CalSAWS

California Statewide Automated Welfare System

Design Document

CA-204115

Revise CalWORKs M40-107d

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Aishwarya Shankar, Sujit Neupane
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/26/2023	1.0	Initial Draft	Sujit Neupane
04/03/2024	2.0	Updated Draft	Aishwarya Shankar
04/24/2024	3.0	Updates as per committee feedback	Aishwarya Shankar

Table of Contents

1 OVERVIEW

This SCR updates M40-107d available in template repository.

1.1 Current Design

CalSAWS has CalWORKs time limit M40-107d (06/12) form that need to be revised to match updated verbiage provided by State in version M40-107d (04/21).

1.2 Requests

Replace M40-107d (6/12 form) with the new 4/21 version provided by the State.

1.3 Overview of Recommendations

1. Update M40-107d form to the latest state version and make available in the template repository in English, Spanish, and Vietnamese.

1.4 Assumptions

1. The remaining threshold languages for M40-107d are going to be added by SCR CA-272698.

2 RECOMMENDATIONS

2.1 Update M40-107d form available in the template repository

2.1.1 Overview

Update form M40-107d which is available in template repository.

State Form: M40-107d (04/21)
Current Program: CalWORKs
Current Attached Forms: NA Back 9
Current Forms Category: Form
Current Template Repository Visibility: All Counties
Existing Languages: English, Spanish, Vietnamese

2.1.2 Form Verbiage

Update M40-107d Form XDP

This form has updated verbiage, which is shown in the mockup for this SCR (Supporting Document # 1).

*Note: Regulation will be updated to "40-107(a)(5) and All County Letter No. 20-113".

Updated Languages: English, Spanish, Vietnamese

Form Header: CalSAWS Standard Header (HEADER_1)

Form Title:

- **Title listed on Template Repository:** Time On Aid To Former CalWORKs Recipients

Form Number: M40-107d (04/21)

Include NA Back 9: Yes

- **Includes standard NA Back 9 variable population:** Yes

Form Mockups/Examples: See Supporting Documents #1

Page 3 of the form will be removed with this SCR (The NA Back 9 is page 2). Pages will be numbered accordingly.

2.1.3 Form Variable Population

Form Body Variables:

The following variables are additional to what we already have in the existing verbiage.

Variable Name	Population	Formatting	Editable*/ Field Type	Template Repository Population	Populates with Form Generation
<FromExmtDate>	Editable Date field to be filled in by the worker. No population.	Arial Font Size 10 "MM/DD/YYYY"	Y, Date Field	N	N/A, Template Repository only
<ToExmtDate>	Editable Date field to be filled in by the worker. No population.	Arial Font Size 10 "MM/DD/YYYY"	Y, Date Field	N	N/A, Template Repository only
<NumExmtMonths>	Editable Numerical field to be filled in by the worker. No population.	Arial Font Size 10 "1"	Y, Numerical Field	N	N/A, Template Repository only

<ExmtReason>	Editable Text Box to be filled in by the worker. No population.	Arial Font Size 10 "Some reason"	Y, Text Field	N	N/A, Template Repository only

* Note: All Form Body Variables will be editable by default.

Variables Requiring Translations: N/A

2.1.4 Form Generation Conditions

There is no update to the generation condition.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.	Form	M40-107d 60-Month Time Limit form mockup	M40-107d_Mockup.pdf

Commented [AS1]: changed to reflect the new mockup I'm working on

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-212925

Update Juvenile Probation Page

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Gerald Limbrick
	Reviewed By	Sunitha Sampathkumar, William Baretsky, Chitra Barsagade, Tisha Mutreja, Matthew Lower

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
8/17/2023	1.0	Initial draft	Gerald Limbrick; Shining Liu
5/7/2024	1.2	Split off Batch Portion for a Later SCR	Gerald Limbrick

Table of Contents

1 OVERVIEW

The PDJ Number will be displayed and editable on the Juvenile Detail Page.

1.1 Current Design

CalSAWS receives a daily inbound file from the Los Angeles Probation department containing the individuals who have been incarcerated. This inbound file is a full draw of Probation Department's database which is information gathered from different sources. Upon receipt of the electronic data, CalSAWS identifies all minors who exist in CalSAWS to determine eligibility by taking the required action to stop cash benefits for matched minors. When a match occurs, a worker is tasked, CalWORKs, CalFresh, General Relief and Medi-Cal programs will receive a case review error because timely action is not taken by the caseworker when a match occurs.

For individuals in which a match is found and there is no end-date present, CalSAWS will update the Household Status List to Temporarily or Permanently Out of the Home. SCR CA-257096 modified the Institutional List and Institutional Detail pages to allow workers to update all end-date related updates so that intervention from the development team is not needed.

1.2 Requests

Display the Probation PDJ Number as an editable field, on the Juvenile Detail page.

1.3 Overview of Recommendations

1. Update Detail page - Add new field 'PDJ Number'.

1.4 Assumptions

1. The Ethnicity field from the Probation Interface is not and will not be stored or displayed in CalSAWS in this SCR.
2. Los Angeles is the only county using the Probation Interface.
3. If the PDJ number is edited through the Juvenile Detail page and the old PDJ number is received through the inbound Probation Interface, they will be treated independently per current functionality.
4. There are no changes to the outbound Probation Interface.

2 RECOMMENDATIONS

2.1 Juvenile Detail Page

2.1.1 Overview

This page allows you to access detailed information of an incarcerated minor. The PDJ (Probation Juvenile Detention) Number will be added as an editable field, for users with specified security rights.

