

CalSAWS BenefitsCal  
(Portal/Mobile)  
Maintenance and  
Operations (M&O)  
Bi-Weekly Status Report

**Reporting Period: January 1, 2024 to  
January 14, 2024**

01/17/24

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## 1.0 Executive Summary

### 1.1 Executive Summary Agenda Topics

STATUS REPORT SUB-SECTION	STATUS AGENDA TOPIC
3.5.1	BenefitsCal Emergency Release <b>24.01.11</b> on <b>01/11/24</b>
4.2	Upcoming BenefitsCal Monthly Release <b>24.01.25</b> on <b>01/25/24</b>

Table 1.1-1 – CalSAWS Executive Summary Agenda Topics

### 1.2 BenefitsCal Project Status Dashboard

Topic	Status	Highlights
Availability		The BenefitsCal System did not experience any unplanned outages.
Defects		There are twenty-one (21) active Production defects.
Incidents		There are fifteen (15) open Tier 3 incidents.

**Status:** **Green:** On schedule, performing as planned; **Yellow:** Potential delay/monitor with no material schedule impact; **Red:** Behind schedule and requires escalation.

Table 1.2-1 – Status Dashboard

### 1.3 Highlights from the Reporting Period

- **Priority Release** – None for the reporting period.
- **Emergency Release** – None for the reporting period.
- **Emergency Release** – The BenefitsCal Team successfully deployed Emergency Release **24.01.11** to BenefitsCal Production.
- **Monthly/Major Release** – None for the reporting period.

#### Planned Outages

- None for the reporting period.

**Note:** BenefitsCal Emergency Release 24.01.11 on 01/11/24 did not experience any downtime.

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## 2.0 Project Management

### 2.1 Project Deliverables Summary

Del #	Name	Team	Status <sup>[1]</sup>	Status
WP 25.23	BenefitsCal Monthly M&O Report – December 2023	M&O		DWP submitted 01/09/24 FWP submission 01/22/24 FWP approval 01/29/24
WP 26.07	BOM Review and License Renewal	DevOps		FWP submitted 01/05/24 FWP approval 01/16/24
WP 27.07	Certificate Review	DevOps		FWP submitted 01/05/24 FWP approval 01/16/24
WP 28.21	BenefitsCal Work Plan Monthly Updates – December 2023	PMO		FWP submitted 01/08/24 FWP approval 01/18/24
WP 29.21	BenefitsCal Monthly Status Report – December 2023	PMO		FWP submitted 01/08/24 FWP approval 01/18/24

<sup>[1]</sup> **Status:** **Green:** On schedule, performing as planned; **Yellow:** Potential delay/monitor with no material schedule impact; **Red:** Behind schedule and requires escalation.

**Table 2.1-1 – Overall Summary of Deliverable Status for Current Reporting Period**

### 2.2 Highlights for the Reporting Period

➤ **Deliverables and Work Products submitted:**

- DWP 25.23: BenefitsCal Monthly M&O Report – December 2023 on 01/09/24.
- FWP 26.07: BOM Review and License Renewal on 01/05/24.
- FWP 27.07: Certificate Review on 01/05/24.
- FWP 28.21: BenefitsCal Work Plan Monthly Updates – December 2023 on 01/08/24.
- FWP 29.21: BenefitsCal Monthly Status Report – December 2023 on 01/08/24.

### 2.3 Activities for the Next Reporting Period

➤ **Deliverable and Work Product submissions for next reporting period:**

- FWP 25.23: BenefitsCal Monthly M&O Report – December 2023 on 01/22/24.

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**2.4 CRFI/CIT Communications Status**

The following table outlines the CalSAWS Information Transmittals (CITs) for the reporting period.

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
0005-24	Notify.All; usbenefitscaldevops@deloitte.com; operator@calheers.ca.gov; HoweG@CalSAWS.org; QuijadaP@CalSAWS.org; TombakianM@CalSAWS.org; tech.productionoperations@calaws.org	Scheduled CalSAWS Maintenance – System Downtime Notification – 1/21/2024	CalSAWS M&E	01/09/24	Anand Kulkarni	Pete Quijada

**Table 2.4-1 – CITs**

The following tables outline the CalSAWS Requests for Information (CRFIs) for the reporting period.

CRFI ID	To	Subject	Distribution Date	Status	Response Due Date	Primary BenefitsCal Contact	Backup BenefitsCal Contact
None for the reporting period							

**Table 2.4-2 – CRFIs**

CRFI ID	To	Subject	Distribution Date	Status	Response Due Date	Primary BenefitsCal Contact	Backup BenefitsCal Contact
None for the reporting period							

**Table 2.4-3 – Overdue CRFIs**

## 2.5 SCIRFRA/SCERFRA/SIRFRA/SARRA Information

The table below outlines the summary of SAWS Communication Information Requests for Research and Analysis (SCIRFRA), SAWS Cost Estimation Requests for Research and Analysis (SCERFRA), SAWS Information Request for Research and Analysis (SIRFRA), SAWS Advocates Request for Research and Analysis (SARRA), and Consortium Request for Policy (CRPC) activities for the reporting period.

