CalSAWS

California Statewide Automated Welfare System

Design Document

CA-241894

Add Current PUB 13 Threshold Version and turn them ON in CalSAWS

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Mamata Sasumana
	Reviewed By	Lianel Richwin

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
07/20/2023	1.0	Initial Draft	Mamata Sasumana
09/29/2023	1.1	Content revision: 1) removed Cambodian because there is a text mismatch compared to other languages. 2) removing MIXED_HH_RE_Packet_NON_LA, NON_MAGI_RE_Packet_NON_LA and validate as part of CA-262850 3) updated the Print options and Imaging Barcode in section 2.1.4	Mamata Sasumana

Table of Contents

1   OVERVIEW

This effort will add current PUB 13 Threshold Version, turn them ON in CalSAWS and Update the RD packet with the new version.

1.1   Current Design

Currently the PUB 13 (8/20) is available in CalSAWS and included in the Redetermination packet. The Threshold languages were turned off when the English and Spanish versions were updated.

1.2   Requests

1) Update PUB 13 with the current version (5/22) in English and Spanish languages.
2) Add PUB 13 in available Threshold languages for 5/22 version.
3) Update the Redetermination packet (CF_PACKET_NON_LA, CWCF_PACKET_NON_LA, CW_PACKET_NON_LA, ESAP_CF_RE_PACKET_MIG, MAGI_RE_Packet_NON_LA) with the new version PUB 13 (5/22).

1.3   Overview of Recommendations

1) Update PUB 13 with the current version (5/22) in English and Spanish languages.
2) Add PUB 13 in available Threshold languages for 5/22 version.
   Languages Include: Armenian, Arabic, Chinese, Farsi, Hmong, Korean, Russian, Lao, Tagalog, Vietnamese.
4) Update the Redetermination packet (CF_PACKET_NON_LA,
3) CWCF_PACKET_NON_LA, CW_PACKET_NON_LA, ESAP_CF_RE_PACKET_MIG, MAGI_RE_Packet_NON_LA) with the new version PUB 13 (5/22).

1.4   Assumptions

1. Print options for threshold forms will remain the same as the print options for English and Spanish forms.
2. There are no changes to the generation logic of these forms. The new threshold forms will be the same as the existing English and Spanish forms.
3. If a particular form is not available in the threshold language that the RE packets is getting generated in, then add the English version of the form.
4. Supporting Documents section references attachments found on Jira.

2 RECOMMENDATIONS

2.1 Add Available Threshold Languages to PUB 13 to CalSAWS.

2.1.1 Overview

This section will cover the requirements for adding the PUB 13 in available threshold languages.

State Form: PUB 13 (5/2022)

Current Programs: Welfare-To-Work

Current Attached Forms: N/A

Current Forms Category: Forms

Current Template Repository Visibility: All counties

Existing Languages: English, Spanish

Template Description: This form is used to inform participant about their rights under the California Welfare Programs. It provides them with contact information and other important information about their rights.

Imaging Form Name: Your Rights Under CA Welfare Programs

Imaging Document Type: Rights and Responsibilities

2.1.2 Form Verbiage

Create PUB 13 (5/2022) XDP's for Threshold Languages

XDP's will be updated and added in threshold languages for PUB 13 form with version (5/22)

Updated Languages: English, Spanish

Added Threshold Languages: Armenian, Arabic, Chinese*, Farsi, Hmong, Korean, Lao, Russian, Vietnamese, Tagalog.

> *One translation is provided to support the three Chinese threshold languages: Cantonese, Chinese, and Mandarin.

Form Mockups/Examples: See Supporting Documents #1
Form Number: PUB 13
Include NA BACK9: No

2.1.3 Form Variable Population

Field Mappings: N/A

2.1.4 Form Generation Conditions

Form Print/Mailing Options

Threshold forms will have the same Form Print/Mailing Options as their corresponding English/Spanish forms.

Print Options:

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
N	Y	Y	N	N	N

Mailing Options:

Mailing Options	Option for PUB 13 Form
Mail-To (Recipient)	N/A
Mailed From (Return)	N/A
Mail-back-to Address	N/A
Outgoing Envelope Type	N/A
Return Envelope Type	N/A
Special Paper Stock	N/A

Form Control:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

Additional Options:

Requirement	Option for PUB 13 Form
Post to Self-Service Portal	Y

2.2 Update CF RE Packet (Non-LA)

2.2.1 Overview

This SCR will update the CF RE Packet (non-LA) in CalSAWS to account for the updates to forms PUB 13.

State Form: CF RE Packet

Current Programs: CalFresh

Current Attached Forms: CF_Packet, MC200_NVRA, CF29_RE, CF37, EBT2216, SAR7A, PUB13, PUB275, PUB388.

Current Forms Category: Application

Current Template Repository Visibility: Migration Counties

Existing Languages: English, Spanish, Cambodian, Armenian, Arabic, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog and Vietnamese.

2.2.2 Form/NOA Verbiage

Update Form XDP

This SCR will update the threshold languages of the packet with respective threshold languages of PUB 13 (05/22).

Updated Languages: English, Spanish, Cambodian, Armenian, Arabic, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese
Form Header: N/A

Form Number: CF RE Packet

2.2.3 Form/NOA Variable Population

There will be no updates to the packet's variables.

2.2.4 Form/NOA Generation Conditions

Updates to Form Generation

There will be no updates to the Form Generation, Form Control, nor Print/Mailing Options. The form will continue to have all Print Options available.

2.3 Update CWCF RE Packet (Non-LA)

2.3.1 Overview

This SCR will update the CWCF Packet (Non-LA) in CalSAWS to account for the updates to forms PUB 13.

State Form: CWCF RE Packet (Non-LA)

Current Programs: CalWORKs, CalFresh

Current Attached Forms: CW Paket, MC200 NVRA, GEN102, CCP7, SAWS2ASAR, CW2166, CW2184, WTW5 FRAG, CW101, EBT2216, SAR7A, PUB13, PUB275, PUB183, PUB388, CW52, TEM3022.

Current Forms Category: Application

Current Template Repository Visibility: Migration Counties

Existing Languages: English, Spanish, Cambodian, Armenian, Arabic,Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog and Vietnamese.

2.3.2 Form/NOA Verbiage

<u>Update Form XDP</u>

This SCR will update the threshold languages of the packet with respective threshold languages of PUB 13 (05/22).

Updated Languages: English, Spanish, Cambodian, Armenian, Arabic, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese
Form Header: N/A
Form Number: CWCF RE Packet (Non-LA)

2.3.3 Form/NOA Variable Population

There will be no updates to the packet's variables.

2.3.4 Form/NOA Generation Conditions

<u>Updates to Form Generation</u>

There will be no updates to the Form Generation, Form Control, nor Print/Mailing Options. The form will continue to have all Print Options available.

2.4 Update CW RE Packet (Non-LA)

2.4.1 Overview

This SCR will update the CW Packet (non-LA) in CalSAWS to account for the updates to forms PUB 13.

State Form: CW RE Packet

Current Programs: CalWORKs

Current Attached Forms: CW Packet, MC200 NVRA, GEN102, CCP7, SAWS2ASAR, CW2166, CW2184, WTW5, CW101, EBT2216, SAR7A, PUB13, PUB183, PUB388, CW52, TEMP3022.

Current Forms Category: Application

Current Template Repository Visibility: Migration Counties

Existing Languages: English, Spanish, Cambodian, Armenian, Arabic, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog and Vietnamese.

2.4.2 Form/NOA Verbiage

Update Form XDP

This SCR will update the threshold languages of the packet with respective threshold languages of PUB 13 (05/22).

Updated Languages: English, Spanish, Cambodian, Armenian, Arabic, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

Form Header: N/A

Form Number: CW RE Packet

2.4.3 Form/NOA Variable Population

There will be no updates to the packet's variables.

2.4.4 Form/NOA Generation Conditions

Updates to Form Generation

There will be no updates to the Form Generation, Form Control, nor Print/Mailing Options. The form will continue to have all Print Options available.

2.5 Update ESAP CF RE Packet

2.5.1 Overview

This SCR will update the ESAP CF RE Packet in CalSAWS to account for the updates to forms PUB 13.

State Form: ESAP CF RE Packet

Current Programs: CalFresh

Current Attached Forms: CF Packet, MC200 NVRA, CF377, EBT2216, PUB13, PUB275, PUB388.

Current Forms Category: Application

Current Template Repository Visibility: Migration Counties

Existing Languages: English, Spanish, Armenian, Cambodian , Arabic, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog and Vietnamese.

2.5.2 Form/NOA Verbiage

Update Form XDP

This SCR will update the threshold languages of the packet with respective threshold languages of PUB 13 (05/22).

Updated Languages: English, Spanish, Cambodian, Armenian, Arabic, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese
Form Header: N/A

Form Number: ESAP CF RE Packet

2.5.3 Form/NOA Variable Population

There will be no updates to the packet's variables.

2.5.4 Form/NOA Generation Conditions

Updates to Form Generation

There will be no updates to the Form Generation, Form Control, nor Print/Mailing Options. The form will continue to have all Print Options available.

2.6 Update MAGI RE Packet (Non-LA)

2.6.1 Overview

This SCR will update the MAGI RE Packet (non-LA) in CalSAWS to account for the updates to forms PUB 13.

State Form: MAGI RE Packet

Current Programs: Medi-Cal

Current Attached Forms: Coversheet, MC019, MC219, MC372, PUB13, PUB183, MC003, NVRA_VPF.

Current Forms Category: Application

Current Template Repository Visibility: Migration Counties

Existing Languages: English, Spanish, Cambodian, Armenian, Arabic, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese, Panjabi, Thai, Japanese, Hindi.

2.6.2 Form/NOA Verbiage

Update Form XDP

This SCR will update the threshold languages of the packet with respective threshold languages of PUB 13 (05/22).

Updated Languages: English, Spanish, Cambodian, Armenian, Arabic, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese, Punjabi, Thai, Japanese, Hindi.

Form Header: N/A

Form Number: MAGI RE Packet

2.6.3 Form/NOA Variable Population

There will be no updates to the packet's variables.

2.6.4 Form/NOA Generation Conditions

Updates to Form Generation

There will be no updates to the Form Generation, Form Control, nor Print/Mailing Options. The form will continue to have all Print Options available.

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	PUB 13 Threshold Languages	PUB13_AE.pdf PUB13_AR.pdf PUB13_CH.pdf PUB13_EN.pdf PUB13_FA.pdf PUB13_HM.pdf PUB13_KO.pdf PUB13_LA.pdf PUB13_RU.pdf PUB13_SP.pdf PUB13_TG.pdf PUB13_VI.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including: a. Appointment notices; b. Redetermination, Recertification, and/or Annual Agreement notices and forms; c. Other scheduling notices (e.g., quality control, GR hearings, and appeals); d. Periodic reporting notices; e. Contact letters; f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site; g. Information notices and stuffers; h. Case-specific verification/referral forms; i. GR Vendor notices; k. Court-mandated notices, including Balderas notices; l. SSIAP appointment notices; m. Withdrawal forms; n. COLA notices; o. Time limit notices; p. Transitioning of aid notices; q. Interface triggered forms and notices (e.g., IFDS, IEVS); r. Non-compliance and sanction notices; s. Benefit issuance and benefit recovery forms and notices, including reminder notices; t. Corrective NOAs on State Fair Hearing decisions; u. CSC paper ID cards with LRS-generated access information; and v. CSC PIN notices.	PUB 13 is updated in English, Spanish and added in available threshold languages to latest version (05/22). The Non-MAGI RE Packet, Mixed HH RE Packet will also be updated in threshold languages with account to PUB 13(05/22).

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-203392

ACL 16-79 Add Out-of-State Short-Term Residential Therapeutic Program Placement Type

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Tom Lazio
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
05/18/2020	1.0	Initial Draft	T. Lazio
09/23/2020	2.0	Added Assumption # 7	T. Lazio
07/10/2023	3.0	Added Assumption # 8 and updated clarification to Section 2.3.2.3	T. Lazio
10/09/2023	4.0	Content Revision 6: Added Section 2.3 Foster Care License Detail	T. Lazio C. O'Donnell

Table of Contents

1 OVERVIEW

ACL 16-79 outlines rate structures for Out of State Short-Term Residential Therapeutic Program (OOS STRTP) placement facilities. This SCR will accommodate the need for adding a new OSS STRTP placement type to differentiate OSS STRTP facilities from other placement facilities for the Foster Care (FC) program.

1.1 Current Design

There is no option to select Out of State Short-Term Residential Therapeutic Program (OOS STRTP) as a placement type on the FC Resource Detail page (RDB). Workers currently use other out-of-state facility types and non-standard rates as a workaround.

 'DCFS Non-Medical Overlapping' is a monthly batch sweep job which identifies if a child is active in either a Foster Care or Kin-Gap program and is also active in either a CalWORKS or CalFresh program. If a case is identified the batch job will remove the child from the active CalWORKS/CalFresh case.

1.2 Requests

Add the option of "Out of State STRTP" along with the appropriate rate options so that users can distinguish OSS STRTP placement types from other placement types for the FC program and EDBC will pay the correct rate.

Modify the 'DCFS Non-Medical Overlapping' batch job to include 'Out of State STRTP' as a valid placement type.

1.3 Overview of Recommendations

1. Add "Out of State STRTP" placement type option to the drop down on the Foster Care Resource Detail and Child Placement Detail pages.
2. Update the Rate Detail page for FC placements with appropriate rate drop down options for "Out of State STRTP" placement type.
3. Update the Foster Care License page for 'Out of State Short-Term Residential Therapeutic Program' placement type to allow the user to specify a license status.
4. Update FC EDBC to pay the appropriate rate for the new "Out of State STRTP" placement type.
5. Update FC EDBC logic to set appropriate rate structure for "Out of State STRTP" placement type.
6. Update FC EDBC logic to pay Infant Supplemental Payments for the new "Out of State STRTP" placement type.
7. Update the 'DCFS Non-Medical Overlapping' batch job's children placement check to include 'Out of State STRTP'.
8. Update Foster Care Clothing Allowance batch to exclude the new placement type of 'Out of State STRTP'.
9. Add new Fund Codes in LRS for the new placement type of "Out of State STRTP".

1.4 Assumptions

1. Fields and elements on the Foster Care Resource and Rate Detail pages not mentioned in this SCR will be similar to the existing 'Out of State Group Home' placement type.
2. Regression test SOC 158A form if the newly added placement type is getting populated.
3. No modification is being made to the LA County DataMart interface with this SCR to be able to populate this new placement type in the RDB or on individual placements.
4. SCR CA-215442 will implement functionality in CalSAWS to support entering Infant Supplemental Payments on the ISP page. LA county will continue to use Additional Rate with no change.
5. Reports will be updated to reflect the new "Out of State STRTP" placement type as part of SCR CA-218714.
6. The changes in this SCR will not impact Infant Supplemental Payment Consolidation changes implemented in SCR CA-207140. This SCR is only adding one more Placement Type to the list of Placement Types for which the higher Infant Supplemental rate is paid by EDBC.
7. AAP program rate logic for the Out-of-State Short-Term Residential Therapeutic Program placement types will be added as part of SCR CA-220100.
8. Infant Supplemental rate will be paid for 'in state' STRTP placements as part of CA-254655.

2 RECOMMENDATIONS

2.1 Foster Care Resource and Child Placement Detail Pages

2.1.1 Overview

Add the "Out of State STRTP" placement type option to the drop down on the Foster Care Resource Detail page. This value will also show on the Child Placement Detail page if added to the selected resource.

2.1.2 Foster Care Resource and Child Placement Detail Page Mockups

Figure 2.1.2.1 – CalSAWS/LRS: Foster Care Resource Detail Page Placement Type Drop Down with 'Out of State Short-Term Residential Therapeutic Program' option Mockup

Figure 2.1.2.3 – CalSAWS/LRS: Child Placement Detail Page Placement Type Drop Down with 'Out of State Short-Term Residential Therapeutic Program' option Mockup

2.1.3 Description of Changes

1. Add the following new placement type to Code Table 298 (CT 298):

   a. Out of State Short-Term Residential Therapeutic Program (Display will be "Out of State Short-Term Residential Therapeutic Program " in the Placement Type field in the Foster Care Resource Detail and Child Placement Detail pages)

   - **Page Location Global:** Resource Databank
   - **Local:** Foster Care
   - **Task:** Foster Care Resource Information

2.1.4 Security Updates

N/A

2.1.5 Page Mapping

N/A

2.1.6 Page Usage/Data Volume Impacts

N/A

2.2 Rate Detail Page

2.2.1 Overview

Update the Rate Detail page with the rate type options for the new "Out of State STRTP" placement type.

## 2.2.2 Rate Detail Page Mockups

Figure 2.2.2.1 –Rate Detail 'Non Standard Rate' option for 'Out of State Short-Term Residential Therapeutic Program' placement type Mockup

Figure 2.2.2.2 – Rate Detail 'State Standard Rate' option with Level of Service defaulted to 'STRTP' for 'Out of State Short-Term Residential Therapeutic Program' placement type Mockup

2.2.3 Description of Changes

1. Update the Rate Detail page to display the following rate type options for Out of State Short-Term Residential Therapeutic Program placement type:
   a. Non Standard Rate
   b. Standard State Rate
      i. When Standard State Rate is selected, the Level of Service field will display.
      ii. The only value in the Level of Service drop down will be 'STRTP'.

2.2.4 Page Location

- **Global:** Eligibility
- **Local:** Customer Information
- **Task:** Foster Care > Child Placement

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

N/A

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 Foster Care License Detail

2.3.1 Overview

The 'Foster Care License Detail' page is used in the CalSAW system to store license information for care providers. This page will be updated for 'Out of State Short-Term Residential Therapeutic Program' license type to allow the user to specify a license status.

2.3.2 Foster Care License Detail Mockup

Figure 2.3.2.1 –Foster Care License Detail Page Mockup

2.3.3 Description of Changes

1. Update 'Foster Care License Detail' page for 'Out of State Short-Term Residential Therapeutic Program' license type by adding the following status options in the License Status dropdown field:
   - Approved
   - Denied
   - Discontinued
   - Licensed
   - On Hold
   - Pending
   - Probationary
   - Suspended
   - Terminated
   - Withdrawn

2.3.4 Page Location

- **Global: Resource Databank**
- **Local: Foster Care**
- **Task: License Information**

2.3.5 Security Updates

N/A

2.4 Update FC EDBC

2.4.1 Overview

Update FC EDBC logic to calculate and pay the rate for the new "Out of State STRTP" placement type.