2.1.2 Juvenile Detail Page Mockup

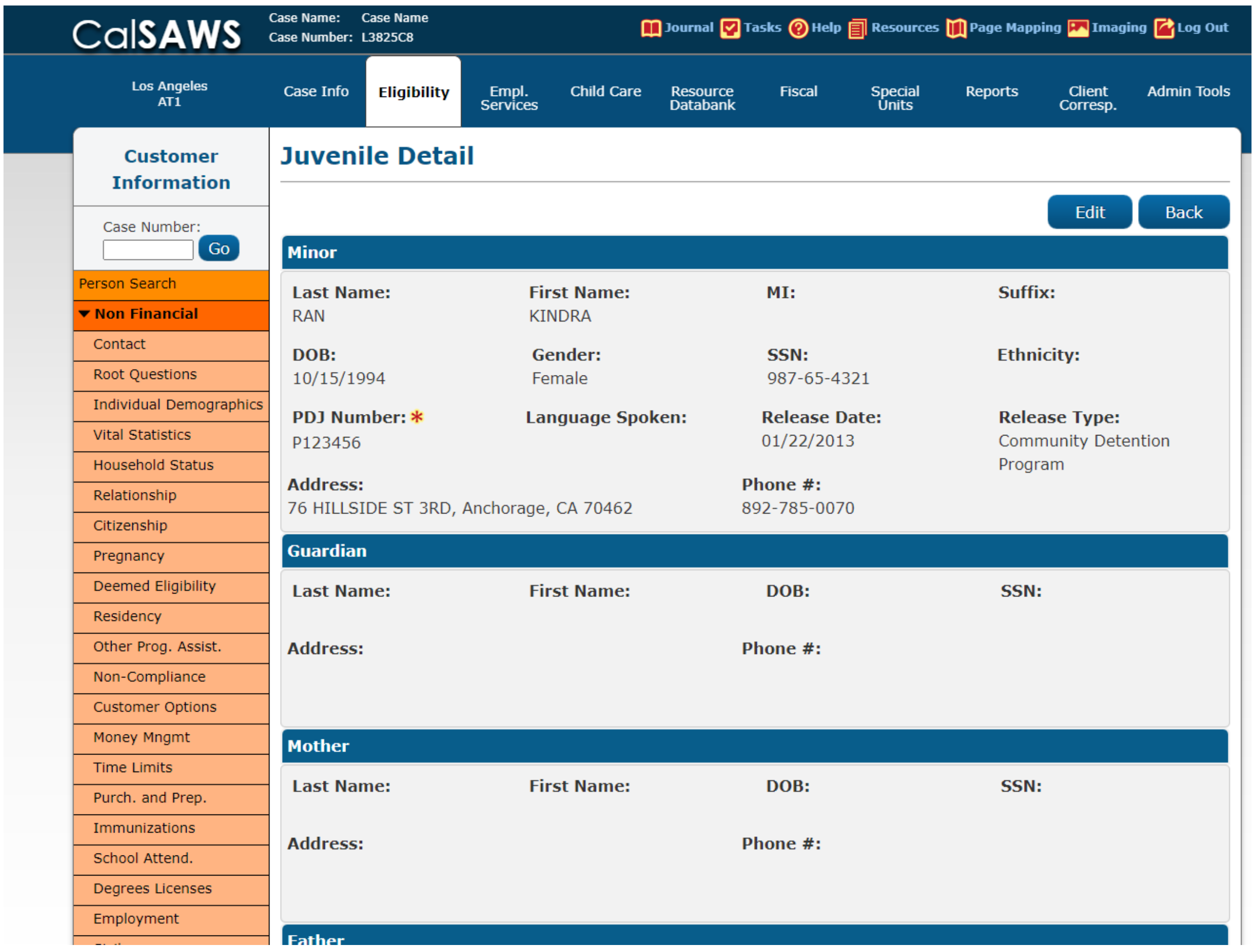


Figure 2.2.2.1 - View mode (Top of Page)

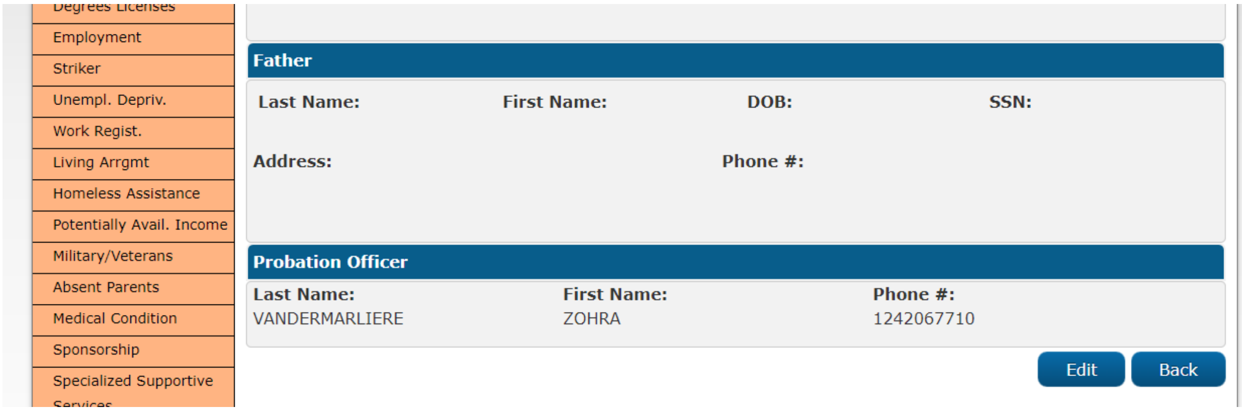


Figure 2.2.2.2 - View Mode (Bottom of Page)

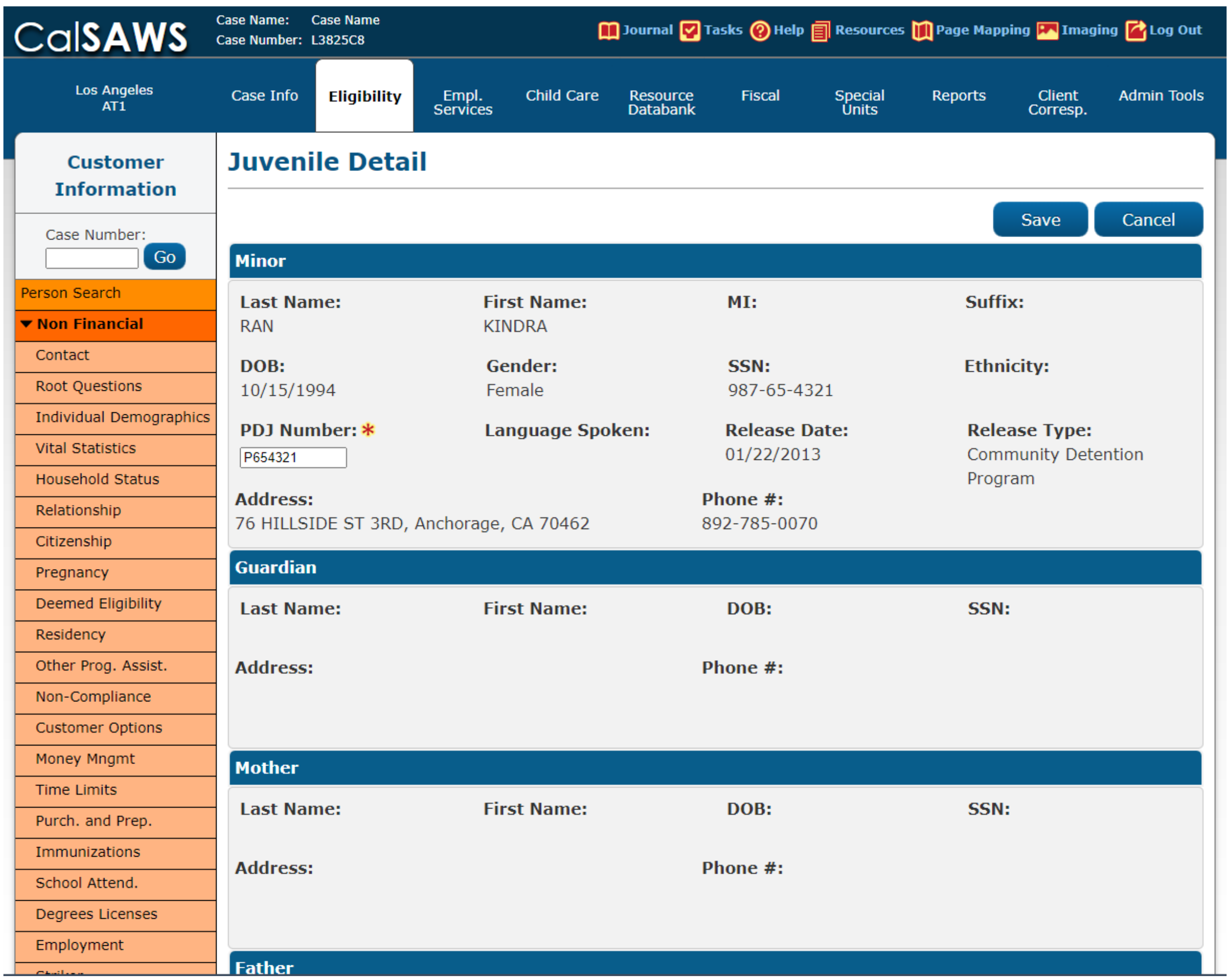


Figure 2.2.2.3 - Edit Mode (Top of Page)

