CalSAWS | Information Transmittal (CIT)   0020-24

☒ **CalSAWS M&E**   ☐ **CalWIN Migration**

Distribution Date:	February 12, 2024
To:	PPOC.all, Committee.SelfServicePortal.all, Consortium.RegionalManagers.all
CIT Name:	**BenefitsCal Production Administrator Role for Counties Update**
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

☒ General
☐ Policy
   ☐ CW
   ☐ CF
   ☐ MC
   ☐ CMSP
   ☐ FC/KG/AAP
   ☐ Child Care
   ☐ WtW
   ☐ Other Program(s)_____
☒ BenefitsCal
☐ Customer Correspondence
☐ Other_____

☐ Reports
   ☐ Fiscal
   ☐ Caseload Movement
   ☐ Management
☐ Fiscal
☒ Security
☐ Batch and Interfaces
☐ Imaging
☐ Migration
☐ Conversion
☐ Technical
☐ Training
☒ Help Desk

Description:	**Purpose** The purpose of this CIT is to provide CalSAWS Counties with an update regarding the BenefitsCal production Administrator (Admin) role. This role has been removed for county use. **Background** BenefitsCal has functionality that is only accessible through the BenefitsCal Admin role. This role allows the User to make changes to certain parts of the production system including adding announcements, updating county options, and uploading How-to Videos. A review of the functionality identified a concern that allows the role to also modify Terms & Conditions, Frequently Asked Questions (FAQs), and the Glossary. **Additional Information** After a review of this functionality, it was determined that it does not meet current security protocols and has been removed from county access. A new process is now in place for completion of needed changes for the counties. The BenefitsCal Admin role is now limited to the CalSAWS and BenefitsCal project staff. All functions of the BenefitsCal Admin role will be completed by the project staff with communication to Counties. **County Action**

	BenefitsCal Options updates
	If your county chooses to update the BenefitsCal options, please:
	1. Complete a CER for the requested change.
	    a. Identify which option is being turned off/on
	2. Send the CER to the Project per current CER process.
	
	The BenefitsCal Consortium staff will complete the updates as soon as administratively possible and inform the county of the updates.
	
	Additional information about BenefitsCal Options can be found in CIT 0372-23 BenefitsCal CalSAWS Features Status for Counties.
	
	BenefitsCal County Announcements
	Counties will:
	1. Send all new County specific announcements to Consortium.BenefitsCal@calsaws.org with the following information:
	    • Start Date
	    • End Date (Optional)
	    • County
	    • Language(s): if multiples, please include all translations
	    • Category:
	      o Website Outages and Updates,
	      o Policy and Programs,
	      o Security Alerts,
	      o Reminders,
	      o New Features,
	      o Other Updates
	    • Title: limited to 150 bytes including any translated characters. The announcements are measured in bytes not characters since other language fonts may count as more than one character.
	    • Announcement Description: limited to 1000 bytes including translated characters.
	Note: County Announcement edits and removal requests will be sent to the same email for action.
	
	The BenefitsCal team will create the announcement and notify the County when completed.
	
	If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.

Primary Project Contact:	Joel Acevedo AcevedoJM@CalSAWS.org
Backup Project Contact:	Pete Quijada QuijadaP@CalSAWS.org
Attachments:	CIT 0372-23 BenefitsCal CalSAWS Feature Status for Counties
Web Portal Link:	▮▮▮▮▮▮

	OR You may also retrieve the CIT document and attachments by following these steps: 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2024" folder. 4. Click on the appropriate CIT # folder.