Update FC EDBC logic to set rate structure for "Out of State STRTP" placement type.

Update FC EDBC logic to calculate and pay Infant Supplemental Payments for the new "Out of State STRTP" placement type.

2.4.2 Description of Changes

1. Update the FC EDBC logic to determine the appropriate payment for the new placement type of "Out of State Short-Term Residential Therapeutic Program" based on the following rate types:
   a. Non Standard Rate
      i. Use Placement Rate Amount.
   b. Standard State Rate with level of service of 'STRTP'.
      i. Retrieve the equivalent to the 'in state' STRTP rate for the benefit month being processed.

2. If the placement type is "Out of State Short-Term Residential Therapeutic Program" and:
      i. Rate type is 'Standard State Rate' then set the rate structure to 'CCR'.
      -or-
      ii. Rate type is 'Non-Standard Rate' then set the rate structure to 'Non-CCR'.

3. Update FC EDBC logic to pay the same infant supplemental rate used for the ~~'in state' STRTP and~~ Group Homes for the new placement type of "Out of State Short-Term Residential Therapeutic Program".

2.4.3 Programs Impacted

FC

2.5 DCFS Non-Medical Overlapping Batch Sweep- LA County Only

2.5.1 Overview

'DCFS Non-Medical Overlapping' is a monthly batch sweep job which identifies if a child is active and pending in either a Foster Care or Kin-Gap program and is also active in either a CalWORKS or CalFresh program. If a case is identified the batch job will remove the child from the active CalWORKS/CalFresh case. The cases will only be processed if the placement type is found in the following list:

Placement Type Code	Placement Type Name
SL	Supervised Independent Living
HT	Hospital
MD	Multidimensional
AI	Foster Family Agency Intensive Programs
AN	Foster Family Agency Nontreatment
AT	Foster Family Agency Treatment
GH	Group Home
AG	Foster Family Agency
CT	Community Treatment Facility
TF	Transitional Housing Placement FC THP FC
HO	Foster Family Home
HS	Foster Family Home Shelter Care
SF	Specialized Foster Family Home
TS	Tribal Specific Home
SG	Out of State Group Home
SI	Out of State Institutions
SR	Out of State Residential Treatment Facilities
SB	Out of State Basic
PD	Probation Department
TH	Transitional Housing Placement Program THPP
CR	County Shelter Receiving Home Non EA AFDC

2.5.2 Description of Change

Modify Batch Jobs 'PB19E466', 'PB19E467', and 'PB19E468' to include 'Out of State STRTP' as a placement type that can be updated by these batch jobs.

2.5.3 Execution Frequency

No Changes to Execution Frequency for 'PB19E466', 'PB19E467', and 'PB19E468'

2.5.4 Key Scheduling Dependencies

No Changes to Scheduling Dependencies for 'PB19E466', 'PB19E467', and 'PB19E468'

2.5.5 Counties Impacted

Los Angeles County Only

2.5.6 Data Volume/Performance

N/A

2.5.7 Failure Procedure/Operational Instructions

Batch Support Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc...)

2.6 Foster Care Clothing Allowance Batch:

2.6.1 Overview

The Foster Care Clothing Allowance batch job creates the authorization records that allow Foster children to receive the annual clothing allowance. This job has three frequencies. It runs annually, Semiannually or quarterly based on counties opt in choice. This enhancement is to update the Clothing Allowance Batch job to exclude "Out of State STRTP" placements.

2.6.2 Description of Changes

a. Update the Foster Care clothing allowance job to exclude "Out of State STRTP" placements when sweeping across the system where program is Foster Care,
When EDBC has the following criteria:
i.   Aid Code: 40, 42, 43,45,49
ii.   Placement Type: Out of State STRTP

Note: Batch Clothing Allowance job will have the aid code check as of the first day of the batch run month. If the aid code changes to an eligible aid code for the Foster Care program in the middle of the month, the payment will not be issued in that year.

2.6.3 Execution Frequency
No Change.

2.6.4 Key Scheduling Dependencies
No Change.

2.6.5 Counties Impacted
All Counties

2.6.6 Data Volume/Performance
No Change.

2.6.7 Failure Procedure/Operational Instructions
No Change.

2.6.8 Programs Impacted
Foster Care

2.7 Update Fund Codes for new Placement type

2.7.1 Overview
Create new Fund Codes in LRS for the new placement type of "Out of State STRTP"

2.7.2 Description of Changes

1. Create a DCR to add new fund codes to the following placement type:

Placement Type Code	Placement Type Description
*	Out of State Short-Term Residential Therapeutic Program

*The codes for placement type will be determined during development.

Populate the following common details on the new Fund Codes:

    a. Program: Foster Care
    b. County: 19
    c. Fund:
    d. Dept: CH
    e. Use Dept Object Ind: Y

Note: The JIRA attachment "FUND_CODE for OOS_STRTP" has fund code information for the above placement type.

2.7.3 Programs Impacted

FC

2.8 Counties Interface Testing

2.8.1 Overview

Each CalSAWS county has their separate warrant print & auditor control file exchange process. This section describes the recommendations to perform interface testing for each county file.

2.8.2 Description of Changes

Perform the interface file testing for following counties:

- Los Angeles – eCAPS Special Warrant Request (SWR)

NOTE: Los Angeles County test file will be uploaded to eCAPS test FTP servers.

2.9 Automated Regression Test

2.9.1 Overview

Create new automated regression test scripts to verify the "Out of State Short-Term Residential Therapeutic Program" dropdown option on the Foster Care

Resource and Child Placement pages, and the rate treatment during Foster Care EDBC.

2.9.2 Description of Changes

Create automated scripts to verify the following:

1. The new "Out of State Short-Term Residential Therapeutic Program" value appears in the Placement Type dropdown on the Foster Care Resource page in create mode.
2. The new "Out of State Short-Term Residential Therapeutic Program" value appears in the Placement Type dropdown on the Child Placement page when a resource of this type is selected.
3. The Rate Detail page can be saved for this placement type with a Non-Standard Rate.
4. The Rate Detail page can be saved for this placement type with a Standard State Rate and "STRTP" Level Of Service.
5. When running Foster Care EDBC for a OOS STRTP placement with a Non-Standard Rate, the Placement Rate amount is used for the rate calculation, and the Rate Structure is set to "Non-CCR".
6. When running Foster Care EDBC for a OOS STRTP placement with a Standard State Rate, the in-state STRTP rate amount is used, and the Rate Structure is set to "CCR".

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.10.4.24	The LRS shall support Vendor-specific and DCFS Programs Foster Care rates that are maintained by the LRS.	A new FC placement type of Out of State Short-Term Residential Therapeutic Program with the appropriate rate options will be added in LRS.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-228955

Allowable Expenses from Student
Award/Scholarships and Student Grants, Loans
Excluded by CalWORKs and CalFresh

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Tom Lazio, Connor O'Donnell
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/13/2023	1.0	Initial Draft	T.Lazio C. O'Donnell
05/10/2023	2.0	Updated the following based on committee feedback: • Add 'Other' and 'Only' to the new educational expense type descriptions. • Add list generation for CW and CF participants with 'Awards/Scholarships' income type.	T.Lazio C. O'Donnell
08/07/2023	2.1	Content Revision to add Spanish translations for the newly added expense types	Nithya Chereddy
08/30/2023	2.2	Content Revision to add Automated Regression Test section (2.4)	William Baretsky
9/29/2023	2.3	Content Revision to remove Spanish variable population that requires future SCR	Tiffany Huckaby
10/04/2023	2.4	Design clarification to remove assumption 1.4.3 per BA request.	T. Lazio

Table of Contents

1   OVERVIEW

Per ACL 21-137, awards and scholarship income used for educational expenses should be excluded from both CalWORKs (CW) and CalFresh (CF) program eligibility and benefits determination. This SCR will update the current functionality that deducts educational income expenses such as tuition, books, and school fees from the combined educational income total for the person to include the income type of 'Awards/Scholarships'. This SCR will also add additional expense types that will allow the user to deduct different educational income expense amounts for CF and CW programs.

1.1   Current Design

Currently educational income types 'Awards/Scholarships' (exempted for child dependents in CW program) and 'Student Grants, Loans - Non Needs Based' are treated as unearned income for both CW and CF program eligibility determination and benefit calculation (EDBC).

CalSAWS functionality allows the user to enter educational income expenses such as tuition, books and fees that are deducted from the combined non-exempt educational income total for the person, which does not include the 'Awards/Scholarships' income type. Furthermore, the current educational expense types only allow the user to specify one amount to be deducted from both CW and CF without any educational expense options to specify different amounts for CW and CF.

1.2   Requests

Allow for educational expenses to be deducted from the 'Awards/Scholarships' income type reported amount considered as unearned income by the CW and CF programs.

Add two new educational expense types that will allow users to specify different amounts deducted from non-exempt educational income for CF and CW programs.

Generate list of CW and CF participants with 'Awards/Scholarships' income type

1.3   Overview of Recommendations

1. Add two new educational expense types (one for CF and one for CW) to the Expense Detail page.
2. Update CW and CF educational expense rule to include income type 'Awards/Scholarships'.
3. Add new logic to deduct the new educational expense types for the applicable program.
4. Generate listing of CW and CF participants with 'Awards/Scholarships' income type.

1.4 Assumptions

1. Dependent child exemption for the 'Awards/Scholarships' income type for CalWORKs program will not change.
2. Fields not mentioned to be modified within the description of changes will retain their current functionality and logic.
3. ~~This SCR change will only apply to come up month CF and CW EDBCs after the implementation of this SCR.~~

2 RECOMMENDATIONS

2.1 Expense Detail Page

2.1.1 Overview

The Expense Detail page tracks and displays expense relevant to the case. This SCR will add two new Expense Types that account for school expenses.

2.1.2 Expense Detail Mockup

Figure 2.1.1 – Expense Detail Mockup

2.1.3 Description of Changes

1. Add the following two new values to the 'Expense Type' field on the Expense Detail page when the 'Expense Category' is 'School':
    a. 'Other School Expense – CF Exempt Only'
    b. 'Other School Expense – CW Exempt Only'

Technical Note: Ensure the following reference table values are set for both of these new values:

Reference Table Description	Value
EducationExpense	Y
UtilityExpense	N
FSMedicalExpense	N
HousingExpense	N

2.1.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Expenses**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Update Educational Expense Deduction Logic for CW and CF EDBC

2.2.1 Overview

CalSAWS functionality allows users to enter individual school expenses which are deducted from non-exempt education income types like 'Student Grants, Loans - Non Needs Based' under unearned income in the CF and CW EDBCs. However, it does not deduct for the income type 'Awards/Scholarships'.

EDBC Person Line Item Detail - Unearned Income

Close

Name	Type	Description	Amount
Dad, CWCF 36M	Awards/Scholarships	(04/01/2023) $200.00	$ 200.00
Dad, CWCF 36M	Grants, Loans - Non Needs Based	(04/01/2023) $200.00 - $100.00(Education Expense)	$ 100.00

Figure 2.2.1.1 – Awards/Scholarships EDBC Unearned Income with no Education Expense Deduction – Before SCR

This SCR will update the educational expense functionality to apply the school expense deductions to the 'Awards/Scholarships' income type.

EDBC Person Line Item Detail - Unearned Income

Close

Name	Type	Description	Amount
Dad, CWCF 36M	Awards/Scholarships	(04/01/2023) $200.00 - $100.00(Education Expense)	$ 100.00
Dad, CWCF 36M	Grants, Loans - Non Needs Based	(04/01/2023) $200.00 - $100.00(Education Expense)	$ 100.00

Figure 2.2.1.2 – Awards/Scholarships EDBC Unearned Income with Education Expense Deduction –After SCR

This SCR will also add new logic to deduct the amount from the new educational expense type **'Other School Expense- CW Exempt Only**' from the non-exempt education income amounts under unearned income in the CW EDBC only.

Likewise, new logic will be added to deduct the amount from the new educational expense type **'Other School Expense- CF Exempt Only**' from the non-exempt education income amounts under unearned income in the CF EDBC only.

2.2.2 Description of Changes

1. Update CF and CW Educational Expense rule to include income type 'Awards/Scholarships' (CT186-B7) in the non-exempt educational incomes that deduct educational income expenses.

2. Add logic that deducts educational expense type '**Other School Expense- CW Exempt Only**' from non-exempt educational incomes for CW EDBC only.

3. Add logic that deducts educational expense type '**Other School Expense- CF Exempt Only**' from non-exempt educational incomes for CF EDBC only.

2.2.3 Programs Impacted

CW, CF, RCA, DV, IN, HP, HT

2.3 Add Spanish Translations for the new Expense Type and Regression Test

2.3.1 Overview

CW 2200 form populates the expense type in the 'Item' (verifications) box on the form. This form currently does not have the functionality to populate variables in Threshold Languages including Spanish. This form will be updated to populate in Spanish and other Threshold Languages with SCR CA-231810.

2.3.2 Add Spanish Translations

1. Add the Spanish translations for the newly added Expense Types.

English	Spanish Translation
Other School Expense – CF Exempt Only	Otro gasto escolar – Solo exento para CF
Other School Expense – CW Exempt Only	Otro gasto escolar – Solo exento para CW

2. Test the Spanish CW 2200 form to make sure the newly added verifications populate in Spanish.

2.3.3 Regression Test

1. Regression test the CW 2200 in threshold languages (Armenian, Arabic, Cambodian, Chinese, Farsi, Tagalog, Hmong, Korean, Lao, Russian, Spanish, Vietnamese) to validate the newly added expense types populates in English.
2. Regression test the CSD 1 form in English.

2.4 Automated Regression Test

2.4.1 Overview

Create new automated regression test scripts to verify the EDBC expense deduction applied to unearned income of type 'Awards/Scholarships' for the new expense types for the associated program.

2.4.2 Description of Changes

1. Create a new regression script to verify that when running EDBC for the CalFresh program in a household with unearned income of type 'Awards/Scholarships', and an expense with the following details, the expense value is deduced from the 'Awards/Scholarships' amount:
   a. Expense Category: School
   b. Expense Type: Other School Expense - CF Exempt Only
2. Create a new regression script to verify that when running EDBC for the CalWORKs program in a household with unearned income of type 'Awards/Scholarships', and an expense with the following details, the expense value is deduced from the 'Awards/Scholarships' amount:
   a. Expense Category: School
   b. Expense Type: Other School Expense - CW Exempt Only
3. Create a new regression script to verify that when running EDBC for the RCA program in a household with unearned income of type 'Awards/Scholarships', and an expense with the following details, the expense value is deduced from the 'Awards/Scholarships' amount:
   a. Expense Category: School
   b. Expense Type: Other School Expense - CW Exempt Only

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.2.11	The LRS shall treat income and resources based on program-specific rules.	This SCR will allow for educational expenses to be deducted from the 'Awards/Scholarship' income type.

4 OUTREACH

4.1 Lists

This list captures active program participants with 'Awards/Scholarships' income type record.

List Name: Program participants with Awards/Scholarships income
List Criteria: List of CW and/or CF cases where there is an active participant(s) who has a high-dated Income Detail record with income type 'Awards/Scholarships'.
Standard Columns:
- Case Name
- Case Number

- County
- Unit
- Unit Name
- Office Name
- Worker ID

Additional Column(s):
- Income Person Name (Last Name, First Name)
- Income Category
- Income Type
- Income Frequency
- Income Begin Date
- Income Reported Amount

Frequency: One-time

The list will be posted to the following location:
CalSAWS Web Portal> System Changes> SCR and SIR Lists> 2023> CA-228955

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-234382

Remove ( ) and / from CalSAWS form numbers

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Mohammad Dabbagh, Phong Xiong
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/21/2023	1.0	Initial Draft – Content Revision	Mohammad Dabbagh, Phong Xiong

Table of Contents

1   OVERVIEW

This effort is to clean up the form numbers in the system to no longer use any parentheses and slashes as part of the form numbers.

1.1   Current Design

Currently several forms have / and () in the form number. This creates error when the documents are imaged and run through OCR.

1.2   Requests

1. Remove any / and () from all form numbers.
2. Modify code files that are impacted by the removal of / and () from the form numbers.

1.3   Overview of Recommendations

1. Run a DCR to the DOC_TEMPL table to remove the / and () from the TEMPL_NUM_IDENTIF column.
2. Update the Self-Service Portal Form Status Batch Jobs to use the updated form numbers.
3. Update the Code logic to use the updated form numbers.

1.4   Assumptions

1. The form numbers will not be updated in the PDFs.
2. Any forms with "Legacy" in the name will not be modified, as they are no longer in use by the system.
3. Any historical record of forms in the spreadsheet will reflect these changes and any new record moving forward.

2   RECOMMENDATIONS

2.1   Run a DCR to DOC_TEMPL Table Recommendation

2.1.1   Overview

The DOC_TEMPL table stores records for all the forms that exist in the system. This includes the form numbers. There are some form numbers that includes () and /, which will need to be removed as to not cause issues with imaging.

2.1.2   Description of Changes

Run a DCR to the DOC_TEMPL table to remove the / and () from the TEMPL_NUM_IDENTIF column

Please see supporting document #1 for the list of forms affected.

2.2   Update BC Form Sender Writer batch job to use updated form numbers

2.2.1   Overview

The BC Form Sender Writer batch (PO00C491) inserts records in database to identify the cases that the Form Status batch job will need to process.

2.2.2   Description of Change

1. Modify the batch job to replace 'SAR 7 Addendum/SAR 2/SAR 7' in sending the SAR 7 information to use 'SAR 7 Addendum-SAR 2-SAR 7'.
2. Modify the batch job to replace 'CW/CF/MC Packet' in sending the CW/CF/MC RE information to use 'CW-CF-MC Packet'.
3. Modify the batch job to replace 'CW/MC Packet' in sending the CW/MC RE information to use 'CW-MC Packet'.