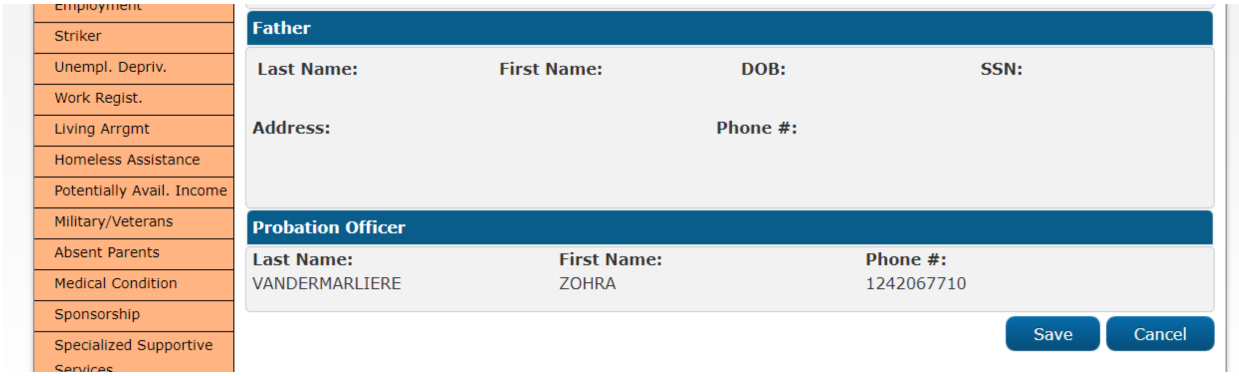


Figure 2.2.2.4 - Edit Mode (Bottom of Page)

2.1.3 Description of Changes

1. Add an 'Edit' button to the top and bottom of the page. This button will:
    a. Reload the page in Edit mode
    b. Display only in View mode
    c. Protect this button with the '**ProbationEdit'** security right; the button will be hidden unless the user has this right
2. Update the 'Back' button to:
    a. Display at the top and bottom of the page
    b. Display as 'Cancel' when in Edit mode.
3. Add a 'Save' button to the top and bottom of the page. This button will:
    a. Validate the 'PDJ Number' (see below)
    b. Format/re-format the entered 'PDJ Number' with all Capitol letters
    c. Save the page and re-open in View mode
    d. Display only in Edit mode
    e. Protect this button with the '**ProbationEdit'** security right; the button will be hidden unless the user has this right
    f. Store the previous 'PDJ Number' value, so that it is available to project personnel, from the database (back-end) **Note**: The previous PDJ Number will not be visible through the CalSAWS application (front-end).

1. Add a 'PDJ Number' field populated from the PERS_PROBTN table's PROBTN_PDJ_NUM field:
    a. Add a Required Field icon
    b. Display as an editable text field, when in Edit mode
    c. Display as static text, when in View mode
    d. Remove any special characters before saving or validating i.e., programming related characters
    e. This text field will:

i. Allow/accept a maximum of 7 Alpha numeric (only) characters

ii. Add a validation on this field:

1. Trigger the validation on the 'Save' button
2. Show validation message as: PDJ Number – PDJ Number must be exactly 7 Alpha Numeric characters.

Note: No formatting is required for the PDJ Number, when displayed from the database/ Inbound Probation Interface; it may be displayed exactly as saved.

2.1.4 Page Location

- **Global: Eligibility**
- **Local: Customer Information**
- **Task: Juvenile**

2.1.5 Security Updates

1. Update the "**Probation Edit"** security right to:
   a. Allow access to the Juvenile List page in Edit mode
   b. Correctly reference the Institutional Detail page in Edit mode
   c. No longer (incorrectly) reference the Probation Detail page, which does not exist

   Tech Note: References to pages that are protected by this Security Right are stored/updated in the secure_right_page table.

2. Security Rights

Security Right	Right Description	Right to Group Mapping
ProbationEdit	Users Can View and Edit the Juvenile Detail page and the Institutional Detail page.	Probation Edit

3. Security Groups

Security Group	Group Description	Group to Role Mapping
Probation Edit	View and Edit the Juvenile Detail page and Institutional Detail page.	System Administrator

2.1.6 Page Mapping

Update page mapping for new field.

2.1.7 Accessibility

N/A

2.1.8 Page Usage/Data Volume Impacts

Low; The probation department seldom but does occasionally ask the project to update individual PDJ Numbers.

2.2 Automated Regression Test

2.2.1 Overview

Create new automated regression test scripts to verify the display and editability of the 'PDJ Number' field on the Juvenile Detail page and the page mappings for the Juvenile Detail page.

2.2.2 Description of Changes

1. Create regression scripts to verify the following on the Juvenile Detail page for an existing record:
    a. All applicable data values, including the 'PDJ Number', display in view mode.
    b. In view mode the following buttons display at the top and bottom of the page: 'Back', 'Edit'.
    c. In edit mode the following buttons display at the top and bottom of the page: 'Cancel', 'Save'.
2. Create regression scripts to verify that the value of the 'PDJ Number' field can be updated and saved.
3. Create regression scripts to verify that a validation error message displays when clicking the 'Save' button on the Juvenile Detail page when the 'PDJ Number' value is invalid (ex., invalid format or length).

4. Create regression scripts to verify that a page mapping entry exists for each applicable field on the Juvenile Detail page, including the ‘PDJ Number’ field.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Security	Security Matrix	SCR CA-212925 Security Matrix.xls

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.5.4.7	The LRS shall identify special situations, including mental health, probation, drug abuse, board and care, domestic violence, human trafficking, pregnancy, homeless, and non-English speaking individuals needing an interpreter, in order to accurately refer these special situations to the appropriate worker and/or agency.	The PDJ Number associated to a minor/Person is used to assist in identifying the "Probation" special situation.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-244934

Add NA 290 with FC Reasons to the Template Repository

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Justin Bourbonniere
	Reviewed By	Chitra Barasagade, Sunitha Sampathkumar, William Baretsky, Tiffany Huckaby, Michelle Ramos, Kristi Rodriguez

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
04/05/2024	1.0	Initial Draft	Justin Bourbonniere
04/10/2024	1.1	BA Review feedback	Justin Bourbonniere
04/18/2024	1.2	Remove Blank NA 290 from design per Michelle Ramos and Janet Mitri. CSF 166 blank NOA already exists in the template repository.	Justin Bourbonniere
04/22/2024	1.3	BA Feedback: Clarify design overview, assumption #4	Justin Bourbonniere

Table of Contents

1 OVERVIEW

This effort will add three different NA 290 forms with prepopulated Foster Care (FC) NOA reasons for change, denial and discontinuance. This will give county workers the ability to manually create Foster Care (FC) NOA's.

1.1 Current Design

Foster Care (FC) NOA's (change, denial and discontinuance) are not available in the template repository.

1.2 Requests

Add three NA 290 forms that contain the existing system generated Foster Care (FC) reasons each with its own checkbox. One form for each category change, denial and discontinuance. Pull all the NOA fragment reasons added with the Foster Care phased SCRs (CA-220188, CA-238042, CA-240146) and look into creating a manual NOA in Template Repository with checkboxes for each new NOA reason.

1.3 Overview of Recommendations

Add three NA 290 forms that contain the existing system generated Foster Care (FC) reasons each with its own checkbox. One form for each category change, denial and discontinuance. These forms will be available in the template repository version of the NOA's based on the NOA's created in CA-220188, CA-238042, CA-240146.

1.4 Assumptions

1. NA 290 will use the standard header.
2. NA 290 will have standard variable population.
3. All text fields will be editable.
4. NA Back 9 will be included on the back of the first page of the form. NA Back 9 should have the standard information populated. This will be the latest state version (5/22).
5. CA-275519 will add threshold languages for the forms added in this SCR CA-244934.

