base schéma changes b. RT changes c. MR Extract changes	a. No expected impact. b. No expected impact. 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
<b>Group – Customer Experience</b>	<b>Effect Description</b>
MyBenefits CalWIN	No expected impact.
MyBenefits CalWIN Mobile App	No expected impact.

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General													
Group – Quality	Effect Description												
Technical Writer	No expected impact.												
Testing – System	No expected impact.												
Testing – Integration	<p>Gainwell will support the county in testing this change.</p> <p>Testing would include:</p> <ul style="list-style-type: none"><li>County will modify the following Process Control values in the RT for ‘County Process Control’ to store the new bank details:</li></ul> <table><tr><th>Control Code</th><th>Control Description</th></tr><tr><td>BANKCNTYID</td><td>County ID assigned by bank for EFT</td></tr><tr><td>BANKFILEID</td><td>EFT File ID assigned by bank</td></tr><tr><td>CNTYDISBNK</td><td>County Disbursing Bank Name</td></tr><tr><td>CNTYRUTNUM</td><td>County Bank Routing Number</td></tr><tr><td>EFTCTYNAME</td><td>County Name identified by bank for EFT</td></tr></table> <ul style="list-style-type: none"><li>The records in the RTs for ‘Document Type’ and ‘Document Type for Batch Issuances’ need to be updated with the new Bank Routing Number and Account Number.</li><li>County will create a stock record for EFT in the training environment (if it does not exist already). Benefit Issuance job will process EFT triggers only when there is a stock record. The county may refer to what is in the production environment to enter the record.</li><li>The county is responsible for setting up cases with EFT accounts received for testing with their new bank. The cases must be setup to receive EFT and have pre-notes approved if payments are to be sent.</li></ul>	Control Code	Control Description	BANKCNTYID	County ID assigned by bank for EFT	BANKFILEID	EFT File ID assigned by bank	CNTYDISBNK	County Disbursing Bank Name	CNTYRUTNUM	County Bank Routing Number	EFTCTYNAME	County Name identified by bank for EFT
Control Code	Control Description												
BANKCNTYID	County ID assigned by bank for EFT												
BANKFILEID	EFT File ID assigned by bank												
CNTYDISBNK	County Disbursing Bank Name												
CNTYRUTNUM	County Bank Routing Number												
EFTCTYNAME	County Name identified by bank for EFT												

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	<ul style="list-style-type: none"> <li>Counties are also encouraged to send pre-notes to the counties new bank as part of testing.</li> <li>If the county wishes to test pre-notes in the EFTSEND file, that can be done by the usual process. If the case and/or the bank account is new, the pre-note will initially be in 'Pre-Note Pending' status. When an account is newly created, the pre-note information is sent in the EFTSEND file and we wait for 10 days for the bank to respond. If there is no response, CalWIN will mark it as 'Pre-Note Approved'.</li> <li>If the county does not want to wait for 10-days and want the EFT issuances to be processed right away, they can be manually marked as 'Pre-Note Approved.'</li> <li>If for any reason, EFT issuances get errored out, they will get processed as warrants or EBT depending on the program.</li> <li>Gainwell Batch team will run daily batch and process these triggers. This will create an EFTSEND file with the new bank information. The word TEST will be added to the file to differentiate it from the production files.</li> <li>The county should send the TEST file to the new bank and then verify the results in Training.</li> <li>The county should send an EFT return file (with the word TEST in the file name) to Gainwell Batch for processing EFT errors. Header record should have the new Bank information.</li> <li>Gainwell Batch team will process the return file.</li> </ul> <p>County will verify the results in Training.</p> <p>County needs to determine if checks printed via the Office Issuance process will need formatting changes because of new check stock. If so, county should contact CalWIN support and we will provide instructions for altering the style sheet.</p>
Operations	
Group – Operations	Effect Description
Batch & Production Support	Gainwell Batch team will run daily batch and process these triggers. This will create an EFTSEND file with the new bank information. Gainwell will add the word TEST to the file to differentiate it from the production files. Gainwell Batch team will process the return file.

