



Training

Committee

A thick, orange watercolor brushstroke that forms a curved, comma-like shape, positioned to the right of the word "Training" and overlapping the top of the word "Committee".

This meeting will start shortly

CalSAWS



CalSAWS | Training Committee

Date:	1/10/2024
Time:	9:00 am – 10:30 am
Meeting Called by:	Jayna Longstreet
Attendees:	Region 1: Andrew Stewart, Laura Contreras-Modic, Marcos Villanueva, Mariela Marin, Odiah Odiye Region 2: Gina Horn, Kristin Montoya, Melinda Martin, Shauna Armbright Region 3: Darlene Lawson, William Griffiths, Apple Coan Region 4: Ashley Coyle, Chantel Barboza, Dawn Narayan, Nhia Yang Region 5: Brandi Kosloy, Dana Martinez, Daned Alvarado, Darcey Hanna, Kristie Beer, Paul Gable, Trinity Hemstedt Region 6: America Rodriquez, Jose Ortiz, Ken Cho, Raul Ruano, Elizabeth Muniz CalSAWS: Ashley Arnold, Cris Garcia, Elizabeth Palm, Jayna Longstreet, Nour Bibars, Sami Varney, Yolanda Banuelos, Melissas Thomas

Topic	Lead
Training Environment touchpoint	Cris Garcia
Training manual development status update	Jayna Longstreet
Upcoming New LMS Home Page Option	Ashley Arnold/Jayna Longstreet
Review Meeting Frequency	Jayna Longstreet
Managing Change Information from CalSAWS	San Bernardino County/Lynnel Silva and Roger Perez

#	Action Item	Assigned To	Assigned Date	Due Date	Status

The CalSAWS Learning Management System (LMS)

Coming Soon – Optional New Look for the Home Page

Availability, Communication Plan and Resources

- Optional customization of the LMS Homepage will be available in mid February 2024
- CIT will be sent to announce this functionality
- LMS Homepage User Customization Guide will accompany the CIT
- Discussion at January Training Committee Meeting



The CalSAWS Learning Management System (LMS)

Coming Soon – Optional New Look for the Home Page

Current LMS Homepage View

CalSAWS [Learn](#) [Manage](#) [Administer](#) [Catalog](#) [Create](#) [?](#) [JL](#)

Recent Announcements

LMS Training Release Notes - TR23.09.22

Date: 9/25/2023

LMS Training Release Notes - TR23.07.21

Date: 7/24/2023

LMS Training Release Notes - TR23.05.19

Date: 5/24/2023

[View All](#)

FAQs

[How do I view a list of completed trainings?](#)

LMS Overview Video for Migrating CalWIN Counties
for CalWIN users migrating to CalSAWS!
[Click Here!](#)

Search Catalog

[Q](#)



The CalSAWS Learning Management System (LMS)

Coming Soon – Optional New Look for the Home Page

Upcoming Optional Edit View for Customization

Choose widgets to add in this section.

To turn widgets on in each section column, click the "Add Widget" button. To delete a widget, click the "Trash" icon on the left side of a widget title. To reorder widgets in a column, use the "up" and "down" chevron buttons on the right of each card.

Hero Banner (1) + Add Widget

Announcements ^ v

Left Column (2) + Add Widget

User ^ v

Training Assignments ^ v

Right Column (2) + Add Widget

Recommendations

Learning History

- Select up to 10 widgets
- Announcements
- Recommendations
- Training Assignments
- Based on Your Interests
- Learning History
- Recently Added
- User

[Edit Column Layout](#)

Choose widgets to add in this section.

To turn widgets on in each section column, click the "Add Widget" button. To delete a widget, click the "Trash" icon on the left side of a widget title. To reorder widgets in a column, use the "up" and "down" chevron buttons on the right of each card.