2 RECOMMENDATIONS

2.1 Add three NA 290's with Foster Care (FC) reasons to the template repository.

2.1.1 Overview

Add three NA 290 forms that contain the existing system generated Foster Care (FC) reasons each with its own checkbox. One form for each category change, denial and discontinuance. These forms will be a manual version of the NOA's created in CA-220188, CA-238042, CA-240146. FC Reasons are pulled from the Foster Care SCRs CA-220188, CA-238042, CA-240146.

State Form: NA 290 (2/14)

Programs: Foster Care

Attached Form(s): N/A

Forms Category: NOA

Template Repository Visibility: All Counties

Languages: English and Spanish

2.1.2 Form/NOA Verbiage

Create Form XDP

Add three NA 290's with Foster Care (FC) reasons to the template repository. There will be one form for change, denial and discontinuance reasons. The standard header will be on the first page and the NA 290 form will be on the back page. NA Back 9 will be attached to the form.

Form Header: CalSAWS Standard Header (FC_NOA_TEMPLATE_EN)
Form Title: Notice of Action
Form Number #1: NA 290 – FC CH
Imaging Form Name #1 (40 char. maximum): Foster Care Change NOA
Form Number #2: NA 290 – FC DN
Imaging Form Name #2(40 char. maximum): Foster Care Denial NOA
Form Number #3: NA 290 – FC TN
Imaging Form Name #3(40 char. maximum): Foster Care Discontinuance NOA
Include NA Back 9: Y
Imaging Document Type: Notification/NOA
Imaging Case/Person: Case
Form Mockups/Examples: See Supporting Documents #1, 2, 3

2.1.3 Form Variable Population

NA 290 will populate the standard header values. NA Back 9 will be attached to this form and should populate the standard NA Back 9 values.

Change NOA Form Body Variables:

Variable Name	Population	Formatting	Editable*/ Field Type	Template Repository Population	Populates with Form Generation
<effectiveDate>	No pre-population. This will be fillable by the worker.	Arial Font Size 10	Yes Date field	No	N/A
<ProgramType>	No pre-population. This will be fillable by the worker.	Arial Font Size 10	Yes Text Field	No	N/A
<PriorBenefitAmount>	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
<NewBenefitAmount>	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
<Person>	No pre-population. This will be fillable by the worker.	Arial Font Size 10	Yes Text Field	No	N/A

Rate Decrease Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
Proration Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
Infant Supplement Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
Age Change Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
Rate Increase Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
<MonthYear>	No pre-population. This will be fillable by the worker.	Arial Font Size 10	Yes, Date Field	No	N/A
<ISP_AMOUNT>	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
<FCMonthlyRate>	No pre-population.	Arial Font Size 10	Yes	No	N/A

	This will be fillable by the worker.	$X,XXX.XX	Currency Field		
Regulation Section	By default, this field will display all of the regulations associated with the NOA reasons listed (see mockup for defaulted regulations).	Arial Font Size 10	Yes Text Field	N Note: the text will be static and editable.	N/A
Budget: Monthly Rate	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Facility Rate Freq	No pre-population. This will be fillable by the worker.	Arial Font Size 10	Yes Text Field	No	N/A
Budget: Prorated Rate	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Num of Days	No pre-population. This will be fillable by the worker.	Arial Font Size 10	Yes Numeric Field	No	N/A
Budget: Rate Payment	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A

Budget: Unearned Income	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Earned Income	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Earned Income Disregard	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Special Care Increment	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Infant Supplement Payment	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Eligible Amount	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A

Denial NOA Form Body Variables:

Variable Name	**Population**	**Formatting**	**Editable*/ Field Type**	**Template Repository Population**	**Populates with Form Generation**
<MonthDayYear1>	No pre-population.	Arial Font Size 10	Yes	No	N/A

	This will be fillable by the worker.		Date field		
<Person>	No pre-population. This will be fillable by the worker.	Arial Font Size 10	Yes Text Field	No	N/A
<ApplicationDate>	No pre-population. This will be fillable by the worker.	Arial Font Size 10	Yes Date Field	No	N/A
Minor returned to home Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
Parent from whom removed Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
Intercounty Transfer Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
Regulation Section	By default, this field will display all of the regulations associated with the NOA reasons listed (see mockup for	Arial Font Size 10	Yes Text Field	N Note: the text will be static and editable.	N/A

	defaulted regulations).				

Discontinuance NOA Form Body Variables:

Variable Name	Population	Formatting	Editable*/ Field Type	Template Repository Population	Populates with Form Generation
<effectiveMonth>	No pre-population. This will be fillable by the worker.	Arial Font Size 10	Yes Date field	No	N/A
<PriorBenefitAmount>	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
<ProgramType>	No pre-population. This will be fillable by the worker.	Arial Font Size 10	Yes Text Field	No	N/A
<Person>	No pre-population. This will be	Arial Font Size 10	Yes Text Field	No	N/A

	fillable by the worker.				
You are no longer providing Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
The Foster Care Child is no longer eligible Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
The child is no longer eligible Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
Person has been transferred Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
The youth is at least 18 years Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
Person is not eligible Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A
A Court petition Checkbox	No pre-population. This will be fillable by the worker.	N/A	Yes Checkbox	No	N/A

Regulation Section	By default, this field will display all of the regulations associated with the NOA reasons listed (see mockup for defaulted regulations).	Arial Font Size 10	Yes Text Field	No Note: the text will be static and editable.	N/A
Budget: Monthly Rate	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Facility Rate Freq	No pre-population. This will be fillable by the worker.	Arial Font Size 10	Yes Text Field	No	N/A
Budget: Prorated Rate	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Num of Days	No pre-population. This will be fillable by the worker.	Arial Font Size 10	Yes Numeric Field	No	N/A
Budget: Rate Payment	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Unearned Income	No pre-population. This will be	Arial Font Size 10 $X,XXX.XX	Yes	No	N/A

	fillable by the worker.		Currency Field		
Budget: Earned Income	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Earned Income Disregard	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Special Care Increment	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Infant Supplement Payment	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A
Budget: Eligible Amount	No pre-population. This will be fillable by the worker.	Arial Font Size 10 $X,XXX.XX	Yes Currency Field	No	N/A

* Note: All Form Body Variables will be editable by default. When generating a Blank Form from Template Repository the field will be editable unless otherwise indicated.

2.1.4 Form Generation Conditions

NA 290 will be available in the template repository to all counties.

<u>Form Print/Mailing Options</u>

Print Options:

Blank Template	Print Local without Save	Print Local and Save	Print Central and Save	Reprint Local	Reprint Central
Y	Y	Y	Y	Y	Y

Mailing Options:

Mailing Options	
Mail-To (Recipient)	If generated from the Template Repository, mail to the Resource/Payee selected from the Resource/Payee dropdown field; otherwise, mail to the customer's name selected from the Customer Name dropdown field.
Mailed From (Return)	Worker's Office/District Office Address
Mail-back-to Address	N/A
Outgoing Envelope Type	Standard
Return Envelope Type	N/A
Special Paper Stock	N/A
Enclosures	None
Electronic Signature	No

Form Control:

Tracking Barcode	BRM Barcode	Imaging Barcode
N	N	Y

2.2 Automated Regression Test

2.2.1 Overview

Create new automated regression test scripts to verify that the three NA 290 forms are available through the Template Repository, and that each form can be generated in English.

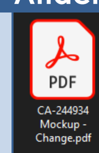
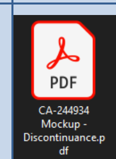
2.2.2 Description of Changes

Create new regression scripts to verify the following for each of the three NA 290 forms:

1. The form is available through the Template Repository, and can be retrieved via a search by Form Number:
    a. NA 290 - FC CH
    b. NA 290 - FC DN
    c. NA 290 - FC TN
2. The Language dropdown on the Document Parameters page lists two values: English, Spanish
3. The form can be generated and saved in English language in the context of a Foster Care case.