2.2.3   Execution Frequency

No Change. Daily (Mon-Fri).

2.2.4   Key Scheduling Dependencies

No Change.

2.2.5   Counties Impacted

CalSAWS Counties.

2.2.6 Data Volume/Performance

N/A

2.2.7 Interface Partner

BenefitsCal Portal

2.2.8 Failure Procedure/Operational Instructions

Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

2.3 Update Form Status batch job to remove end-dated packets to use updated form numbers

2.3.1 Overview

The Form Status batch (PB00C3XX) sends the RE information to the Self-Service Portal so that the portal can display the customer's RE information on the RE submission pages.

2.3.2 Description of Change

1. Modify the batch job to replace 'SAR 7 Addendum/SAR 2/SAR 7' in sending the SAR 7 information to use 'SAR 7 Addendum-SAR 2-SAR 7'.
2. Modify the batch job to replace 'CW/CF/MC Packet' in sending the CW/CF/MC RE information to use 'CW-CF-MC Packet'.
3. Modify the batch job to replace 'CW/MC Packet' in sending the CW/MC RE information to use 'CW-MC Packet'.

2.3.3 Execution Frequency

No Change. Daily (Mon-Fri).

2.3.4 Key Scheduling Dependencies

No Change.

2.3.5 Counties Impacted

CalSAWS Counties.

2.3.6 Data Volume/Performance

N/A

2.3.7 Interface Partner

BenefitsCal Portal

2.3.8 Failure Procedure/Operational Instructions

Operations staff will evaluate transmission errors and failures and determine the appropriate resolution (i.e., manually retrieving the file from the directory and contacting the external partner if there is an account or password issue, etc.)

2.4 Update the Code logic to use the updated form numbers

2.4.1 Overview

The Code logic is using the value of two forms as a hard coded value, these form numbers need to be updated to reflect the new form numbers in DOC_TEMPL table.

2.4.2 Description of Changes

1. Modify the SQL queries in file YbnFormDaoImpl.java to reflect the new form number for the packet from using CW/CF RE Packet to using CW-CF RE Packet.
2. Modify the SQL queries in file YbnFormDaoImpl.java to reflect the new form number for the packet from using SAR 7 Addendum/SAR 2/SAR 7 to using SAR 7 Addendum-SAR 2-SAR 7.
3. Modify the HashMap instantiation in file Utilities.java to reflect the new form number for the packet from using CW/CF RE Packet to using CW-CF RE Packet.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Forms	List of forms and their form numbers updated.	CA-234382 List of forms to be updated.xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.15 CAR-1251	The LRS shall keep a copy of all historical notices, NOAs, forms, letters, stuffers, and flyers generated, for COUNTY-specified Users to view whenever necessary in both English and the threshold language, if utilized.	Updating the form numbers in the DOC_TEMPL table.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-247694

Asset Limit Changes - Forms and Informational Notices

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Maria Jensen
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
05/15/2023	0.1	Initial Draft	Maria Jensen
07/13/2023	0.2	Updated draft	Phong Xiong
07/17/2023	0.3	Updates as per BA/QA review meeting	Phong Xiong
08/30/2023	0.4	Content Revision – Removed the PUB 10 recommendation	Phong Xiong
09/25/2023	0.5	Content Revision – Updated section 2.7.4 to clarify existing print option.	Phong Xiong
10/06/2023	0.6	Design Clarification – Clarified the page numbers in section 2.2.2.	Phong Xiong

Table of Contents

1 OVERVIEW

MEDIL I 22-22 updated forms and informational notices and changed asset limits for Non-MAGI Medi-Cal programs. With CA-249671 CalSAWS updated the following forms to revision 7/22: MC 007, DHCS 7077. This effort will update the rest of the forms in the CalSAWS system.

1.1 Current Design

These forms currently exist in the system: MC 008, MC 010, MC 176 PI, ~~PUB 10,~~ and MC 14 A. These forms exist in English and Spanish with the exception of the MC 176 PI and MC 14 A. The MC 176 PI only exists in English and the MC 14 A exists in all threshold languages.

~~The Non-MAGI Screening Packet and the Non-MAGI Turning 65 Packet contains the PUB 10 as part of the packet itself. Both packets exist in English and Spanish.~~

1.2 Requests

Effective July 1, 2022, the asset limits for Non-MAGI Medi-Cal programs have changed.

CalSAWS must update the following Asset Limit Changes – Forms and Informational Notices to reflect the new amounts via Medi-Cal Eligibility Division Information Letter- MC 008, MC 010, MC 176 PI, ~~PUB 10,~~ and MC 14 A.

Note: All of the forms are updated only in English with the exception of the MC 14 A as the State has provided all the translations for the MC 14 A.

1.3 Overview of Recommendations

1. Update the following forms in English to reflect the new Asset Limit amounts in the CalSAWS system: MC 008, MC 010, and MC 176 PI~~, and PUB 10~~. Turn off the Spanish version for MC 008, MC 010~~, PUB 10~~
2. ~~Update the following packets to reflect the new PUB 10: Non-MAGI Screening Packet, Non-MAGI Turning 65 packet. Update the Spanish version of the 2 packets to use the English version of PUB 10.~~
3. Update the MC 14 A in all threshold languages to the latest state version.

1.4 Assumptions

1. When generated in the context of a case, the body fields will be editable for all counties, as per CalSAWS standards.
2. The forms will be implemented in the rest of the threshold languages available in the CalSAWS system when the State will provide them.
3. MEDIL I 22-22 also mentions form DHCS 7102, but this form is not present in the CalSAWS system. The DHCS 7102 form is used only by brokers and will not be added to CalSAWS.

4. Updates to the PUB 10 and its respective packets (Non-MAGI Screening Packet and Non-MAGI Turning 65 Packet) are updated with SCR CA-252364. SCR CA-252364 will implement the newer version of the PUB 10.

2   RECOMMENDATIONS

2.1   Update Form MC 008

2.1.1   Overview

This SCR will update form 'MC 008 Information Notice' (revision 10/11) (ID 5717) in CalSAWS to match the latest version available on the State website (07/22).

State Form: MC 008 Information Notice (10/11)

Current Programs: Medi-Cal

Current Attached Forms: N/A

Current Forms Category: Brochure/Flyer

Current Template Repository Visibility: All Counties

Existing Languages: English, Spanish

2.1.2   Form/NOA Verbiage

Update Form XDP

This SCR will bring updates to the verbiage, punctuation, formatting and will change the amounts on this form. Please see below table for verbiage changes:

Location	Old Verbiage	New Verbiage
Page 1 – Number 2	A QMB must have income which is equal to or less than $908 if he/she is a single person or $1,226 if he/she is married and living with a spouse.	A QMB must have monthly income which is equal to or less than $1,153 if he/she is a single person or $1,546 if he/she is married and living with a spouse.
Page 1 – Number 3	A QMB must have property which is equal to or less than $6,680 if he/she is single or equal to or less than $10,020 if he/she is married and living with a spouse.	A QMB must have property which is equal to or less than $130,000 if he/she is single or equal to or less than $195,000 if he/she is married and living with a spouse.

7

Page 1 – First Paragraph under Requirement 2	A QMB who is not married or not living with a spouse must have countable income which is equal to or less than $908. A QMB living with a spouse must have countable income which is equal to or less than $1,226. These amounts are expected to increase sometime in April.	A QMB who is not married or not living with a spouse must have countable income which is equal to or less than $1,153. A QMB living with a spouse must have countable income which is equal to or less than $1,546. These amounts are expected to increase sometime in April.
Page 2 – Asterisked verbiage at the bottom of the page	If you are not married, this total cannot exceed $908. If you are married and living with your spouse, this total cannot exceed $1,226. However, if you have children or your spouse has low income, this total may be higher. If you received a Title II Social Security cost of living adjustment, this amount will not be counted until April.	If you are not married, this total cannot exceed $1,153. If you are married and living with your spouse, this total cannot exceed $1,546. However, if you have children or your spouse has low income, this total may be higher. If you received a Title II Social Security cost of living adjustment, this amount will not be counted until April.
Page 3 – First Paragraph under Requirement 3	A QMB who is not married or not living with his/her spouse must have countable property which is equal or less than $6,680. A QMB who is married and living with his/her spouse must have countable property which is equal to or less than $10,020.	A QMB who is not married or not living with his/her spouse must have countable property which is equal or less than $130,000. A QMB who is married and living with his/her spouse must have countable property which is equal to or less than $195,000.

Page 3 – Asterisked verbiage at the end of Requirement 3	** This total cannot exceed $6,680 for a single person or $10,020 for a couple.	** This total cannot exceed $130,000 for a single person or $195,000 for a couple.

Updated Languages: English
Form Number: MC 008 Information Notice
Form Mockups/Examples: See Supporting Documents #1

This effort will not bring changes to the form header.

2.1.3 Form/NOA Variable Population

This effort does not have any changes to variable population.

2.1.4 Form/NOA Generation Conditions

There will be no updates to the Form Generation, Form Control, nor Print/Mailing Options. The form will continue to be Print Only.

Turn Off Threshold Language Forms

This effort is only updating the English version. The existing Spanish threshold language will be turned off until an updated version is made available on the State website.

2.2 Update Form MC 010

2.2.1 Overview

This SCR will update form MC 010 (revision 05/07) (ID 5836) in CalSAWS to match the latest version available on the State website (07/22).

State Form: MC 010 (05/07)
Current Programs: Medi-Cal
Current Attached Forms: N/A
Current Forms Category: Forms
Current Template Repository Visibility: All Counties
Existing Languages: English, Spanish

2.2.2 Form/NOA Verbiage

<u>Update Form XDP</u>

This SCR will bring updates to the verbiage, punctuation, formatting and will change the amounts on this form. Please see below table for verbiage changes:

Location	Old Verbiage	New Verbiage
Page 1 – Number 2	A QDWI must have a monthly income which is equal to or less than $1,265 if he/she is a single person or $1,692 if he/she is married and living with a spouse.	A QDWI must have a monthly income which is equal to or less than $2,266 if he/she is a single person or $3,052 if he/she is married and living with a spouse.
Page 1 – Number 3	A QDWI must have property which is equal to or less than $4,000 if he/she is single or $6,000 if he/she is married and living with a spouse.	A QDWI must have property which is equal to or less than $130,000 if he/she is single or $195,000 if he/she is married and living with a spouse.
Page 1 – First Paragraph under Requirement 2	A QDWI who is not married or not living with a spouse must have countable income which is equal to or less than $1,265 per month. A QDWI living with a spouse must have countable income which is equal to or less than $1,692 per month. These amounts are expected to increase sometime in April.	A QDWI who is not married or not living with a spouse must have countable income which is equal to or less than $2,266 per month. A QDWI living with a spouse must have countable income which is equal to or less than $3,052 per month. These amounts are expected to increase sometime in April.
Page 2 – Last paragraph below Section C	If you are not married, this amount cannot exceed $1,265 per month. If you are married and living with your spouse, this total cannot exceed $1,692 per month. However, if	If you are not married, this amount cannot exceed $2,266 per month. If you are married and living with your spouse, this total cannot exceed $3,052 per month. However, if

	you have children or your spouse has low income, this total may be higher.	you have children or your spouse has low income, this total may be higher.
Page 2 – First Paragraph under Requirement 3	A QDWI who is not married or not living with his/her spouse must have countable property which is equal to or less than $4,000. A QDWI who is married and living with his/her spouse must have countable property which is equal to or less than $6,000.	A QDWI who is not married or not living with his/her spouse must have countable property which is equal to or less than $130,000. A QDWI who is married and living with his/her spouse must have countable property which is equal to or less than $195,000.
Page 2 – Last sentence of Requirement 3	This amount cannot exceed $4,000 for a single person or $6,000 for a couple.	This amount cannot exceed $130,000 for a single person or $195,000 for a couple.

Updated Languages: English

Form Number: MC 010

Form Mockups/Examples: See Supporting Documents #2

This effort will not bring changes to the form header.

2.2.3 Form/NOA Variable Population

This effort does not have any changes to variable population.

2.2.4 Form/NOA Generation Conditions

There will be no updates to the Form Generation, Form Control, nor Print/Mailing Options. The form will continue to be Local Print only.

<u>Turn Off Threshold Language Forms</u>

This effort is only updating the English version. The existing Spanish threshold language will be turned off until an updated version is made available on the State website.

2.3 Update Form MC 176 PI

2.3.1 Overview

This SCR will update form MC 176 PI (revision 05/07) (ID 5424) in CalSAWS to match the latest version available on the State website (07/22).

State Form: MC 176 PI (05/07)
Current Programs: Medi-Cal
Current Attached Forms: N/A
Current Forms Category: Forms
Current Template Repository Visibility: All Counties
Existing Languages: English

2.3.2 Form/NOA Verbiage

Update Form XDP

This SCR will bring updates to the verbiage, punctuation, and formatting. It will also change the amounts on this form and rearrange the title and case fields. Please see below table for verbiage changes:

Location	Old Verbiage	New Verbiage
Page 1 – Section E, Item 4	Enter $2,000. (If the applicant is an institutionalized spouse with a community spouse, include the Community Spouse Resource Allowance (CSRA) in effect at the time of application in addition to the $2,000.)	Enter $130,000. (If the applicant is an institutionalized spouse with a community spouse, include the Community Spouse Resource Allowance (CSRA) in effect at the time of application in addition to the $130,000.)
Page 1 – Section E, Item 5	Uncompensated value which would have resulted in excess property, transferred to establish eligibility (line 3 minus line 4). If greater than amount in line 2, enter amount in line 2.	Uncompensated value which would have resulted in excess property, transferred to establish eligibility (line 3 minus line 4). If greater than amount in line 2, copy amount in line 2.

Page 2 – Last sentence/bullet point	If undue hardship DOES NOT exist, forward case information to DHCS Medi-Cal Eligibility Division Property Analyst for review.	If undue hardship DOES NOT exist, you may forward case information to DHCS Medi-Cal Eligibility Division Property Analyst for review prior to sending the 10-day Notice of Action

Updated Languages: English
Form Number: MC 176 PI
Form Mockups/Examples: See Supporting Documents #3

This effort will not bring changes to the form header.

2.3.3 Form/NOA Variable Population

This effort does not have any changes to variable population.

2.3.4 Form/NOA Generation Conditions

There will be no updates to the Form Generation, Form Control, nor Print/Mailing Options. The form will continue to be Local Print only.

2.4 Update Form PUB 10

2.4.1 Overview

This SCR will update form PUB 10 (revision 02/17) (ID 6327) in CalSAWS to match the latest version available on the State website (07/22).

State Form: PUB 10 (02/17)
Current Programs: Medi-Cal
Current Attached Forms:
- When generated within Non-MAGI Screening Packet: Coversheet, Non-MAGI Informing Letter, MC 604 IPS, MC 007, DHCS 7077, DHCS 7077 A, APTC CSR Brochure
- When generated within Non-MAGI Turning 65 packet: Coversheet, Non-MAGI Informing Letter, MC 604 IPS, MC 007, DHCS 7077, DHCS 7077 A

Current Forms Category: Forms

Current Template Repository Visibility: All Counties

Existing Languages: English, Spanish

2.4.2 Form/NOA Verbiage

Update Form XDP

This SCR will bring updates to the verbiage, links and will change the amounts on this form. Please see below table for verbiage changes:

Location	Old Verbiage	New Verbiage
Page 1 – Middle column, bottom bullet points	• 1 person – $2,000 • 2 people – $3,000 • 3 people – $3,150 • More people – $3,150 plus $150 for each added person	• 1 person – $130,000 • 2 people – $195,000 • More people – $195,000 plus $65,000 for each added person

Updated Languages: English

Form Number: PUB 10

Form Mockups/Examples: See Supporting Documents #4

This effort will not bring changes to the form header.

Technical Note: The PUB 10 also exists as fragments and the fragments must also be updated.

PUB10_P1_EN.xdp

PUB10_P2_EN.xdp

2.4.3 Form/NOA Variable Population

This effort does not have any changes to variable population.

2.4.4 Form/NOA Generation Conditions

There will be no updates to the Form Generation, Form Control, nor Print/Mailing Options. The form will continue to be Print Only.

Turn Off Threshold Language Forms

This effort is only updating the English version. The existing Spanish threshold language will be turned off until an updated version is made

available on the State website (this includes the PUB 10 Spanish fragments).

2.5 Update Non-MAGI Screening Packet

2.5.1 Overview

This effort is updating the Template Repository version of the PUB 10 form in English, in Recommendation 2.4. This form is part of the Non-MAGI Screening Packet (ID 6346) and as such the packet needs updating to match the form update. See Recommendation 2.4 for the updates to the form.

2.5.2 Description of Changes

1. Update the Non-MAGI Screening Packet in English to match the PUB 10 revision 7/22.
2. Update the Non-MAGI Screening Packet in Spanish to use the English version of PUB 10 revision 7/22, since the Spanish version of PUB 10 hasn't been updated.

Tech Note: Test the packet (EN, SP) via Batch trigger as well.

Note: Non-MAGI Screening Packet contains the following forms: Coversheet, Non-MAGI Informing Letter, MC 604 IPS, MC 007, PUB 10, DHCS 7077, DHCS 7077 A, APTC CSR Brochure.

2.6 Update Non-MAGI Turning 65 Packet

2.6.1 Overview

This effort is updating the Template Repository version of the PUB 10 form in English, in Recommendation 2.4. This form is part of the Non-MAGI Turning 65 packet (ID 6253) and as such the packet needs updating to match the form update. See Recommendation 2.4 for the updates to the form.

2.6.2 Description of Changes

1. Update the Non-MAGI Turning 65 packet in English to match the PUB 10 revision 7/22.
2. Update the Non-MAGI Turning 65 packet in Spanish to use the English version of PUB 10 revision 7/22, since the Spanish version of PUB 10 hasn't been updated.

2.7 Update Form MC 14 A

2.7.1 Overview

This SCR will update form MC 14 A (revision 03/21) (ID 5331) in CalSAWS to match the latest version available on the State website (07/22).