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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 a. CalWIN on PREM Changes b. Cloud Related Network Changes	a. No expected impact. b. No expected impact.
Cloud a. Security b. Monitoring and Performance c. Disaster Recovery d. Storage and Capacity Planning	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.

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### 5 CRITICAL SUCCESS FACTORS

Critical Success Factor	Description of Expected Measurable Result
New bank transferred successfully.	With Gainwell's assistance and support, San Francisco County can transfer banks accurately and successfully.

### 6 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. N/A		
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	

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

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# 7 ASSUMPTIONS

## 7.1 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	This request is not associated with a CalWIN Release. Gainwell and the County will define the implementation date jointly.
2.0	County Direct	County Direct Service Requests will not impact the M&O and the Counties Change Requests of the Systems for the Counties.
3.0	Staff	Adequate staffing will be available to define the scope, requirements, design, development, testing and deployment.
4.0	Technical	No infrastructure software, hardware, and network upgrades or additions have been scoped as part of this change. They will need to be addressed in a separate change or the estimates; both cost and schedule, on this change will need to be revised to include any such changes.  No new environments will be added or setup as a result of this change.
5.0	Functional	When the county changes banks, the county will have to manually check their EFT return files for the next few days to ensure that the new bank information is present. If the bank information is not correct, CalWIN will not process the file.
6.0	Technical	No new environments will be added or setup as a result of this change.

## 7.2 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) – the Work Plan is the PPM schedule	Work plan Only

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<b>Included (Yes/No)</b>	<b>Deliverable Name</b>	<b>Deliverable Assumption/Exception</b>
No	Functional Business Requirements (FBR) – includes requirements and Acceptance Criteria from ALM	Bank Change Testing Only
No	Technical Specifications Document (TSD)	Bank Change Testing Only
No	System Test Plan (STP) – includes reference to test scripts in ALM	Bank Change Testing Only
No	System Test Results (STR) – includes reference to test runs and artifacts in ALM	Bank Change Testing Only
No	Training Documentation – 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.	Bank Change Testing Only
No	Delivery Documentation – includes delivery documentation such as updates to Reference Table changes and the RRS Worksheets	Bank Change Testing Only
No	Post Implementation Report (PIR)	Bank Change Testing Only



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## 8 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		

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9 BENEFITS

County is able to utilize new banking relationship

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

10 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			

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11 ALTERNATIVE APPROACHES, IF APPLICABLE

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

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

N/A

11.2 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			
2. Partial Automation			
3. No Automation (Manual)			

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11.3 BUSINESS ENVIRONMENT DESIGN STRATEGY (BENDS)

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

County	Contact

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# 12 EXECUTIVE FINANCIAL SUMMARY

## 12.1 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
<b>Project Planning: Project Plan and Work Plan (PWP)</b> <i>(Includes: Initiation of the project, Project Plan and Work plan creation through formal approval, project management oversight through planning phase.)</i>	\$1,311	
<b>Requirements Analysis: Functional Business Requirements (FBR)</b> <i>(Includes: Document creation through to formal approval, any JAD, JRP, etc., project management oversight through FBR phase.)</i>	\$0	
<b>Design: Technical System Design (TSD)</b> <i>(Includes: Design, Design Walkthrough and Design document creation through to formal approval, project management oversight through the TSD phase.)</i>	\$0	
<b>Test Planning: System Test Plan (STP)</b> <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>	\$0	
<b>Testing: System Test Results (STR)</b> <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	
<b>Post Implementation Report (PIR):</b> <i>(Includes: Development and delivery of the post-implementation report deliverable.)</i>	\$0	
<b>Bank Change consultation and file exchange testing</b>	\$6,994	
<b>County Direct only UAT and Release Level Support Price</b> <i>(State assumptions of price)</i>		\$0
<b>Gainwell Effort Subtotal</b>		
<b>Other</b> <i>(List Hardware, Software, etc.)</i>	\$0	