Hero Banner (1) + Add Widget

Custom Block ^ v

One Column (2) + Add Widget

Based on Your Interests ^ v

Recently Added ^ v



The CalSAWS Learning Management System (LMS)

Coming Soon – Optional New Look for the Home Page

Example Customized Homepage

The screenshot shows a user's LMS homepage with a dark blue header and footer. The main content area is white and contains several sections: a user profile card for Jayna Longstreet with 0 points and 5 completed items; a progress summary showing 8 items in progress and 0 saved; a training assignments section; a recommendations section; and a learning history table with 5 entries. A "Migration Training Guide" link is visible in the footer.

Welcome,
Jayna Longstreet
0 Points 5 Completed Content

8
In Progress

0
Saved Content

Training Assignments

Recommendations

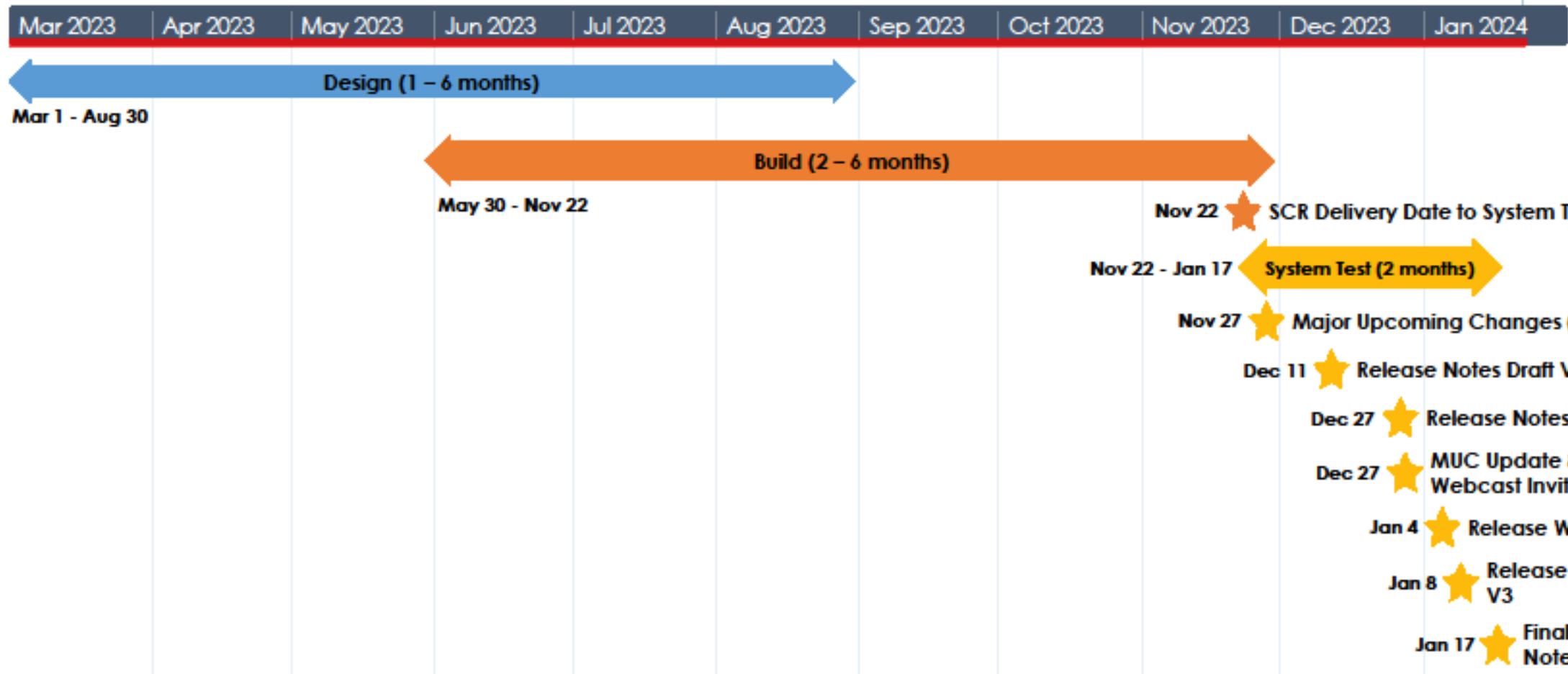
Learning History

TITLE	CO
001 - Orientation: 11 - Fraud Referral TR19.11	Onl
001 - Orientation: 06 - Task Management TR23.01.20	Onl
001 - Orientation: 03 - LRS Navigation TR20.03	Onl
001 - Orientation: 09 - Client Correspondence TR20.03	Onl
001 - Orientation: 08 - Lobby Management TR19.09	Onl

Migration Training Guide

CalSAWS Baseline Release Software Development Lifecycle and Communication Timeline – 24.01 Release Example

Baseline Release Date:
Jan 22, 2024



Note: This is an example schedule to show the overall Software Development lifecycle, including all the communications that are sent throughout the Release Period. The lifecycle may vary by each SCR based scope and complexity of the change.

The above is a sample of a timeframe, based on the 24.01 Baseline Release period. The dates listed will change with each given Release period.



CALSAWS CHANGE INFORMATION



Presented By: Carl Simmons



PERC
Training



TAD
Eligibility



PDD
Policy



Our Transitional Assistance Department (TAD) is supported by separate training and policy divisions.

- **PERC** creates and conducts all the training for both Onboarding and continuing development.
