

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-242677

Update and add Missing Threshold Forms in CW
& CW/CF RE Packets

CalSAWS	DOCUMENT APPROVAL HISTORY	
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
08/28/2023	1.0	Initial Draft	Indira Ramasamy
12/07/2023	1.1	Content Revision to Update the Current Attached Forms in Rec 2.1, 2.2, 2.3 and 2.4	Indira Ramasamy

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1 OVERVIEW

The purpose of this change is to update some English version Forms and add missing Threshold Languages included in the migrated counties CW RE and CW/CF RE Packets.

1.1 Current Design

1. Currently below list of forms included in the CW RE and CW/CF RE Packets are only present in English.

List of forms: CW 2166 (11/21), CW 2184 (4/21), WTW 5 (1/21), PUB 183 (9/15), CW 52 (7/18), CW 2223 (9/18)

2. Currently below list of forms included in the CW RE and CW/CF RE Packets are available in older versions.

List of forms: CW 52 (7/18), CW 101 (6/11)

1.2 Requests

Update CW RE and CW/CF RE Packets with the latest state version for the below forms in English and add available threshold languages.

1. CW 2166 (11/21)
2. CW 2184 (4/21)
3. CW 52 (10/20)
4. CW 101 (7/17)

1.3 Overview of Recommendations

1. Update CW RE and CW/CF RE Packets threshold languages with threshold languages of CW 2166.

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

2. Update CW RE and CW/CF RE Packets threshold languages with threshold languages of CW 2184.

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

3. Update CW RE and CW/CF RE Packets with latest version of English and add threshold languages of CW 52.

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

4. Update CW RE and CW/CF RE Packets with latest version of English and add threshold languages of CW 101.

Languages Include: English, Spanish, Chinese, Russian and Vietnamese.

1.4 Assumptions

1. Print options for English and threshold forms will remain the same and there are no updates.

2. There are no changes to the generation logic of these packets.
3. All fields (blank or prepopulated) will be editable.
4. Supporting Documents section references attachments found on Jira.
5. SCR CA- 241007 updates the latest version of CW 52 and CW 101 form in English and available threshold languages in Template Repository.
6. SCR CA-233816 and CA-249988 added the CW 2166 and CW 2184 forms in available threshold languages in Template Repository.
7. This SCR will not address the WTW 5 threshold implementation for the RE packets as it may be removed. Per SCR CA-263535 and CDSS direction WTW 5 is not a mandatory form to be included in the RE CW, CW/CF packet.
8. SCR CA-205612 will add CW 2223 threshold languages to the RE Packets

2 RECOMMENDATIONS

2.1 Update the Migrated counties CW RE Packet with threshold CW 2166 Form.

2.1.1 Overview

This section will update the CW 2166 (11/21) in available threshold languages. Currently CW 2166 available only in English as part of CW RE Packet in all threshold languages.

State Form: CW RE Packet

Current Programs: CalWORKs

Current Attached Forms: CW Coversheet with BRM and NVRA, GEN 102, CCP 7, SAWS 2A SAR, CW 2166, CW 2184, WTW5, CW 101, EBT 2216, SAR 7A, PUB 13, PUB 183/PUB 184, PUB 388, CW 52, TEMP 3022 and CW 2223.

Current Forms Category: Application

Current Template Repository Visibility: Migration Counties

Existing CW RE Packet: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

2.1.2 Form/NOA Verbiage

Update Form XDP

Update the CW RE packet threshold languages to use the threshold CW 2166 (11/21) Form.

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

Form Header: CalSAWS Standard Header

Form Number: CW RE Packet

Form Mockups/Examples: See Supporting Documents #1

2.1.3 Form/NOA Variable Population

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

2.1.4 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.

2.2 Update the Migrated counties CW RE Packet with threshold CW 2184 Form.

2.2.1 Overview

This section will update the CW 2184 (4/21) in available threshold languages. Currently CW 2184 available only in English as part of CW RE Packet in all threshold languages.

State Form: CW RE Packet

Current Programs: CalWORKs

Current Attached Forms: CW Coversheet with BRM and NVRA, GEN 102, CCP 7, SAWS 2A SAR, CW 2166, CW 2184, WTW5, CW 101, EBT 2216, SAR 7A, PUB 13, PUB 183/PUB 184, PUB 388, CW 52, TEMP 3022 and CW 2223.

Current Forms Category: Application

Current Template Repository Visibility: Migration Counties

Existing CW RE Packet: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

2.2.2 Form/NOA Verbiage

Update Form XDP

Update the CW RE packet threshold languages to use the threshold CW 2184 (4/21) Form.

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

Form Header: CalSAWS Standard Header

Form Number: CW RE Packet

Form Mockups/Examples: See Supporting Documents #1

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 the Migrated counties CW RE Packet with latest version of CW 52 Form.

2.3.1 Overview

This section will update CW 52 (10/20) form in English and in available threshold languages. Currently CW 52 available only in English as part of CW RE Packet in all threshold languages.

State Form: CW RE Packet

Current Programs: CalWORKs

Current Attached Forms: CW Coversheet with BRM and NVRA, GEN 102, CCP 7, SAWS 2A SAR, CW 2166, CW 2184, WTW5, CW 101, EBT 2216, SAR 7A, PUB 13, PUB 183/PUB 184, PUB 388, CW 52, TEMP 3022 and CW 2223.

Current Forms Category: Application

Current Template Repository Visibility: Migration Counties

Existing CW RE Packet: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

2.3.2 Form/NOA Verbiage

Update Form XDP

Update the CW RE packet English and threshold languages to use the latest version of CW 52 (10/20) Form.

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

Form Header: CalSAWS Standard Header

Form Number: CW RE Packet

Form Mockups/Examples: See Supporting Documents #1

2.3.3 Form/NOA Variable Population

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

2.3.4 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.

2.4 Update the Migrated counties CW RE Packet with latest version of CW 101 Form.

2.4.1 Overview

This section will update CW 101 (7/17) form in English and in available threshold languages. Currently CW 101 is available as part of CW RE Packet in English and all threshold languages.

State Form: CW RE Packet

Current Programs: CalWORKs

Current Attached Forms: CW Coversheet with BRM and NVRA, GEN 102, CCP 7, SAWS 2A SAR, CW 2166, CW 2184, WTW 5, CW 101, EBT 2216, SAR 7A, PUB 13, PUB 183/PUB 184, PUB 388 CW 52, TEMP 3022 and CW 2223.

Current Forms Category: Application

Current Template Repository Visibility: Migration Counties

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

2.4.2 Form/NOA Verbiage

Update Form XDP

Update the CW RE packet English and threshold languages to use the latest version of CW 101 (7/17) Form.

