CalSAWS

California Statewide Automated Welfare System

Design Document

CA-243004

ACIN I-XX-23 2024 CAPI COLA - Batch EDBC

CalSAWS	DOCUMENT APPROVAL HISTORY	
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DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
08/25/2023	1.0	Initial Draft	Tom Lazio

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1   OVERVIEW

Per ACIN I-XX-23, the new payment standards for the Cash Assistance Program for Immigrants (CAPI) program will be implemented effective January 1, 2024. This SCR will provide details for the one-time batch run that will apply the new payment standards ISM presumed maximum values to the CAPI program for the benefit month of January 2024.

1.1   Current Design

Currently CalSAWS uses the 2023 CAPI payment standards that are effective from January 1, 2023, based on SCRs CA-242903 (2023 CAPI CTCR) and CA- 242904 (CAPI COLA Batch Run).

1.2   Requests

CA-243003 will update CalSAWS with the 2024 CAPI COLA Payment Standards and ISM Presumed Maximum Values (PMV) effective 01/01/2024. Once that SCR is implemented, run batch EDBC on active CAPI programs to calculate new benefit amounts effective 1/1/2024. Then run batch EDBC on CalFresh programs that have a participant in common with a CAPI program.

1.3   Overview of Recommendations

1. Run Batch EDBC for CAPI programs to apply the new payment standard and PMV values along with CF/NB programs that have a CAPI participant in common.
2. Generate statistical report for EDBC counts by County.
3. Generate exception and informational listings for Counties to review.

1.4   Assumptions

1. CAPI COLA Change NOA is generated for Active CAPI programs when Batch EDBC is run with a run reason of CAPI COLA and there is a change in the monthly benefit amount issued.
2. The existing CalFresh Change NOA will generate when the CAPI COLA changes impact the CalFresh benefit.
3. If the CalFresh and/or CAPI benefit amount change(s) based on the CAPI COLA and another change (e.g., income increase/decrease), send only the change NOA related to the non-COLA change, per existing logic.
4. For cases with both CAPI and CalFresh programs, both the CalFresh change NOA, and the CAPI Notice of Change will be sent if the new CAPI payment standards cause the benefits to change for both programs.
5. Counties can check 'yellow banner' programs daily with the latest Qlik dashboard report 'Converted Case Review Dashboard'.

6. Since multiple COLAs are running on the same date (ex: SSA COLA, State Minimum Wage), cases may appear on multiple listings.

2   RECOMMENDATIONS

Batch EDBC will run for CAPI to apply the new payment standards and ISM PMV amounts along with CF for the same CAPI participants to apply benefit updates.

2.1   Run Batch EDBC for CAPI and CF/NB

2.1.1   Overview

CAPI/CF/NB Batch EDBC will run for the benefit month of 01/2024.

2.1.2   Description of Changes

1. Run batch EDBC for active CAPI programs for the benefit month of 01/2024. **Note:** This step must complete before the CalFresh cases (see recommendation 2 below) because spouses who are both on CAPI will be on separate cases for CAPI benefits but may be in the same CF household and the CF should only run after both CAPI cases have processed.
    a. Batch EDBC will run with the run reason CT744_CP (CAPI COLA).
    b. Batch EDBC records will have a run type code of 'Single Program'.
    c. Batch EDBC will not run EDBC for CAPI programs if the benefit month is past the latest RE due date.
    d. Batch EDBC will not be triggered on any CAPI programs that already have an Accepted & Saved for the January 2024 benefit month since CA-243003 went into production.
    e. All CAPI programs run by batch will be automatically authorized. There is no Pending Authorization logic in batch, so no cases will be queued for supervisor authorization.
    f. Batch EDBC will not run EDBC for 'Yellow Banner' programs where the high-dated EDBC has a source of 'Conversion'.
    g. Batch EDBC will insert the below Journal entry for CAPI programs:

        Short Description: "Batch EDBC ran for [month year]."
        Long Description: "Batch EDBC Ran for [month year]. Batch EDBC processed for the program for following reasons: CAPI COLA "