State Form: MC 14 A (03/21)

Current Programs: Medi-Cal

Current Attached Forms: None

Current Forms Category: Forms

Current Template Repository Visibility: All Counties

Existing Languages: Arabic, Armenian, Cambodian, Chinese, English, Farsi, Hmong, Korean, Lao, Russian, Spanish, Tagalog, and Vietnamese

2.7.2 Form/NOA Verbiage

Update Form XDP

The XDP will be updated to with the following verbiage changes:

Location	Old Verbiage	New Verbiage
Page 1 – QMB Checkbox	(at or below $1,074* for a single person, or $1,452* for a couple).	(at or below $1,153* for a single person, or $1,546* for a couple).
Page 1 – SLMB Checkbox	(below $1,288* for a single person, or $1,742* for a couple).	(below $1,380* for a single person, or $1,852* for a couple).
Page 1 – QI Checkbox	(below $1,449* for a single person, or $1,960* for a couple)	(below $1,550* for a single person, or $2,081* for a couple)
Page 1 – 4th Bullet Point	Have no more than $7,970 in nonexempt property for a single person or $11,960 for a couple.	Have no more than $130,000 in nonexempt property for a single person or $195,000 for a couple.

Page 2 – Item 6, first checkbox	(at $1,074* for a single person, or at $1,452* for a couple).	(at or below $1,153* for a single person, or $1,546* for a couple).
Page 2 – Item 6, second checkbox	(below $1,288* for a single person, or $1,742* for a couple).	(below $1,380* for a single person, or $1,852* for a couple).
Page 2 – Item 6, third checkbox	(below $1,449* for a single person, or $1,960* for a couple)	(below $1,550* for a single person, or $2,081* for a couple)
Page 3 – First paragraph	A QMB, SLMB, or QI who is not married or not living with his/her spouse may have countable property which is equal to or less than $7,970. A QMB, SLMB, or QI who is married and living with his/her spouse must have countable property which is equal to or less than $11,960.	A QMB, SLMB, or QI who is not married or not living with his/her spouse may have countable property which is equal to or less than $130,000. A QMB, SLMB, or QI who is married and living with his/her spouse must have countable property which is equal to or less than $195,000.

Updated Languages: Arabic, Armenian, Cambodian, Chinese, English, Farsi, Hmong, Korean, Lao, Russian, Spanish, Tagalog, and Vietnamese

Form Number: MC 14 A

Form Mockups/Examples: See Supporting Documents #5

This effort will not bring changes to the form header.

2.7.3 Form/NOA Variable Population

This effort does not have any changes to variable population.

2.7.4 Form/NOA Generation Conditions

There will be no updates to the Form Generation, Form Control, nor Print/Mailing Options. The form will continue to be Local Print Only.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	Form	MC 008 (English)	MC008_EN.pdf
2.	Form	MC 010 (English)	MC010_EN.pdf
3.	Form	MC 176 PI (English)	MC176PI_EN.pdf
~~4.~~	~~Form~~	~~PUB 10 (English)~~	~~PUB10_EN.pdf~~
5.	Form	MC 14 A (English)	MC14A_EN.pdf

4   REQUIREMENTS

4.1   Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including: a. Appointment notices; b. Redetermination, Recertification, and/or Annual Agreement notices and forms; c. Other scheduling notices (e.g., quality control, GR hearings, and appeals); d. Periodic reporting notices; e. Contact letters; f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site; g. Information notices and stuffers; h. Case-specific verification/referral forms; i. GR Vendor notices; k. Court-mandated notices, including Balderas notices; l. SSIAP appointment notices; m. Withdrawal forms; n. COLA notices; o. Time limit notices; p. Transitioning of aid notices; q. Interface triggered forms and notices (e.g., IFDS, IEVS); r. Non-compliance and sanction notices; s. Benefit issuance and benefit recovery forms and notices, including reminder notices; t. Corrective NOAs on State Fair Hearing decisions; u. CSC paper ID cards with LRS-generated access information; and v. CSC PIN notices.	With SCR CA-247694, the following forms will be updated in the CalSAWS system to match the latest State version: MC 008, MC 010, MC 176 PI, ~~PUB 10.~~

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-250126

Add Available Translations for PUB 275 to CalSAWS.

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	M Devi Priya
	Reviewed By	Meghana R Chander

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
08/07/2023	1.0	Initial Draft	M Devi Priya
10/03/2023	1.1	Content revision – Updated the imaging barcode to 'N' in section 2.1.4	Lianel Richwin

Table of Contents

1   OVERVIEW

The purpose of this change is to add the PUB 275(04/07) California Family Planning Information and Referral Services in all available state threshold languages.

1.1   Current Design

PUB 275(04/07) is available only in English and Spanish languages in CalSAWS.

1.2   Requests

Add PUB 275(04/07) California Family Planning Information and Referral Services in available threshold languages to CalSAWS Template Repository.

Languages Include: Cambodian, Chinese, Hmong, Lao, Russian and Vietnamese.

1.3   Overview of Recommendations

Add PUB 275(04/07) California Family Planning Information and Referral Services in available threshold languages to CalSAWS Template Repository.

Languages Include: Cambodian, Chinese, Hmong, Lao, Russian and Vietnamese.

1.4   Assumptions

1. Print options for threshold forms will remain the same as the print options for English and Spanish forms.
2. There are no changes to the generation logic of these forms. All triggers for the new threshold forms will be the same as the existing EN/SP forms.
3. All fields (blank or prepopulated) will be editable.
4. Supporting Documents section references attachments found on Jira.

2   RECOMMENDATIONS

2.1   Add threshold languages for PUB 275 to CalSAWS

2.1.1   Overview

This section will cover the requirements for adding the PUB 275 forms in available threshold languages.

State Form: PUB 275(04/07)

Current Programs: CalWORKs, CalFresh

Current Forms Category: Forms

Current Template Repository Visibility: All counties

Existing Languages: English, Spanish

Template Description: This form is used to inform the participant about the California Family Planning Information and Referral Services. It provides them with important information regarding the program and contact information for this service.

Imaging Form Name: CA Family Planning Info and Ref Services

Imaging Document Type: Referrals

2.1.2 Form Verbiage

Create PUB 275 PDFs for Threshold Languages

Threshold Languages: Cambodian, Chinese*, Hmong, Lao, Russian and Vietnamese

*One translation is provided to support the three Chinese threshold languages: Cantonese, Chinese, and Mandarin.

Form Mockups/Examples: See Supporting Documents #1
Form Header: N/A
Form Number: PUB 275
Include NA BACK 9: No

2.1.3 Form Variable Population

N/A

2.1.4 Form Generation Conditions

The PUB 275 is generated only through Template Repository.

Form Print/Mailing Options

Threshold forms will have the same Form Print/Mailing Options as their corresponding English/Spanish forms.

Print Options:

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
Y	Y	Y	N	Y	N

Mailing Options:

Mailing Options	Option for PUB 275
Mail-To (Recipient)	N/A
Mailed From (Return)	N/A
Mail-back-to Address	N/A
Outgoing Envelope Type	N/A
Return Envelope Type	N/A
Special Paper Stock	N/A

Form Control:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	N

Additional Options:

Requirement	Option for PUB 275
Post to Self-Service Portal	Y

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	PUB 275 Threshold Languages	PUB275_Cambodian.pdf PUB275_Chinese.pdf PUB275_Hmong.pdf PUB275_Lao.pdf PUB275_Russian.pdf PUB275_Vietnamese.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including: a. Appointment notices; b. Redetermination, Recertification, and/or Annual Agreement notices and forms; c. Other scheduling notices (e.g., quality control, GR hearings, and appeals); d. Periodic reporting notices; e. Contact letters; f. Notices informing the applicant, participant, caregiver, sponsor or authorized representative of a change in worker, telephone hours or Local Office Site; g. Information notices and stuffers; h. Case-specific verification/referral forms; i. GR Vendor notices; k. Court-mandated notices, including Balderas notices; l. SSIAP appointment notices; m. Withdrawal forms; n. COLA notices; o. Time limit notices; p. Transitioning of aid notices; q. Interface triggered forms and notices (e.g., IFDS, IEVS); r. Non-compliance and sanction notices; s. Benefit issuance and benefit recovery forms and notices, including reminder notices; t. Corrective NOAs on State Fair Hearing decisions; u. CSC paper ID cards with LRS-generated access information; and v. CSC PIN notices.	PUB 275 are being added in all available system supported threshold languages.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-263213

Update the Referral Portal (CalSAWS Admin Portal) to allow user to update referral status.

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Erika Kusnadi-Cerezo
	Reviewed By	Michael Wu, Naga Chinduluru, Aaron Fowler, William Baretsky, Himanshu Jain, Chitra Barsagade, Raji Reddy, Sumeet Patel

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/01/2022	1.0	Initial	Kusnadi.E
7/02/2023	1.1	Updates made after further review: 1. Updated Figure 2.7.12 from Section 2.2.2 to change the field name from Referral status to Referral Status to match information from CA-263212. 2. Updated Section 2.3.10 to N/A 3. Updated Figure 2.4.2 and Figure 2.4.3 from Section 2.4.2 since the Case# information will not be included as part of the URL Parameters (Case# will be displayed on the Case Number column only). 4. Project Requirement is added to Section 2.4	Kusnadi.E
8/01/2023	1.1	Added Section 2.6	Baretsky.W

10/06/2023	2.1	Content Revision 1:
		 • Create a new Role in ForgeRock that will only user the ability to Search and View Referral information only.
		   a. This request is added to Section 2.2.5 and added a new section (it'll be Section 2.3).
		 • Added Requirement #7 on Section 1.3.
		 • Added to Section 2.2.3 the following:
		   a. Added the requirement that the new role being
			Kusnadi.E

		created will grant them access to the Referral Portal (will not get the unauthorized messaged at the welcome screen and access to the dashboard and summary page) but they won't be able to access the Edit mode for the Summary page. b. Notes were added to Section 2.2.3 in order to make it clear that the Portal will only display the latest information at the time the Search call is being made to CalSAWS DB. If referral information is changed any time after the Search call was made, the portal will not display that information automatically. User will need to make another Search call to pull the latest information.	

Table of Contents

1 OVERVIEW

As part of CA-263212 the CalSAWS Administrator Portal was updated to include the functionality of the Referral Portal. This allow external agencies/providers to view referral information that was created in CalSAWS. As part of this SCR, the Referral Portal Summary page will be updated to allow users the ability to update the Referral Status and Status reason for the referral.

1.1 Current Design

As part of CA-263212 the CalSAWS Administrator Portal was updated to include the functionality of the Referral Portal. This allow external agencies/providers to view referral information that was created in CalSAWS.

1.2 Requests

Updated the Referral Portal Summary page to include the ability for user to update the Referral Status and the Status Reason for a referral.

1.3 Overview of Recommendations

1. Update the Referral Portal Summary to include the ability to Edit the information that will allow the user to update the Referral Status and status Reason.
2. Create a brand new ReferralStatus API
3. Update the Online User Action Audit Report page to change the option of Report Type from Child Care Portal to CalSAWS Admin Portal.
4. Update the CalSAWS User Audit Report to rename the reference of Child Care Portal to Admin Portal.
5. The CalSAWS User Audit Report will include Audit for the Referral Portal
6. Create a new Staff Record in CalSAWS that will be used when the Referral Status and Status Reason are updated through the CalSAWS Administrator Portal.
7. Create a new Role in ForgeRock application that will allow the user assign to this role to search and view the Referral information.

1.4 Assumptions

1. All existing functionalities will remain unchanged unless called out in the design.
2. CA-263214 is the SCR that will update the existing URL for the Child Care Portal (to be rebranded as the CalSAWS Administrator portal) to match with the rebrand.

2   RECOMMENDATIONS

2.1   Online User Action Audit Report

2.1.1   Overview

The Online User Action Audit Report page allows users to generate the Audit report for either the CalSAWS application or the CalSAWS Administrator Portal (previously the Child Care Portal) for a specific user. This SCR will relabel the Report Type for the Child Care Portal to CalSAWS Admin Portal.

2.1.2   Online User Action Audit Report Mockup

Figure 2.6.1 – Online User Action Audit Report

2.1.3   Description of Changes

1. Update the message "Select audit report type (e.g. CalSAWS or Child Care Portal)" to "Select audit report type (e.g. CalSAWS or CalSAWS Admin Portal)".
2. Rename the Report Type of "Child Care Portal" to be "CalSAWS Admin Portal".
    Note: This section is to only update the name of the Report Type of Child Care Portal to CalSAWS Admin Portal. There is no change what field are required, security changes. Changes to the Audit API will be covered under Section 2.10 and changes to the Audit Report for the CalSAWS Admin Portal will be covered under Section 2.11.

2.1.4   Page Location

*   **Global: Admin Tools**
*   **Local: Admin**
*   **Task: Audit**

2.1.5 Security Updates

N/A – No change in Security.

2.1.6 Page Mapping

Update Page Mapping for the new fields being added.

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2   CalSAWS Administrator Portal

2.2.1 Overview

The CalSAWS Administrator Portal allow users with the proper Security Role access to view referral information. This SCR will update the Referral Portal Summary page to allow users to update the Referral Status and the Status Reason through the portal.

2.2.2 CalSAWS Administrator Portal Mockup

Figure 2.2.1 – Referral Portal Summary – Summary Section upon loading/view mode

Figure 2.7.12 – Referral Portal Summary – Summary Section "Edit" mode

2.2.3 Description of Changes

1. Display the unauthorized user message for users that have an 'Active' status in ForgeRock but is not assigned to at least one of the following security roles in ForgeRock: 'Child Care Portal User', 'Referral Portal User' or 'Referral Portal User View Only' role.
2. Update the Welcome Homepage to display the "ACCESS THE REFERRAL PORTAL" button for users that are assigned to the 'Referral Portal User View Only' Security Role (this is a role that is assigned directly through the ForgeRock application).
   a. Users with the 'Referral Portal User View Only' Security Role will have the ability to access and search the Referral Portal Dashboard and access the Referral Portal Summary page.
   Note: Users will need to be assigned to at least one of the following security roles in ForgeRock in order to access the Referral Portal ('Referral Portal User' or 'Referral Portal User View Only'). Both roles will allow them access to the Dashboard page, search for a referral and access to the referral summary page.

3. Update the Referral Portal Summary page, to include an Edit mode.
   a. The Referral Portal Summary page will initially load in View mode.
   b. Add an 'Edit' button as displayed on Figure 2.2.1.
      i. 'Edit' button will only display for users that are provisioned with the 'Referral Portal User' Security Role.
         1. 'Edit' button will not display for users that are only provisioned with the 'Referral Portal User View Only' Security Role.
         2. 'Edit' button will display for users that are provisioned with both the 'Referral Portal User' and the 'Referral Portal User View Only' Security Role.
      ii. The 'Edit' button will display upon loading of the Summary page (for users that are assigned to the 'Referral Portal User' Security Role and when the page is in View mode.
      iii. Clicking the 'Edit' button will refresh the page and will take the Summary Page into an Edit mode.
      iv. The 'Edit' button will be replaced by a 'Save' button when the Summary page is in Edit mode.
         1. Clicking the Save button will Save the selected information from the 'Referral Status' and 'Status Reason' field to the CalSAWS database and the Summary page will display in View mode.

2. Save the information when users click on the Save button and the value selected from the Referral Status field and Status Reason field for retrieval by the CalSAWS audit applications.

v. The Referral Status field will be a drop-down when the page is in Edit mode. The status that is pre-selected when the page initially load in Edit mode will be the latest status that was selected prior to the summary page going to the Edit mode. The option on the drop-down field will be:
   1. Referred
   2. Accepted
   3. Not Accepted.

vi. The Status Reason field will be a drop-down when the page is in Edit mode. The status that is pre-selected when the page initially load in Edit mode will be the latest status that was selected prior to the summary page going to the Edit mode. The option on the drop-down field will be based on the value selected on the Referral Status field.
   1. When the Referral Status is Referred, the Status Reason will have the following options:
      a. Eligible for Service
   2. When the Referral Status is Accepted, the Status Reason will have the following options:
      a. Funding Available
      b. Resource Available
   3. When the Referral Status is Not Accepted, the Status Reason will have the following options:
      a. Funding Not Available
      b. No Resource Available

c. Add a 'Cancel' button.
   i. The 'Cancel' button will display upon loading of the Summary page in Edit mode.
   ii. Clicking the 'Cancel' button will take the user back to Summary page in View mode and the information being displayed will reflect the same information prior to the Summary page being accessed in Edit mode.

1. Any updates/selection made during Edit mode will not be saved to the CalSAWS Database.
2. Save the information when users click on the Cancel button for retrieval by the CalSAWS audit applications. (Please refer to the Audit Report mapping supporting document for details.)

Note: The latest status (for the Referral Status and/or the Status Reason) will be the status that was pulled from the CalSAWS database at the time that the user initiates the search. If the status was updated or change after the user initiate the search, the portal will not display that information automatically. The portal will only pull information from CalSAWS database when a search functionality is performed.

4. Update Referral portal Dashboard Search page to save the search parameter information for retrieval by the CalSAWS audit applications. Please reference the Auditreportmapping on the Supporting document section for details.
5. Update the Referral Portal Summary page to save the new value that is selected on the Referral Status and Status Reason field when user clicks on the Save button for retrieval by the CalSAWS audit application. Please reference the Auditreportmapping on the Supporting document section for details.

2.2.4 Page Location

- **CalSAWS Administrator Portal → Referral Portal.**

2.2.5 Security Updates – ForgeRock

1. Security Role

Security Role	Role Description
Referral Portal User View Only	Access to the CalSAWS Admin Portal – Referral, to search and view referral information only.

2.2.6 Page Mapping
N/A

2.2.7 Page Usage/Data Volume Impacts
N/A

2.3 ForgeRock Application – New Security Role

2.3.1 Overview

The Delegated Administration feature within the ForgeRock application grants delegated administrators the abilities to create users, modify users (roles and details), disable users, assign users to groups, and grant other users' administrative privileges. A delegated administrator is a user who is granted admin-level privileges to carry out these functions. As part of this SCR, a brand-new Security Role will be created within ForgeRock application that will allow the delegated administrator to assign users to the new security role that will grant them access to the CalSAWS Administrator Portal and access to the Referral portal pages (but to search and view information only).