Status	Total
Rejected	0
New/Assigned	1
Completed	0
Reopened	0
In Review	0
Withdrawn	0
<b>Total</b>	<b>1</b>

Table 2.5-1 – Summary of SCIRFRA/SCERFRA/SIRFRA/SARRA Requests

## 2.6 Deviation from Plan/Adjustments

- None for the reporting period.

## 3.0 Maintenance and Operations

- **Operational Support**
  - Provided operational support for manual reprocessing of a transaction between CalSAWS and BenefitsCal.
- **CFA Meeting**
  - Participated in a weekly meeting with Code for America (CFA) to support their ongoing operational questions for BenefitsCal and to discuss future enhancements.
- **Daily Partner Coordination Meetings**
  - Conducted daily partner coordination meetings with CalSAWS covering design, development, testing, and release management for defects and enhancements impacting both systems along with production observations.
- **M&O Phases**
  - Completed the initial acceptance period and moved into Maintenance and Operations.

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### 3.1 Service Management

#### 3.1.1 Overview

- **Incidents Created**
  - Eight (8) incidents were created in the biweekly reporting period for the BenefitsCal Tier 3 Team.
- **Incidents Resolved**
  - The BenefitsCal Tier 3 Team resolved five (5) incidents in the biweekly reporting period.
- **Incidents Closed**
  - The BenefitsCal Tier 3 Team closed eleven (11) incidents in the biweekly reporting period.
- **Incidents Triaged**
  - The BenefitsCal Tier 3 Team has triaged thirty-four (34) incidents in the biweekly reporting period.
- **Problems Created**
  - The BenefitsCal Tier 3 Team created one (1) problem ticket in the biweekly reporting period.
- **Problems Resolved**
  - The BenefitsCal Tier 3 Team resolved zero (0) problem tickets in the biweekly reporting period.