Technical Note: Verification of the content of each form is out of scope.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Client Correspondence	CA-244934 Mockup - Change.pdf	
2	Client Correspondence	CA-244934 Mockup - Denial.pdf	
3	Client Correspondence	CA-244934 Mockup - Discontinuance.pdf	

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.18.2.1 CAR-1223	The LRS shall include standard electronic templates for all notices, NOAs, forms, letters, stuffers, and flyers that can be easily maintained by non-technical COUNTY-specified Users.	Add three NA 290 forms that contain the existing system generated Foster Care (FC) reasons.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-251869

ACL 22-85 & 21-25 Update CalFresh Reports

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Esequiel Herrera-Ortiz
	Reviewed By	Ravneet Bhatia and Gokul Suresh

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
11/19/2023	1.0	Initial Version	Esequiel Herrera-Ortiz
03/20/2024	1.1	The CF 358F and CF 358S will not be updated as part of this SCR. Previously they were included because in this SCR because the Public Assistance was no longer going to be maintained but that decision has been reversed. The template for the CF 256 and the Integrated CalFresh Issuance Detail claiming report has been updated. Hyperlinks in the CF 256 have been defined in the document.	Esequiel Herrera-Ortiz
04/14/2024	1.2	Removed request #3 and recommendation of change #3 due to being a duplicate of request 4.a and recommendation of change 4.a. A typo was also corrected in the template.	Esequiel Herrera-Ortiz
04/30/2024	1.3	The Integrated CalFresh Issuance Detail Claiming Report's Table of Contents was missing a link for the new Replacements sheet and Disaster Benefits sheet. This has been corrected.	Esequiel Herrera-Ortiz
05/09/2024	1.4	The definition for Total value of replacement benefit issuances had a typo which excluded Replacements. This has been corrected. Fixed two technical notes which displays the incorrect code value for Disaster CalFresh.	Esequiel Herrera-Ortiz
05/13/2024	1.5	Fixed incorrect cell references in section 2.1.2.2	Esequiel Herrera-Ortiz

Table of Contents

1 OVERVIEW

With SCR **CA-223763 ACL 21-25 New Definition of Public Assistance CalFresh (PACF)**, the system was updated to expand the definition of PACF. The system recognizes a CalFresh household as Public Assistance CalFresh (PACF) when at least one CalFresh household member is also receiving cash aid benefits. The PACF household is now defined by one of the following Household categories:

- **PACF CalWORKs-Only:**
  CalFresh household in which all included members also receive CalWORKs (CT18_CW), or Immediate Need (CT18_IN), or TANF (CT18_TA) cash benefits.
- **PACF Tribal TANF-Only:**
  CalFresh household in which all included members also receive Tribal TANF (CT18_TT) cash benefits.
- **PACF SSI/SSP-Only:**
  CalFresh household in which all included members also receive SSI Only (CT18_SI), or SSP Only (CT18_SP), or SSI/SSP(CT18_SS) benefits.
- **PACF GA/GR-Only:**
  CalFresh household in which all included members also receive General Assistance/General Relief (CT18_GA), or GA/GR Automated Solution (CT18_GR), or General Assistance (Managed) (CT18_GM), or General Assistance (Non-Managed) (CT18_GN), or GA/GR Immediate Need (CT18_GI) benefits.
- **PACF Multiple:**
  CalFresh household in which all included members receive public assistance from any combination of the previously mentioned public assistance program types (i.e., CalWORKs, Immediate Need, TANF, SSI/SSP, Tribal TANF, GA/GR Immediate Need, and/or GA/GR)
- **PACF Mixed:**
  CalFresh household in which one or more included members receive public assistance from any combination of the previously mentioned public assistance program types (i.e., CalWORKs, Immediate Need, TANF, SSI/SSP, Tribal TANF, GA/GR Immediate Need, and/or GA/GR) and at least one member does not receive any public assistance.
- **NACF:**
  CalFresh household in which none of the included CalFresh members are receiving any public assistance from the previously mentioned public assistance program types.

With ACL 22-85, the state reporting instructions have been updated to account for the new PACF definition.

1.1 Current Design

1. The DFA 256 has not been repurposed to the new CF 256.
2. The Integrated CalFresh Issuance Detail Claiming Report does not capture unclaimed issuances.
3. The Household Category is not being saved off to Aid Code history.

1.2 Requests

1. Create the new CF 256.
2. Disable the DFA 256 and DFA 256 Detailed Report. All historical reports will remain accessible through the web application.
3. Make the following updates to the Integrated CalFresh Issuance Detail Claiming Report:
    a. Include unclaimed issuances, replacements, and disaster benefits. This is to allow the report to reconcile with the CF 256.
    b. Update the existing 'Summary' sheet to only reflect program expenditures, and not include person count data. The person count data that was used to reconcile to the CF 256's person count is now included in the CF 256 backup sheets. The Integrated CalFresh Issuance Detail Claiming Report's Summary sheet now provides the totals listed below. Please see the attached mockup for reference
    c. Update the logic to identify replacements due to skimming and scam to use the new source column.
    d. Refactor the report logic to remove unnecessary conditions.
    e. Update the report template per the latest cosmetic standard.
4. Update the aid code history table to include Household Category. This includes all historical data created after the implementation of **CA-223763 ACL 21-25 New Definition of Public Assistance CalFresh**. This is done by adding aid code history to the table triggers.
5. Populate all the household category data in the aid code history table for any data created after implementation of **CA-223763 ACL 21-25 New Definition of Public Assistance CalFresh.**
6. Provide counties a list of Active CalFresh programs that do not have HH Category information available because EDBC has not been run post the implementation of CA-223763.

1.3 Overview of Recommendations

1. Create the new CF 256.
2. Disable the DFA 256 and DFA 256 Detailed Report. All historical reports will remain accessible through the web application.
3. Make the following updates to the Integrated CalFresh Issuance Detail Claiming Report:
    a. Include unclaimed issuances, replacements, and disaster benefits, for the report to reconcile with the CF 256.
    b. Update the existing 'Summary' sheet to only reflect program expenditures, and not include person count data. The person count data that was used to reconcile to the CF 256's person count is now included in the CF 256 backup sheets. The Integrated CalFresh Issuance Detail Claiming Report's Summary sheet now provides the totals listed below. Please see the attached mockup for reference
    c. Update the logic to identify replacements due to skimming and scam to use the new source column.
    d. Refactor the report logic to remove unnecessary conditions.

   e. Update the report template per the latest cosmetic standard.

4. Update the aid code history table to include Household Category. This includes all historical data created after the implementation of **CA-223763 ACL 21-25 New Definition of Public Assistance CalFresh**. This is done by adding aid code history to the table triggers.
5. Populate all the household category data in the aid code history table for any data created after implementation of **CA-223763 ACL 21-25 New Definition of Public Assistance CalFresh**.
6. Provide to counties a list of Active CalFresh programs that do not have HH Category information and EDBC has not run after implementation of CA-223763.