Updated Languages: English, Spanish, Chinese, Russian and Vietnamese.

Form Header: CalSAWS Standard Header

Form Number: CW RE Packet

Form Mockups/Examples: See Supporting Documents #1

Note: Remaining threshold languages (Armenian, Arabic, Cambodian, Farsi, Hmong, Korean, Lao, Tagalog) of CW RE Packet will use the updated English version of CW 101 (7/17) form.

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 the Migrated counties CW/CF RE Packet with threshold CW 2166 Form.

2.5.1 Overview

This section will update the CW 2166 (11/21) in available threshold languages. Currently CW 2166 available only in English as part of CW/CF RE Packet in all threshold languages.

State Form: CW/CF RE Packet

Current Programs: CalWORKs, CalFresh

Current Attached Forms: CW/CF Coversheet with BRM and NVRA, GEN 102, CCP 7, SAWS 2A SAR, CW 2166, CW 2184, WTW 5, CW 101, EBT 2216, SAR 7A, PUB 13, PUB 275, PUB 183 /PUB 184, PUB 388, CW 52, TEMP 3022 and CW 2223.

Current Forms Category: Application

Current Template Repository Visibility: Migration Counties

Existing CW/CF RE Packet: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

2.5.2 Form/NOA Verbiage

Update Form XDP

Update the CW/CF RE packet threshold languages to use the threshold CW 2166 (11/21) Form.

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

Form Header: CalSAWS Standard Header

Form Number: CW/CF RE Packet

Form Mockups/Examples: See Supporting Documents #1

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 the Migrated counties CW/CF RE Packet with threshold CW 2184 Form.

2.6.1 Overview

This section will update the CW 2184 (4/21) in available threshold languages. Currently CW 2184 available only in English as part of CW/CF RE Packet in all threshold languages.

State Form: CW/CF RE Packet

Current Programs: CalWORKs CalFresh

Current Attached Forms: CW/CF Coversheet with BRM and NVRA, GEN 102, CCP 7, SAWS 2A SAR, CW 2166, CW 2184, WTW 5, CW 101, EBT 2216, SAR 7A, PUB 13, PUB 275, PUB 183 /PUB 184, PUB 388, CW 52, TEMP 3022 and CW 2223.

Current Forms Category: Application

Current Template Repository Visibility: Migration Counties

Existing CW/CF RE Packet: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

2.6.2 Form/NOA Verbiage

Update Form XDP

Update the CW/CF RE packet threshold languages to use the threshold CW 2184 (4/21) Form.

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

Form Header: CalSAWS Standard Header

Form Number: CW/CF RE Packet

Form Mockups/Examples: See Supporting Documents #1

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.

2.7 Update the Migrated counties CW/CF RE Packet with latest version of CW 52 Form.

2.7.1 Overview

This section will update CW 52 (10/20) form in English and in available threshold languages. Currently CW 52 available only in English as part of CW/CF RE Packet in all threshold languages.

languages.

State Form: CW/CF RE Packet

Current Programs: CalWORKs, CalFresh

Current Attached Forms: CW/CF Coversheet with BRM and NVRA, GEN 102, CCP 7, SAWS 2A SAR, CW 2166, CW 2184, WTW 5, CW 101, EBT 2216, SAR 7A, PUB 13, PUB 275, PUB 183 /PUB 184, PUB 388, CW 52, TEMP 3022 and CW 2223.

Current Forms Category: Application

Current Template Repository Visibility: Migration Counties

Existing CW/CF RE Packet: English, Spanish, Armenian, Arabic, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese

2.7.2 Form/NOA Verbiage

Update Form XDP

Update the CW/CF RE packet English and threshold languages to use the latest version of CW 52 (10/20) Form.

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

Form Header: CalSAWS Standard Header

Form Number: CW/CF RE Packet

Form Mockups/Examples: See Supporting Documents #1

2.7.3 Form/NOA Variable Population

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

2.7.4 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.

2.8 Update the Migrated counties CW/CF RE Packet with latest version of CW 101 Form.

2.8.1 Overview

This section will update CW 101 (7/17) form in English and in available threshold languages. Currently CW 101 is available as part of CW/CF RE Packet in English and all threshold languages.

State Form: CW/CF RE Packet

Current Programs: CalWORKs, CalFresh

Current Attached Forms: CW/CF Coversheet with BRM and NVRA, GEN 102, CCP 7, SAWS 2A SAR, CW 2166, CW 2184, WTW 5, CW 101, EBT 2216, SAR 7A, PUB 13, PUB 275, PUB 183 /PUB 184, PUB 388, CW 52, TEMP 3022 and CW 2223.

Current Forms Category: Application

Current Template Repository Visibility: Migration Counties

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

2.8.2 Form/NOA Verbiage

Update Form XDP

Update the CW/CF RE packet English and threshold languages to use the latest version of CW 101 (7/17) Form.

Updated Languages: English, Spanish, Chinese, Russian and Vietnamese.

Form Header: CalSAWS Standard Header

Form Number: CW/CF RE Packet

Form Mockups/Examples: See Supporting Documents #1

Note: Remaining threshold languages (Armenian, Arabic, Cambodian, Farsi, Hmong, Korean, Lao, Tagalog) of CW/CF RE Packet will use the updated English version of CW 101 (7/17) form.

2.8.3 Form/NOA Variable Population

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

2.8.4 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.	Forms	CW 2166 (11/21) CW 2184 (4/21) CW 52 (10/20) CW 101 (7/17)	CA-242677_Mockups.zip

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.3.3 CAR-1239	<p>The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none"> 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. 	<p>The CW RE Packet and CW /CF RE Packet will be updated in English and threshold languages with account to CW 2166, CW 2184, CW 52 forms.</p>

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-246966

Update NOA reason for CalWORKs ICT Notice of Transfer, Receiving (M40-195B)

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Sujit Neupane
	Reviewed By	[individual(s) from Build and Test teams that reviewed document]

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
09/01/2023	1.0	Initial Draft	Sujit Neupane
12/20/2023	1.1	Content Revision	Sujit Neupane

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1 OVERVIEW

This effort is to update the existing M40-195B Intercounty Transfer (ICT) Notice of Transfer, Receiving to match the latest state 08/2022 version.

1.1 Current Design

CalSAWS currently has the outdated M40-195B (11/17).

1.2 Requests

Update M40-195B to the latest state 08/2022 version.

1.3 Overview of Recommendations

1. Update the CalWORKs "ICT Notice of Transfer, Receiving M40-195B" to match the State version (08/2022).

1.4 Assumptions

1. The M40-195A Form will be updated to the newest State version as a part of SCR CA-267387.
2. This effort will only update the M40-195B in the languages currently available in the system. Additional threshold languages will be added with CA-267396.
3. We are not updating generation conditions of the M40-195B as a part of this SCR. This effort will only update the existing NOA verbiage to match the newest State version.

