



CalWIN ISS
Implementation Support Services

Go-Live Packet (GLP) – Appendix H –
CalSAWS Terminologies

February 3, 2023

| DATE | DOCUMENT VERSION | REVISION DESCRIPTION | AUTHOR |
|----------|---------------------|-----------------------|-----------------|
| 09/21/22 | .01 | Original | Conversion Team |
| 11/01/22 | 1.0 | Wave 1 Go-Live | Deloitte |
| 02/03/23 | 2.0 | Republish – No change | ISS |

| | | |
|----------|----------------------------------|-----------|
| 1 | PURPOSE | 4 |
| 2 | INTRODUCTION | 5 |
| 3 | CALSAWS TERMINOLOGY | 6 |
| 4 | APPENDIX | 13 |

1 PURPOSE

The purpose of the document is to provide a reference document for CalSAWS Terminologies for Counties.

2 INTRODUCTION

The document lists out CalSAWS Terminology for County Reference providing the CalSAWS Terminology, description, and corresponding CalWIN Terminology, if applicable.

3 CALSAWS TERMINOLOGY

This section covers terminology changes users will experience with the implementation of CalSAWS.

| CalSAWS Term | Definition | CalWIN Term (if applicable) |
|------------------------------|---|---|
| Auditor Controller | An interface that provides Counties with the information for fiscal transactions that occurred in the system. | Auditor |
| Authorization Types | System records that authorize the creation of an Issuance or Valuable for a Customer. There are four types of Authorization Records: <ul style="list-style-type: none"> • EDBC • Payment Request • Valuable Request • Collections Request | Authorize Eligibility Results and Benefit Amounts Benefit Issuance Benefit Recovery (Overpayment – Claims) Special Payments (Underpayment or Supplements) |
| Central Print | Central Print is the functionality in CalSAWS for printing items in batch through the Central Print vendor. | Batch Printing |
| Change Reason | Certain non-financial and financial detail pages allow Workers to establish the New Change Reason and New Reported Date. New Change Reasons impact all programs, except for Medi-Cal and Child Welfare Services programs. | UEM (Use Effective Month) |
| Child Welfare Services (CWS) | CalSAWS term that encompasses Foster Care (Approved Relative Caregiver [ARC]), Adoption Assistance, and Kin-GAP. | Foster Care, Adoption Assistance, and Kin-GAP |
| Codes Tables | A series of lookup tables in the system to help decode a code value, lookup values based on a set of parameters, or define the behavior of a code value. | Reference Tables |

CalSAWS Implementation Support Services

Go-Live Packet (GLP) – Appendix H – CalSAWS Terminologies

| CalSAWS Term | Definition | CalWIN Term (if applicable) |
|---------------------------|---|---|
| Collections Refund | Refunding money to a Customer from a Recovery Account collection. Only “cash” collections can be refunded. | N/A |
| Come-Up Month | The Come-Up Month is the first month that benefits have not yet been “Issued.” This will be the next calendar month unless the system is processing past the payment cut-off or benefit processing date (the date that all benefits are issued for the next month). | Future Month or Recurring Benefit |
| Direct Deposit Interface | An interface between the system and the County bank that uses standards established by the National Automated Clearinghouse Association (NACHA) for electronic payments through the Automated Clearinghouse (ACH) system. | EFT (Electronic Fund Transfer) |
| Distributed Documents | Workers can search for and view document(s) that have been distributed for a case on the Distributed Documents Search page. | Client Correspondence |
| Effective Date | Date a change is in effect, normally denoted as from a begin date or an end date. | Effective Begin Date |
| eTools | Task bar in CalSAWS where Workers can view e-Application and eICTs. | N/A |
| Fiscal History (claiming) | A fiscal process and page that acts as the system ledger. This process automatically calculates data points to be used in the creation of the State Claims (800s) and the Consolidated Expense Claim (CEC). | Benefit Discrepancy and Benefit Recovery (Claims) |
| Fund Code | Used to map the expenditure of an issuance to a County account string. Fund Codes are determined during Claiming. | N/A |
| Hard Validation | Hard validations are similar to EDBC failure reasons in CalWIN. A hard validation does not allow the Worker to run EDBC. | EDBC Failure Reason |

| CalSAWS Term | Definition | CalWIN Term (if applicable) |
|------------------|--|--|
| Hide Person | CalSAWS enables hiding a person's information so it does not show up on data collection pages and cannot be added to any new program application. Best practice is to list the person as <i>Out of the Home</i> on the Household Status List page prior to hiding. Hiding a person's record is also used when an incorrect CIN is assigned. | N/A |
| Immediacy | A code that tells the system when to issue the benefits. Three (3) types: routine, rush, or manual. | Daily Issuance |
| Issuance Batches | System batch runs that create the issuance records. <ul style="list-style-type: none"> • Main Payroll Issuance Batch • Foster Care Main Payroll Issuance Batch • Future Month Supplemental Batch • Nightly Issuance Batch | Batch Issuance Monthly Batch Issuance |
| Issuance Records | System records that contain the issuing of benefits, supportive service, or collections refund to a Customer or Vendor. Records Contain: <ul style="list-style-type: none"> • Control Number • Category • Benefit/Service Month • Case Number • Case Name • Program • Payee • Payee Address • Reference • Secondary Payee • Use between Payees • Issuance Method • Immediacy • Payment Amount • Invoice Number • Issue Date | Benefit Issuance |