1.4 Assumptions

1. To identify the CF 256 Part A and B base population (cases with a CF issuance), the EDBC query that checks for programs in an Active status has been omitted. This is a redundant check because an issuance should only be created for active programs.
2. In ACL 22-84, under the Participation during the month section, it describes that the CF 256 considered a household that is issued benefits, whether the issuance was successfully claimed or not. The Integrated CalFresh Issuance Detail Claiming Report is used to reconcile with the CF 256 but does not currently include unclaimed issuances. The Integrated CalFresh Issuance Detail Report will be updated to include unclaimed issuances to reconcile with the CF 256.
3. During the analysis of this SCR, it was noticed that **CA-223763 ACL 21-25 New Definition of Public Assistance CalFresh to implementation**~~,~~ was implemented without the Household Category being stored in the aid code history table. The household category will now be a column in the aid code history table as part of this SCR.
4. For Issued and Manually Issued CalFresh EBT Main Payroll and Supplemental Benefits, the availability date is equivalent to the claiming transaction date. For Manually Issued CalFresh EBT Supplemental Benefits, the Manually Issued Status Date is equivalent to the claiming transaction date.
5. Issued Main Payroll and Issued Supplemental Benefits are claimed with a claiming transaction date equal to the issuance availability date. Manually Issued Supplemental Benefits are claimed with a claiming transaction date equal to the Manually Issued status date. The CF 296 and Integrated CalFresh Issuance Detail Claiming Report will use these data points when capturing issuances to allow them to reconcile.
6. The Integrated CalFresh Issuance Detail Claiming Report, CF 256, CF 358S and CF 358F do not include Auxiliary issuances. However, if CalFresh benefits are issued through the Auxiliary framework, counties are reviewing the Auxiliary Issuance Daily Report and the Auxiliary Issuance Monthly Report to identify these payments and manually add them to the CF 256, CF 358F and CF 358S.

7. Currently there are programs without a household category due to EDBC not being run since the introduction of CA-223763. As part of this SCR, a list of the programs which need to have EDBC run to populate the missing Household Category will be provided to counties. **If counties do not run EDBC to establish the HH_Cat for these cases, then they will not be accurately reported on the CF 256, Integrated CalFresh Issuance Detail Report, CF 358S and CF 358S**.
8. In the new 'Disaster Benefits' sheet within the Integrated CalFresh Issuance Detail Claiming Report, a Household Type and Household Category column will not be added to the detail sheet because the Household Type will always be equal to Federal, and the Household Category is not populated for Disaster CalFresh.
9. During the analysis of this SCR, it was identified that the Public Assistance Indicator in EDBC is not always aligned to the Household Category for EDBC overrides. The CF 358S and CF 358F use the public assistance indicator to determine PA cases and NA cases. This scenario will be fixed with **CA-275534 Update CF Public Assistance Indicator to Align with Household Category Determination.**
10. The CF 358F and CF 38S are indirectly impacted by the changes made to the new CF 256 report. The CF 258F and the CF 258S currently use the same Part A and B base population as the DFA 256. After the implementation of this SCR, the CF 358F and CF 358S will use the Part A and B base population as the new CF 256.

2 RECOMMENDATIONS

2.1 CF 256

2.1.1 Overview

The CF 256 is a monthly Participation and Benefit Issuance report that includes data on the number of CalFresh Public Assistance and Non-Public Assistance persons and households that are participating in the federal and state CalFresh programs as well as the California Food Assistance Program (CFAP). The report includes Electronic Benefit Transfer (EBT) issuances. This report also includes, when applicable, data on Disaster CalFresh, households, persons, and benefit issuances for both new and existing CalFresh recipients.

2.1.2 CF 256 Mockup

STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
RESEARCH, DATA, AND AUTOMATION DIVISION

CalFresh
Participation and Benefit Issuance Report
CF 256

COUNTY NAME	VERSION	REPORT MONTH	REPORT YEAR
Alpine		November	2023

Item	Cell	Value
PART A. PARTICIPATION DURING THE MONTH		
Public Assistance		
1. Public Assistance Households	1	0
1a. Households in Item 1 receiving SSI/SSP only	2	0
1b. Households in Item 1 receiving CalWORKs only	3	0
1c. Households in Item 1 receiving Tribal TANF only	4	0
1d. Households in Item 1 receiving GA/GR only	5	0
1e. Households in Item 1 receiving Multiple PA Programs	6	0
1f. Households in Item 1 receiving Mixed Programs	7	0
2. Persons in Public Assistance Households	8	0
2a. Persons in Item 2 receiving SSI/SSP only	9	0
2b. Persons in Item 2 receiving CalWORKs only	10	0
2c. Persons in Item 2 receiving Tribal TANF only	11	0
2d. Persons in Item 2 receiving GA/GR only	12	0
2e. Persons in Item 2 receiving Multiple PA Programs	13	0
2f. Persons in Item 2 receiving Mixed Programs	14	0
Non-Public Assistance		
3. Non-Public Assistance Households	15	0
4. Persons in Non-Public Assistance Households	16	0
PART B. PARTICIPATION DURING THE MONTH BY FEDERAL, FEDERAL/STATE AND STATE		
5. Public Assistance Households	17	0
5a. Households in Item 5 participating in Federal Only	18	0
5b. Households in Item 5 participating in Federal/State	19	0
5c. Households in Item 5 participating in State Only	20	0
6. Persons in Public Assistance Households	21	0
6a. Persons in Item 6 participating in Federal Only	22	0
6b. Persons in Item 6 participating in Federal/State	23	0
6b1. Persons in Item 6 in Federal/State Households participating in Federal Only	24	0
6b2. Persons in Item 6 in Federal/State Households participating in State Only	25	0
6c. Persons in Item 6 participating in State Only	26	0
7. Non-Public Assistance Households	27	0
7a. Households in Item 7 participating in Federal Only	28	0
7b. Households in Item 7 participating in Federal/State	29	0
7c. Households in Item 7 participating in State Only	30	0
8. Persons in Non-Public Assistance Households	31	0
8a. Persons in Item 8 participating in Federal Only	32	0
8b. Persons in Item 8 participating in Federal/State	33	0
8b1. Persons in Item 8 in Federal/State Households participating in Federal Only	34	0
8b2. Persons in Item 8 in Federal/State Households participating in State Only	35	0
8c. Persons in Item 8 participating in State Only	36	0
PART C. BENEFIT ISSUANCES DURING THE MONTH		
9. Electronic Benefit Transfer (EBT) issuances	37	0
10. Total value of benefit issuances, excluding replacement (dollar amount)	38	$0.00
10a Value of federal benefit issuances (dollar amount)	39	$0.00
10b Value of state benefit issuances (dollar amount)	40	$0.00
11. Total value of replacement benefit issuances (dollar amount)	41	$0.00
11 Total value of replacement benefit issuances from household misfortune - Federal	42	$0.00
11 Total value of replacement benefit issuances from household misfortune - State	43	$0.00
11 Total value of replacement benefit issuances from skimming/scamming	44	$0.00
PART D. DISASTER CALFRESH DURING THE MONTH		
12. Total new households receiving Disaster CalFresh during the month	45	0
13. Total new persons receiving Disaster CalFresh during the month	46	0
14. Total value of Disaster CalFresh benefit issuances (dollar amount)	47	$0.00
15. Total ongoing households receiving Disaster CalFresh supplements during the month	48	0
16. Total ongoing persons receiving Disaster CalFresh supplements during the month	49	0
17. Total value of Disaster CalFresh supplement issuances (dollar amount)	50	$0.00

COMMENTS

General Comments

Revised Report Explanation

CONTACT PERSON	TELEPHONE	EXTENSION	
TITLE/CLASSIFICATION	EMAIL		DATE SUBMITTED
SUPERVISOR	TELEPHONE	EXTENSION	
TITLE/CLASSIFICATION	EMAIL		DATE SUBMITTED

Figure 2.1.2

Note: The mockup is attached to the Supporting Documents section.

2.1.3 Description of Change

1. Create a new CF 256 report. The report is generated monthly and captures data for the prior month. The report includes any case that meets the base criteria.