2 RECOMMENDATIONS

2.1 Update the CalWORKs program's Intercounty Transfer (ICT) Notice of Transfer, Receiving: M40-195B NOA Reason

2.1.1 Overview

This recommendation is for updating ICT Notice of Transfer, Receiving (M40-195B) to match the updated State version (08/2022).

Reason Fragment Name and ID: ICT Notice of Transfer, Receiving (CW_AP_ICT_CW_APPR_A885A, ID: 7523)

State Form/NOA: M40-195B (08/2022)

Current NOA Template: CW_NOA_TEMPLATE

Current Program(s): CalWORKs

Current Action Type: Change Approval

Current Fragment Level: Program

Currently Repeatable: No

Include NA Back 9: Yes

Current Forms/NOAs Generated with this NOA: N/A

Existing Languages: English, Chinese, Spanish, Vietnamese

2.1.2 Form/NOA Verbiage

Update CalWORKs NOA Reason Fragment XDP

Update "CalWORKs ICT Notice of Transfer, Receiving" reason fragment with three new additional variables and updated verbiage.

Updated Languages:

English, Chinese, Spanish, Vietnamese

Note: SCR CA-267396 will add additional threshold languages.

NOA Mockups/Examples: See Supporting Documents #1

Description	Existing Text	Updated Text	Formatting*
Static	<p>{OldCounty} County has transferred your CalWORKs case to our county. The cash aid payment for your first month of aid is {BenefitAmount}. Your first day of cash aid is {DateEligibilityBegins}. This letter has your new case number, worker's name and telephone number. Please refer to this letter when you contact us.</p> <p>You will get a new Electronic Benefits Transfer card (EBT) for the aid listed above. If you don't get a new EBT card, please contact our office. If you still have aid on your EBT card from your old county, you can use that card until the aid is gone. You will not be able to use your old EBT card for the aid listed above.</p> <p>You must report changes that could affect your eligibility on your next periodic report or at your next redetermination and to the worker listed in this notice.</p>	<p>{OldCounty} County has sent your CalWORKs case to our county. The cash aid payment for your first month of aid is \${BenefitAmount}. Your first day of cash aid in this county is {DateEligibilityBegins}.</p> <p>This letter has your new case number, worker or county information and telephone number. Please refer to this letter when you contact us.</p> <p>You will get a new electronic benefits transfer card (EBT) for the aid listed above. If you don't get a new EBT card, please contact our office.</p> <p>If you still have aid on your EBT card from your old county, you can use that card until the aid is gone. You will not be able to use your old EBT card for the aid listed above.</p> <p>You can apply for homeless assistance (HA) in this county if you are homeless.</p> <p>If you had any unpaid overpayments in your old county that were sent to us, our county will collect them. You will get a notice with the date we will start to collect. This notice will also explain how we will collect the overpayment.</p> <p>All reports you are required or choose to</p>	<p>Arial</p> <p>Font Size 10</p> <p>Variables NewCountyName, NewPhoneNum, CaseNumber should be underlined.</p>

		<p>make, including your periodic reports and redeterminations should be made to the county listed in this notice.</p> <p>If you have any questions, please call:</p> <p>County name {NewCountyName}</p> <p>Telephone Number {NewPhoneNum}</p> <p>Case Number {CaseNumber}</p>	
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*English only, Spanish and threshold will generate based on project standards for that language.

Figure 2.1.1 – NOA Reason Verbiage

2.1.3 Form/NOA Variable Population

1. Add new variables for CalWORKs Reason:

Add and populate new variables for new county name, new county telephone number and CalWORKs case number. They are already available in existing header.

Variable Name	Population	Formatting*
NewCountyName	Populate with the new county name from the NOA header	Arial Font Size 10, Underlined
NewPhoneNum	Populate with phone number of the new county from the NOA header	Arial Font Size 10, Underlined
CaseNumber	Populate with the CalWORKs case number from the NOA header	Arial Font Size 10, Underlined

*English only, Spanish and threshold will generate based on project standards for that language.

Variables Requiring Translations: None

2. Update Fragment Regulations

Update the Regulations for the ICT Notice of Transfer, Receiving M40-195B to match the newest State version:

MPP 40-188, 40-190, 44-352

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	NOA	NOA Mockup	M40-195B Mockup

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-257829

Add variable population in Spanish and
Threshold for MC Packets and CW 2200

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Indira Ramasamy
	Reviewed By	Tiffany Huckaby, Lianel Richwin

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07/11/2023	1.0	Initial Revision	Indira Ramasamy
11/2/2023	1.1	Content Revision to Remove Type Of Property from Rec 2.1.2 and include CT 198 in 2.1.3	Indira Ramasamy

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1 OVERVIEW

This SCR will add the variable translations in Spanish and Threshold languages and update the IN_PERSON_ADDRESS field to match English for MC Packets.

1.1 Current Design

Currently few variables in MC Packets and CW 2200 for Spanish and Threshold language is populating in English. And the IN_PERSON_ADDRESS field in threshold language is not matching with English in MAGI RE, NON MAGI RE and MIXED HH RE Packets.

1.2 Request

1. Add the variable translations in Spanish and Threshold languages for MC Packets and CW 2200.
2. Update the IN_PERSON_ADDRESS field to match English in all available threshold languages for MAGI RE, NON MAGI RE and MIXED HH RE Packets.

1.3 Overview of Recommendations

1. Add the variable translations in Spanish and Threshold languages for MC Packets and CW 2200.
2. Update the IN_PERSON_ADDRESS field to match English in all available threshold languages for MAGI RE, NON MAGI RE and MIXED HH RE Packets.

1.4 Assumptions

1. There are no updates to the existing variable population.
2. There are no updates to the form verbiage and version as part of this effort.
3. All existing functionalities will remain the same unless called out as part of the design document.
4. Variable Translations changes is applicable when generated through online and batch.
5. The Program Name populated on CW 2200 form will not be translated as part of this effort.

2 RECOMMENDATIONS

2.1 Add variable population in Spanish and other available Threshold languages for CW 2200 form and MC Packets.

2.1.1 Overview

This section will cover the requirements for adding the variable populating in Spanish and Threshold languages for MAGI RE Packet, NON MAGI RE Packet, Mixed HH RE Packet.

Packet to be Updated:

Non-MAGI RE Packet
Mixed Household RE Packet
MAGI RE Packet
CW 2200

Current Attached Forms: N/A

Current Forms Category: Application/Forms

Current Template Repository Visibility: All counties

2.1.2 Form Verbiage

No updates to form verbiage.