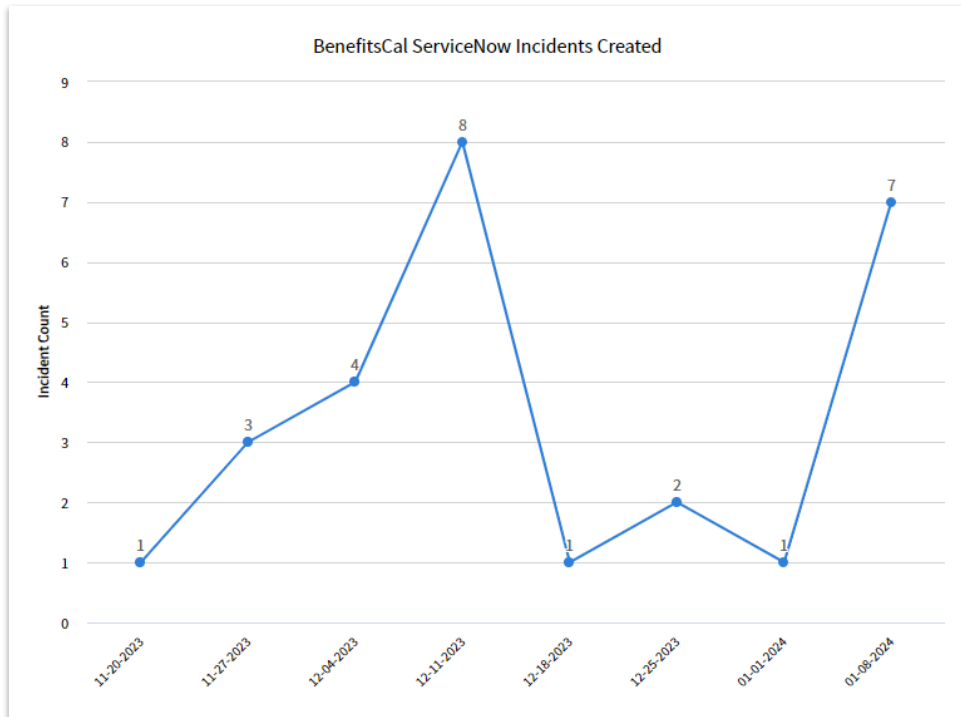


**CalSAWS – BenefitsCal (Portal/Mobile) Bi-Weekly M&O Report**

Period: January 1, 2024 to January 14, 2024

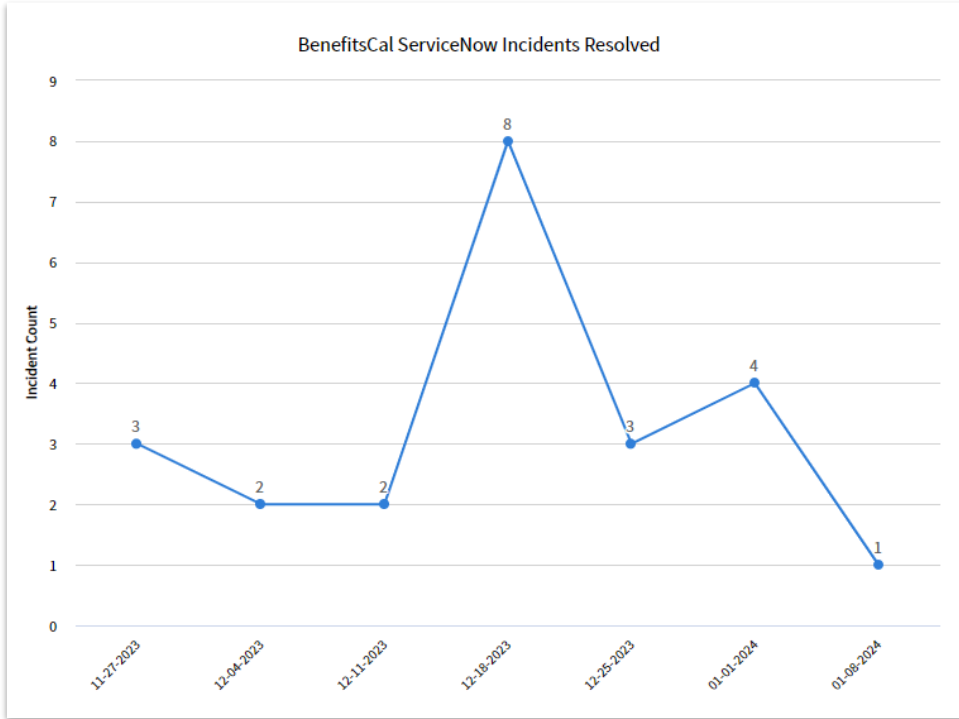
**3.1.2 BenefitsCal Help Desk Metrics**

The charts below represent incidents created, resolved, and triaged within the reporting period. If a week is not showing within a particular chart, it is because there were no incidents to report for that week.



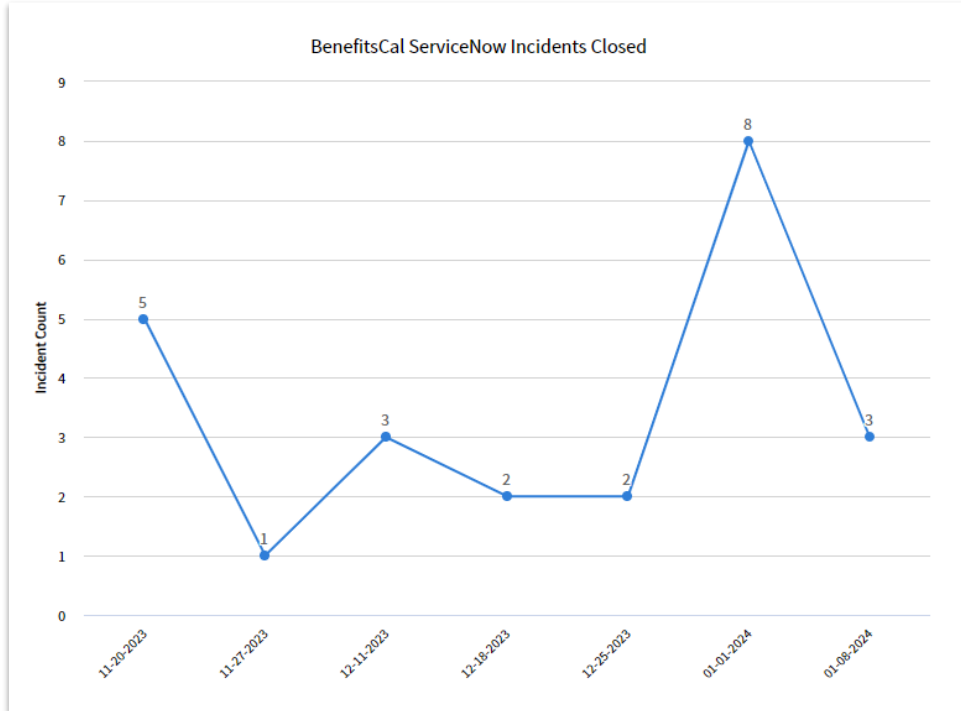
CalSAWS – BenefitsCal (Portal/Mobile) Bi-Weekly M&O Report