   Base Population – The report includes any case that meets the base population criteria as defined below.

   Part A and B Details

   - The program is CalFresh (CT-18):
     - FS - CalFresh
   - One of the following issuances are issued for the CalFresh program:

     Monthly Benefit
     - Issuance Type (CT-313):
       - MB – Monthly Benefit
     - Issuance Status (CT-111):
       - IS - Issued
     - The Available Date is in the report month.

     Issued Supplemental Payment
     - Issuance Type (CT-313):
       - SB - Supplemental Benefit
     - Issuance Status (CT-111):
       - IS – Issued
     - The Available Date is in the report month.

     Manually Issued Supplemental Payment
     - Issuance Type (CT-313):
       - SB - Supplemental Benefit
     - Issuance Status (CT-111):
       - MI – Manually Issued
       - The Status Date is in the report month.

     Note: When an issuance has multiple Issued or Manually Issued statuses, the first one is reported. This is to avoid duplicates.

   - The issuance was **not** Cancelled at any point in time (CT-111):
     - CA - Cancelled
   - The issuance pay code is **not** one of the following (CT-623):
     - AA - WINS
     - L1 - LIHEAP
     - L2 - SUAS
     - L3 – SUAS/LIHEAP Issued Outside of CWD
   - The Issuance is **not** issued through the auxiliary framework. This includes Customer Non-Benefits.

Technical Note: ISSUANCE.AUX_PMT_ID is NULL.

- The person(s) provided benefits from the issuance (recipients) are Active Household Member (Status is Active or Ineligible):
    - EDBC Program Person Status (CT-72):
        - AC – Active
        - IN – Ineligible
    - EDBC Person Role (CT-201):
        - ME – Member
    - EDBC Class Code (CT-321):
        - 04 – Program Person
- The Part A and B population is distinct at the program person level. If multiple issuances were issued in the report month, and a program person was associated to both issuances, then the person will only be reported once.

    Example: Two issuances are issued for a CalFresh program. Person A is tied to only Issuance 1, Person B is only tied to Issuance 2 and person C is tied to Issuance 1 and 2. All 3 household members will be reported once.

Part C Details

- The program is CalFresh (CT-18):
    - FS - CalFresh
- One of the following issuances are issued for the CalFresh program:

    Main Benefit
    - Issuance Type (CT-313):
        - MB – Monthly Benefit
    - Issuance Status (CT-111):
        - IS - Issued
    - The Available Date is in the report month.

    Issued Supplemental Payment
    - Issuance Type (CT-313):
        - SB - Supplemental Benefit
    - Issuance Status (CT-111):
        - IS – Issued
    - The Available Date is in the report month.

    Manually Issued Supplemental Payment
    - Issuance Type (CT-313):
        - SB - Supplemental Benefit
    - Issuance Status (CT-111):
        - MI – Manually Issued
    - The Status Date is in the report month.

Note: When an issuance has multiple Issued or Manually Issued statuses, the first one is reported. This is to avoid duplicates.

- The issuance was **not** Cancelled at any point in time (CT-111):
    - CA - Cancelled
- The issuance pay code is **not** one of the following (CT-623):
    - AA - WINS
    - L1 - LIHEAP
    - L2 - SUAS
    - L3 – SUAS/LIHEAP Issued Outside of CWD
- The Issuance is **not** issued through the auxiliary framework. This includes Customer Non-Benefits.
  Technical Note: ISSUANCE.AUX_PMT_ID is NULL.

Part D Details (Households and Persons)

Disaster CalFresh Benefits

- The program is Disaster CalFresh (CT-18):
    - DC – Disaster CalFresh
- An issuance was issued for the program and the status date of the **first** Issued status occurred in the report month (CT-111):
    - IS – Issued
- The issuance is not issued through the Auxiliary framework.
- The person(s) provided benefits from the issuance are Active Household Member (Status is Active or Ineligible):
    - EDBC Program Person Status (CT-72):
        - AC – Active
        - IN – Ineligible
    - EDBC Person Role (CT-201):
        - ME – Member
    - EDBC Class Code (CT-321):
        - 04 – Program Person

Disaster CalFresh Supplements

- The program is CalFresh (CT-18):
    - FS – CalFresh
- An issuance was issued for the program and the status date of the first Issued status occurred in the report month (CT-111):
    - IS – Issued
    - MI – Manually Issued
- The Issuance Subcategory is (CT-2078):
    - DF – Disaster CalFresh Supplemental Benefit
- The person(s) provided benefits from the issuance are Active Household Member (Status is Active or Ineligible):
    - EDBC Program Person Status (CT-72):
        - AC – Active
        - IN – Ineligible
    - EDBC Person Role (CT-201):

        - ME – Member
    - EDBC Class Code (CT-321):
        - 04 – Program Person

Note: An individual should never receive two Disaster CalFresh Supplement benefits in a single report month.

Part D Details (Issuances)

Disaster CalFresh Benefits

- The program is Disaster CalFresh (CT-18):
    - DC – Disaster CalFresh
- An issuance was issued for the program and the status date of the first Issued status occurred in the report month (CT-111):
    - IS – Issued
- The issuance is not issued through the Auxiliary framework.

Disaster CalFresh Supplements

- The program is CalFresh (CT-18):
    - FS – CalFresh
- An issuance was issued for the program and the status date of the first Issued status occurred in the report month (CT-111):
    - IS – Issued
    - MI – Manually Issued
- The Issuance Subcategory is (CT-2078):
    - DF – Disaster CalFresh Supplemental Benefit

2. **CF 256** – The report includes a 'CF 256' sheet which includes the fields listed below. Please see the attached mockup for reference.

Header:

Field Name	Field Description
COUNTY NAME	CT-15 This field identifies the county name for which the data is generated. Format: [County Name]
REPORT MONTH	This field identifies the reporting month for which the data is generated. Format:

	[Month]
REPORT YEAR	This field identifies the reporting month for which the data is generated. Format: YYYY

Links:

Cells Number(s)	Description
2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20, 22, 24, 25, 26, 28, 29, 30, 32, 34, 35, 36.	Provide a hyperlink to the Part A and B Details Sheet.
37, 39, 40, 42, 43, 44	Provide a hyperlink to the Part C Details Sheet.
45, 46, 48, 49	Provide a hyperlink to the Part D Household Details Sheet.
47 and 50	Provide a hyperlink to the Part D Issuance Details.

Totals: The totals are captures based on the Household Category and program person claiming type as of the last day of the month.

Line Number	Description
1. Public Assistance Households	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is one of the following (CT-10766): • PSS - PACF SSI/SSP-Only • PCA - PACF CalWORKs-Only • PTT - PACF Tribal TANF-Only • PGG - PACF GA/GR-Only • PMU - PACF Multiple • PMI - PACF Mixed This line is equal to the sum of Lines 1a – 1f.
1a. Households in Item 1 receiving SSI/SSP only	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is (CT-10766): • PSS - PACF SSI/SSP-Only

1b. Households in Item 1 receiving CalWORKs only	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is (CT-10766): • PCA - PACF CalWORKs-Only
1c. Households in Item 1 receiving Tribal TANF only	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is (CT-10766): • PTT - PACF Tribal TANF-Only
1d. Households in Item 1 receiving GA/GR only	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is (CT-10766): • PGG - PACF GA/GR-Only
1e. Households in Item 1 receiving Multiple PA Programs	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is (CT-10766): • PMU - PACF Multiple
1f. Households in Item 1 receiving Mixed Programs	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is (CT-10766): • PMI - PACF Mixed
2. Persons in Public Assistance Households	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is one of the following (CT-10766): • PSS - PACF SSI/SSP-Only • PCA - PACF CalWORKs-Only • PTT - PACF Tribal TANF-Only • PGG - PACF GA/GR-Only • PMU - PACF Multiple • PMI - PACF Mixed This line is equal to the sum of Lines 2a – 2f.
2a. Persons in Item 2 receiving SSI/SSP only	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is (CT-10766): • PSS - PACF SSI/SSP-Only
2b. Persons in Item 2 receiving CalWORKs only	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is (CT-10766):

