

**CalSAWS | Batch Memorandum for  
February 2024 CF SSI COLA**

Date: N/A	Regulation: ACIN I-64-23
Time: N/A	Meeting Called by: N/A
Attendees: PPOCs, RMs, CW/CF Committee Members, CalSAWS	

**Memorandum Purpose**

This memorandum is intended to convey the Batch EDBC scope, county actions and schedule for the 2024 SSI COLA changes for SSI records for CalFresh (CF), effective February 2024.

**Scope****• CA-266913**

CalSAWS will update the SSI/SSP, SSI Only and SSP Only benefit amounts effective 02/01/2024 on the Other Program Assistance (OPA) page for CF households from inbound file sent by MEDS no later than Friday, January 5<sup>th</sup>, 2024. A journal entry with description of "SSA COLA Other Program Assistance Record Update" will be entered for each case that had OPA record updated. Also, a CIT will be issued once the list of cases where the OPA records were not updated by the imported DHCS file is posted.

**• CA-257579**

On Saturday, January 6<sup>th</sup>, 2024, CalSAWS will process Batch EDBC to apply the new SSI/SSP income amounts and calculate benefits for CF programs for February 2024 benefit month. A CIT will be issued once the exception lists are posted.

**Batch**

In CalSAWS, run Batch EDBC for CF programs (this includes Transitional CalFresh program) and any NB or CW programs linked to those CF programs that contain at least one active person whose SSI or SSI/SSP income amount was updated by the MEDS inbound file processed with SCR CA-266913. The Batch run will be for the benefit month of 02/2024. The Batch EDBC will exclude cases from the targeted populations based on the following exceptions:

- The benefit month is past the latest RE due date for the CF (or CW if applicable) program.
- The CF (or CW if applicable) program has a SAR7 Due Month of 01/2024 and the report status is 'Generated', 'Sent', 'Received', or 'Incomplete'.
- CF EDBC has already been processed for the benefit month since changes from CA-266913 went to production.
- OPA record has been modified or replaced by user since changes from CA-266913 went to production. User will be responsible for running EDBC.

- e) 'Yellow Banner' programs where the high-dated EDBC has a source of 'Conversion'. Counties can check 'yellow banner' programs daily with the latest Qlik dashboard report 'Converted Case Review Dashboard'.

## **Journal Entry**

A standard Journal Entry will be created automatically based on the Sub Type code = 'CT942-SA' – 'Annual SSA COLAs and Related Changes' when the EDBC batch is run with the following descriptions:

Short Description: Batch EDBC ran for <month, year>

Long Description: Batch EDBC Ran for <Effective Month, Year>. Batch EDBC processed for the <Program Name> program for following reasons: 'Annual SSA COLAs and Related Changes'

## **NOAs**

Notices will be generated with each County EDBC population and sent to the Central Printing facility in the evening at the time the County EDBC's are completed.

## **Statistical Report**

A statistical report called 'COLA Stats by County Report' which summarizes the EDBC count for each program included in the COLA by County will be generated and contain the following fields:

- <program> EDBC Counts
- <program> EDBC Processed
- <program> EDBC Skipped (Exception)\*
- <program> EDBC Read Only
- <program> EDBC Stack Trace \*\*
- <program> Success %
- Total EDBC Count
- Total EDBC Processed
- Total EDBC Skipped (Exception)\*
- Total EDBC Read Only
- Total EDBC Stack Trace \*\*
- Overall Success Rate %
- Total NOAs Generated

**Note \***: Exception happens when a case does not go through the EDBC processing and will result in a Skip. Ex: No Worker assigned to the Case will exception out from Batch EDBC and will result in a Skip Reason of 'No Worker Assigned to Case'.

**Note \*\***: Stack Trace population includes cases that could not be processed due to UEID error.

This report will be posted at:



### List Details

Lists will be posted for CalSAWS to aid the counties to review the cases to verify accurate action was taken.

The lists will be available to the counties at the following location:



The lists will display the standard columns:

- Case Name
- Case Number
- County
- Unit
- Unit Name
- Office Name
- Worker ID

1. **List Name:** Cases discontinued by the Batch EDBC process.  
**Additional Column(s):** Program Type, Program Closure Reason  
**County Action:** These are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close households, review these cases to verify the closure was accurate.
2. **List Name:** Cases where the Batch EDBC process closed a person.  
**Additional Column(s):** CIN#, Person Name, DOB, Program Type, Person Closure Reason  
**County Action:** These are likely the result of household changes or ongoing data collection which was not yet processed through EDBC by the user. Since the purpose of this Batch EDBC process was not to close persons, review these cases to verify the closure was accurate.
3. **List Name:** Cases which resulted in a read-only EDBC  
**Additional Column(s):** Program Type, Read-Only Reason  
**County Action:** Since Batch EDBC could not automatically apply the intended change to these cases, users may process EDBC to apply intended changes, if applicable.