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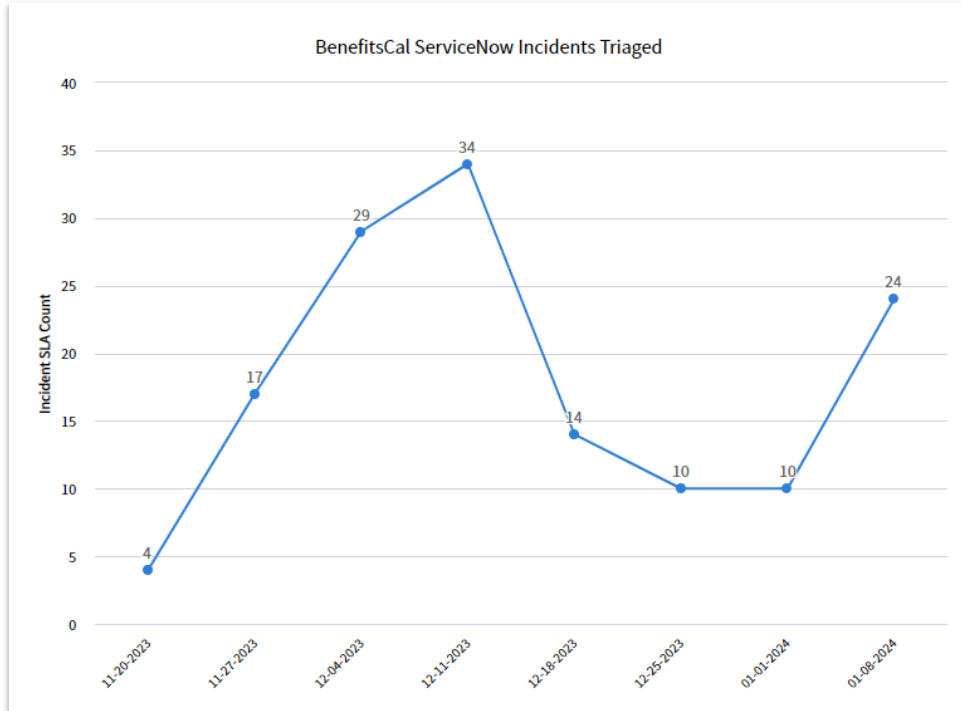
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**CalSAWS – BenefitsCal (Portal/Mobile) Bi-Weekly M&O Report**

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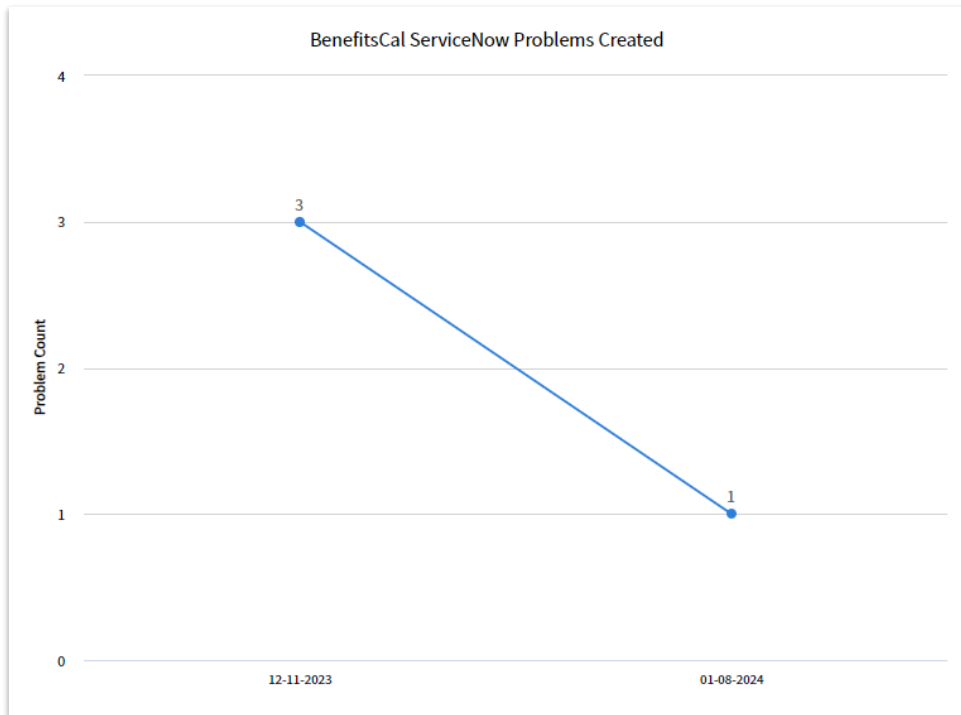
**Note:** The graphs represent the ServiceNow incidents associated to all 58 Counties. Incidents represent the first level of ticketing that enters the ServiceNow system. The dates on the x-axis represent the start of week. The metrics does not include "Tier 3 App Support – BenefitsCal Questions (DLT)."