2. Run batch EDBC for active CF and NB programs having an active CalFresh participant in common with active CAPI program for the month of 01/2024. **Note: CF cases can be in a different county from the CAPI case such as CAPI programs administered by Sacramento and San Mateo counties where the CF case is in the residing county of the CAPI individual.**
   a. Batch EDBC will run with the run reason CT744_CP (CAPI COLA) for CF program only.
   b. Batch EDBC records will have a run type code of 'Partial Program' for both CF and NB.
   c. Batch EDBC will not run on the active CF program cases that have a SAR7 Due Month of 12/2023, and the report status is 'Generated', 'Sent', 'Received', or 'Incomplete'.
   d. Batch EDBC will not run CF Program if the benefit month is past the latest RE due date.
   e. Batch EDBC will not run EDBC for 'Yellow Banner' programs where the high-dated EDBC has a source of 'Conversion'.
   f. Batch EDBC will insert the below Journal entry for CF and NB programs where there is a common CAPI program participant:

      Short Description: "Batch EDBC ran for [month year]."
      Long Description: "Batch EDBC Ran for [month year]. Batch EDBC processed for the program for following reasons: CAPI COLA "

2.1.3 Programs Impacted

CAPI

CF

NB

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.16.1.2	The CalSAWS shall include an automated method for implementing mass updates triggered by policy changes or mass participant financial changes, including Social Security or Veterans benefits cost of living adjustments (COLAs).	The new CAPI payment standards will be updated in the system. These new COLA values will be used to determine the eligibility benefits.
2.16.4.1	The CalSAWS shall include the ability to process a mass update that includes	The Batch EDBC process will be run and determine eligibility

	eligibility and benefits with an effective date of any prior month, the current month, or future month(s).	using the new CAPI payment standards.

4   OUTREACH

4.1   COLA Stats by County Report

Generate a statistical report called 'COLA Stats by County Report' that summarizes the EDBC count for each program included in the COLA by County and contains the following fields:

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

 NOTE: The columns in **bold** will include all programs in the COLA. The counts above will be separated by each County (see example below).
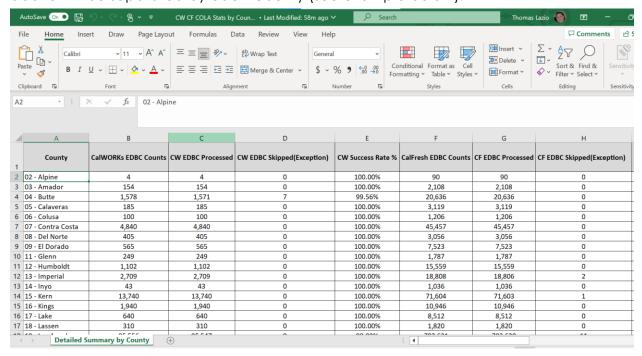

Figure 4.1.1 –COLA Stats by County Report Example

The report will be posted to the following location: CalSAWS Web Portal>System Changes>SCR and SIR Lists>2023>CA-243004

4.2   Lists

Generate lists to aid the counties after batch EDBC completes. The listings below will be generated by the following Regions:

Region	Counties
1	Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma
2	Alpine, Amador, Calaveras, El Dorado, Mono, Nevada, Placer, Sacramento, Sierra, Sutter, Tuolumne, Yolo, Yuba
3	Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity
4	Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, San Joaquin, San Luis Obispo, Stanislaus, Tulare
5	Imperial, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, Ventura
6	Los Angeles

All lists will have the standard list columns to display on the listings.

Standard Columns:

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

<u>Informational List</u>: Below are the case listing details for informational purposes only and can be reviewed if required.

1. **List Name:** Impacted Case List
List Criteria: List of all impacted active CAPI and CF cases will be generated before the Batch EDBC run.
Additional Column(s): 'CAPI Case Number', 'CAPI Case County', 'CalFresh Case Number', CalFresh Case County'
<u>NOTE:</u> The CF cases will be where the person from the CAPI CASE is active on CF, if one exists. The 'CalFresh Case Number' column may contain the same or a different case number than the 'CAPI Case Number' column, or it may be blank. **There may be duplicate listings for the same case if CF and CAPI cases are in different regions**. Also, each region listed above will have its own list. The list name will include the region, for example, 'Region 1' will be '**List Name -R1'**

