CalSAWS | Information Transmittal (CIT)   0113-23

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

Distribution Date:	March 23, 2023
To:	PPOC.ContraCosta;PPOC.SantaClara;PPOC.Tulare; Consortium.RegionalManagers.R1; Consortium.RegionalManagers.R4
CIT Name:	**INC0084515 List of Discontinued Foster Care Cases Converted as Active in CalWIN**
From:	CalSAWS Project

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

☐ General   ☐ Reports
☒ Policy   ☐ Fiscal
  ☐ CW   ☐ Caseload Movement
  ☐ CF   ☐ Management
  ☐ MC   ☐ Fiscal
  ☐ CMSP   ☐ Security
  ☒ FC/KG/AAP   ☐ Batch and Interfaces
  ☐ Child Care   ☐ Imaging
  ☐ WtW   ☐ Migration
  ☐ Other Program(s)_____   ☒ Conversion
☐ BenefitsCal   ☐ Technical
☐ Customer Correspondence   ☐ Training
☐ Other_____   ☐ Help Desk

Description:	**Purpose**
	The purpose of this CIT is to inform the Wave 2 CalWIN migration counties about the list of cases associated with Service Now ticket INC0084515.
	Background
	Service Now ticket INC0084515 was opened for Foster Care (FC) programs that were incorrectly converted as Active instead of Discontinued. This issue is a result of cases that were previously discontinued in CalWIN but due to Conversion are currently showing Active in CalSAWS. To resolve this, the worker must review and, if appropriate, discontinue the program prior to main payroll on 04/03/23.
	County Action
	The case lists associated with ticket INC0084515 have been posted to the CalSAWS Web Portal in the following location:
	██████████████████████████

List	County Action

	INC0084515_Contra Costa INC0084515_Santa Clara INC0084515_Tulare	Users must review the applicable list and discontinue the program as appropriate. This should be done prior to main payroll on 04/03/23.

The User reviews the case to determine the correct status for the Foster Care program. If the Foster Care program should be in a Discontinued status, the User will complete the following steps:

Step	Action
1.	Navigate to the Child Placement page and click on the hyperlink for the most recent Placement
2.	Click the Edit button, then Save. **Note:** If the Placement record displays an End Date remove the End Date and click Save
3.	Navigate to the Negative Action Tab
4.	• Select 03/23 as the Benefit Month • Select all persons • Use 'Child Not in Placement' as the Negative Action Reason, and • Select 'Yes' for Timely Notice Exception with Reason Foster Care 10-Day Notice Exception • Run EDBC.
5.	EDBC list page displays the Fail EDBC • Accept and Save the EDBC. **Note:** if a Medi-Cal EDBC is triggered take appropriate action to Deny the pending Medi-Cal program
6.	Verify the Foster Care Program block located on the Case Summary page that the Foster Care program displays Discontinued
7.	If the Foster Care program does not show Discontinued status repeat for the following Benefit Month(s) until the Foster Care program block displays a Discontinued Status.

If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.

Primary Project Contact:	For Foster Care: Ignacio Lazaro Lazaroi@CalSAWS.org
Backup Project Contact:	Laura Ould OuldL@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.