**Figures 3.1-1, 3.1-2, and 3.1-3 – BenefitsCal ServiceNow Incidents**

**CalSAWS – BenefitsCal (Portal/Mobile) Bi-Weekly M&O Report**

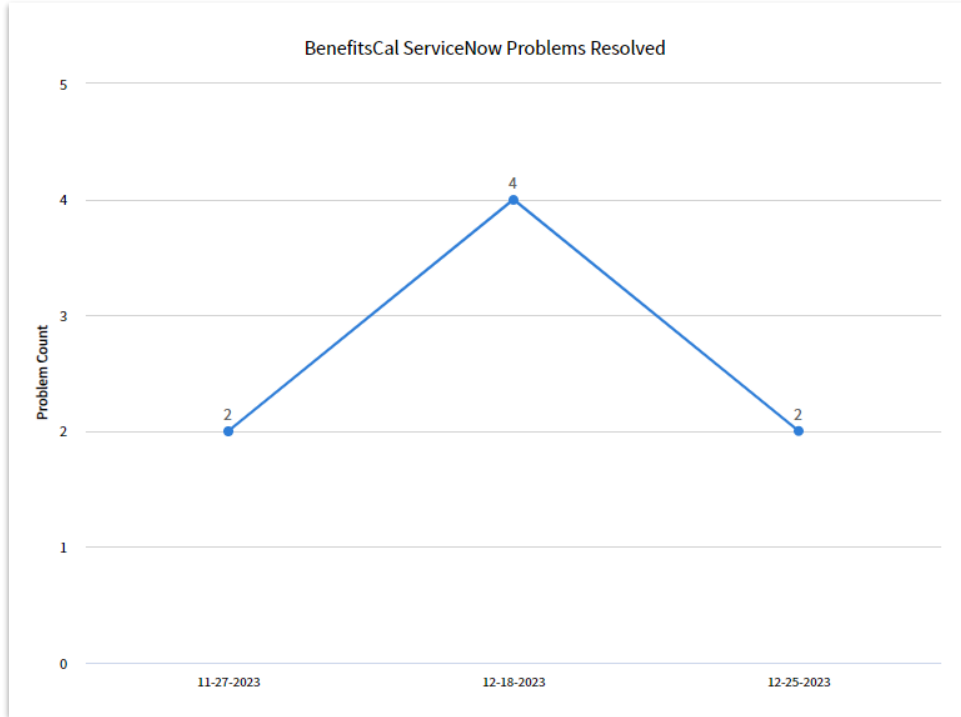
Period: January 1, 2024 to January 14, 2024

The charts below represent problems created, resolved, and triaged within the reporting period. If a week is not showing within a particular chart, it is because there were no problems to report for that week.



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**Note:** The graphs represent the ServiceNow problems associated to 58 Counties. Problems represent issues that can have a many to one relationship with incidents and the final step in escalation. The dates on the x-axis represent the start of a week.

**Figures 3.1-4 and 3.1-5 – BenefitsCal ServiceNow Problems**

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**BenefitsCal ServiceNow Incidents by State and Age**

State	Aging Category	1-5 Days	6-10 Days	11-15 Days	16-30 Days	30-60 Days	60-180 Days	>180 Days	Count
	New		2	0	0	0	0	0	0
In Progress		1	0	0	0	0	0	0	1
On Hold		2	1	1	1	5	2	0	12
Resolved		0	0	0	0	4	0	0	4
Closed		0	0	46	303	145	106	2	602
<b>Count</b>		<b>5</b>	<b>1</b>	<b>47</b>	<b>304</b>	<b>154</b>	<b>108</b>	<b>2</b>	<b>621</b>