2. List Name: CF cases with CAPI OPA records
List Criteria: List of active CF cases with an active CF participant who has high dated Other Program Assistance (OPA) record with type of assistance is 'CAPI'
Additional Column(s): Person Name (Last Name, First Name), OPA Begin Date
NOTE: Each region listed above will have its own list. The list name will include the region, for example, 'Region 1' will be '**List Name -R1**'

3. List Name: CAPI cases with high dated ISM Income Records
List Criteria: List of all active CAPI cases with active participants with high dated income records with income types 'Other Unearned All' or 'In-Kind Support and Maintenance (ISM)'.
Additional Column(s): 'Person Name (Last Name, First Name)', 'Income Category', 'Income Type', 'Income Frequency', 'Income Begin Date'
NOTE: In-Kind Support and Maintenance (ISM) income amounts are calculated by EDBC and will not have an Income Reported Amount on Income Amount Detail page. Also, each region listed above will have its own list. The list name will include the region, for example, 'Region 1' will be '**List Name -R1**'

4. List Name: Cases excluded from COLA
List Criteria: List of all cases that were excluded from the COLA driving queries based on the case exclusion criteria detailed in Section 2.1.2 (specifically 2.1.2.1.c, 2.1.2.1.d, 2.1.2.2.c, 2.1.2.2.d). **NOTE:** The 'yellow banner' population included in Section 2.1.2.1.f and 2.1.2.2.e will not be part of this listing.
Additional Column(s): 'Program Type', 'Reason for Exclusion Description'
NOTE: Each region listed above will have its own list. The list name will include the region, for example, 'Region 1' will be '**List Name -R1**'

Exception List: Below are the case listing details for case exceptions to be reviewed by Counties for any further action.

1. List Name: Cases with Program Closed by Batch
List Criteria: List of CP/CF/NB programs discontinued by batch EDBC.
Additional Column(s): "Program Type", "Program Closure Reason"
NOTE: Each region listed above will have its own list. The list name will include the region, for example, 'Region 1' will be '**List Name -R1**'

2. List Name: Cases with Person Closed by Batch
List Criteria: List of CP/CF/NB programs where batch EDBC closed a person.
Additional Column(s): "Program Type", "Program Closure Reason"
NOTE: Each region listed above will have its own list. The list name will include the region, for example, 'Region 1' will be '**List Name -R1**'

3. List Name: Cases Skipped by Batch
List Criteria: List of CP/CF/NB programs skipped in the batch EDBC run with skip reasons.
Additional Column(s): "Program Type", "EDBC Month", "Skip Reason"

NOTE: Each region listed above will have its own list. The list name will include the region, for example, 'Region 1' will be '**List Name -R1**'

The list will be posted to the following location: CalSAWS Web Portal>System Changes>SCR and SIR Lists>2023>CA-243004

5   APPENDIX

5.1   Batch Operations:

a) Run the new COLA batch sweep jobs for CAPI programs (population from Section 2.1.2 recommendation 1 of SCR CA-243004 CAPI COLA) to insert records into SYS_TRANSACT_COLA for targeted programs for the 01/2024 benefit month.
b) Run COLA Batch EDBC framework for the population in step a) above.
c) Run the new COLA batch sweep jobs for FC programs from SCR CA-242763 SSA COLA to insert records into SYS_TRANSACT_COLA for targeted programs for the 01/2024 benefit month.
d) Run COLA Batch EDBC framework for the population in step c) above.
e) Run the new COLA batch sweep for **remaining** SSA population from SCR CA-242763 SSA COLA to insert records into SYS_TRANSACT_COLA for targeted programs for the 01/2024 benefit month.
f) Run the new COLA batch sweep for CF programs with associated NB programs (population from recommendation 1a in SCR CA-269105 State Minimum Wage COLA) to insert records into SYS_TRANSACT_COLA for targeted programs for the 01/2024 benefit month.
g) Run the new COLA batch sweep jobs for CF/NB programs (population from Section 2.1.2 recommendation 2 of SCR CA-243004 CAPI COLA) to insert records into SYS_TRANSACT_COLA for targeted programs for the 01/2024 benefit month.
h) Run COLA Batch EDBC framework for the populations in step e, f, and g above.