2.1.3 Form Variable Population

Add the translations for the below field in MAGI RE Packet, NON MAGI RE Packet, Mixed HH RE Packet.

Adding Translations: Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese, Punjabi, Thai, Hindi Japanese, Mien and Ukrainian.

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

Update the CT 208 (Property Code Detl Table) to add the available threshold languages. Note: This change can be validated from Database since Property related field is removed as part of CA-252364.

Form Body Variables:

Variable Name	Population	Populates from Template Repository	Populates with Form Generation	Editable from Template Repository
TAX_FILING_STATUS	This field populates with the expected filing status of the person. This information is retrieved from the Tax Household record. (Pull the data for TAX_FILING_STATUS field from CT_306)	Y	Y	Y
HH_RELATIONSHIP	This field populates with the relationship of the household member to the primary person. (Pull the data for HH_RELATIONSHIP field from CT_166)	Y	Y	Y
INCOME_FREQUENCY	This field populates the income frequency. (Pull the data for INCOME_FREQUENCY field from CT_199)	Y	Y	Y
EXPN_TYPE	This field populates with the type of the expense. (Pull the data for EXPN_TYPE field from CT_198)	Y	Y	Y
EXPN_FREQ	This field populates with the frequency of the expense. (Pull the data for EXPN_FREQ field from CT_199)			
INSURANCE_TYPE	This field populates with the health coverage type. (Pull the data for INSURANCE_TYPE field from CT_1933)			

Add the translations for the below field in CW 2200 Form.

Adding Translations: Spanish, Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Tagalog, Vietnamese.

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

Form Body Variables:

Variable Name	Population	Populates from Template Repository	Populates with Form Generation	Editable from Template Repository
VERIFICATION	<p>1) Verification Type – Source Name – Verification Description</p> <p>2) Verification Type - Verification Description</p> <p>Will be populated for specific verification types.</p> <p>Pull the data for Verification Type from CT 170</p> <p>Pull the data for Source Name for specific Verification types form CT 186, CT 208, CT 200, CT 198</p>	Y	Y	Y

Note: No updates to other variables in the form/packet except adding the translations for the above field.

Variables Requiring Translations: Yes. #See Supporting documents #1.

2.1.4 Form Generation Conditions

Form generation batch jobs

No updates to the existing form generation logic.

Form Print/Mailing Options

No updates to the Form Print/Control/Mailing Options.

2.2 Update the IN_PERSON_ADDRESS field to match English in all available threshold languages for MAGI RE, NON MAGI RE and MIXED HH RE Packets.

2.2.1 Overview

This section will update the IN_PERSON_ADDRESS field to match English in all available threshold languages for MAGI RE , NON MAGI RE and MIXED HH RE Packets.

State Form:

- Non-MAGI RE Packet
- Mixed Household RE Packet
- MAGI RE Packet

Current Programs: Medi-Cal

Current Attached Forms: N/A

Current Forms Category: Application

Current Template Repository Visibility: All counties

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

2.2.2 Form Verbiage

Update Packet XDP's for English and available Threshold Languages

Update the IN_PERSON_ADDRESS field in 2nd page for MAGI RE PACKET, NON MAGI RE PACKET and MIXED HH RE PACKET for LA county and 3rd page for MAGI RE PACKET, NON MAGI RE PACKET and MIXED HH RE PACKET for MIG Counties.

Updated Threshold Languages: Spanish, Armenian, Arabic, Cambodian, Chinese*, Farsi, Tagalog/Filipino, Hmong, Korean, Lao, Russian, Vietnamese.

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

2.2.3 Form Variable Population

No updates to the existing variable population.

2.2.4 Form Generation Conditions

Form generation batch jobs

No updates to the existing form generation logic.

Form Print/Mailing Options

No updates to the Form Print/Control/Mailing Options.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	Variable Translations	CA-257829_Variable_Translations.xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
CAR-1239 2.18.3.3	<p>The LRS shall produce various notices, NOAs, forms, letters, stuffers, and flyers, including:</p> <ul style="list-style-type: none"> 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. 	<p>Add the variable translations in Spanish and Threshold language for CW 2200 form and MC RE Packets and update the IN_PERSON_ADDRESS field to plain text for MC Packets.</p>

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-260548 | Update CSF 142 Household Size
Prepopulation

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Nithin Halesh
	Reviewed By	Dymas Pena, Connie Buzbee, Gillian Bendicio, William Baretsky

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
08/28/2023	1.0	Original	Nithin Halesh
9/20/2023	2.0	Adding updates to Forms API	Jennifer Muna
11/30/2023	3.0	Content Revision to update Forms API VOB to include other columns	Jennifer Muna

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1 OVERVIEW

The purpose of this change is to re-design CSF 142 (10/20) form to pull the family size for every program the participant receives benefits.

1.1 Current Design

CSF 142 currently populates the household size based on a program hierarchy.

1.2 Requests

1. Update the form CSF 142 to add new columns Cash Aid Family Size, CF Family Size and MC Family Size to the Monthly Benefits table. (Refer the mockup Supporting Document #1).
2. Update CSF 142 form variable population to pull the family size for every program (Cash Aid, CalFresh and Medi-Cal) the participant receives benefits.
3. Update CalSAWS Forms API to pull the household size for every program the participant receives benefits.

1.3 Overview of Recommendations

1. CSF 142 form needs to be modified to add three new columns: Cash Aid Assistance Unit Size, CF Household Size and MC Household Size.
2. Update CSF 142 form variable population logic to pull the family size by program.
3. Update CalSAWS Forms API to pull the household size for every program the participant receives benefits.

1.4 Assumptions

1. There are no changes in the current trigger conditions.
2. Add existing threshold languages to the updated CSF 142.
3. All API logic and functionality not mentioned in this SCR will retain its current functionality. No updates to CalSAWS Forms API Swagger documentation.

2 RECOMMENDATIONS

2.1 Update CSF 142 – Verification of Benefits

2.1.1 Overview

This section will cover the updates needed to modify CSF 142 (10/20) to add three new columns: Cash Aid Family Size, CF Family Size and MC Family Size.

State Form: CSF 142

Programs: All Programs

Attached Forms: N/A

Forms Category: Forms

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

2.1.2 Description of Change

1. 'Monthly Benefits' section

- a. Update the CSF 142 form to add the following new columns to the Monthly Benefits table and remove the current "Family Size" column.
 - CAPI
 - Cash Aid Assistance Unit Size
 - CF Household Size
 - MC Household Size
- b. These three new columns should be displayed when generated from 'Generate Blank Template' button.