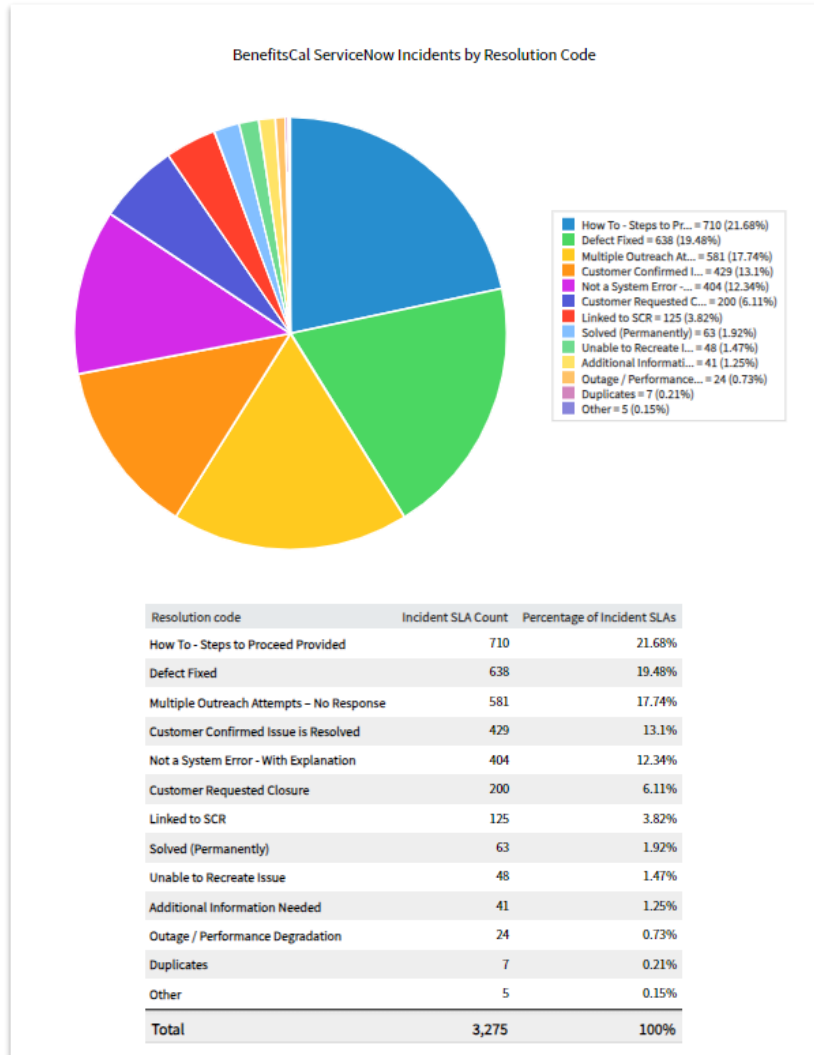
**Aging "State" definitions:**

- New** Incident triage not started.
- In Progress** Incident triage in progress.
- On Hold** Incident triage paused – awaiting information/problem.
- Resolved** Incident triage completed providing steps for resolution.
- Closed** Incident triage completed after a defect fix or change request implementation.

**Figure 3.1-6 – BenefitsCal ServiceNow Incidents by State and Age**

**CalSAWS – BenefitsCal (Portal/Mobile) Bi-Weekly M&O Report**

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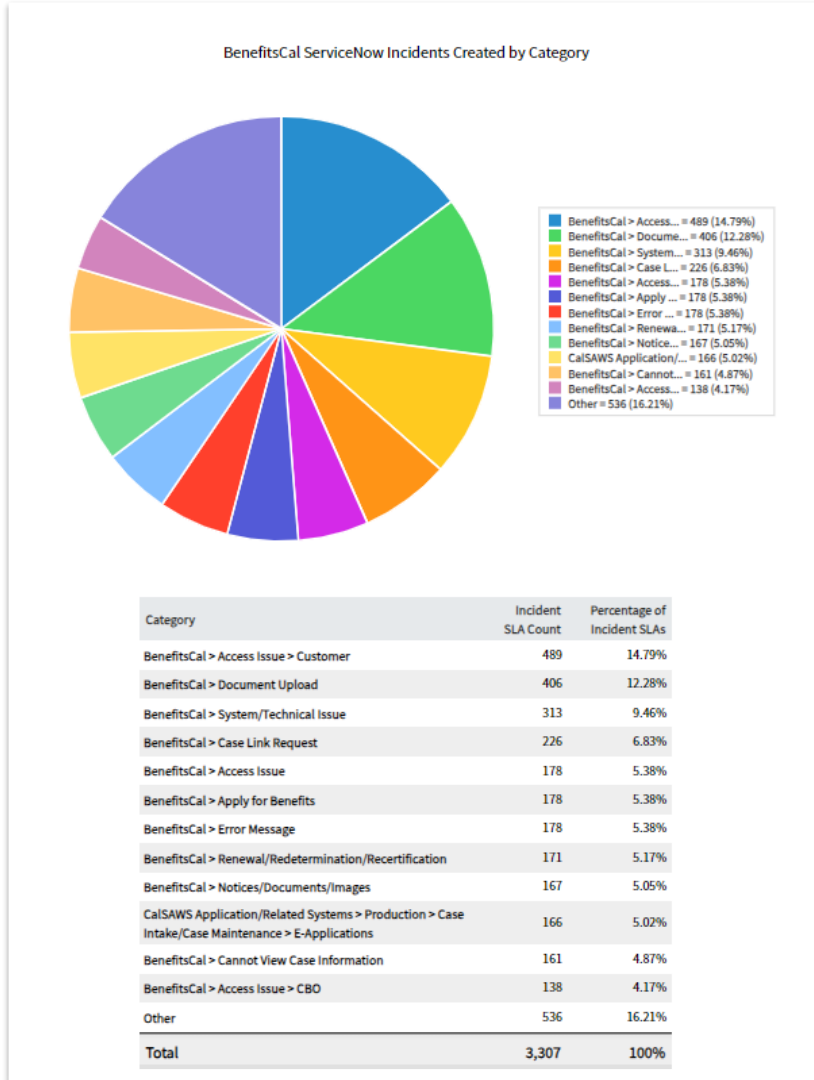
**Note:** The pie chart above represents Incidents resolved since BenefitsCal Go-Live on 09/27/21.

**Figure 3.1-7 – BenefitsCal ServiceNow Incidents by Resolution Code**



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**Note:** The pie chart above represents Incidents by category created since BenefitsCal Go-Live on 09/27/21. The "Other" category will cover incidents related to BenefitsCal module such as Dashboard, Help Center, Homepage, Report a Change, Application Summary.