2.3.2 Description of Changes

1. Create a brand-new user role for the CalSAWS Administrator portal for the Referral Portal.
   a. New Role Name: "Referral Portal User View Only"
   b. New Role Description: "Access to the CalSAWS Admin Portal – Referral, to search and view referral information only."

2.3.3 Page Location

ForgeRock Application.

2.4 ReferralStatus API

2.4.1 Overview

The ReferralStatus API is a RESTful webservice that will save the Referral Status and the Status Reason to the CalSAWS Database.

2.4.2 Description of Change

1. Create a new RESTful Referral API webservice for the CalSAWS Administrator Portal in the PUT method based on the following parameters when a user update and Save the Referral Status and Status Reason for a referral on theCalSAWS Administrator Portal through the Referral portal section.
   a. Referral ID – System generated identifier for a Referral record.
   b. Referral Status – The Status of the Referral.
   c. Status Reason – The Status Reason for the Referral.
   d. Action Date – The effective date of the Referral Status and Status Reason update for an existing Referral record.

e. Update By – The Staff ID for the CalSAWS Administrator Portal.
  i. This will be the Staff ID that will be created brand new in CalSAWS under Section 2.5.

2.4.3 Partner Integration Testing

No

2.4.4 Execution Frequency

Real-Time web service

2.4.5 Key Scheduling Dependencies

N/A

2.4.6 Counties Impacted

CalSAWS

2.4.7 Category

N/A

2.4.8 Data Volume/Performance

N/A

2.4.9 Interface Partner

N/A

2.4.10 Failure Procedure/Operational Instructions

N/A

2.5 CalSAWS User Audit Report

2.5.1 Overview

The CalSAWS User Audit Report will provide an audit report for a specific users that will show activity record of what the user is doing within the CalSAWS Administrator Portal. This report will capture activity being done for both the Child Care Portal and the Referral Portal.

2.5.2 CalSAWS User Audit Report Mockup

Figure 2.4.1 – Report when user only have access to the Child Care Portal. (Data point have not change for Audit on the Child Care Portal).

Figure 2.4.2 – Report when user only have access to the Referral Portal

Figure 2.4.3 – Report when user only have access to both the Child Care Portal and Referral Portal (Data point have not change for Audit on the Child Care Portal).

2.5.3 Description of Change

1. Update the file name of the report when it is generated from "childCareUserAuditReport" to "CalSAWSAdminPortalUserAuditReport".
2. Update the title of the report on the excel file from "Child Care Portal Audit results for User:" to "CalSAWS Admin Portal Audit results for User:".
3. Update the name of the tab from "Child Care Portal User Audit Re" to "Admin Portal User Audit Re".

2.5.4 Report Location

- **Global: Admin Tools**
- **Local: Admin**
- **Task: Audit**

2.5.5 Counties Impacted

All Counties

2.5.6 Security Updates

N/A

2.5.7 Report Usage/Performance

N/A

2.6 Create a new Staff profile

2.6.1 Overview

This SCR will create a new Staff record in CalSAWS that will be used as the Staff/person that made updates to the Referral Status/Status Reason of a Referral through the CalSAWS Administrator portal.

2.6.2 Description of Change

1. Create a new Staff record in CalSAWS.
   a. First Name: Referral
   b. Last Name: Portal

2.6.3 Estimated Number of Records Impacted/Performance

1

2.7 Automated Regression Test

2.7.1 Overview

Create automated regression test scripts to verify that the status of a referral can be updated through the Referral Portal Summary page of the CalSAWS Administrator Portal.

2.7.2 Description of Change

Create regression scripts to verify the following on the Referral Portal Summary page of the CalSAWS Administrator Portal:
1. The 'Edit' button is available in view mode.
2. Clicking the 'Edit' button changes from view mode to edit mode.
3. The 'Save' button is available in edit mode.
4. The 'Referral Status' and 'Status Reason' fields are editable in edit mode.
5. Clicking the 'Save' button changes from edit mode to view mode.
6. If changes to the 'Referral Status' and 'Status Reason' values are changed and saved, the new values display on the Referral Detail page of the CalSAWS application.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

1	Audit Report	This will include information on the mapping for the audit report based on the action being done on the referral porta.	Auditreportmapping.xls
2	Interface	This attachment will contain mapping information	Data Dictionary for CA-263213.xlsx
3	Interface	ReferralStatus-API YAML	ReferralStatus-API.yaml
4	Interface	ReferralStatus-API HTML	ReferralStatus-API.html

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.15.11	The LRS shall generate the appropriate referrals at the time of case approval, based on information entered and programs requested.	The CalSAWS administrator portal will be updated to allow external provider/agency to update the referral status directly from the portal. Lastly, the portal will also be updated so that audit report will start capturing information for the referral portal flow.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-263212

Expand the Child Care Admin portal to display referral information for external provider/agencies

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Erika Kusnadi-Cerezo
	Reviewed By	Michael Wu, Naga Chinduluru, Aaron Fowler, William Baretsky, Himanshu Jain, Chitra Barsagade, Raji Reddy, Sumeet Patel

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/01/2022	1.0	Initial	Kusnadi.E

07/02/2023	1.1	Updates based on further input from Build team.
		1. Added to Section 1.4 Assumption #8 that the external provider/agency can accept HTML formatted email messages.
		2. Updates to Section 2.1
		   a. Updates was made to Section 2.1.3 that the Send E-mail button matches with the mockup.
		3. Updates to Section 2.3
		   a. #1c to remove the reference asking the user to select a button. Update the title of the buttons instead in order to make sure it makes sense in the scenario where only 1 button is being displayed on the page. Updated the note in reference of not seeing any buttons at all. Since user that
			Kusnadi.E

			are not assign to any security role, will not see the welcome page once they log in.	
			b. Added to #2b that clicking the CalSAWS logo will bring the user back to the Welcome Page. #2d.ii is updated to include a clarification on what an "error" is. #2d.iii.1.f is updated from Referral Type to Need Type so that it aligns with the Summary Type and CalSAWS since there is no Referral Type.	
			c. Added a note to #3b about clicking the CalSAWS logo. Added to #3c what the Dashboard page will look like when user click on the left arrow icon from the summary page. Added a Note to #3ei2e on where the Primary language of the person will be based on in CalSAWS application.	
			4. The following updates were made throughout Section 2.3.3:	

		a. Added the format of what telephone number information will display as. b. Added the format of what address information will display as. c. Updated e-Mail Address to E-mail address. d. Added to the Case Manager Section for the Phone number to also include Extension information if available. e. Added #4 to update the Window title from Child Care Administrator Portal to CalSAWS Administrator Portal 5. Updated Section 2.5.10 to N/A 6. Added to Project Requirement to Section 4.1 7. Added to Section 2.1.3 to the e-mail body to include "Code Code: 33" to make it clear that 33 is the county code that the external agency/provider will need to input on the Portal search parameter. Also, added additional verbiage that the e-mail address used	

		to send the e-mail is not monitored, so they should not be replying to the e-mail.	
7/28/2023	2.0	Content Revision: Updates made to Section 2.3 • Added a new mockup to Section 2.3.2 (Figure 2.3.13) to display what the page will look like when there's multiple phone numbers, extension and if the phone number is not 10 digits. • Updated Section 2.3.3 to add how the page will display when there's multiple phone numbers, extension and when the phone number is not 10 digits for all Phone Number related fields on the Summary Section. • Automated Testing Section is added	Kusnadi.E
8/14/2023	2.1	Design Clarification: • Added that the Referral Detail page will refresh after the user click on the Send-Email page. • Added a note on Section 2.1.3 to make it clear that anyone that have access to the Referral Detail page in view mode will be able to click on the Send E-mail button which will result in an email being sent to the provider/agency that is associated to the referral that is being viewed.	Kusnadi.E
8/16/2023	3.0	Content Revision 2: • On Section 2.1.3 #3	Kusnadi.E

		updated a sentence from the email body from: "If you need to get a hold of a county worker…" to "If you need to contact a county worker…."	
10/04/2023	4.1	Content Revision 3: • Page Mapping requirement on Section 2.1.6 is removed as there is no update needed for Page Mapping. • Role Description for Section 2.3.6 and 2.4.2 was updated to accommodate the Edit functionality that is being added under CA-263213 so that it provides more information. • Updated Section 2.3.3 #2a and #3a to remove the requirement that the Dashboard page and the Summary page will be protected with the 'Referral Portal User' security role. The check to ForgeRock will only happen upon log in, if they have access to the Referral portal (button on the Welcome screen) then they will have access to all the referral portal pages. This is to match the Child Care portal existing functionality.	Kusnadi.E

Table of Contents

1 OVERVIEW

The Child Care Administrator Portal was created to provide a read only summary that provide information needed to determine eligibility for childcare services as mandated by ACL-19-99 and ACL 19-110. This SCR will expand the Child Care Administrator portal to provide a summary page that provide referral information for services that the counties refer out to external agencies or providers.

1.1 Current Design

Currently, the Child Care Administrator Portal provide information to determine eligibility for childcare services. Secondly, when referrals are created in CalSAWS, counties are still required to manually provide the referral information to the external agencies, or providers for services they refer out.

1.2 Requests

Expand the Child Care Administrator Portal to provide a read only summary page to provide referral information that's inputted in CalSAWS to be available for external agencies or providers for services that are refer out.

1.3 Overview of Recommendations

1. Update the Referral Detail page to send e-mail out to resources when new referrals are created.
2. Update the CalSAWS.org resource section to rebrand the Child Care Portal title as CalSAWS Administrator portal.
3. Rebrand the Child Care Admin Portal as the CalSAWS Administrator Portal along with new pages for the referral portal functionality.
4. Create a new Security Role in ForgeRock that will provide user access to the Referral Portal pages of the CalSAWS Administrator Portal.
5. Create a new Referral API that will pull referral information from CalSAWS so it is being displayed on the Referral Portal pages of the CalSAWS Administrator portal.

1.4 Assumptions

1. All existing functionalities will remain unchanged unless called out in the design.
2. This SCR will not impact any data/information/monthly report that are currently being used to determine eligibility for childcare services that are mandated by ACL 19-99 and ACL 19-110.
3. This SCR will not impact existing security for users that are currently provisioned to access the Child Care Administrator portal to determine eligibility for childcare services.
4. The functionality to validate Resource e-mail addresses will be added as part of SCR CA-253124. A subsequent SCR will be created to update the e-Referral functionality to only send to a validated e-mail address.

5. Users that will need to be added to ForgeRock application and be assigned to the security role that will provide them access to the CalSAWS Administrator portal will continue to be done by the delegated admin. It will continue to follow the existing process.
6. CA-263213 is the SCR that will update the CalSAWS Administrator Portal to allow external provider/agencies to update the referral status.
7. CA-263214 is the SCR that will update the existing URL for the Child Care Portal (to be rebranded as the CalSAWS Administrator portal) to match with the rebrand.
8. E-mail that's being sent to external provider/agency through CalSAWS application will be a HTML formatted email. The external provider/agency is assumed to be able to accept HTML formatted email messages.

2 RECOMMENDATIONS

Expand the Child Care Administrator portal to provide a read only summary page that provide referral information for services that the counties refer out to external agencies or providers. This will include rebranding the Child Care Administrator portal and adding a new referral flow along with new pages and security to allow external agencies, and providers to have a read only access to referral information that's created in CalSAWS. CalSAWS will be updated to support this new functionality so that e-mails can be sent out to external agencies and providers to inform them when new referrals are entered in CalSAWS. The calsaws.org resource page will also be updated to display a link to the portal that the external agencies and providers can access to view the information for the referrals.

2.1 Referral Detail page

2.1.1 Overview

The Referral Detail page allows users to add, edit or view the details of a referral for a participant/beneficiary. This SCR will add the functionality to send an e-mail out to the provider/agency for referral that are created in CalSAWS.

2.1.2   Referral Detail Mockup

Referral Detail

✳ - Indicates required fields

[Save and Return]   [Cancel]

Need ✳

	Type	Name	Category	Begin Date
○	Child Care	Mouse, Minnie 46F	Dependent Care	08/30/2022

Referral Information

Referral ID:

Resource: ✱
[Select]

Worker ID: ✱
[Select]

Program:
[▾]

Send Referral E-mail:
[▾]

Comments:

Status History ✳

Status	Status Reason	Status Date	Updated By
[▾]	[▾]	09/08/2022 📅	

[Save and Return]   [Cancel]

This Type 1 page took 0.31 seconds to load.

Figure 2.1.1 – Referral Detail (Create mode landing page – Reference only)

Referral Detail

*- Indicates required fields

[Generate Form] [Edit] [Close]

Name:
Mouse, Minnie 46F

Need ✳

Need Type:	**Need Category:**	**Need Status:**
Career Counseling	Counseling	Met
Need Description:		

Referral Information

Referral ID:	**Resource:** ✱	**Worker ID:** ✱
1234567	Career Counseling	36LS08GG00
Program:	**Send Referral E-mail:**	
CalWORKs	Yes [Send E-mail]	

Comments:

Testing 12345

Status History ✳

Status	Status Reason	Status Date	Updated By
Referred	Eligible for Service	09/08/2022	1234567

[Generate Form] [Edit] [Close]

Last Updated On 09/08/2022 2:59:26 PM By: 1030878

This Type 1 page took 0.33 seconds to load.

Figure 2.1.2 – Referral Detail (View mode)

2.1.3 Description of Changes

1. Display a button titled "Send E-mail" on the Send Referral E-mail field when the Referral Detail page is in view mode.
    a. "Send E-mail" button will only display when the value selected is "Yes" and the Resource selected have the "Does This Resource accept e-Referrals" field set to "Yes" on the Resource Detail page.
        i. Clicking the "Send E-mail" button will trigger CalSAWS to send an e-mail to the Resource that was selected on the

13

"Resource field" (please refer to requirement #4 on the e-mail that is to be sent to the Resource).

    1. The e-mail will be sent to the e-mail address that is entered on the Resource Detail page under the Internet Information where the Type is equal to "E-mail".

        a. Multiple e-mail will be sent when there are multiple e-mail addresses with the Type of "E-mail".

  ii. The Referral Detail page (in view mode) will refresh after the user clicks on the "Send E-mail" button.

Note: Users that have access to the Referral Detail page in view mode will have the ability to trigger CalSAWS to send an email out (please see below for details on the email that is being sent by CalSAWS) to the external Resource (Provider or Agency) that is associated to the Referral that is being viewed. This can be done by clicking the Send E-mail button, (if the E-mail button display on the page, please refer to above for details on when the button will display) as this button is not protected by any security right (if the user have access to the page in view mode they will have access to the Send E-mail button as long as the conditions are met on when they button should display).

2. Send out an e-mail to the Resource that is selected on the "Resource" field when the user clicks on the "Save and Return" button or the "Send E-mail" button.

    a. Send out the e-mail to the resource upon clicking the "Save and Return" button when the Referral Detail page is in create mode and the "Send Referral E-mail" field is equal to "Yes".

        i. The e-mail will be sent to the e-mail address that is entered on the Resource Detail page under the Internet Information where the Type is equal to "E-mail".

           1. Multiple e-mail can be sent when there's multiple e-mail addresses with the Type of "E-mail".

    b. Send out the e-mail to the resource upon clicking the "Save and Return" button when the Referral Detail page is in edit mode and the "Send Referral E-mail" field was changed from "No" to "Yes" or "blank" to "Yes".

        i. E-mail will not be sent to the resource when the value on the "Send Referral E-mail" field was changed from "Yes" to "No" or "Yes" to "blank".

        ii. E-mail will not be sent to the resource when there is no change in the value on the "Send Referral E-mail" field.

        iii. The e-mail will be sent to the e-mail address that is entered on the Resource Detail page under the Internet Information where the Type is equal to "E-mail".

1. Multiple e-mail can be sent when there's multiple e-mail addresses with the Type of "E-mail".
3. Create a new e-mail to be sent to the Resource that was selected.
    a. Subject: A new service referral has been created from XX County
        i. XX will be the name of the County that the Referral belongs to.
        ii. Example:
        Email Subject: "A new service referral has been created from Riverside County"
    b. Body:
    A new service referral (Referral ID: XXXXX) has been created for you from XX County (##). Please log in to the CalSAWS Administrator Portal to view the referral information for more details. Please do not reply to this e-mail as this e-mail address is unmonitored. If you need to contact a county worker, please log in to the CalSAWS Administrator Portal for further information.
        i. The CalSAWS Administrator Portal will be a hyperlink to the CalSAWS Administrator Portal log in page (previously the Child Care Administrator Portal).
            1. Hyperlink will be: https://childcare.calsaws.net/
        ii. XXXX for the Referral ID will be the Referral ID assigned to the Referral.
        iii. XX for the County will be the name of the County that the referral belongs to and ## will be the County code.
        iv. Example:
        Email Body: "A new service referral (Referral ID: 123456) has been created for you from Riverside County (County Code: 33). Please log in to the CalSAWS Administrator Portal to view the referral information for more details. Please do not reply to this e-mail as this e-mail address is unmonitored. If you need to contact a county worker, please log in to the CalSAWS Administrator Portal for further information.
    c. To: <e-mail address of the Resource>
        i. This is the e-mail address that is inputted on the Internet Section from the Resource Detail page where the Type is "E-mail"
    d. From: referral.noreply@app.calsaws.org
        i. Note: For Test environments, the e-mail address used is referral.noreply.dev@app.calsaws.org
4. Create a new e-mail address to be used by CalSAWS to send referral emails.
    a. For production environment, the e-mail address to be used by CalSAWS when sending the referral email will be: "referral.noreply@app.calsaws.org"

b. For test environment, the e-mail address to be used by CalSAWS when sending the referral email will be: "referral.noreply.dev@app.calsaws.org"

2.1.4 Page Location

- **Global: Empl. Services**
- **Local: Supportive Services**
- **Task: Referrals**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

~~Update Page Mapping for the new fields that are added to the Referral Detail page.~~

2.1.7 Page Usage/Data Volume Impacts

N/A

2.2 Resources section of the CalSAWS.org website

2.2.1 Overview

The Resource section on the CalSAWS.org provide pertinent resources information that participants can use. This section also provides the link that Child Care Providers can use to access the Child Care Administrator Portal. This SCR will update the Resource section of the CalSAWS.org website to relabel the existing link for the Child Care Administrator Portal.