2. 'Current Household Details' section

- a. Update the CSF 142 form to add the new column "CAPI" to the Current Household Details table.
- b. Rename the Column CalFresh to CF. (Refer image 2.2.2.2)

3. Variable Population for CSF 142 (10/20) Form

Populate the variables on the CSF 142 (10/20). Fields that have editable indicator set to 'N' will not be editable when populated.

Physical Address:

Home Phone Number:

Monthly Benefits										
Month/Year	CalWORKs	GA/GR	RCA	CAPI	Cash Aid Assistance Unit Size	CalFresh	CF Household Size	MC	CMSP	MC Household Size

2.2.2.1 Monthly Benefits Section in CSF 142

Section	Field	Description	Editable
CSF 142 - Page 1	CAPI	<p>Authorized Amount from the First EDBC run for the Corresponding Month in Month/Year column which satisfies the following conditions.</p> <ul style="list-style-type: none"> • EDBC is run for CAPI program. • EDBC is either Regular or Read-only • EDBC is Accepted and Saved • EDBC source is not conversion • EDBC Program Status is either Active or Ineligible • EDBC doesn't have a budget or exists a Regular (RG) Budget or exists only one Prorated (PR) Budget • EDBC has an Issuance for the Effective Month <p>If no EDBC found with Issuance, use the latest run EDBC for the corresponding month which satisfies all the above conditions except Issuance for the Effective Month</p> <p>Authorized Amount Population: Populate with Authorized amount from the EDBC except for the following conditions, for the following conditions populate 0</p>	

Section	Field	Description	Editable
		<ul style="list-style-type: none"> • Issuance doesn't exist for the effective month or • EDBC is overridden <p>If no EDBC found for the corresponding month leave it blank.</p> <p>Example: Authorized Amount: 120 Populate:120.00</p> <p>Authorized Amount: 0 Populate: 0.00</p> <p>Authorized Amount: 231.57 Populate:231.57</p>	
CSF 142 - Page 1	Cash Aid Assistance Unit Size	Populate the Cash Aid Assistance Unit size with CalWORKs or GA/GR or RCA or CAPI EDBC used in CalWORKs or GA/GR or RCA column for the Corresponding Month. Use most recent approved EDBC record for the Corresponding Month. <p>-If the case has active CalWORKs program, then populate with Assistance Unit Size from the CalWORKs.</p> <p>-If the case has active GA/GR program, then populate with Assistance Unit Size from the GA/GR.</p> <p>-If the case has active RCA program, then populate with Assistance Unit Size from the RCA.</p> <p>-If the case has active CAPI program, then populate with Assistance Unit Size from the CAPI.</p> <p>Populate with Zero if Assistance Unit Size or Household Size is null (Depending on Which Program is used).</p>	N

Section	Field	Description	Editable
		Leave blank If EDBC not found.	
CSF 142 – Page 1	CF Household Size	<p>Populate the CF Household size with CalFresh EDBC used in CalFresh column for the Corresponding Month. Use most recent approved EDBC record for the Corresponding Month.</p> <p>Populate with Assistance Unit Size from the CalFresh.</p> <p>Populate with Zero if Assistance Unit Size or Household Size is null.</p> <p>Leave blank If EDBC not found.</p>	N
CSF 142 – Page 1	MC Household Size	<p>Populate the MC Household size with Medi-Cal EDBC used in Medi-Cal column for the Corresponding Month. Use most recent approved EDBC record for the Corresponding Month.</p> <p>Populate the Household Size with the active Medi-Cal individuals count for the Corresponding Month.</p> <p>Note: For Magi Cases, use Magi Determination Detail/Magi Budget Detail page to populate the active Medi-Cal individuals count.</p> <p>Populate with Zero if there are no active Medi-Cal individual for the Corresponding Month.</p> <p>Leave blank If EDBC not found.</p>	N

Current Household Details											
Name	DOB	Aid Code	In the Home	CF	CW	GA /GR	CAPI	OHC	Medi-Cal	CMSP	MC/CMSP SOC

Comments

2.2.2.2 Current Household Details Section in CSF 142

Section	Field	Description	Editable
CSF 142 - Page 1	CAPI	<p>Populate with 'Y' if the following conditions are met or else with 'N' for the Person(s).</p> <p>Person exists on a CAPI program with 'Active' or 'Ineligible' status on the current date.</p>	N

2.2 BenefitsCal: Update CalSAWS Forms API

2.2.1 Overview

The CalSAWS Forms API is a RESTful webservice that generates a PDF of a form with the customer's answers mapped and uploads the said form to the imaging solution. In addition to other forms, there is an endpoint for the CSF 142 - Verification of Benefits (VOB) form in CalSAWS. This will trigger the generation of the CSF 142 in the Hyland Imaging solution from the customer's Self-Service Portal account upon hitting the Forms API. This section outlines the Forms API logic to pull the data from the updated CSF 142 form and generate the updated CSF 142 form.

2.2.2 Description of Change

1. Update the CalSAWS Forms API logic to pull the following new elements when generating the updated CSF 142 form. These elements will contain the Household size by program. **Note:** The CSF 142 form generated from the Forms API should match the updated CSF 142 form in CalSAWS:
 - a. Cash Aid Assistance Unit Size - This will include the household size for CalWORKs, GA/GR, RCA, and/or CAPI program.

- b. CF Household Size – This will include the household size for CalFresh program.
 - c. MC Household Size - This will include the household size for Medi-Cal program.
2. Update the Forms API logic to populate the CSF 142 monthly benefits data (when applicable) for the following when a request is sent from the Self-Service Portal:
- a. CAPI
 - b. GA/GR
 - c. RCA

2.2.3 Partner Integration Testing

Self-Service Portal

2.2.4 Execution Frequency

Real-Time

2.2.5 Key Scheduling Dependencies

N/A

2.2.6 Counties Impacted

All CalSAWS Counties

2.2.7 Category

Real-Time

2.2.8 Data Volume/Performance

N/A

2.2.9 Interface Partner

Self-Service Portal

2.2.10 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 Automated Regression Test

2.3.1 Overview

Create new regression test scripts based on the system test scenarios for the permanent functional changes outlined above.

