

# CalSAWS

California Statewide Automated Welfare System

## **Design Document**

CA-265237

Cal-OAR Projected Employment Hours

<b>CalSAWS</b>	<b>DOCUMENT APPROVAL HISTORY</b>	
	Prepared By	Shining Liu
	Reviewed By	[individual(s) from Build and Test teams that reviewed document]

<b>DATE</b>	<b>DOCUMENT VERSION</b>	<b>REVISION DESCRIPTION</b>	<b>AUTHOR</b>
8/14/2023	1.0	Initial draft	Shining Liu

## Table of Contents

1	Overview .....	4
	1.1 Current Design.....	4
	1.2 Requests.....	4
	1.3 Overview of Recommendations.....	4
	1.4 Assumptions .....	5
2	Recommendations.....	5
	2.1 Update criteria of ATT_HRS in Cal-OAR 19B.....	5
	2.1.1 Overview .....	5
	2.1.2 Description of Change.....	6
	2.1.3 Partner Integration Testing .....	9
	2.1.4 Execution Frequency.....	10
	2.1.5 Key Scheduling Dependencies .....	10
	2.1.6 Counties Impacted .....	10
	2.1.7 Category .....	10
	2.1.8 Data Volume/Performance.....	10
	2.1.9 Interface Partner.....	10
	2.1.10 Failure Procedure/Operational Instructions.....	10
3	Supporting Documents .....	11
4	Requirements.....	12
	4.1 Project Requirements.....	12

# 1 OVERVIEW

---

Attendance hours (ATT\_HRS) is variable 32 provided in the Cal-OAR 19B file. This variable reports an individual's total monthly hours of attendance in any approved activity and utilizes actual, verified attendance hours. A revision in the logic for this variable is needed so that projection of employment hours is included.

## 1.1 Current Design

Current logic for ATT\_HRS in Cal-OAR 19B file pulls an individual's total monthly hours of attendance in any activity, including actual or projected Employment hours. This variable utilizes actual, verified attendance hours and excused hours for any activity and not including scheduled hours. For Employment hours, the variable utilizes the 'Total Monthly Hours' of employment within the measurement period.

Per design from SCR CA-232660, data is pulled from 'Total Monthly Hours' field on the Employment Hours Detail page (EMP\_MONTH\_ACTUAL), which contains the total actual hours of employment for the month. If there are no 'Total Monthly Hours' for the Employment activity for the reporting month, then the actual hours from the WPRD\_PERS\_ACTIV\_DETL table is captured to be used for the reporting month.

WPRD does a 5-month projection of hours when the reporting month does not have any hours. However, for an employment record of type 'Self-Employment', WPRD does not project hours and create records in WPRD\_PERS\_ACTIV\_DETL. Per WPR policy, hours are instead calculated from the self-employment income.

## 1.2 Requests

While the current WPR calculation is correct, the Cal-OAR engagement rate is not dependent upon WPR policies. It is based on reported hours entered for the participant in CalSAWS every six months, where actual hours are not available. The projection of self-employment hours should not be excluded because there is no requirement to verify hours every month. Participants in self-employment are only required to report/show continuous employment every six months. Projection for self-employment should be aligned to other types of employment. Current logic for ATT\_HRS needs to be revised to include projection of 'Self-Employment' hours.

## 1.3 Overview of Recommendations

1. Effective from Cal-OAR 19B files provided in February 2024 onwards, modify the calculation of ATT\_HRS to pull hours for all Employment records from 'Projected Hours Information' when there are no 'Total Monthly Hours' for the reporting month.

## 1.4 Assumptions

1. All existing functionalities will remain unchanged unless called out as part of this SCR. Consider the following:
  - a. ATT\_HRS pulls an individual's total monthly hours of attendance in any activity, including actual hours for non-Employment activities and actual or projected hours for Employment activities.
  - b. For Employment hours, ATT\_HRS pulls data from the 'Total Monthly Hours' field on the Employment Hours Detail page (EMP\_MONTH\_ACTUAL), unless there are no 'Total Monthly Hours' for the reporting month.
  - c. If a participant meets all criteria for ATT\_HRS, the value of ATT\_HRS is the sum of hours attended for Customer Activities, including actual hours from non-Employment activities and actual or projected hours from Employment activities. See supporting document for more details.
2. WPR calculated hours for Employment activities of 'Self-Employment' type are stored in WPRD\_PERS\_ACTIV\_SE\_CALC. These calculated hours cannot be used for ATT\_HRS as they are calculated.
3. A section for Projected Hours was added to the Employment Hours Detail page in SCR CA-213047, which was part of the 23.07 release. This functionality will be leveraged for this SCR.
  - a. 'Project Future Hours?' must be set to 'Yes' to use the actual hours to project hours on the Employment Hours Detail page.
  - b. The value of 'Project Future Hours?' does not affect the logic for ATT\_HRS. As long as 'Total Monthly Hours' is blank or null for an Employment activity for a certain reporting month, ATT\_HRS will attempt to pull from 'Monthly Hours' for the same reporting month.
4. Cal-OAR 19B is a file that is sent monthly, with an offset of 7 months. For example, April 2023 data is reported in the November 2023 Cal-OAR 19B file. July 2023 data would be sent in the February 2024 Cal-OAR 19B file.
5. Workers must enter actual hours on the Employment Hours Detail page for all Employment activities of any type, including 'Self-Employment'.