2.2.2 Resource section of the CalSAWS.org Mockup
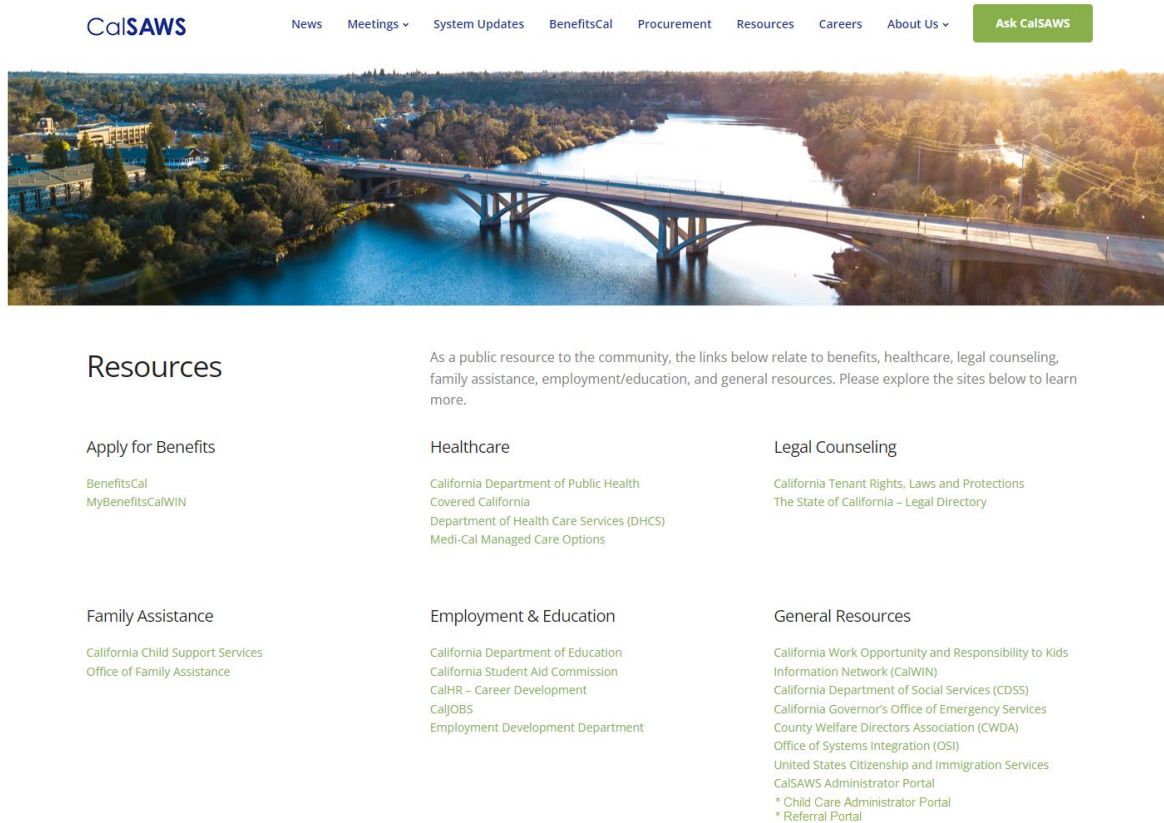
Figure 2.2.1 Resources section of the CalSAWS.org

2.2.3 Description of Changes

1. Update the label for the Child Care Administrator Portal link from "Child Care Administrator Portal" to
    "CalSAWS Administrator Portal
    * Child Care Administrator Portal
    * Referral Portal"
    a. Clicking this link will take the user to the production CalSAWS Administrator Portal website (as part of this SCR the Child Care Administrator Portal is rebranded as CalSAWS Administrator Portal).
        i. Website: https://childcare.calsaws.net/

2.2.4 Page Location

https://www.calsaws.org/resources/

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

N/A

2.2.7 Page Usage/Data Volume Impacts

N/A

2.3 CalSAWS Administrator Portal

2.3.1 Overview

The existing Child Care portal will be updated with a brand-new functionality to allow external Provider/Agency to view a summary for Referrals that are created in CalSAWS. This SCR will rebrand the Child Care Portal as the CalSAWS Administrator Portal and will add brand new pages that will display Referral information.

2.3.2 CalSAWS Administrator Portal Mockup
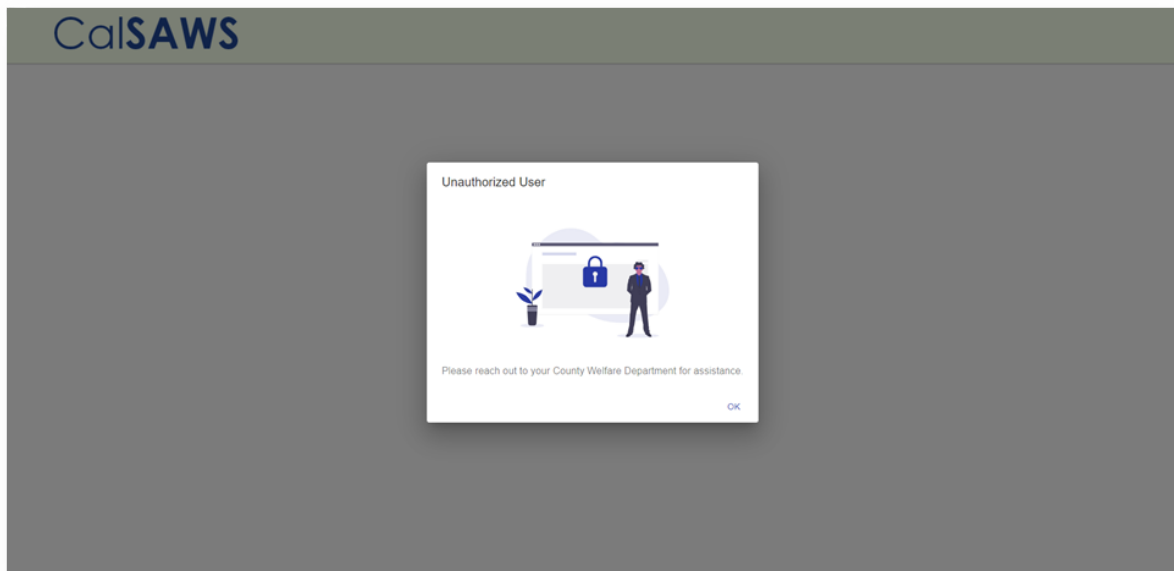
Figure 2.3.1 – Unauthorized User
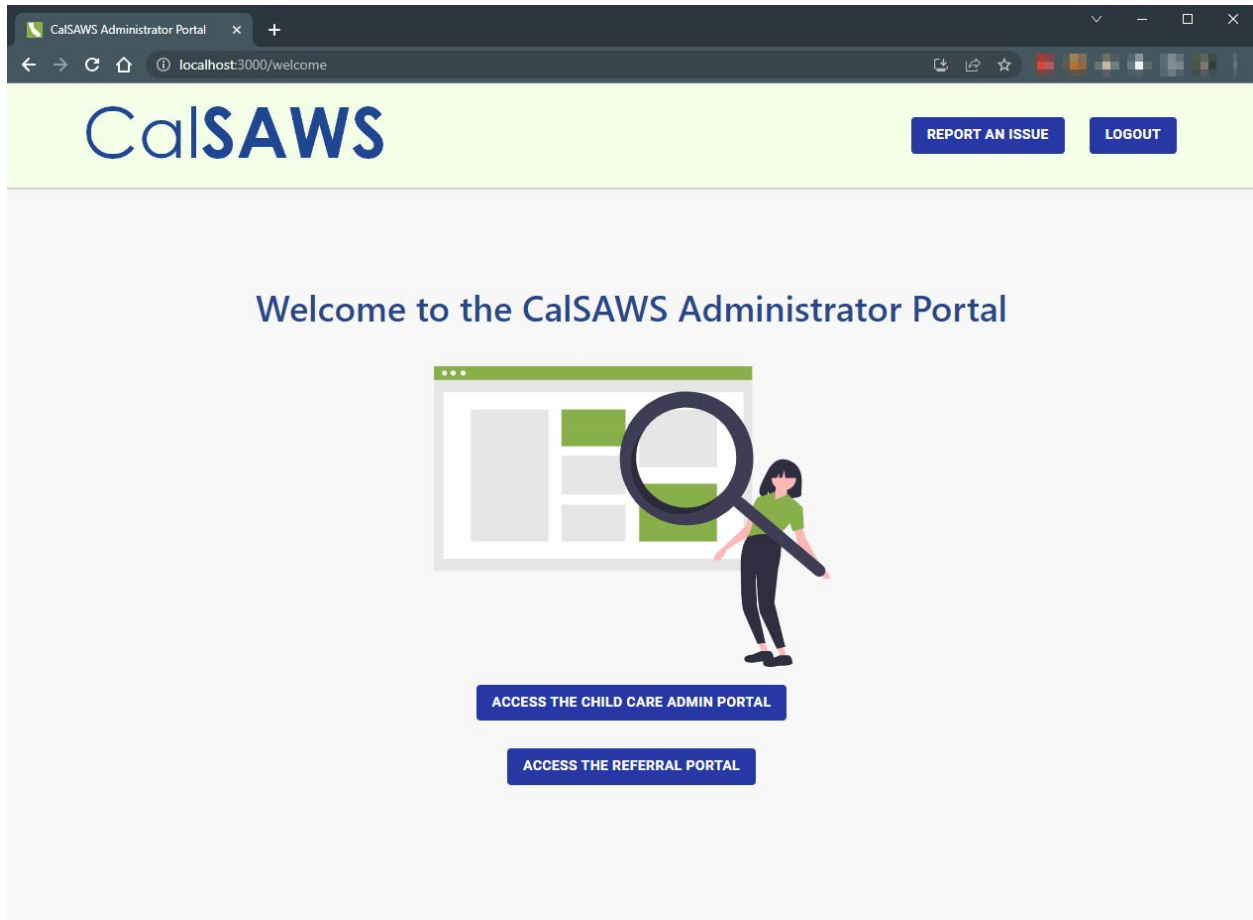
Figure 2.3.2 – Welcome Homepage
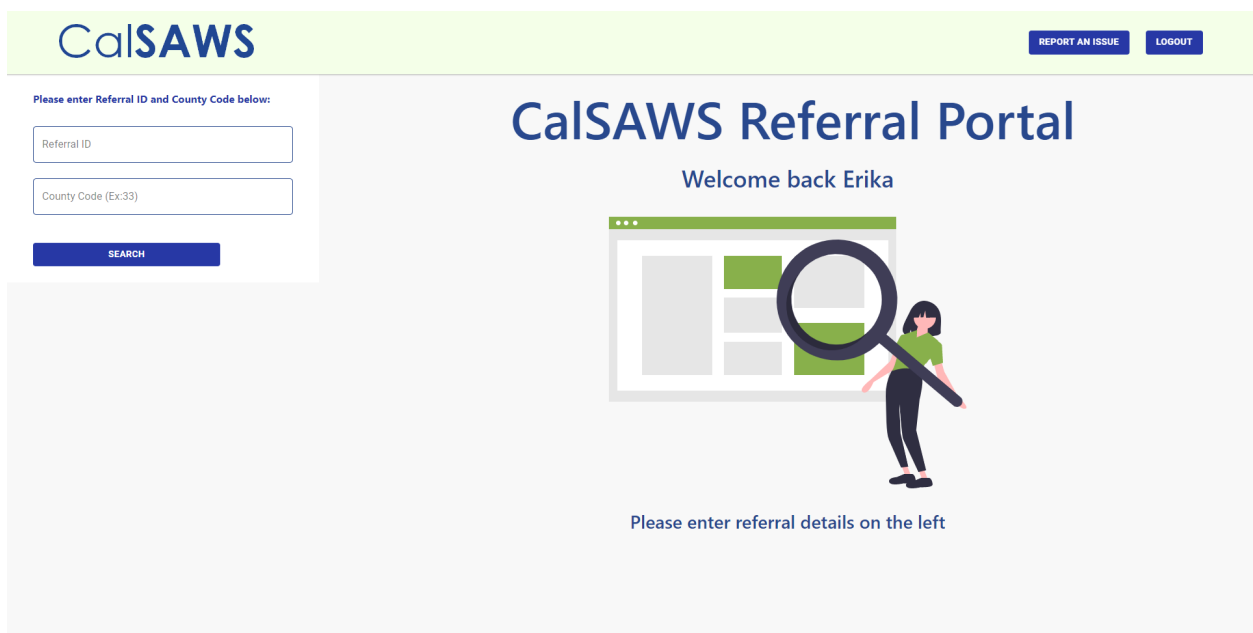
Figure 2.3.3 – Referral Portal Dashboard
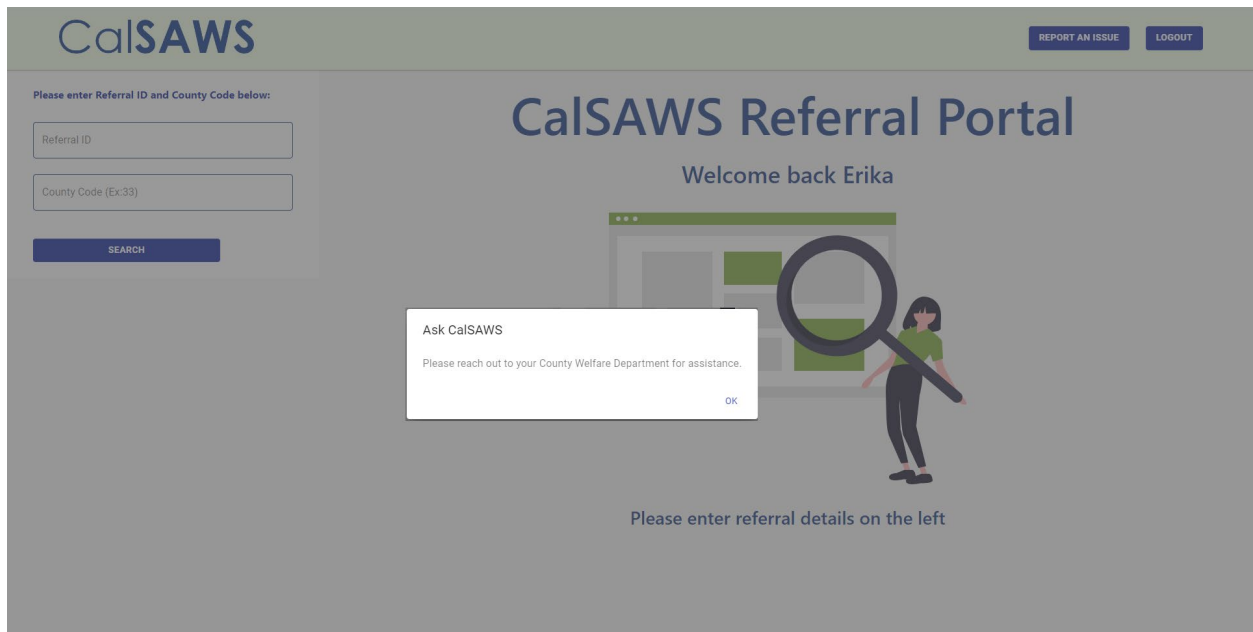
Figure 2.3.4 – Referral Portal Dashboard Report an issue modal
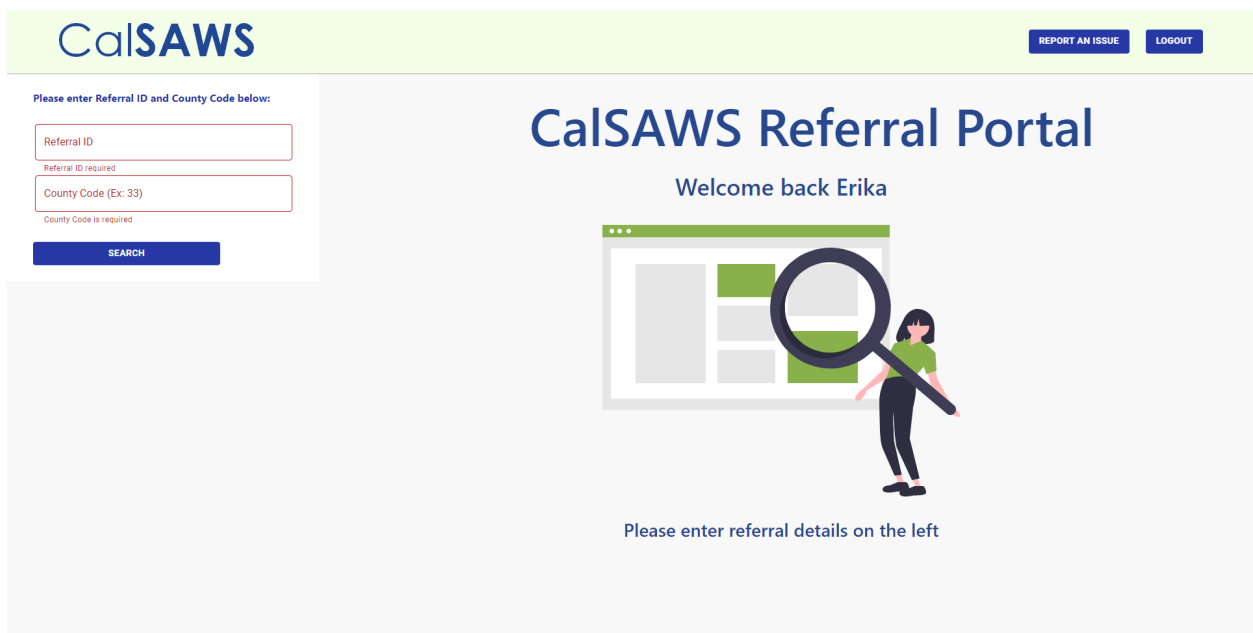
Figure 2.3.5 – Referral Portal Dashboard with required validation
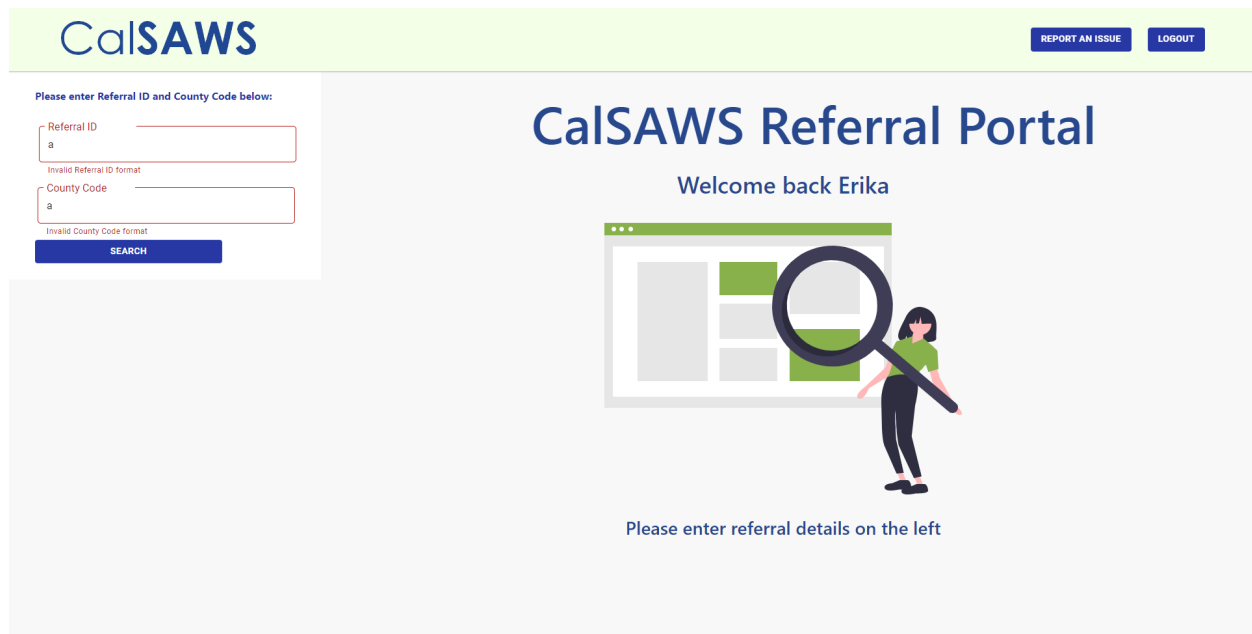
Figure 2.3.6 – Referral Portal Dashboard with not correct format validation
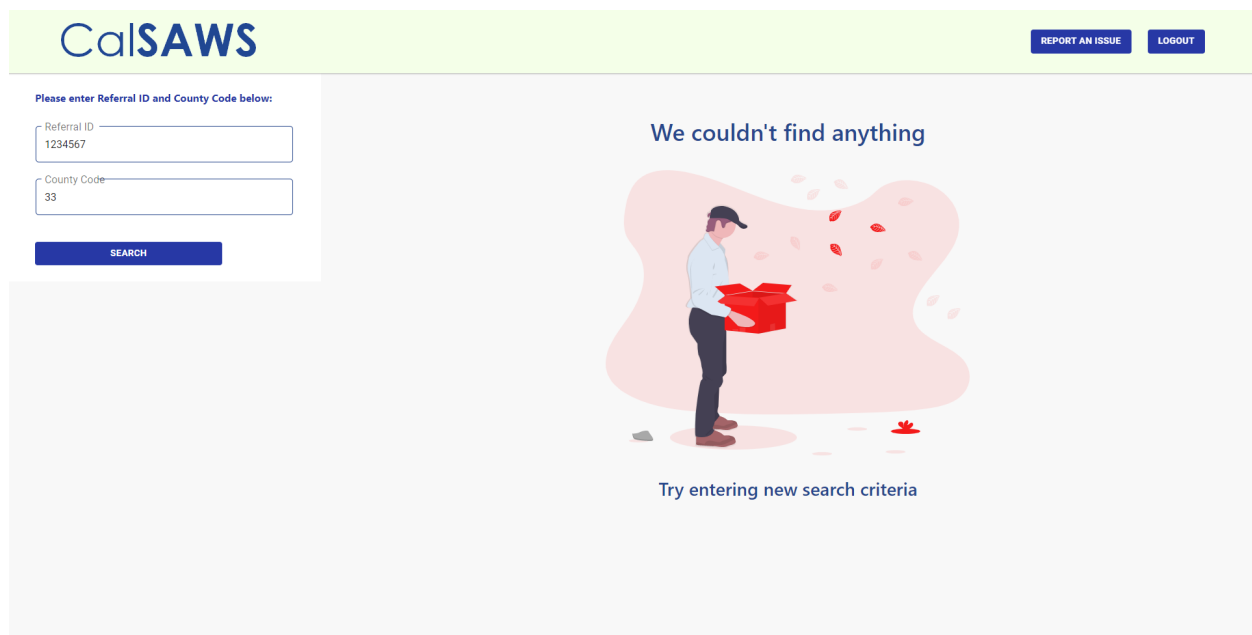
Figure 2.3.7 – Referral Portal Dashboard No Result found
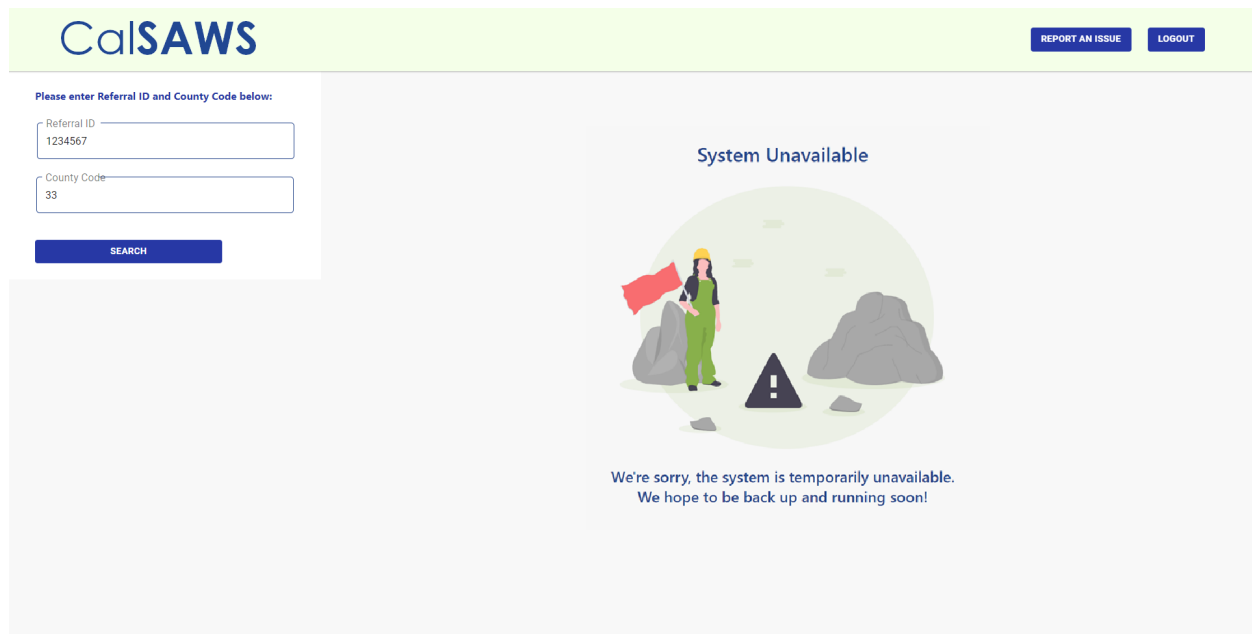
Figure 2.3.8 – Referral Portal Dashboard System Unavailable
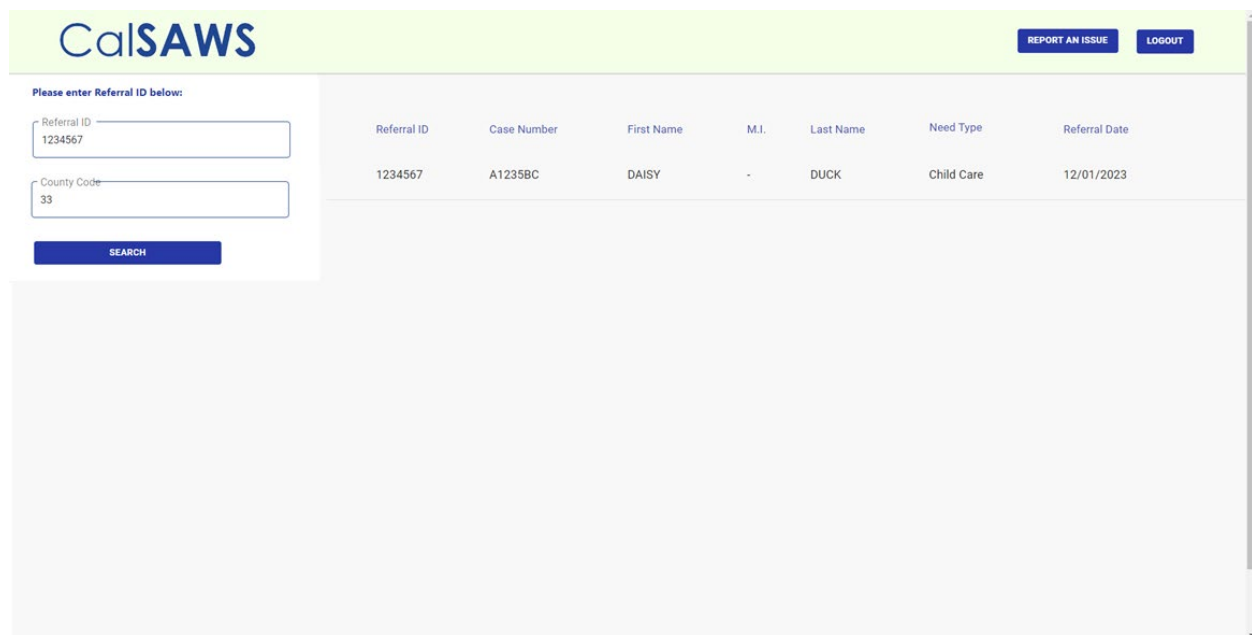
Figure 2.3.9 – Referral Portal Dashboard Result View