4. **List Name:** Unprocessed cases where the Batch EDBC process skipped a program  
**Additional Column(s):** Program Type, Skip Reason  
**County Action:** Since Batch EDBC did not automatically apply the intended change to these cases, users may process EDBC to apply intended changes, if applicable.
  
5. **List Name:** Cases Excluded from COLA  
**Additional Column(s):** Program Type, Reason for Exclusion Description  
**County Action:** This case listing is to inform counties which cases were excluded from the COLA population due to the exclusion criteria (a thru d) detailed in the section labeled **Batch** above. Users can review these cases and make any intended changes including processing EDBC.

Note: The 'yellow banner' population included in exclusion criteria e in the section labeled **Batch** above can be viewed in the Qlik dashboard report "Converted Case Review Dashboard" and will not be part of this listing.

Please Note:

- A list of cases where the OPA records were not updated by the imported DHCS file will be provided with CA-266913.
- Review cases included in the lists and take necessary action.
- Review the Batch Eligibility Report and action cases which could not be processed. This report is an on-request report available under Global: Reports > Local: On Request > Task: Administrative. If you do not see this report, please contact your Security Administrator for rights. To see cases not processed select a status of 'Not Processed' on the Reports Parameters pages.

**Things to remember about EDBC batch processes**

- All impacts from Defects and SCRs which have not been implemented will continue to occur during the batch processing.
- There are multiple reasons why a program may not be successfully run through Batch EDBC processing. Some examples include: No Worker Assigned, Overridden Program Case, and Pending Program/Person/Application. Please review tasks and the Batch Eligibility Report daily.
- The EDBCs will have an EDBC Source of 'Batch EDBC Rules'.
- When a user runs EDBC on a case where a prior pending month exists, the EDBC will have a type of Read-Only. When running Batch EDBC that restriction does not apply and these EDBCs will not be Read-Only.
- Any updates or lack of updates made/not made to cases will impact the Batch EDBC results. This means programs may be discontinued (due to non-compliances, etc.) unexpectedly.

**SSI COLA Schedule**

Date	Task
January 02, 2024	CalSAWS will generate and send an updated output file to DHCS. CalSAWS SCR CA-266074.
January 05, 2024	Execute process to update OPA records in CalSAWS production. CalSAWS SCR CA-266913.
January 06, 2024	CalSAWS will run the CF SSI COLA batch for the February 2024 benefit month. CalSAWS SCR CA-257579.

**Schedule Considerations**

- The CalSAWS will not be down during batch processing on Saturday, January,06 2024.
- Batch jobs scheduled for each evening will run after the Batch EDBC process completes.
- Approximately 627,000 + active CF programs will be processed in CalSAWS for the benefit month of 02/2024 for SCR CA-257579.
- Approximately 50,000 programs processed per hour via Batch EDBC.

**Timeline**

- Expected Date of CalSAWS EDBC processing: 01/06/2024.

## CalSAWS Batch Calendar - January 2024

SUN	MON	TUES	WED	THUR	FRI	SAT
	1 <b>No Batch</b> (New Year 2024)	2 <b>Out-Bound File to MEDS</b>  SAR 7 Discontinuance  Foster Care Payroll: 55 Counties (JBxxF124M)	3	4	5 <b>In Bound File from MEDS</b>  CW/CF RE appt Day 1 (County 19) and Non Transition Food stamps NEC - Generate and Balance(JB00R509)	6 <b>SSI COLA Batch Run</b>  CW/CF RE appt Day 2 (County 19) CW/CF RE appt Day 1 (former C-IV and CalWIN counties)
7	8  Foster Care Payroll: Alameda & Sacramento county. Foster Care Payroll: LA county  MC Stable Income- JB00E268"	9	10	11 "NA 960X Non Magi Redeter(MC 210), Magi Redeter(MC 216), Mixed Redeter(MC 217) Medi-Cal RE Packet"	12	13
14	15 "MAGI MC Age Jobs(JB00CH206M, JB00CH208M, JB00CH209M, JB00CH211M, JB00CH117M) Medi-Cal Reminder-1 (JB00R1932)" Martin Luther King (Only Sierra County working)	16	17	18	19 Batch 10-Day Cutoff. Mixed/MAGI MC Auto-Disc EDBC Authorization(JB00E121M) Medi-Cal Auto-Rescind(JB00E155D) Authorization(JB00E182M)	20
21	22 Online 10-Day cutoff	23	24	25 Main Payroll(56 Counties Day 1) KG Payroll: LA County Find Balderas Cases (JB00R700M)	26 Main Payroll (LA county Day 1) Main Payroll (56 Counties Day 2)	27 Medi-Cal Reminder-2 (JB00R1932) Main Payroll (LA county Day 2)
28 MEDS Recon (LA county)	29 Main Payroll (Riverside County Day 1)	30 Main Payroll (Riverside County Day 2)	31 CW/CF Redetermination			