CalSAWS | Information Transmittal (CIT) 0083-23

☐ **CalSAWS M&E** ☒ **CalWIN Migration**

Distribution Date:	March 7, 2023
To:	PPOC.18, PPOC.40, Committee.ICT.All, IPOC.CalWIN.Wave1, IPOC.CalWIN.Wave2, IPOC.CalWIN.Wave3, IPOC.CalWIN.Wave4, IPOC.CalWIN.Wave5, IPOC.CalWIN.Wave6.
CIT Name:	**CA-xxx-23 Wave 3 ICT Records in Progress**
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

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☐ BenefitsCal ☐ MyBenefitsCalWIN
☐ Customer Correspondence
☒ Other___eICT_____

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☐ Imaging
☐ Migration
☐ Conversion
☐ Technical
☐ Training
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| Description: (Including any step-by-step instructions) | **Purpose**
The purpose of this CIT is to inform Wave 3 counties (Orange, Santa Barbara, and Ventura) of the project's plan and the required county action for electronic Inter-County Transfers (eICT) between a CalSAWS and CalWIN county, still in-process at the time of each CalWIN county's migration to CalSAWS.

Background
When a recipient/beneficiary of CalWORKs, CalFresh, Transitional Nutrition Benefit, or Medi-Cal moves from a CalSAWS county to a CalWIN county, or vice versa. The Worker initiates an eICT which triggers the system to send eICT data to the applicable county/system.

External eICT: Any ICT being sent or requested between counties that use different systems are considered "external" eICTs.

Internal eICT: An ICT between two counties utilizing the same system is considered an "internal" eICT.

During the migration process between April 21, 2023, and April 24, 2023, any in-process eICTs between a CalSAWS county and a CalWIN County will result in an |

error when the Worker attempts to complete the eICT in CalSAWS, post-migration. This error is caused when the in-process eICTs shift from "external" to "internal."

In response to these findings, the project will perform a data change during migration to cancel all in-process eICTs between a converting county and a CalSAWS county as part of the CalSAWS migration cutover activities currently scheduled for April 24, 2023. (This effort is being tracked under DCR **CA-242531**.) Once the in-process eICTs are canceled, counties will need to re-request or re-send the ICT after the April 24, 2023 migration of Wave 3 counties (Orange, Santa Barbara, and Ventura) into CalSAWS for the ICT to be processed.

Additional Information
To minimize the number of in-process eICTs that will be canceled at migration and then re-sent/re-requested when migration is completed, the CalSAWS and CalWIN projects will generate recurrent lists of in-process eICTs for the counties to take action. Please see below for the list availability.

After Wave 3 CalWIN migration to CalSAWS has completed, CalSAWS will provide a final list of all in-process ICTs that were canceled, and CalWIN will resend unprocessed eICT data and images received by converting counties from CalWIN counties that are less than or equal to 90 days old to Orange, Santa Barbara, and Ventura counties at their new CalSAWS file locations as of conversion.

County Action
Review the in-process eICTs on the provided lists and take appropriate action to complete the eICT process **prior to Thursday, April 20, 2023.** Counties may want to allocate additional resources to "clean up" ICTs. Counties may utilize the ICT coordinator list to assist with this effort, which can be found on the CalSAWS Web Portal at the following location:

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It is the suggestion of the project that counties pause and hold the initiating of any new ICTs to or from migrating Wave 3 counties approximately one week prior to April 24, 2023. This will help to prevent these new eICTs from adding to the backlog of existing eICTs that will be scheduled to be cancelled at migration and will then have to be re-sent or re-requested.

To clarify, this is not a policy direction from the CalSAWS or CalWIN Projects or CDSS. Counties may continue to request and process eICTs during this period, but any eICTs sent from migrating counties to any CalSAWS county or from CalSAWS to a migrating county left unprocessed will be cancelled at migration.

The CalSAWS Project will provide a list of in-process ICTs between (to or from) converting CalWIN counties (Orange, Santa Barbara, and Ventura) and current CalSAWS counties two months prior and the 3 preceding weeks prior to go-live, as well as a final list of cancelled ICTs as of conversion.

For Wave 3 (Orange, Santa Barbara, and Ventura), the list of in-process ICTs will be provided to counties on the following dates:
- March 9, 2023
- April 3, 2023

- April 10, 2023
- April 17, 2023
- April 24, 2023 (this date reflects the final list of all cancelled ICTs as of conversion)

The SCR created to track the creation of these lists is **CA-242533**

CalSAWS lists will be posted to the following locations on the CalSAWS Web Portal:

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CalWIN will provide a list of all unprocessed ICTs greater than 60 days old *received* by the converting Wave 3 CalWIN counties (Orange, Santa Barbara, and Ventura) on the same dates as the CalSAWS provided lists.

The CalWIN lists generated are available for counties via two methods:
1. Delivered to county SFTP Server with a file name of XX_60DAY_AGED_ICT_LIST_yy-mm-dd.txt.
   Note, XX will be county code, for example Orange will be 30, Santa Barbara will be 42, and Ventura will be 56
2. Available in the Data Cleansing Tool where source CalWIN data is the same as was sent to the County SFTP Server. List files will be in the Unprocessed ICTs folder of the Miscellaneous Cleanup library.

The CalSAWS Conversion team is currently in the process of developing and testing a solution to avoid the cancellation of ICTs. If such a solution passes testing and is approved, a revision or additional CIT will be issued. Counties are encouraged to prioritize the processing of eICTs to reduce the number of ICTs that may be cancelled.

If you have any questions on this CIT please reach out to the contacts below and cc your regional managers.

Primary Project Contact: (Name, phone number, email address)	John Pratt (213) 712-1840 PrattJ@CalSAWS.org
Backup Project Contact: (Name, phone number, email address)	Jennifer Carpenter Implementation Lead CarpenterJ@CalSAWS.org
Attachments:	None
Web Portal Link:	████████████ OR You may also retrieve the CIT document and attachments by following these steps: 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2023" folder.

	4. Click on the appropriate CIT # folder.