**Figure 3.1-8 – BenefitsCal ServiceNow Incidents Created by Category**

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**3.2 Technology Operations**

The BenefitsCal technology operations team provides Amazon Web Services (AWS) serverless infrastructure and BenefitsCal application support. All upgrades and changes to the infrastructure and application are performed in accordance with the Consortium change control process. AWS serverless infrastructure support activities include upgrades to AWS components such as the Web Application Firewall (WAF), CloudFront, Application Programming Interface (API) Gateway, Lambdas, Simple Queue Service (SQS), CloudWatch, X-Ray and Aurora Postgres, Postgres Relational Database Service (RDS), and RDS Proxy. Application maintenance and support includes release and configuration management across all non-production and production environments. The Redis Cluster mem cache is upgraded to 6.2.6.H.

**3.3 BenefitsCal Maintenance and Operations**

Scheduled Date	Outage Timeframe	Activity Description
01/07/24	01/07/24 01:00 pm – 01/07/24 9:00 pm PST	CalSAWS Application Maintenance
01/14/24	01/14/24 04:00 pm – 01/14/24 8:00 pm PST	CalSAWS Application Maintenance

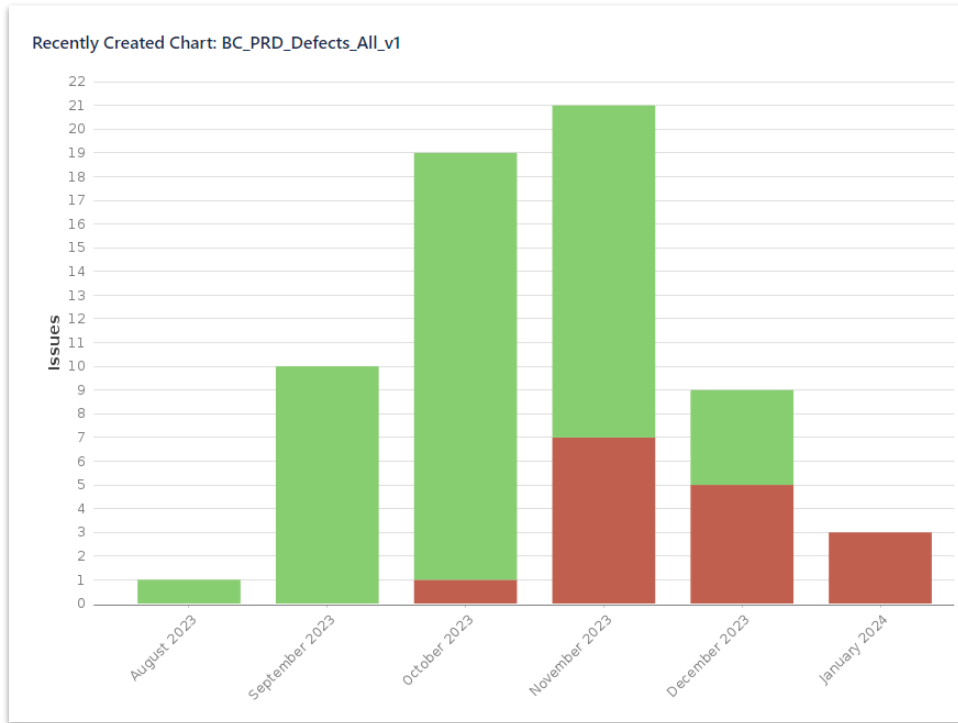
**Table 3.3-1 – BenefitsCal Upcoming Maintenance**

Ticket ID	Description	Impact Date/Time	Impact	Status	Owner
	No information was available to the BenefitsCal M&O Team at the time of submission – the team has requested resolution.				

**Table 3.3-2 – BenefitsCal Incident Follow-Up Summary**

### 3.4 Production Defect Backlog

The Production defect backlog bar chart depicts the balance of open (unresolved Production defects – Red) and closed defects (Green), month-over-month. Defects are closed upon system test validation and release deployment to Production.



■ Closed Production Defects ■ Open Production Defects  
**Figure 3.4-1 – Production Defects Backlog Monthly Trend**

### 3.4.1 Release Schedule Production Defect Fix

Severity	Release 24.01.25	Release 24.02.29	TBD	Total
<b>2-Normal/Medium</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
New	0	0	0	0
In Progress	0	0	1	1
Closed	0	0	0	0
<b>3-Normal/Low</b>	<b>13</b>	<b>4</b>	<b>3</b>	<b>20</b>
New	0	0	0	0
In Progress	13	4	3	20
Closed	0	0	0	0
<b>4-Cosmetic</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
New	0	0	0	0
In Progress	0	0	0	0
Closed	0	0	0	0
<b>Total</b>	<b>13</b>	<b>4</b>	<b>4</b>	<b>21</b>

Table 3.4-2 – Production Defect Fix – Release Schedule

## 3.5 Production Operations

### 3.5.1 Root Cause Analysis (RCA)

- None for the reporting period.