CalSAWS Implementation Support Services

Go-Live Packet (GLP) – Appendix H – CalSAWS Terminologies

| CalSAWS Term | Definition | CalWIN Term (if applicable) |
|----------------------|--|---------------------------------------|
| | <ul style="list-style-type: none"> • Expiration Date • Delivery Method • Status • Status Reason • Document ID • Pay Code • Aid Code • Fund Code • EDBC • Authorized Worker • Status • Reason • Date | |
| Journal | Area where the Worker annotates case related information. This is the equivalent of Case Comments in CalWIN. | Case Comments |
| Local Print | Local print is the functionality in CalSAWS that allows Workers to print within an office. | Immediate Print |
| Manual EDBC | A manual EDBC is a determination of program eligibility and benefit amount made outside of the System. Payee and aid code are a portion of manual EDBC. | NSDI (Non-System Determined Issuance) |
| Manual Issuance | A manual entry into the system that documents an issuance created outside of the system. | Record NSDI |
| Master Pay Code List | Spreadsheet is maintained by the project of all pay codes used in the System. | Pay Time Reference Table |
| Message Center | An area in CalSAWS where Workers can see messages such as a Customer who is waiting to be seen. | N/A |
| Money Management | County-issued disbursements made to resources on behalf of CalWORKs and Homeless Assistance Customers for housing, utilities, and other money management support. | Income pages, Shelter Expense |

CalSAWS Implementation Support Services

Go-Live Packet (GLP) – Appendix H – CalSAWS Terminologies

| CalSAWS Term | Definition | CalWIN Term (if applicable) |
|---|---|---|
| Non-Requested Electronic Inter County Transfer eICT | An eICT sent without a request. | N/A |
| Page Sets | A specific group of pages that the Worker needs to complete for a specific action. | Non-Financial, Financial, or Resource pages |
| Pay Code | Used to identify a type of issuance, normally used for a supportive service issuance. All Payment Request and Valuable Request require a Pay Code. This code can be automated or manual. | Issuance Type |
| Payment Request | A request to issue a monetary supportive service to a Customer from a Service Arrangement. | Supportive Service Payment |
| Person Search | Search for Customers utilizing information such as SSN, name, DOB, or case number. There is no concept of CWIN in CalSAWS so this is one less search criterion Workers will have in CalSAWS. | Inquiry |
| Positive Pay | An interface between the System and the County bank that cross references warrants issued by the County with warrants redeemed by a Customer to detect fraud. Can include Rushed, Routine, Manual, External, and Cancelled issuances. | N/A |
| Potential Amount | Found on the Budget section of the EDBC Summary page it is the amount a Customer is potentially eligible to before deductions such as recoupments or previously issued benefits. | EDBC Results |
| Re-Evaluation (RE) | The term “RE” is used in CalSAWS to refer to renewals and redeterminations for programs. | RRR |
| Reception Log | This page allows Workers to record and edit reception log entries for contact with a Customer. | Traffic Log |

CalSAWS Implementation Support Services

Go-Live Packet (GLP) – Appendix H – CalSAWS Terminologies

| CalSAWS Term | Definition | CalWIN Term (if applicable) |
|---|---|-----------------------------|
| Repayment Term Detail | This page allows Workers to enter the terms of a repayment for a recovery account. | Benefit Recovery |
| Requested Electronic Inter County Transfer (eICT) | An eICT sent in response to a request from another County. | ICT |
| Rescind Detail page | This page allows Workers to rescind a denial or cancellation of service for a Customer or group of Customers based upon the effective date of the denial. | Rescind/Restore |
| Resource Databank (RDB) | RDB is the area in CalSAWS where Workers will manage and maintain Service Providers, Employers, Schools, Money Management Providers and Foster Care/Child Welfare programs. | Provider Maintenance |
| Root Questions | A set of questions used to guide a Worker during an interview. Questions are divided into Financial and Non-Financial questions. | Case Questions |
| Routine Issuance | Regular issuance of benefits through the batch process. | Recurring Benefit |
| Rush | An indicator of how benefits will be issued; Selecting the indicator of Rush means the benefits will distributed immediately to the Customer. | Daily Issuance |
| Rush Issuance | Immediate issuance of benefits. EBT = online host to host transaction or same day Warrant. | Daily Issuance |
| Service Arrangement | The process in which a supportive service is created in CalSAWS. A supportive service can be monetary or non-monetary and is not considered a benefit payment to the Customer. | Supportive Service |
| Skip Issuance | Occurs when the system case cannot issue a benefit. There are approximately 30 different skip reasons, most common are Incomplete SAR 7 or Incomplete Renewal/Recertification (RE). | Suspend |

CalSAWS Implementation Support Services

Go-Live Packet (GLP) – Appendix H – CalSAWS Terminologies

| CalSAWS Term | Definition | CalWIN Term (if applicable) |
|--------------------------------|--|------------------------------|
| Soft Validation | A system message generated by selecting the <i>Run EDBC without Verifications</i> button – to remind the user that some case data is missing while still proceeding with EDBC. | N/A |
| Template Repository | Contains all the form templates and notices stored in CalSAWS. | N/A |
| Valuable | A valuable is an item that is not money, can be used by a Customer, and has a limited or tracked quantity. Typically, items such as Bus Passes, Vouchers, or EBT cards. | Issuance Type |
| Valuable Category | The type of valuable: Warrant, Voucher, Bus Token, etc. | Issuance Type |
| Valuable Request | A request to issue a non-monetary supportive service to a Customer from a Service Arrangement. | Supportive Service |
| Warrants | Warrants is the CalSAWS term for checks. Warrants represents items printed in batch and in office. | Checks and Warrants |
| Welfare Intercept System (WIS) | The purpose of this interface is to provide data to the State for delinquent cash overpayment or CalFresh over issuance accounts. | N/A |
| Worklist PR/RE Page | Worklist PR/RE page lets Workers view outstanding Periodic Reports (PR), or Redetermination (RE) packets assigned to all Workers in a pool of which the Worker is a member, as well as tasks assigned to specific users. | Periodic Reports/RRR Packets |

4 APPENDIX

Not applicable.