2.3.2 Description of Change

1. Evaluate each system test scenario for the potential of automation. Known exclusionary criteria:
 - a. Temporary or one-time changes (ex., Data Change Requests, operational batch job execution)
 - b. Technical limitations (ex., visual comparison of a static document against a template)
 - c. Security restrictions (ex., access to an external service requiring Multi-Factor Authentication)
 - d. Required manual intervention (ex., physical printing, document scanning, forced service outage)
2. For each scenario determined to be an automation candidate, modify the system test scenario to be executable as part of the Regression Test Suite. This may include the following:
 - a. Repeatability: The script must be able to execute multiple times between data refreshes
 - b. Targetability: The script must fully and accurately verify the actual result against the expected result of the scenario.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Correspondence	CSF 142 in all LRS/CalSAWS Correspondence Languages	CSF142_EN.pdf

4 REQUIREMENTS

4.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-263214

Rename the existing Child Cre Portal URL to
Admin Portal

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

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/01/2022	1.0	Initial	Kusnadi.E
11/06/2023	2.0	Design Clarification. Updated Section 2.2.3 #1. The new URL information that the calsaws.org/resource section need to be pointing to is missing an "l". This is updated to reflect the correct new URL information: https://adminportal.calsaws.net/	Kusnadi.E
12/18/2023	3.0	Content Revision: Section 2.1.6 Page mapping requirement is removed as no changes is needed for page mapping.	Kusnadi.E

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1 OVERVIEW

As part of CA-263212 the Child Care Portal was rebranded as the CalSAWS Administrator portal. This SCR will update the URL name from <https://childcare.calsaws.net/> to <https://admin.calsaws.net/>

1.1 Current Design

Currently, the CalSAWS Administrator Portal URL name is still referencing childcare.

1.2 Requests

Update the CalSAWS Administrator Portal URL from <https://childcare.calsaws.net/> to <https://adminportal.calsaws.net/>

1.3 Overview of Recommendations

1. Update the URL name for the CalSAWS Administrator Portal.
2. Update the hyperlink on the email that is sent from CalSAWS to the resource to point to the new URL name for the CalSAWS Administrator Portal.
3. Update the hyperlink on the Calsaws.org/resource to point to the new URL name for the CalSAWS Administrator Portal.
4. Update ForgeRock to add redirect URIs for the new URL to be used for the CalSAWS Administrator Portal.

1.4 Assumptions

1. All existing functionalities will remain unchanged unless called out in the design.

2 RECOMMENDATIONS

2.1 Referral e-mail

2.1.1 Overview

As part of CA-263212 CalSAWS is updated with the functionality to send referral e-mail to resources. The e-mail includes the hyperlink to the CalSAWS Administrator Portal. This SCR will update the hyperlink that is include on the email to point to the new URL for the CalSAWS Administrator portal.

2.1.2 Referral e-mail Mockup

N/A

2.1.3 Description of Changes

1. Update the hyperlink that is include on the body of the referral e-mail that CalSAWS sends out to the resource.
 - a. Update the CalSAWS Administrator Portal hyperlink from <https://childcare.calsaws.net/> to <https://adminportal.calsaws.net/>

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 to access the CalSAWS Administrator Portal. This SCR will update the hyperlink for the CalSAWS Administrator Portal on the Resource section of the CalSAWS.org website.

2.2.2 Resource section of the CalSAWS.org

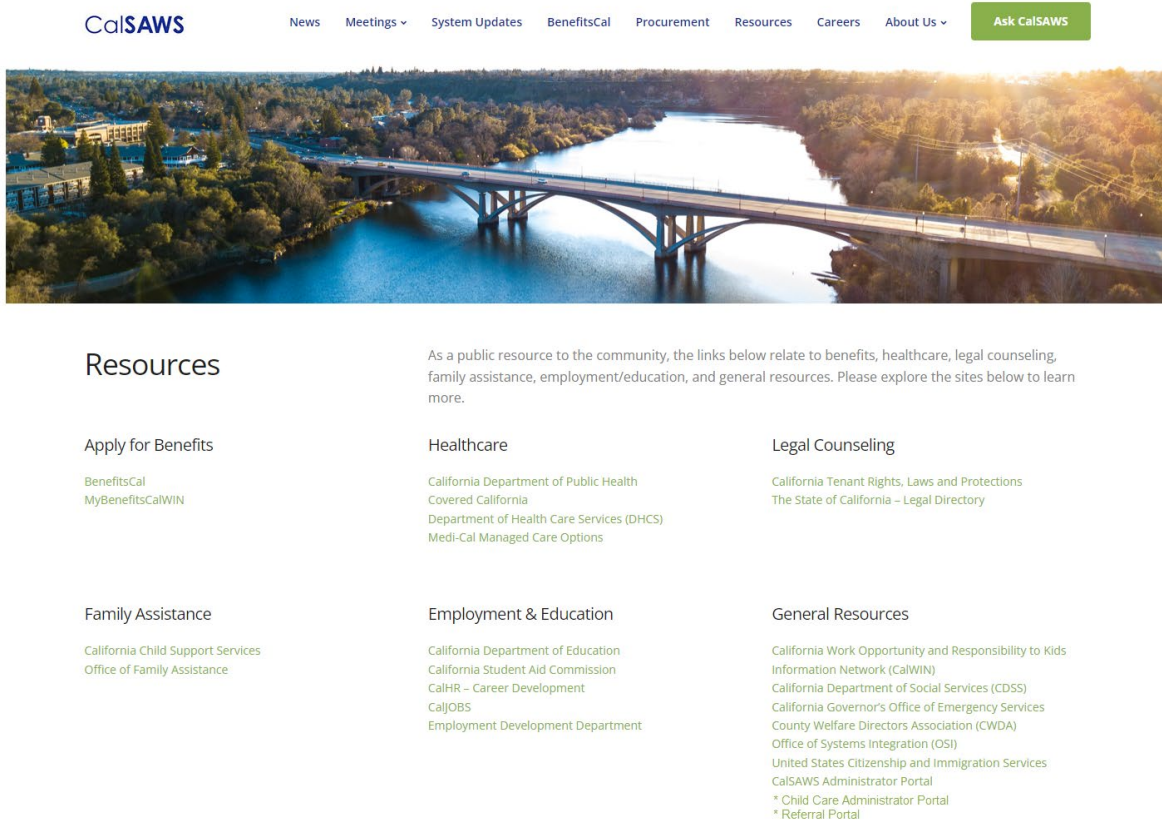


Figure 2.2.1 Resources section of the CalSAWS.org (reference only)

2.2.3 Description of Changes

1. Update the hyperlink for the CalSAWS Administrator Portal from <https://childcare.calsaws.net/> to <https://adminportal.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 Updating the CalSAWS Administrator portal url.

2.3.1 Overview

The CalSAWS Administrator portal URL is currently <https://childcare.calsaws.net/>. This SCR will update the URL to <https://adminportal.calsaws.net/>

2.3.2 Description of Changes

1. Update the current production URL “ <https://childcare.calsaws.net/>” for the CalSAWS Administrator Portal (previously the Child Care Administrator Portal) to <https://adminportal.calsaws.net/>.

Note: The same change will also be applied to the testing URLs.