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Work	Cost Subtotals	Cost Totals
Operational Support <i>(Ongoing, post-Release)</i>	\$0	
<u>Non-Effort Subtotal</u>		\$0
<u>Grand Total</u>		\$8,305
<u>CalHEERS B Release Level Support</u> <i>(Included in grand total)</i>	\$0	\$0
<u>CalSAWS AWS Cost</u> <i>[Not included in grand total – aligns to the Technical Budget Committee Review (TBCR)]</i>	\$0	\$0

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

12.2 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
N/A		

## PROJECT APPROACH AND COST (PAC) 62197 – CD SFO - County Bank Change County Direct Agreement

### 13 QA CHECKLIST

#### 13.1 AREAS OF IMPACT CHECKLIST

Question	Y/N	Notes								
1. Does CalWIN do this today?	Y									
2. Would this change be the same for all eligibility programs? If 'No', what eligibility programs are impacted?	Y									
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? <ul style="list-style-type: none"> <li>If yes, has confidentiality been assessed? Follow the confidentiality guidelines listed:</li> </ul> <table border="1" style="margin-left: 20px;"> <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.	Y	County Auditor Controller								
8. Are any Management Reports impacted by this change? If yes, which ones and what would change?	N									
9. Does the change affect Business Intelligence? If yes, which page and what would change?	N									
10. Would the existing correspondence be affected or would new correspondence be required? If so, verify that correspondence is identified in the impacts.	N									

**PROJECT APPROACH AND COST (PAC) 62197 – CD SFO - County Bank Change County Direct Agreement**

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

### 13.2 DELIVERABLE CHECKLIST

<b>QA Activity</b>	<b>Requirement Verified/Not Verified</b>	<b>Notes</b>
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	



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QA Activity	Requirement Verified/Not Verified	Notes
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	

## PROJECT APPROACH AND COST (PAC) 62197 – CD SFO - County Bank Change County Direct Agreement

### 14 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.

#### 14.1 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 support San Francisco County in its testing for the bank change.	N/A	N/A	New - 01

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

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

#### 14.2 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			

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## 15 ACCEPTANCE SIGNOFF

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Acceptance Signoff for this deliverable (62322) is captured in the Project and Portfolio Management (PPM) tool via the Deliverable Management process.

## PROJECT APPROACH AND COST (PAC) 62197 – CD SFO - County Bank Change County Direct Agreement

# 16 APPENDIX A – DESIGN NOTES

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

## 16.1 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	

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<b>Will the Implementation of the Project be reasonably expected to:</b>	<b>Y/N?</b>	<b>If Y, then specify the impact description</b>
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	Updates will be made by San Francisco County to the RT for 'County Process Control'.
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	

## 16.2 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.

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

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16.3 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.

16.3.1 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

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### 16.3.2 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 Updatable 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				

### 16.3.3 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"> <li>• All updates will be accompanied by a change of effective begin date.</li> <li>• No updates will be done by overlaying / overwriting existing records or data.</li> <li>• If a deviation from this standard is planned, note that in the FBR along with the reasons for the deviation.</li> </ul>	N/A

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Actions to Be Taken on the Table		Explanatory Notes
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.) <b>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.</b>	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.	No special logic.



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## 16.3.4 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.

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

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### 16.3.5 Data Information



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

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

```
SELECT A.REFR_TBL_PHY_NM, B.CNTY_MAINT_SW, B.DATA_KEY,
       B.ROW_DATA
```

```
FROM RT_REFR_TBL A, RT_DATA B
```

```
WHERE A.REFR_TBL_ID = B.REFR_TBL_ID
```

```
AND A.MAINT_LVL_CD = 'B'
```

```
AND A.REFR_TBL_PHY_NM = 'RT_NCMP_GDCS_RSN';
```

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

#### Updated Rows Table:

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

#### New Rows Table:

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

#### All counties/county name (code)

Value 1	Value 2	Value n	County Action
N/A			

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

16.3.6 Program List

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

16.4 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.