## 2 RECOMMENDATIONS

---

### 2.1 Update criteria of ATT\_HRS in Cal-OAR 19B

#### 2.1.1 Overview

Modify the calculation of ATT\_HRS to pull hours for all Employment records from 'Projected Hours Information' when there are no 'Total Monthly Hours' for the reporting month.

These changes for ATT\_HRS should only take effect starting from Cal-OAR 19B files sent in February 2024 and later, for reporting month July 2023 and later. For Cal-OAR 19B files sent in January 2024 or earlier, the current functionality of pulling from WPRD data should continue.

## 2.1.2 Description of Change

1. If there are no 'Total Monthly Hours' (e.g. 'Total Monthly Hours' is null or blank) for an Employment activity for the reporting month, capture the projected 'Monthly Hours' from 'Projected Hours Information' section on the Employment Hours Detail page for the reporting month. Do not pull from WPRD\_PERS\_ACTIV\_DETL table for any Employment activities that do not have 'Total Monthly Hours' for the reporting month.
  - a. See Figure 1 below. Since the activity does not have any 'Total Monthly Hours' for the reporting month of September 2023, the logic for ATT\_HRS will instead try to pull projected hours for September 2023 from the 'Projected Hours Information' section. To view projected hours for a given month, the current month selection needs to be at least one month prior. In Figure 2, projected hours for September 2023 can be viewed since the current month selection has been changed to August 2023. Since the projected 'Monthly Hours' for September 2023 is 173.6 hours, ATT\_HRS will have a value of 173.6, assuming there are no other activities.

**Figure 1: No 'Total Monthly Hours' for September 2023**

**Employment Hours Detail**

\*- Indicates required fields Edit Close

---

**Employment Information**

Name: [REDACTED]      Employer: [REDACTED]      Date Hired: [REDACTED]

Category: [REDACTED]      Type: [REDACTED]

September 2023 ▼

---

**Projected Hours Information**

October 2023	November 2023	December 2023	January 2024	February 2024
Monthly Hours: 173.6	Monthly Hours: 173.6	Monthly Hours: 173.6	Monthly Hours: 173.6	
Weekly Hours 40.09	Weekly Hours 40.09	Weekly Hours 40.09	Weekly Hours 40.09	

---

**Actual Hours Information**

---

Total Monthly Hours: \*  
Average Weekly Hours: 0.00  
Project Future Hours?: \*

**Figure 2: 173.6 'Monthly Hours' for September 2023**

**Employment Hours Detail**

\*- Indicates required fields Edit Close

---

**Employment Information**

Name: [REDACTED]      Employer: [REDACTED]      Date Hired: [REDACTED]

Category: [REDACTED]      Type: [REDACTED]

August 2023 ▼

---

**Projected Hours Information**

September 2023	October 2023	November 2023	December 2023	January 2024
Monthly Hours: 173.6	Monthly Hours: 173.6	Monthly Hours: 173.6	Monthly Hours: 173.6	Monthly Hours: 173.6
Weekly Hours 40.09	Weekly Hours 40.09	Weekly Hours 40.09	Weekly Hours 40.09	Weekly Hours 40.09

---

**Actual Hours Information**

---

Total Monthly Hours: \* 173.6  
Average Weekly Hours: 40.09  
Project Future Hours?: \* Yes

2. If there are no actual or projected hours available, use "0" as the number of hours from Employment activities when an individual meets all other criteria for ATT\_HRS.
  - a. See Figure 3 below. Since the activity does not have any 'Total Monthly Hours' for the reporting month of September 2023, the logic for ATT\_HRS will instead try to pull projected hours for September 2023 from the 'Projected Hours Information' section. To view projected hours for a given month, the current month selection needs to be at least one month prior. In Figure 4, projected hours for September 2023 can be viewed since the current month selection has been changed to August 2023. Since the projected 'Monthly Hours' for September 2023 is 0 hours, ATT\_HRS will have a value of 0, assuming there are no other activities.

**Figure 3: No 'Total Monthly Hours' for September 2023**

**Employment Hours Detail** Close

\* - Indicates required fields

---

**Employment Information**

Name: [REDACTED]      Employer: [REDACTED]      Date Hired: [REDACTED]

Category: [REDACTED]      Type: [REDACTED]

September 2023

---

**Projected Hours Information**

October 2023	November 2023	December 2023	January 2024	February 2024
Monthly Hours: 0.0	Monthly Hours: 0.0	Monthly Hours: 0.0	Monthly Hours: 0.0	Monthly Hours: 0.0
Weekly Hours: 0.0	Weekly Hours: 0.0	Weekly Hours: 0.0	Weekly Hours: 0.0	Weekly Hours: 0.0