- **PDD** writes all the policies and procedures.

SUPPORT DIVISIONS

REVIEWING CHANGE CONTROL BOARD (CCB) ITEMS

Many hands make light work

Each upcoming System Change Request (SCR) is assigned to a person based upon program/function affected.

Each person reviews the supporting documents associated with their SCRs.

A Training Development Specialist also reviews the items pertaining to our Onboarding classes:

- Medi-Cal
- CalFresh
- CalWORKs
- Welfare-to-Work



Attachments can be found on the CalSAWS Web Portal for RCMs with access or the Human Services Share Space.

Link: [Pages - CCB Documents](#).

SCRs

SCR	Committee/Workgroup	Regional Committee Members	Description	Priority Release	Share Space Attachment
CA-265237	WTW	Barbara Cole	Cal-OAR Projected Employment Hours	24.02.XX	x
CA-270210	Technical	Ruben Hermosillo	Upgrade Jenkins to 2.414.3 LTS	24.01.31	
CA-270279	Technical	Ruben Hermosillo	Automated Regression Tests using AWS Device Farm	24.01.31	
CA-270878	Training	Trinity Hemstedt	Online Help: Update the Forms Overview for the 24.01 Baseline Release		
CA-251982	MC	Brent Steinhoff	MAGI Renewals and Redeterminations Verification Services		x
CA-257778	MC	Brent Steinhoff	Verify Lawful Presence (VLP) Service Suite change message protocol from SOAP to REST - Phase I		x
CA-266824	CAPI	Rosario Arguelles	CAPI claimant who resides with an ineligible spouse		x
CA-268242	MEDs	Candice Hanna	Send MEDS FX20 & FX40 Transaction for CalFresh ICTs Cases on the same day		x
CA-268614	CAPI	Rosario Arguelles	CAPI Couple's Cases Property Limit is an AU of 2		x
CA-269344	CW/CF	Maira Acevedo	Update CW CF RE Batch		

REVIEWING CHANGE CONTROL BOARD (CCB) ITEMS

Supporting documents

System Change Requests (SCRs)

Find a file

✓	Name
	CA-236896 Add Default Regulations to the CF 377.1A in Template Repository
	CA-239628_Update MAGI Pregnancy aid code M9 to full scope
	CA-242677 Update and add Missing Threshold Forms in CW and CWCF RE Packets
	CA-250041 SB 497 ACL 22-82- Revised EBT 2216




