

 **[CA-276135] Correspondence Template Confirmation**

Issue Type:	<b>CER</b>	Team Responsible:	Assignee:	<b>Maria Arceo</b>
Fix Version/s:		Designer Contact:	Change Type (SCR):	
Minor Version:		Expedite Changes:	Estimate:	
Reporter:	<b>Frederick Gains</b>	Regulation Reference:	Created:	<b>04/04/2024 11:17 AM</b>
Status:	<b>In Progress</b>	Impact Analysis:	Outreach Required:	
Policy/Design Consortium Contact:		Training Impacted:	Funding Source:	
Project Phase (SCR):		Funding Source ID:		
Other Agency Cross Reference:				

**Current Design:****Request:**

Justification / Request Summary: This request is allow Counties to add a confirmation window when documents are generated for discontinued or inactive programs.

**Issue:**

When generating a document through the CalSAWS Template Repository – Document Parameters, the “Program” drop-down contains all county programs regardless if associated case number has an active segment of that program. If the individual generating the document selects a discontinued or inactive program segment, a confirmation window should appear informing the user that the program segment they selected is inactive and ask for user confirmation. A selection of an inactive program may auto-populate incorrect information on the generated document. Accurate information is vital to ensuring our customers receive their correspondence in a timely manner and to safeguard their privacy.

**Recommendation:**

Allow Counties to enable a confirmation window when documents are generated in the Template Repository for inactive program segments. This will enable a soft validation to help protect against unintentional program selections. After the user clicks Generate Form, a confirmation window with “Yes” and “No” options. Selecting “Yes” will continue to the generated form, and selecting “No” will return the user to the Document Parameters.

**Outreach****Description:****Operational Impact:**