Figure 2.3.10 – Referral Portal Dashboard Result View with hover

CalSAWS

REPORT AN ISSUE   LOGOUT

‹ Return to Dashboard

Summary

Referral ID	Case Number	County	Referral Status	Status Reason
1234567	A1235BC	Riverside	Referred	Eligible for Service

Referral Information

Referral ID: 1234567

First Name	Daisy
Middle Initial	-
Last Name	Duck
Date of Birth	10/05/1981
Language	English

Need Category	Dependent Care
Need Type:	Child Care
Need Begin Date	08/01/2022
Need End Date	08/01/2023
Program	Child Care

Contact Information

Cell	(209) 283-9538
Home	-
Main	-
Mailing	PO BOX 1234 IONE CA 95640-1573
Physical	500 Disney Way IONE CA 95640-9637
E-mail Address	Daisy.Duck@cmail.com

Case Manager Information

Name	Minnie Mouse
Phone Number	(123) 456-7891 EXT 1234
E-mail Address	Minnie.Mouse@dland.org

Referral Comments

Testing Comments for new referral portal. This will include information such as Funding Source if needed, if funding source is for Child Care etc.

Children Information

Donald Duck   Mickey Duck

First Name	Donald
Middle Initial	-
Last Name	Duck
Date of Birth	01/26/2012

Figure 2.3.11 – Referral Portal Summary – Summary Section

Summary

Referral Information

Referral ID: 1234567

First Name	Daisy		Need Category	Dependent Care
Middle Initial	-		Need Type:	Child Care
Last Name	Duck		Need Begin Date	08/01/2022
Date of Birth	10/05/1981		Need End Date	08/01/2023
Language	English		Program	Child Care

Contact Information

Cell	(209) 283-9538
Home	-
Main	-
Mailing	PO BOX 1234 IONE CA 95640-1573
Physical	500 Disney Way IONE CA 95640-9637
E-mail Address	Daisy.Duck@cmail.com

Case Manager Information

Name	Minnie Mouse
Phone Number	(123) 456-7891 EXT 1234
E-mail Address	Minnie.Mouse@dland.org

Referral Comments

Testing Comments for new referral portal. This will include information such as Funding Source if needed, if funding source is for Child Care etc.

Figure 2.3.12– Referral Portal Summary – Referral Information Section

Contact Information

Cell	(123) 456-7888
Home	(123) 456-7890 EXT 321 (123) 456-1234
Main	123456
Mailing	PO BOX 1234 IONE CA 95640-1573
Physical	500 Disney Way IONE CA 95640-9637
e-Mail Address	-

Figure 2.3.13 – Referral Portal Summary – Example when there's more than 1 phone number and phone number is not 10 digits.

Children Information

Donald Duck	Mickey Duck

First Name	Donald
Middle Initial	-
Last Name	Duck
Date of Birth	01/26/2012

Figure 2.3.14 – Referral Portal Summary – Children Information

2.3.3 Description of Changes

1. Create a new Welcome Homepage that will allow users to access either the Child Care Administrator Portal or the Referral Portal.
    a. Create a Welcome Homepage that will display after the user logs in to the CalSAWS Administrator Portal.
        i. For users that have an 'Active' status in ForgeRock but are not assigned to at least one of the following security roles in ForgeRock: 'Child Care Portal User' or 'Referral Portal User' role, the page will display the unauthorized user message as shown on Figure 2.3.1.
            1. Clicking 'OK' on the dialog box will take the user back to the login page.
            2. The Header on the page when the unauthorized user message is being displayed will only have the CalSAWS logo on the left hand side.

        Note: This is the same unauthorized message that is currently being displayed on the portal, when the user has an Active status in ForgeRock but is not assigned to the 'Child Care Portal User' security role.

    b. Add a Header panel at the top of the page and will have the following:
        i. CalSAWS logo on the left-hand side of the Header panel
   ii. "REPORT AN ISSUE" button on the right-hand side of the Header Panel.
            1. Clicking this button will display the Report an Issue Modal Dialog that will display the following:
                a. Add the title: "Ask CalSAWS"
                b. Add text: "Please reach out to your County Welfare Department for assistance."
                c. Show an "OK" button.
                    i. Clicking on the button will dismiss the modal dialog.
                d. Clicking outside of the dialog, will close/dismiss it.

        Note: The Report an Issue Modal Dialog will work the same way as in the Child Care Administrator Portal.

26

iii. "LOGOUT" button on the right-hand side of the Header Panel, next to the "REPORT AN ISSUE" button.
1. Clicking the "LOGOUT" button will end/invalidate the user's login session.
2. User will be re-directed to the ForgeRock login page.
c. Display the following on the Welcome Homepage
   i. Title: "Welcome to the CalSAWS Administrator Portal"
   ii. Display the Search Image underneath the title.
   1. This is the same Search Image that is currently existing for the Child Care Administrator Portal.
   iii. Display the following buttons that will provide access to the Child Care Administrator Portal or the Referral Portal.
   1. Display a button titled "ACCESS THE CHILD CARE ADMIN PORTAL" for users that are assigned to the "Child Care Portal User" security role (this is a role that is assigned directly through the ForgeRock application).
      a. The "Child Care Portal User" security role is an existing security role within ForgeRock that is needed to access the Child Care Administrator Portal Dashboard page.
      b. Clicking the button will take the user to the existing Child Care Admin Portal Dashboard page.
      c. Users that are not assigned to the "Child Care Portal User" security role will not see the "ACCESS THE CHILD CARE ADMIN PORTAL" button.
   2. Display a button titled "ACCESS THE REFERRAL PORTAL" for users that are assigned to the "Referral Portal User" security role.
      a. This will be a new security role that will be created within ForgeRock that will allow users access to the Referral Portal Dashboard pages on the CalSAWS Admin Portal.
      b. Clicking the button will take the user to the Referral Portal pages (see below requirements for more details).
      c. Users that are not assigned to the "Referral Portal User" security role will not see the "ACCESS THE REFERRAL PORTAL" button.

   Note: Buttons that are displayed on the Welcome Homepage is dependent on the security role that the users are assigned to in ForgeRock. Dependent on

their security role they might see one or both buttons being displayed on the page.

2. Create a new Dashboard page to search by Referral ID and County Code.

    a. ~~This page will be protected by the "Referral Portal User" security role.~~

    a. This page is accessible by clicking on the "Referral Portal" button from the Welcome Homepage.

    b. Add a Header panel at the top of the page and will have the following:

        i. CalSAWS logo on the left-hand side of the Header panel

            1. Clicking the CalSAWS logo will take the user back to the Welcome screen.

            Note: This will also apply when users click the CalSAWS logo from the Child Care Portal pages.

        ii. "REPORT AN ISSUE" button on the right-hand side of the Header Panel.

            1. Clicking this button will display the Report an Issue Modal Dialog that will display the following:

                a. Add the title: "Ask CalSAWS"

                b. Add text: "Please reach out to your County Welfare Department for assistance."

                c. Show an "OK" button.

                    i. Clicking on the button will dismiss the modal dialog.

                d. Clicking outside of the dialog, will close/dismiss it.

            Note: The Report an Issue Modal Dialog will work the same way as in the Child Care Administrator Portal.

        iii. "LOGOUT" button on the right-hand side of the Header Panel, next to the "REPORT AN ISSUE" button.

            1. Clicking the "LOGOUT" button will end/invalidate the user's login session.

            2. User will be re-directed to the ForgeRock login page.

    c. Add a Search panel along the left edge of the page.

        iv. Add instructive text "Please enter Referral ID and County Code below:"

        v. Add a "Referral ID" text input box.

            1. The maximum number of characters allowed is 28.

                a. When the maximum number of characters is reached, no more characters can be entered.

        vi. Add a "County Code (Ex: 33) text input box.