California Statewide Automated Welfare System

Design Document

CA-239628

Update MAGI Pregnancy aid code M9 to full scope

 **[CA-239628] Update MAGI Pregnancy aid code M9 to full scope**

Team Responsible:	CalHEERS	Assignee:	Vikas Mani	SPG Status:	Approved
Fix Version/s:	[24.01]	Designer Contact:	Harish Nagendraprasad	Change Type (SCR):	New Policy
Minor Version:		Expedite Changes:	Production Deployment	Estimate:	19
Reporter:	Tisha Mutreja	Regulation Reference:	ACWDL 22-21; MEDIL I 15-25	Created:	01/18/2022 11:51 AM
Status:	System Test	Impact Analysis:	[Training]	Outreach Required:	Yes
Policy/Design Consortium Contact:	Nina Butler	Training Impacted:	[Job Aid]	Funding Source:	Premise
Project Phase (SCR):	Production	Committee:	[Medi-Cal/CMSP]	Funding Source ID:	CalHEERS
Consortium Review Approval:		Approved by Committee:		Other Agency Cross Reference:	CH-182474
Consortium Review Approval Date:					
Non-Committee Review:	Streamline approval by Nina Butler on 11/14/2023.				
Expedite Approval:	Expedited Approval received by Karen J. Rapponotti via email on 10/27/2023				
Current Design:	MAGI Aid Code M9 is Restricted Scope in CalSAWS. The description of M9 in CalSAWS reads 139-213%FPL.				
Request:	Per MEDIL I 15-25, MAGI Aid Code M9 is Full Scope effective 08/01/2015. Per policy, the M9 is for 138 -213% FPL. Need to update the description of the Aid Code on the table to reflect Full Scope and 138-213% No code change as this aid code is determined by CalHEERS.				
Recommendation:	Effective 08/01/2015: 1. Update MAGI Aid Code M9 to Full Scope 2. Update the Description of M9 to 138-213% FPL				

CALSAWS PRODUCTION OPS HEALTH REPORT

Planned and Completed Releases

A Training and Development Specialist reviews the Production Ops Reports regarding deployed SCRs.

PLANNED RELEASES:

- **CalSAWS Release 23.11.30:** See below for the items that are targeted to be deployed to CalSAWS Production on **November 30, 2023.**

Item Type	Item ID	Summary
SCR	CA-270945	As part of the "Adult Expansion," individuals age 26-49 who are receiving restricted scope Medi-Cal in a Non-MAGI-only case need to be transitioned to full scope Medi-Cal. A one-time automated batch transitioned individuals aged 26-49 years old that are receiving restricted scope Medi-Cal in a Non-MAGI-only case to full scope Medi-Cal based on the transition Aid Code Crosswalk provided in ACWDL 23-08. An automated journal is posted to the transitioned cases and the Batch EDBC Sweep Code displays the Journal Long Description reason "Adult Expansion one-time transition batch".
SCR	CA-264033	Child Support staff classification were not supported on the Non-County Staff page. Child Support Statewide classification title is now available for use on the Non-County Staff Detail page. Child Support Statewide users will automatically receive the new Child Support View Only system maintained security role.
SCR	CA-268567	Currently when there is an eligible CAPI spouse and a ineligible SSI spouse, the system is applying the \$20 general exclusion towards the spouse's SSI income. The system will not apply \$20 general exclusion when there is a spouse is receiving SSI.
SCR	CA-249462	MC 216 & MC 217 forms did not include Name and DOB values in the "It's time to renew benefits for:" section when submitted via the Self-Service Portal. MC 216 & MC 217 forms include Name and DOB values in the "It's time to renew benefits for:" section when submitted via the Self-Service Portal.
SCR	CA-265141	Previously customers were given 3 attempts to authenticate Customers now will be given one opportunity to authenticate before being transferred to a worker
SCR	CA-270698	The EBT 2259 (11/21) and EBT 2259/EBT 2259A Packet (11/21) was available in English and the 13 threshold languages. The EBT 2259 and EBT 2259/ EBT 2259A Packet has been updated with the EBT (11/23) version in English. Threshold versions of the EBT 2259 and EBT 2259/ EBT 2259A Packet have been turned off.