### 3.6 Deviation from Plan/Adjustments

- None for the reporting period.

## 4.0 Application Development

### 4.1 Priority Release Summary

This section outlines the scope of defect fixes included in each ad-hoc priority release deployed in this reporting period.

- **BenefitsCal Priority Release** – None for the reporting period.
- **BenefitsCal Emergency** – BenefitsCal Emergency Release 24.01.11 was successfully deployed on 01/11/24 to BenefitsCal Production. One (1) production defect was planned for User Error Handling, Exception Handling, and Application Summary.

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This section outlines the scope of defect fixes and minor enhancements included in each monthly release deployed in this reporting period.

- **BenefitsCal Monthly Release** – None for the reporting period.

Release	Release Date	Summary
24.01.25 – Monthly	01/25/24	Thirteen (13) production defects and seven (7) enhancements are planned for User Error Handling, Exception Handling, and Application Summary.

**Table 4.1-1 – BenefitsCal Upcoming Releases**

## 4.2 Application Development Status

- **Designs and Design Meetings**
  - Continued design work for the January 2024 enhancements.
  - Began design work for the February 2024 enhancements.
  - Continued working with the development and testing teams for the January 2024 enhancements.
  - Continued working with the development and testing teams for the SSA (Social Security Administration) Application on BenefitsCal enhancement CSPM-65292.
  - Continued to work with development and testing teams to clarify designs on CalWORKs Timeclocks, EBT 2259 and CF 303 March enhancements.
  - Hosted the BenefitsCal PM Stand-Up Meeting with the Consortium on 01/03/24.
  - Hosted BenefitsCal Enhancement Pipeline Discussion on 01/05/24.
  - Attended CAPI ACL Discussion on 01/05/24.
  - Hosted SCRB CCB Comment Resolution on 01/05/24.
  - Hosted Time Clocks API Discussion with CalSAWS on 01/08/24.
  - Hosted the BenefitsCal CWDA Check-In on 01/08/24.
  - Hosted DDI and M&O Biweekly Call on 01/09/24.
  - Attended CFAP Expansion Meeting 01/09/24.
  - Hosted BenefitsCal M&E, DDI and Premise Items Touchpoint on 01/10/24.
  - Hosted SIRFRA 1336 Discussion with CalSAWS on 1/10/24.
  - Attended EBT Theft API Discussion on 1/10/24.
  - Attended GCF Parity List Meeting on 01/10/24.
  - Hosted DDI and M&O Biweekly Call on 01/11/24.
  - Attended Legislative Briefing Update on 01/11/24.
  - Attended SSA BenefitsCal Application Questions Meeting on 01/12/24.
  - Attended UCD Monthly Meeting Prep on 01/12/24.
- **Release 23.12.19 Development**

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- o Provided support to SIT, Consortium test and QA teams for December enhancements.
- o Delivered release to production.
- **Release 24.01.25 Development**
  - o Continued development on January Enhancements.
  - o Worked with functional team to clarify questions on January enhancements.

The following table outlines the summary of development activities for enhancements.

Release	Release Date	Summary
23.12.19	12/19/23	Delivered to production
24.01.25	01/25/24	Continued development on January Enhancements

**Table 4.2-1 – BenefitsCal Enhancements Development Status**

**4.3 Release Management**

**4.3.1 Release Test Summary**

- **Release 24.01.25 January Monthly Release**
  - o Continued validating the January Release and coordinated with partners for E2E validation.

**4.3.2 Automated Regression Test (ART) Coverage**

The following are the automated regression scripts executed for regression in BenefitsCal for Release 23.12.19.

Release	# of Scenarios Executed	# of Scenarios Passed	# of Scenarios Failed	Overall Pass%	Pass of Executed	Coverage
23.12.19	40	40	0	100	100	CalFresh (CF), CalWORKs, Medi-Cal (MC), General Assistance or General Relief (GA/GR), and Disaster CalFresh programs with the Apply for Benefits, Report Change, Renewal, and Recertification for the MC, CF, GA/GR, and SAR 7 flows, IRT (Income Reporting Threshold), TWM along with Appointments, Administrative, ROI not enabled, E-Signature, Global Search and static validations covered by automated regression.

**Table 4.3-1 – Automated Regression Scripts Executed in BenefitsCal**

Commented [AN1]: Hi [Ansal, Jit] can you please provide your updates? Thank you.

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**Note:** Automated regression tests are run for each planned release. Automated regression tests are excluded for emergency releases as the window for execution is short. The regression suite is revisited after each major release and periodically updated once new application functionality has been released. The update could be adding a new script to the repository or modifying an existing script to cover new functionality since the new functionality replaces the old functionality. New functionality will be called out in the coverage column.

### 4.4 Training Materials Update

- None for the reporting period.

### 4.5 Deviation from Plan/Adjustments

- None for the reporting period.