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## 17 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)	9.2
Functional Business Requirements (FBR)	0
Technical System Design (TSD)	0
Coding and Unit Testing (CUT)	0
System Test Plan (STP)	0
System Test Results (STR)	49.1
Training Documentation (TRN)	0
Delivery Documentation	0
Post Implementation Report (PIR)	0
CalHEERS Release B	0
<b>TOTAL*</b>	<b>58.3</b>

*\*Footnote: 7.7 contingency hours are included in the estimated total.*

## PROJECT APPROACH AND COST (PAC) 62197 – CD SFO - County Bank Change County Direct Agreement

### 18 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
<b>Project Plan and Work Plan (PWP) (10% of total price)</b> <i>(Includes: Initiation of the project, Project Plan and Work plan creation through formal approval, project management oversight through planning phase.)</i>	\$831	
<b>Functional Business Requirements (FBR) (0% of total price)</b> <i>(Includes: Document creation through to formal approval, any JAD, JRP, etc., project management oversight through FBR phase.)</i>	\$0	
<b>Technical System Design (TSD) (0% of total price)</b> <i>(Includes: Design, Design Walkthrough and Design document creation through to formal approval, project management oversight through the TSD phase.)</i>	\$0	
<b>System Test Plan (STP) (0% of total price)</b> <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>	\$0	
<b>System Test Results (STR) (0% of total price)</b> <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	
<b>Post Implementation Report (PIR) (0% of total price)</b> <i>(Includes: Document creation through to formal approval, project management oversight through Post Implementation Phase.)</i>	\$0	
<b>Bank Change consultation and file exchange testing (90% of total price)</b>	\$7,474	
<b>County Direct only UAT and Release Level Support Price</b> <i>State assumptions of price:</i>	\$0	
<b><u>Gainwell Effort Subtotal</u></b>		\$8,305

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Work	Cost Subtotals	Cost Totals
Other (List Hardware, Software, etc.)		
Operational Support (Ongoing, post-Release)		
<u>Non-Effort Subtotal</u>		
<u>Grand Total</u>		\$8,305

## PROJECT APPROACH AND COST (PAC) 62197 – CD SFO - County Bank Change County Direct Agreement

### 19 PROJECT COSTS

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Please see Appendix C for detailed project costs.

### 20 COST ASSUMPTIONS

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The following assumptions were made by the Vendor, or developed in conjunction with the County, for the creation of this document. Any decisions made by the County that may modify these assumptions may affect the cost, schedule or outcome of this project.

N/A

### 21 PAYMENT SCHEDULE – TERMS AND CONDITIONS

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San Francisco County will be invoiced upon completion of the services. Payment is due within thirty days.

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## 22 COUNTY DIRECT APPROVAL

San Francisco County agrees to the terms and conditions detailed in this County Direct Agreement.

Proposal Number - Title	62197 CD SFO Bank Change Testing Support	Total	\$8,305
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County Authorized Signature	DocuSigned by: <i>Bernadette Casino</i> 076B521DD0B04A6...	Date
Approver's Name		06/30/2022
Bernadette Casino		
Approver's Title		
CalWIN Manager		
Approver's Division/Department		
San Francisco Human Services Agency		
Approver's Phone Number	415-420-3123	

DocuSigned by: <i>Michael Cox</i> 3CF8FE15875D45B...	11/28/2022
Business Office Review	Date
<i>Dawn L Wilder</i>	11/28/22
Gainwell Technologies Authorized Signature	Date
Dawn Wilder, Account General Manager	
Approver's Name - Title	
1 (626) 625-0691	
Approver's Phone Number	



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DocuSigned by:

Holly Murphy

89B392A87EF54EB...

1/4/2023

CalSAWS Authorized Signature

Date

CalSAWS Executive Director or Designee

Approver's Name - Title

Holly Murphy, CalSAWS PMO Director

Approver's Phone Number

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Template Version Number: 11.0

Template Effective Date 08/20/2021