2.3.3 Page Location

<https://adminportal.calsaws.net/>

2.3.4 Security Updates

N/A

2.3.5 Page Mapping

N/A

2.3.6 Page Usage/Data Volume Impacts

N/A

2.4 ForgeRock Application

2.4.1 Overview

The ForgeRock application is used to authenticate user that is logging in to the CalSAWS Administrator Portal. With the URL name for the CalSAWS Administrator portal being change, the ForgeRock application will need to redirect the URI to point to the new URL name.

2.4.2 Description of Changes

1. Add redirect URIs for the new URL to be used for the CalSAWS Administrator Portal.

Note: The same change will also be applied to the testing URLs.

2.4.3 Page Location

ForgeRock Application.

3 REQUIREMENTS

3.1 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 URL link will be updated for the Child Care portal in order to match the rename of the Child Care Portal to the Admin portal.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-263611

Revise the GROW Job Search Assignment Form

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Manisha Chatterjee
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
7/17/2023	1.0	Original Draft	Manisha Chatterjee
9/12/2023	2.0	Modifications based on review by R6	Manisha Chatterjee
12/20/2023	3.0	<p>Removing pt. 5 in Recommendation 1.3</p> <p>Adding assumption pt 5 and pt 6 in 1.4</p> <p>Removing "This form is only generated through the template repository." from 2.1.1</p> <p>Modified Program to GROW, Added Template Repository Visibility, Imaging Form name and Imaging type in 2.1.1</p> <p>Updated Variable population for Address field in 2.1.2</p> <p>Added Form Generation Conditions in 2.1.4</p>	Manisha Chatterjee

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1 OVERVIEW

This SCR is to update the current GROW-85, GROW Job Search Assignment to a new version START-85, SEARCH Supervised Job Search Assignment.

1.1 Current Design

Currently in CalSAWS the GROW 85 – Job Search Assignment is only available for Los Angeles County.

This form currently exists in the following languages: English and Spanish.

1.2 Requests

1. The GROW Program is receiving a new name - Skills and Training to Achieve Readiness for Tomorrow and program forms need to be revised to reflect the new name and to update the objectives of the program services. This request is to update the current GROW-85, GROW Job Search Assignment to reflect the change in program name throughout the document, to change the name of the document to START-85, and to add additional language to better inform and instruct participants on how to successfully complete the form and the Supervised Job Search activity.

As part of the GROW Re-design, GROW Program is updating the GROW Job Search Assignment to START Supervised Job Search Assignment and updating the language on the GROW 85 form to reflect changes to GROW Program.

1.3 Overview of Recommendations

1. Update the form name from General Relief Opportunities for Work (GROW) Job Search Assignment to Skills and Training to Achieve Readiness for Tomorrow (START) Supervised Job Search Assignment.
2. Update the program name from GROW to START throughout the form.
3. Update the version of the form to (06/2023).
4. Update the form to generate for Skills and Training to Achieve Readiness for Tomorrow (START) program.
5. Since the program is changed from GROW to START, the program shall be updated in DOC_TEMPL_PGM table.
6. Modify the form to include changes in the existing sections and also to add additional texts, as requested and highlighted by Los Angeles County in the English mockup.

1.4 Assumptions

1. The new form START 85 will continue to exist in the same languages in CalSAWS like GROW 85.

2. START 85 will follow the existing trigger conditions similar to GROW 85. It will be triggered through online page and template repository. There will be no batch trigger.
3. START 85 will continue to exist in Los Angeles County.
4. Variable population in START 85 form will continue to be same for the existing fields as mentioned in 2.1.2.
5. Existing DOC_TEMPL and DOC_TEMPL_LANG records will be updated to reflect the changes for START 85. No new records will be created.
6. Change from GROW to START program will only be visible on the form. Update in the 'Program' dropdown of Document Parameters page or the Distributed Documents page is not needed. It can still show as 'GROW'.

2 RECOMMENDATIONS

2.1 Update the GROW 85 – Job Search Assignment to START-85 SEARCH Supervised Job Search Assignment

2.1.1 Overview

START 85 (06/2023) - Skills and Training to Achieve Readiness for Tomorrow (START) Supervised Job Search Assignment

This form is used to document a START's participant's job search assignment as part of the START program. The form will be submitted to the START worker once completed.

~~This form is only generated through the template repository.~~

State Form/NOA: START 85 (06/2023)

Form Name: Skills and Training to Achieve Readiness for Tomorrow(START) Supervised Job Search Assignment

Program(s): START-GROW

Current Attached Forms: N/A

Current Forms Category: Form

Template Repository Visibility: Los Angeles County

Imaging Form Name: START Activity Agreement

Imaging Document Type: GA/GR Work and Activities

Existing Languages: English and Spanish

2.1.2 Variable population

New and Existing variable population logic:

Variable Name	Population	Formatting	Editable*/ Field Type	Template Repository Population	Populates with Form Generation
Beginning Date (Page1)	Populates the start date of the latest 'Intensive Case Management' activity of the START participant.	Arial, Font size 10	Y, Text Field	Y	Y
Address (Page 1)	Populates with the worker's office address. Note: It will be an one-line address	Arial, Font size 10	Y, Text Field	Y	Y
Name (Page 2)	Populates with the name of the START participant.	Arial, Font size 10	Y, Text Field	Y	Y
Case Number (Page 2)	Populates with the case number in which the START 85 will get generated.	Arial, Font size 10	Y, Text Field	Y	Y
Date (Page 2)	Populates with the current date.	Arial, Font size 10	Y, Text Field	Y	Y
START Worker (Page 2)	Populates with the worker's first and last name.	Arial, Font size 10	Y, Text Field	Y	Y
Phone (Page 2)	Populates with the worker's phone number.	Arial, Font size 10	Y, Text Field	Y	Y

2.1.3 Updates to Form XDP

Update START 85 (06/2023) with modified verbiage, version, program name and form name and other changes in the form

body as requested and highlighted by Los Angeles County.

Please refer the 'New Version GROW 85(1).pdf' mockup changes highlighted in red.

Updated Languages:

English and Spanish

Form Mockups/Examples: See Supporting Documents # 1

2.1.4 Form Generation Conditions

START 85 will be generated through Template Repository and Customer Appointment Detail page.

Required Document Parameters: Customer Name, Case Number, Program, Language.

Form Print/Mailing Options

Threshold form will have the same Form Print/Mailing Options as its corresponding English form.