---

**Actual Hours Information**

---

Total Monthly Hours: \*  
Average Weekly Hours: 0.00  
Project Future Hours?: \*

**Figure 4: 0 'Monthly Hours' for September 2023, 0 'Total Monthly Hours' for August 2023**

**Employment Hours Detail** Close

\* - Indicates required fields

---

**Employment Information**

Name: [REDACTED]      Employer: [REDACTED]      Date Hired: [REDACTED]

Category: [REDACTED]      Type: [REDACTED]

August 2023

---

**Projected Hours Information**

September 2023	October 2023	November 2023	December 2023	January 2024
Monthly Hours: 0.0	Monthly Hours: 0.0	Monthly Hours: 0.0	Monthly Hours: 0.0	Monthly Hours: 0.0
Weekly Hours: 0.0	Weekly Hours: 0.0	Weekly Hours: 0.0	Weekly Hours: 0.0	Weekly Hours: 0.0

---

**Actual Hours Information**

---

Total Monthly Hours: \* 0.0  
Average Weekly Hours: 0.00  
Project Future Hours?: \* Yes

3. If there is a value for 'Total Monthly Hours' for a reporting month, use that value for ATT\_HRS for that reporting month without checking 'Monthly Hours' under 'Projected Hours Information' for that reporting month.
  - a. See Figure 5 below. The activity has 37 'Total Monthly Hours' for the reporting month of July 2023. Since there are 'Total Monthly Hours', the logic for ATT\_HRS will pull this value directly, without checking projected hours for August 2023. For the reporting month of July 2023, ATT\_HRS will have a value of 37, assuming there are no other activities.

**Figure 5: 37 'Total Monthly Hours' for July 2023**

**Employment Hours Detail**

\*- Indicates required fields Close

---

**Employment Information**

Name: [REDACTED]      Employer: [REDACTED]      Date Hired: [REDACTED]

Category: [REDACTED]      Type: [REDACTED]

July 2023

---

**Projected Hours Information**

August 2023	September 2023	October 2023	November 2023	December 2023
Monthly Hours: 0.0	Monthly Hours: 0.0	Monthly Hours: 0.0	Monthly Hours: 0.0	Monthly Hours: 0.0
Weekly Hours 0.0	Weekly Hours 0.0	Weekly Hours 0.0	Weekly Hours 0.0	Weekly Hours 0.0

---

**Actual Hours Information**

---

Total Monthly Hours: \* 37.0  
Average Weekly Hours: 8.55  
Project Future Hours?: \* Yes

- b. If 'Total Monthly Hours' is "0", use "0" as the number of hours from Employment activities when an individual meets all other criteria for ATT\_HRS.
  - i. See Figure 4 above. The activity has 0 'Total Monthly Hours' for the reporting month of August 2023. Since there are 'Total Monthly Hours', the logic for ATT\_HRS will pull this value directly, without checking projected hours for August 2023. For the reporting month of August 2023, ATT\_HRS will have a value of 0, assuming there are no other activities.

4. See attached supporting document for updated ATT\_HRS criteria.

### 2.1.3 Partner Integration Testing

Yes. After programming changes are made, CalSAWS will generate 2 outbound test files and send to CDSS. CDSS will review the Cal-OAR 19B files and send to a small cohort of counties to review and validate that the data is satisfactory. The test file will be generated with unmasked data.

Two Cal-OAR 19B test files will be necessary since the shift from using WPRD to projected hours for ATT\_HRS when applicable will take effect starting with Cal-Oar 19B files sent in February 2024 or later, for the reporting month of July 2023 or later. One Cal-OAR 19B file will contain July 2023 or later data, using the new logic with projected hours, while the other Cal-OAR 19B file will contain June 2023 or earlier data, using the existing logic with WPRD.

#### **2.1.4 Execution Frequency**

No change. Monthly.

#### **2.1.5 Key Scheduling Dependencies**

Cal-OAR 19B sweep (PB00C104) must complete before Cal-OAR 19B outbound writer (PO00C105) and Cal-OAR 19B FTP (PO00C145).

#### **2.1.6 Counties Impacted**

All counties.

#### **2.1.7 Category**

No change.

#### **2.1.8 Data Volume/Performance**

No change. Approximately 500,000 records are generated in the monthly Cal-OAR 19B data file.

#### **2.1.9 Interface Partner**


California Department of Social Services (CDSS).

#### **2.1.10 Failure Procedure/Operational Instructions**

Batch Support 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.)

### 3 SUPPORTING DOCUMENTS

---

Number	Functional Area	Description	Attachment
1	Cal-OAR	Updated Cal-OAR Data Element Specifications Tracker for ATT_HRS	CA-265237 Cal-OAR Data Element Specifications Tracker.xlsx  CA-265237 Cal-OAR Data Element Specific

## 4 REQUIREMENTS

---

### 4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.20.1.1	The LRS shall provide for the support of system interfaces and integration necessary for the coordination of services with other federal, State, and COUNTY agencies and other external agencies, for the purposes of reducing paperwork, verification of LRS Data, and preventing the duplication of LRS Data entry.	Update ATT_HRS from Cal-OAR 19B file.