DISSEMINATING INFORMATION

PERC updates Onboarding Curriculum as needed to account for updates to the CalSAWS system.

PDD updates policy handbooks, sends communication flyers, and sends Resource Center Announcements with instructions for Eligibility Workers.



QUICK INFORMATION

Any communication from CalSAWS which requires immediate action is communicated to staff by PDD.

San Bernardino County Resource Center Announcement 12/22/2023 - #23-088

Introduction The Program Development Division (PDD) issues Resource Center Announcements as needed. Announcements are posted on the HS Resource Center site: [HS Resource Center](#).

Eligibility Workers

1. **Continuous Coverage Unwinding Discontinued Medi-Cal individuals requiring review** – A list of 237 individuals has been posted to the HS Resource Center. The individuals on this list have been discontinued from a Medi-Cal only or cash-based Medi-Cal case with a reason code outside of normally allowable reasons and/or outside of the Re-Evaluation (RE) Due Month. Staff must review the list and determine if the discontinuance was valid. All cases on this list must be reviewed by **1PM Wednesday, 12/27/2023. List must be completed by the due date as a response is due back to Department of Health Care Services (DHCS).** All offices listed must review the cases. Designated staff in each district office **must** compile responses and return one reconciled list to Brent Steinhoff at Program Development Division (PDD) by due date.

Step	Action						
1	Review case in CalSAWS.						
2	Determine if the individual listed was discontinued for a valid reason. <table border="1" style="width: 100%;"> <thead> <tr> <th>If...</th> <th>Then on the list, select...</th> </tr> </thead> <tbody> <tr> <td>Yes,</td> <td> <ul style="list-style-type: none"> Yes from the options in the column titled Valid Disc, and The Valid Disc Reason from the options in the column titled Disc Reason. <p>Note: Complete Comments column, if appropriate.</p> <p>Journal entry: <individual's name> discontinuance was reviewed, and the actions were acceptable per policy. DHCS advised not to reinstate benefits.</p> </td> </tr> <tr> <td>No,</td> <td> <p>No from the options in the column titled Valid Disc.</p> <p>Journal entry: <individual's name> discontinuance was not allowable per policy and benefits will be reinstated.</p> </td> </tr> </tbody> </table> <p>Important:</p> <ul style="list-style-type: none"> California Work Opportunity and Responsibility to Kids (CalWORK's) discontinuances must be reviewed for on-going Medi-Cal per current policy. Medi-Cal customers must be reviewed for consumer protection programs including Transitional Medi-Cal (TMC), as appropriate. 	If...	Then on the list, select...	Yes,	<ul style="list-style-type: none"> Yes from the options in the column titled Valid Disc, and The Valid Disc Reason from the options in the column titled Disc Reason. <p>Note: Complete Comments column, if appropriate.</p> <p>Journal entry: <individual's name> discontinuance was reviewed, and the actions were acceptable per policy. DHCS advised not to reinstate benefits.</p>	No,	<p>No from the options in the column titled Valid Disc.</p> <p>Journal entry: <individual's name> discontinuance was not allowable per policy and benefits will be reinstated.</p>
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No,	<p>No from the options in the column titled Valid Disc.</p> <p>Journal entry: <individual's name> discontinuance was not allowable per policy and benefits will be reinstated.</p>						
3	<ul style="list-style-type: none"> Save updates, and Return completed list to designated district staff member. 						



ONBOARDING UPDATES

PERC updates Onboarding lessons with all changes to CalSAWS functionality which affect the basic job duties.