            1. The maximum number of characters allowed is 2.

a. When the maximum number of characters is reached, no more characters can be entered.

vii. Add the following validations to require a Referral ID and County Code.
1. Display the validation message "Referral ID is required" when the user clicks on the Search button and no values are entered on the "Referral ID" textbox.
2. Display the validation message "County Code is required" when the user clicks on the Search button and no values are entered on the "County Code" textbox.

viii. Add the following validations when the value entered on the Referral ID and County Code text box are not in numeric format.
1. Display the validation message "Invalid Referral ID format" when the user enters a value that is not numeric on the Referral ID textbox.
2. Display the validation message "Invalid County Code format" when the user enters a value that is not numeric on the County Code textbox.

ix. Add a "Search" button.
1. Clicking this button will verify the user's logged in session is still valid; if not, re-direct the user to the login page.
2. Execute the search using the Referral ID and the County Code entered to search the CalSAWS database.
a. Display the search result based on the Referral ID and County Code entered on the search parameter (please see #d below for more details on the Result panel).
b. Display the No Result View on the Result panel when there's no result being returned based on the Referral ID and County Code entered on the search parameter (Please see #d below for more details).

d. Add a Results panel, on the right side of the page.
x. Create a No Result View on the Result panel when a search does not return a result based on the Referral ID and County Code search parameters.
1. If a search does not return any results, display a No Results message in the Results panel:
2. Display text: "We couldn't find anything"
3. Display the No Results image
4. Display text: "Try entering new search criteria"
xi. Create a System Unavailable View.

1. The page will display when an error occurs, on searching or on loading the Summary page.
    a. An "error" is anything that is being returned by the webservice that does not fall into the scenario of requirement d.i. above (which will result in a No Result View) or requirement d.iii below (which will result in a Result View).
2. Display text: "System Unavailable"
3. Display the System Unavailable image.
4. Display text: "We're sorry, the system is temporarily unavailable. We hope to be back up and running soon!"

xii. Create a Result View on the Result panel when a search returns a result based on the Referral ID and County Code that was entered.
    1. Result View will display a Results table in the Result panel. Add column headers for:
        a. Referral ID
            i. Display the Referral ID
        b. Case Number
            i. Display the Case Number that the referral was created for.
        c. First Name
            i. Display the first name of the person that the need associated to the referral is created for.
        d. M.I.
            i. Display the middle initial of the person that the need associated to the referral was created for.
        e. Last Name
            i. Display the last name of the person that the need associated to the referral was created for.
        f. Need Type
            i. Display the need type for the referral.
        g. Referral Date
            i. Display the date that the referral was created.
                1. This will display in the format of MM/DD/YYYY
        h. Blank Header
            i. On hovering over a record/row, this column will hold an ellipsis (…) link, for navigating to the Summary page

2. If data for a field is unavailable, show a dash "-" for the value
3. On hovering over a record/row, temporarily:
   a. Highlight the record/row
   b. Show an ellipsis (…) link, under the Blank header column; on clicking the ellipsis:
   c. Re-direct the user to the Summary page for the selected record.
   e. Show a Welcome message in the Result panel, until/unless the user initiates a search
      xiii. Display a text "CalSAWS Referral Portal" at the top of the Result panel.
      xiv. Display a text "Welcome back" + "{User_First_Name}"
         1. User First Name will be the First name of the logged in user.
      xv. Display the Search image
      xvi. Display the text "Please enter referral details on the left".
3. Create a new Summary page, to show detailed information about a record.
   <mark>a. Protect this page with the "Referral Portal User" security role</mark>
   a. Carry over the Top Header as described in the Dashboard page.

   Note: As mentioned above on #2, clicking the CalSAWS logo will take the user back to the Welcome page.

   b. Add a left arrow icon and text: "Return to Dashboard"; on clicking, re-direct the user to the Dashboard page.
      i. The Dashboard page will display the result view information that was returned based on the search parameters, prior to the user accessing the Summary page.
      ii. The Referral ID and County Code text fields will be blank.

   Note: This will work like the Child Care Admin Portal, when the user clicks on the Return to Dashboard from the Summary page.

   c. Add a section titled 'Summary'.
      iii. Add a 'Referral ID' label and the Referral ID of the selected record.
      iv. Add a 'Case Number' label and the Case Number of the selected record.
      v. Add a 'County' label and the County information that the Case of the selected record belongs to.
      vi. Add a 'Referral Status' label and the Referral Status of the selected record.
         1. When the Summary page first loads, it will display a text of the latest Referral Status.
            a. When the page initially loads, the latest status will be based on the information that

is being pulled from the CalSAWS database.

    vii. Add a 'Status Reason' label and the Status Reason of the selected record.

        1. When the Summary page first loads it will display a text of the latest Status Reason.

            a. When the page initially loads, the latest Status Reason will be based on the information that is being pulled from the CalSAWS database.

d. Add a 'Referral Information' section.

    viii. The 'Referral Information' section will have a sub section titled 'Referral ID: xxxxx

        1. xxxxx will be the Referral ID of the record selected.

        2. On the left-hand side display the following information:

            a. First Name

                i. This will display the First name of the person that the Need for the Referral is created for.

            b. Middle Initial

                i. This will display the Middle initial of the person that the Need for the Referral is created for.

                ii. If the person does not have a middle initial display a "-".

            c. Last Name

                i. This will display the Last name of the person that the Need for the Referral is created for.

            d. Date of Birth

                i. This will display the Date of Birth of the person that the Need for the Referral is created for.

                    1. This will be in the format of MM/DD/YYYY

            e. Language

                i. This will display the Primary language of the Person that the Need for the Referral is created for.
Note: This is the value selected on the Spoken Language field from the Individual Demographics Detail page in CalSAWS.

        3. On the right-hand side display the following information:

            a. Need Category

      i. This will display the Need Category that is associated to the Referral.

   b. Need Type

      i. This will display the Need Type that is associated to the Referral.

   c. Need Begin Date

      i. This will display the Begin Date for the Need that is associated to the Referral.

      ii. This will display in the format of MM/DD/YYYY

   d. Need End Date

      i. This will display the End Date for the Need that is associated to the Referral.

      ii. This will display in the format of MM/DD/YYYY

   e. Program

      i. This will display the Program that is associated to the Referral.

      ii. If the referral does not have a Program associated to it display a "-".

ix. The 'Referral Information' section will have a sub section titled 'Contact Information' on the left-hand side that will display the Contact information of the Person that the Need for the Referral is created for and will display the following information:

   1. Cell

      a. This will display the Cell Phone Number of the Person that the Need for the Referral is created for.

        i. This will display in the format of (XXX) XXX-XXXX

          1. Example: (123) 567-8910

        ii. If the phone number does have an extension, the page will also display the extension information and will have the format of (XXX) XXX-XXXX EXT XXX
         Note: EXT will only display if an extension does exist.

      b. If the person does not have a Cell Phone Number display as "-".

      c. If the person have multiple phone number for the same Type, all phone numbers will be displayed.

d. For phone numbers inputted in CalSAWS that's not ten digits, the phone number will display, but will not be in the format of (XXX) XXX-XXXX.

2. Home
   a. This will display the Home Phone Number of the Person that the Need for the Referral is created for.
      i. This will display in the format of (XXX) XXX-XXXX
         1. Example: (123) 567-8910
      ii. If the phone number does have an extension, the page will also display the extension information and will have the format of (XXX) XXX-XXXX EXT XXX
      Note: EXT will only display if an extension does exist.
   b. If the person does not have a Home Phone Number display as "-".
   c. If the person have multiple phone number for the same Type, all phone numbers will be displayed.
   d. For phone numbers inputted in CalSAWS that's not ten digits, the phone number will display, but will not be in the format of (XXX) XXX-XXXX.

3. Main
   a. This will display the Main Phone Number of the Person that the Need for the Referral is created for.
      i. This will display in the format of (XXX) XXX-XXXX
         1. Example: (123) 567-8910
      ii. If the phone number does have an extension, the page will also display the extension information and will have the format of (XXX) XXX-XXXX EXT XXX
      Note: EXT will only display if an extension does exist.
   b. If the person does not have a Main Phone Number display as "-".
   c. If the person have multiple phone number for the same Type, all phone numbers will be displayed.
   d. For phone numbers inputted in CalSAWS that's not ten digits, the phone number will

display, but will not be in the format of (XXX) XXX-XXXX.

4. Mailing
   a. This will display the Mailing Address of the Person that the Need for the Referral is created for.
      i. This will display in the format of Address Line 1 Address Line 2 (when one is available) City State Postal Code-Postal Code Suffix (when one is available).
         1. Example of Address with no Address Line 2 information and Postal Code Suffix: 500 Disneyland Way Anaheim CA 90210
         2. Example of Address with Address Line 2 and Postal Code Suffix: 500 Disneyland Way APT#2 Anaheim CA 90210-1234
   b. If the person does not have a Mailing Address display as "-".

5. Physical
   a. This will display the Physical Address of the Person that the Need for the Referral is created for.
      i. This will display in the format of Address Line 1 Address Line 2 (when one is available) City State Postal Code-Postal Code Suffix (when one is available).
         1. Example of Address with no Address Line 2 information and Postal Code Suffix: 500 Disneyland Way Anaheim CA 90210
         2. Example of Address with Address Line 2 and Postal Code Suffix: 500 Disneyland Way APT#2 Anaheim CA 90210-123
   b. If the person does not have a Physical Address display as "-".

6. E-mail Address
   a. This will display the E-mail address of the Person that the Need for the Referral is created for.

b. If the person does not have an E-mail address display as "-".

x. The 'Referral Information' section will have a sub section titled 'Case Manager Information' on the right-hand side that will display the worker information associated to the referral and will display the following information:

1. Name
   a. This will display the Name of the Worker associated to the Referral.
   b. It will display in the format of First Name Middle Initial Last Name
   c. If the Referral is not associated to a Worker or the Position is not associated to a Staff display as "-".

   Note: The Name of the Worker will be the name of the Staff that is associated to the Position (Worker ID).

2. Phone Number
   a. This will display the Main Phone number and the extension (if information is available) of the Worker associated to the Referral.
   b. It will display in the format of (xxx) xxx-xxxx EXT ####
      i. The EXT and #### will not display when there is no Extension.
         1. Example without extension: (123)456-7891
      ii. Example with extension: (123)456-7891 EXT 1234
   c. If the Referral is not associated to a Worker display as "-".
   d. If the worker have multiple phone number for the same Type, all phone numbers will be displayed.
   e. For phone numbers inputted in CalSAWS that's not ten digits, the phone number will display, but will not be in the format of (XXX) XXX-XXXX.

   Note: The Phone number is the Main Phone Number Type that is associated to the Position.

3. E-Mail Address
   a. This will display the E-mail address of the Worker associated to the Referral.
   b. If the Referral is not associated to a Worker or the Position is not associated to a Staff display as "-".

Note: The e-Mail address of the Worker will be the E-mail address of the Staff that is associated to the Position (Worker ID).

   e. Add a section titled 'Referral Comments'.
      xi. Display a text box that will have the Comment information that was entered for the Referral.
   f. Add a section titled 'Children Information'
      xii. This section will have a tab for each Child that is selected for the referral.
        1. This section will only display when there are children that are associated to the referral.
      xiii. Label each tab as: {First_Name} + "{Middle Initial} " + {Last_Name}; append the name suffix if child has a suffix.
        1. Middle initial will display if one is available.
        2. Examples: Donald Duck, Donald M Duck, Donald, Donald M Duck Jr
      xiv. Order the tabs by Date of Birth with the oldest person on the left; use First Name for a secondary sort, in ascending order, if needed.
      xv. Clicking the tab will display the information for that specific child and will display the following information:
        a. First Name
          i. This will display the First name of the child.
        b. Middle Initial
          i. This will display the Middle initial of the child.
          ii. If the person does not have a middle initial display a "-".
        c. Last Name
          i. This will display the Last name of the child.
        d. Date of Birth
          i. This will display the Date of Birth of the child.
            1. This will be in the format of MM/DD/YYYY

4. Update the Window title from the "Child Care Administrator Portal" to "CalSAWS Administrator Portal".

2.3.4 Page Mapping

N/A

2.3.5 Page Location

- **CalSAWS Administrator Portal → Referral Portal.**

2.3.6 Security Updates – ForgeRock

1. Security Role

Security Role	Role Description
Referral Portal User	~~Allow users to access the Referral Portal section of the CalSAWS Administrator Portal.~~ Access to the CalSAWS Admin Portal – Referral, to search, view and edit referral information.

2.3.7 Page Usage/Data Volume Impacts

N/A

2.4 ForgeRock Application – New Security Role

2.4.1 Overview

The Delegated Administration feature within the ForgeRock application grants delegated administrators the abilities to create users, modify users (roles and details), disable users, assign users to groups, and grant other users' administrative privileges. A delegated administrator is a user who is granted admin-level privileges to carry out these functions. As part of this SCR, a brand-new Security Role will be created within ForgeRock application that will allow the delegated administrator to assign users to the new security role that will grant them access to the CalSAWS Administrator Portal and access to the Referral portal pages.

2.4.2 Description of Changes

1. Create a brand-new user role for the CalSAWS Administrator portal for the Referral Portal.
   a. New Role Name: "Referral Portal User"
   b. New Role Description: ~~"Access to the CalSAWS Admin Portal – Referral"~~ "Access to the CalSAWS Admin Portal – Referral, to search, view and edit referral information."

2.4.3 Page Location

ForgeRock Application.

2.5 Referral API

2.5.1 Overview

The Referral API is a RESTful webservice that will pull referral information from the CalSAWS database to the CalSAWS Administrator portal.

2.5.2 Description of Change

1. Create a new RESTful Referral API webservice for the CalSAWS Administrator Portal in the GET method for a matched Referral ID and County Code and will send the following Referral form attributes.
    a. Referral Attributes – These are the attributes that the CalSAWS Administrator Portal will display on the new Referral Portal section.
        i. Refer to the Supporting Documents section (Section 3) for the Referral API data field mapping.

Attribute	Description
Referral ID	The Referral ID that information is being requested from. Note: This is the CalSAWS generated identifier for the referral.
Case Number	The Case Number that the Referral is created for.
County	The name of the County that the Case for the referral is created for.
Referral Status	The latest Referral Status for the Referral. The status will include the following: Referred, Accepted, Not Accepted.
Status Reason	The latest Status Reason for the Referral. The status reason will include the following: Eligible for Service, Funding Available, Resource Available, Funding Not Available, No Resource Available.
First Name	The First Name of the Person that the Referral is created for.
Middle Initial	The Middle Initial of the Person that the Referral is created for.
Last Name	The Last Name of the Person that the Referral is created for.
Date of Birth	The Date of Birth of the Person that the Referral is created for.
Language	The primary language of the Person that the Referral is created for.

	Note: Please refer to swagger document on the possible options.
Need Category	The Need Category associated to the Referral. Note: Please refer to swagger document on the possible options.
Need Type	The Need Type associated to the Referral. Note: Please refer to swagger document on the possible options.
Need Begin Date	The Need Begin Date that is associated to the Referral.
Need End Date	The Need End Date that is associated to the Referral.
Program	The Program information for the Referral.
Cell	The Cell Phone number of the Person that the Referral is for.
Home	The Home Phone number of the Person that the Referral is for.
Main	The Main Phone Number for the Person that the Referral is for.
Mailing	The Mailing Address for the Person that the Referral is for. Note: This will include the full address (Street Name, City, State, and Zip Code)
Physical	The Physical Address for the Person that the Referral is for. Note: This will include the full address (Street Name, City, State, and Zip Code)
e-Mail Address	The e-Mail address for the Person that the Referral is for.
Worker Name	The First and Last name of the Worker that is associated to the Referral.
Worker Phone Number	The Phone Number of the Worker that is associated to the Referral
Worker e-Mail Address	The e-Mail address of the Worker that is associated to the Referral
Referral Comment	Comment information for the Referral.
Child First Name	The First Name of the Child associated to the Referral.
Child Middle Initial	The Middle Initial of the Child associated to the Referral.
Child Last Name	The Last Name of the Child associated to the Referral.
Child Date of Birth	The Date of Birth of the Child associated to the Referral.

2.5.3 Partner Integration Testing

No

2.5.4 Execution Frequency

Real-Time web service

2.5.5 Key Scheduling Dependencies

N/A

2.5.6 Counties Impacted

CalSAWS

2.5.7 Category

N/A

2.5.8 Data Volume/Performance

N/A

2.5.9 Interface Partner

N/A

2.5.10 Failure Procedure/Operational Instructions

N/A

2.6 Automated Regression Test

2.6.1 Overview

Create new automated regression test scripts to verify the availability of the "Send E-mail" button on the Referral Detail page, and the primary functionality of the rebranded "CalSAWS Administrator Portal". Update existing regression scripts that reference the "Child Care Administrator Portal" to use the new name.

Technical Note: The functionality of the "Send E-mail" button is out of scope for automation and will need to be manually tested.

2.6.2 Description of Change

1. Create new regression scripts to verify the availability of the "Send E-mail" button when the field value is "Yes" in view mode.
   Technical Note: Clicking the "Send E-mail" button and verifying receipt of the email message(s) is out of scope for automation and will need to be manually tested.
2. Create new regression scripts to verify the new functionality of the CalSAWS Administrator Portal related to Referrals.
   Technical Note: System testing of this functionality will be automated where feasible, with the remaining scenarios to be executed manually. The specific test scenarios, and breakout between those that are and are not candidates for automation, will be determined per the system test process during the development phase.
3. Update existing regression scripts that reference the "Child Care Administrator Portal" to use the new Portal name ("CalSAWS Administrator Portal").
4. Update the log-in functionality of the existing regression scripts that reference the "Child Care Administrator Portal", to click through the Welcome Homepage.
   Technical Note: This will be implemented in one of two ways depending on the specific security layout of the automated test account at the time of implementation: Either (1) within the log-in functionality of the CAT Framework, or (2) at the individual script level.

3   SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Interface	This attachment will contain the referral API data field mappings.	Data Dictionary for CA-263212.xlsx
2	Interface	Referral-API YAML	Referral-API.yaml
3	Interface	Referral-API YAML	Referral-API.html

4   REQUIREMENTS

4.1   Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.15.11	The LRS shall generate the appropriate referrals at the time of case approval,	CalSAWS will be updated to allow e-referrals to be

	based on information entered and programs requested.	generated. This SCR will add the functionality to CalSAWS to send out email to the provider/agency that was selected on the referral. This SCR will also update the existing Child Care Admin Portal with a new functionality for external providers/agency to see referral information that's created in CalSAWS.