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

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Form	START 85 Mockup	START85_EN_Mock_Up.pdf START85_SP_Mock_Up.pdf

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-263690

Update ABP 1463, Skills and Training to Achieve Readiness
for Tomorrow (START) Activity Agreement

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Manisha Chatterjee
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
7/17/2023	1.0	Original Draft	Manisha Chatterjee
9/12/2023	2.0	Modifications based on review by R6	Manisha Chatterjee
12/20/2023	3.0	<p>Removing pt. 6 in Recommendation 1.3</p> <p>Adding assumption pt 5 and pt 6 in 1.4</p> <p>Removing "This form is only generated through the template repository." from 2.1.1</p> <p>Modified Program to GROW, Added Template Repository Visibility, Imaging Form name and Imaging type in 2.1.1</p> <p>Updated Variable population for Assigned Activity and Reporting Time fields in 2.1.2</p> <p>Added Form Generation Conditions in 2.1.4</p>	Manisha Chatterjee

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1 OVERVIEW

This SCR is to update ABP 1463, Work Welfare-To-Work Plan Activity Assignment, to the current version and prepopulate customer's name in the 'My Agreement' section of the form and to sign the form electronically or via text.

1.1 Current Design

Currently in CalSAWS ABP 1463, Work Welfare-To-Work Plan Activity Assignment, is only available for Los Angeles County.

This form currently exists in the following languages: English, Spanish

1.2 Requests

1. This is to request to update ABP 1463 to the current version and enhance the following features: 1. Prepopulate customer's name in the My Agreement section of the form; 2. Add the form to the list which allows the customer to sign a document electronically (text to sign and check to sign) via text or Interactive Voice Response system and to track a customer's electronic signature within CalSAWS.

The current ABP 1463, Work Welfare-To-Work Plan Activity Assignment, is outdated. This form notifies participants about their assigned activity and their rights and responsibilities. Customers are advised that completing this activity will keep them in compliance with the work requirements. Failure to update the form provides participants with outdated information which can lead to non-compliance, loss of benefits, and other punitive measures.

To update the ABP 1463 with the current version attached. The current version has a new section heading, "My Agreement" which will need the customer's name prepopulated.

1.3 Overview of Recommendations

1. Update form name from General Relief Opportunities for Work Welfare-To-Work Plan Activity Assignment to Skills and Training to Achieve Readiness for Tomorrow (START) Activity Agreement.
2. Update the version of the form to (06/2023)
3. Update the program name from GROW to START throughout the form.
4. Update the form to generate for Skills and Training to Achieve Readiness for Tomorrow (START) program.
5. Modify the form to include changes in the existing sections and also to add additional texts and new section 'My Agreement', as requested and highlighted by Los Angeles County in the English mockup.

6. Since the program is changed from GROW to START, the program shall be updated in DOC_TEMPL_PGM table.
7. Enable the 'TSIGN' and 'ESIGN' functionalities for ABP 1463 to allow the customer to sign the form via text or electronically.

1.4 Assumptions

1. The updated ABP 1463 form will continue to exist in the same languages.
2. The updated ABP 1463 form will follow the existing trigger conditions. It will be triggered through online page and template repository. There will be no batch trigger.
3. The updated ABP 1463 form will continue to exist in Los Angeles County.
4. Variable population in updated ABP 1463 form will continue to be same for the existing fields as mentioned in 2.1.2.
5. Existing DOC_TEMPL and DOC_TEMPL_LANG records will be updated to reflect the changes for new ABP 1463. No new records will be created.
6. Change from GROW to START program will only be visible on the form. Update in the 'Program' dropdown of Document Parameters page or the Distributed Documents page is not needed. It can still show as 'GROW'.

2 RECOMMENDATIONS

2.1 Update the ABP 1463 to current version and add additional changes

2.1.1 Overview

ABP 1463 (06/2023) - Skills and Training to Achieve Readiness
For Tomorrow (START) Activity Agreement

This form notifies participants about their assigned activity and their rights and responsibilities. Customers are advised that completing this activity will keep them in compliance with the work requirements. Failure to update the form provides participants with outdated information which can lead to non-compliance, loss of benefits, and other punitive measures.

~~This form is only generated through the template repository.~~

State Form/NOA: ABP 1463 (06/2023)

Form Name: Skills and Training to Achieve Readiness for
Tomorrow (START) Activity Agreement

Program(s): ~~START~~ GROW

Current Attached Forms: N/A

Current Forms Category: Form

Template Repository Visibility: Los Angeles County

Imaging Form Name: START Supervised Job Search Assignment

Imaging Document Type: GA/GR Work and Activities

Existing Languages: English, Spanish

2.1.2 Variable population

New and Existing variable population logic:

Variable Name	Population	Formatting	Editable*/ Field Type	Template Repository Population	Populates with Form Generation
Assigned Activity	Populates in the format as 'Activity type of the activity which is added for the START participant - Organization name' from the Customer Activity Detail page. Note: If Organization name is null, populate only the Activity type.	Arial, Font size 10	Y, Text Field	Y	Y
Start Date	Populates with the start date of the activity added from the Customer Activity Detail page.	Arial, Font size 10	Y, Text Field	Y	Y
Expected Completion Date	Populates with the end date of the activity added from the Customer Activity Detail page.	Arial, Font size 10	Y, Text Field	Y	Y
Reporting Time	Populates with the start time of the activity added from the Customer Activity Detail page. Note: If the Start time is null, the field will be empty.	Arial, Font size 10	Y, Text Field	Y	Y

Location	Populates with the address mentioned for the activity added from the Customer Activity Detail page.	Arial, Font size 10	Y, Text Field	Y	Y
Telephone	Populates with the worker's phone number.	Arial, Font size 10	Y, Text Field	Y	Y
Activity Hours Assigned	Populates with the activity hours from the Customer Activity Detail page. Technical Note: In code, HR_QTY will be populated in this field.	Arial, Font size 10	Y, Text Field	Y	Y
Blank field under 'My Agreement' section	Populates with the START participant's name for whom the activity is added as in Customer Activity Detail page.	Arial, Font size 10	Y, Text Field	Y	Y
WORKER NAME	Populates with the worker's first and last name.	Arial, Font size 10	Y, Text Field	Y	Y

2.1.3 Updates to Form XDP

Update ABP 1463 (06/2023) with modified verbiage, version, new additional texts, and form name as requested and highlighted by Los Angeles County.

Please refer the mockup changes highlighted in red.

Updated Languages:

English, Spanish

Form Mockups/Examples: See Supporting Documents # 1

2.1.4 Form Generation Conditions

ABP 1463 will be generated through Template Repository and Customer Activity Detail page.

Required Document Parameters: Customer Name, Case Number, Program, Language, Customer Activity ID

Form Print/Mailing Options

Threshold form will have the same Form Print/Mailing Options as its corresponding English form.

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

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Form	ABP 1463 Mockup	ABP1463_EN_Mock_Up.pdf ABP1463_SP_Mock_Up.pdf