Trainers take fresh screen shots as they verify instructions in the CalSAWS Training Environment.

EDBC results for Oliver Tremblay Follow the steps below to Run EDBC for Oliver Tremblay:

Step	Action																				
1	Click on Run EDBC on the Task Navigation bar																				
2	Check the box for CalFresh and click Run EDBC																				
3	CalSAWS runs for both application month and future month(s); for this exercise, simply click the last CalFresh hyperlink																				
4	Note the sponsor (Melanie Tremblay) is not included among the members: <table border="1" data-bbox="1676 425 2440 559"> <thead> <tr> <th>Name</th> <th>DOB</th> <th>Role</th> <th>Role Reason</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Arquette, Alexander 5M</td> <td>01/08/2016</td> <td>MEM</td> <td></td> <td>Active</td> </tr> <tr> <td>Arquette, Beatrice 24F</td> <td>06/17/1997</td> <td>MEM</td> <td></td> <td>Active</td> </tr> <tr> <td>Tremblay, Oliver 28M</td> <td>04/15/1993</td> <td>MEM</td> <td></td> <td>Active</td> </tr> </tbody> </table>	Name	DOB	Role	Role Reason	Status	Arquette, Alexander 5M	01/08/2016	MEM		Active	Arquette, Beatrice 24F	06/17/1997	MEM		Active	Tremblay, Oliver 28M	04/15/1993	MEM		Active
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5	Scroll down to Net Income Eligibility , and click the Unearned Income hyperlink: <table border="1" data-bbox="1676 596 2440 688"> <thead> <tr> <th>Net Income Eligibility</th> <th>Regular</th> </tr> </thead> <tbody> <tr> <td>Unearned Income</td> <td>\$ 2,097.60</td> </tr> <tr> <td>Earned Income</td> <td>+ 0.00</td> </tr> </tbody> </table>	Net Income Eligibility	Regular	Unearned Income	\$ 2,097.60	Earned Income	+ 0.00														
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6	Note CalSAWS has automatically determined how much of the sponsor's income to deem to the CF Household: <table border="1" data-bbox="1676 753 2440 868"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Tremblay, Oliver 28M</td> <td>Deemed Sponsor Income</td> <td>(01/01/2022)</td> <td>\$ 364.00</td> </tr> <tr> <td>Arquette, Beatrice 24F</td> <td>UIB</td> <td>(((01/26/2022) \$800.00 + (01/12/2022) \$800.00)/2 * 2.167)</td> <td>\$ 1,733.60</td> </tr> </tbody> </table>	Name	Type	Description	Amount	Tremblay, Oliver 28M	Deemed Sponsor Income	(01/01/2022)	\$ 364.00	Arquette, Beatrice 24F	UIB	(((01/26/2022) \$800.00 + (01/12/2022) \$800.00)/2 * 2.167)	\$ 1,733.60								
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7	Click Close																				
8	Scroll down to Allotment ; note the CFAP Amount [funded by the state]: <table border="1" data-bbox="1676 931 2440 1130"> <thead> <tr> <th>Allotment</th> <th>Regular</th> </tr> </thead> <tbody> <tr> <td>Full Month Allotment</td> <td>\$ 260.00</td> </tr> <tr> <td>Dates to Prorate</td> <td>1-31</td> </tr> <tr> <td>Allotment</td> <td>\$ 260.00</td> </tr> <tr> <td>Combined Allotment</td> <td>\$ 260.00</td> </tr> <tr> <td>CFAP Amount</td> <td>\$ 126.00</td> </tr> </tbody> </table>	Allotment	Regular	Full Month Allotment	\$ 260.00	Dates to Prorate	1-31	Allotment	\$ 260.00	Combined Allotment	\$ 260.00	CFAP Amount	\$ 126.00								
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9	Click Cancel – we do not want to accept any EDBC results until after we learn about the CalFresh budgeting process																				



THANK YOU

www.SBCounty.gov