	• PCA - PACF CalWORKs-Only
2c. Persons in Item 2 receiving Tribal TANF only	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is (CT-10766): • PTT - PACF Tribal TANF-Only
2d. Persons in Item 2 receiving GA/GR only	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is one of the following (CT-10766): • PGG - PACF GA/GR-Only
2e. Persons in Item 2 receiving Multiple PA Programs	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is one of the following (CT-10766): • PMU - PACF Multiple
2f. Persons in Item 2 receiving Mixed Programs	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is one of the following (CT-10766): • PMI - PACF Mixed
3. Non-Public Assistance Households	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is (CT-10766): • NAC – NACF
4. Persons in Non-Public Assistance Households	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is (CT-10766): • NAC - NACF
5. Public Assistance Households	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is equal to one of the following (CT-10766): • PSS - PACF SSI/SSP-Only • PCA - PACF CalWORKs-Only • PTT - PACF Tribal TANF-Only • PGG - PACF GA/GR-Only • PMU - PACF Multiple • PMI - PACF Mixed

	This line is equal to the sum of Lines 5a – 5c. This line is equal to Line 1.
5a. Households in Item 5 participating in Federal Only	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is equal to one of the following (CT-10766): • PSS - PACF SSI/SSP-Only • PCA - PACF CalWORKs-Only • PTT - PACF Tribal TANF-Only • PGG - PACF GA/GR-Only • PMU - PACF Multiple • PMI - PACF Mixed And the Household Type is Federal having all the program persons on the program with a Person Claim Type equal to (CT-346): • FE – Federal
5b. Households in Item 5 participating in Federal/State	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is one of the following (CT-10766): • PSS - PACF SSI/SSP-Only • PCA - PACF CalWORKs-Only • PTT - PACF Tribal TANF-Only • PGG - PACF GA/GR-Only • PMU - PACF Multiple • PMI - PACF Mixed And the Household Type is Federal/State where the program persons have a combination of Federal and State Claiming Types (CT-346): • FE - Federal • NF – Non Federal
5c. Households in Item 5 participating in State Only	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is one of the following (CT-10766): • PSS - PACF SSI/SSP-Only • PCA - PACF CalWORKs-Only • PTT - PACF Tribal TANF-Only • PGG - PACF GA/GR-Only • PMU - PACF Multiple • PMI - PACF Mixed

	And the Household Type is State having all the program persons on the program with a Person Claim Type equal to (CT-346): • NF – Non Federal
6. Persons in Public Assistance Households	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is equal to one of the following (CT-10766): • PSS - PACF SSI/SSP-Only • PCA - PACF CalWORKs-Only • PTT - PACF Tribal TANF-Only • PGG - PACF GA/GR-Only • PMU - PACF Multiple • PMI - PACF Mixed This line is equal to Line 2. This line is equal to the sum of Lines 6a – 6c.
6a. Persons in Item 6 participating in Federal Only	This field displays the total number of **programs persons** captured in the Part A and B base population where the Household Category is one of the following (CT-10766): • PSS - PACF SSI/SSP-Only • PCA - PACF CalWORKs-Only • PTT - PACF Tribal TANF-Only • PGG - PACF GA/GR-Only • PMU - PACF Multiple • PMI - PACF Mixed And the Household Type is Federal having all the program persons on the program with a Person Claim Type equal to (CT-346): • FE – Federal
6b. Persons in Item 6 participating in Federal/State	This field displays the total number of **programs persons** captured in the Part A and B base population where the Household Category is one of the following (CT-10766): • PSS - PACF SSI/SSP-Only • PCA - PACF CalWORKs-Only • PTT - PACF Tribal TANF-Only • PGG - PACF GA/GR-Only • PMU - PACF Multiple • PMI - PACF Mixed And the program persons on the program have a combination of Federal and State Claiming Types (CT-346):

<table>
<tr><td></td><td>FE - Federal
NF – Non Federal
This line is equal to the sum of Lines 6b1 and 6b2.</td></tr>
<tr><td>6b1. Persons in Item 6 in Federal/State Households participating in Federal Only</td><td>This field displays the total number of programs persons captured in the Part A and B base population where the Household Category is one of the following (CT-10766):
PSS - PACF SSI/SSP-Only
PCA - PACF CalWORKs-Only
PTT - PACF Tribal TANF-Only
PGG - PACF GA/GR-Only
PMU - PACF Multiple
PMI - PACF Mixed
And the Household Type is Federal/State where the program persons have a combination of Federal and State Claiming Types (CT-346):
FE - Federal
NF – Non Federal
And the given program person has a Person Claim Type equal to (CT-346):
FE - Federal</td></tr>
<tr><td>6b2. Persons in Item 6 in Federal/State Households participating in State Only</td><td>This field displays the total number of programs persons captured in the Part A and B base population where the Household Category is one of the following (CT-10766):
PSS - PACF SSI/SSP-Only
PCA - PACF CalWORKs-Only
PTT - PACF Tribal TANF-Only
PGG - PACF GA/GR-Only
PMU - PACF Multiple
PMI - PACF Mixed
And the Household Type is Federal/State where the program persons have a combination of Federal and State Claiming Types (CT-346):
FE - Federal
NF – Non Federal
And the given program person has a Person Claim Type equal to (CT-346):
NF – Non Federal</td></tr>
<tr><td>6c. Persons in Item 6 participating in State Only</td><td>This field displays the total number of programs persons captured in the Part A and B base</td></tr>
</table>

	population where the Household Category is one of the following (CT-10766): • PSS - PACF SSI/SSP-Only • PCA - PACF CalWORKs-Only • PTT - PACF Tribal TANF-Only • PGG - PACF GA/GR-Only • PMU - PACF Multiple • PMI - PACF Mixed And the Household Type is State having all the program persons on the program with a Person Claim Type equal to (CT-346): • NF – Non Federal
7. Non-Public Assistance Households	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is equal to (CT-10766): • NAC – NACF This line is equal to Line 3. This line is equal to the sum of Lines 7a – 7c.
7a. Households in Item 7 participating in Federal Only	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is equal (CT-10766): • NAC – NACF And the Household Type is Federal having all the program persons on the program with a Person Claim Type equal to (CT-346): • FE – Federal
7b. Households in Item 7 participating in Federal/State	This field displays the total number of **programs** captured in the Part A and B base population where the Household Category is equal to (CT-10766): • NAC – NACF And the Household Type is Federal/State where the program persons have a combination of Federal and State Claiming Types (CT-346): • FE - Federal • NF – Non Federal
7c. Households in Item 7 participating in State Only	This field displays the total number of **programs** captured in the Part A and B base population

	where the Household Category is equal to (CT-10766): • NAC – NACF And the Household Type is State having all the program persons on the program with a Person Claim Type equal to (CT-346): • NF – Non Federal
8. Persons in Non-Public Assistance Households	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is equal to one of the following (CT-10766): • NAC – NACF This line is equal to Line 4. This line is equal to the sum of Lines 8a – 8c.
8a. Persons in Item 8 participating in Federal Only	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is equal to one of the following (CT-10766): • NAC – NACF And the Household Type is Federal having all the program persons on the program with a Person Claim Type equal to (CT-346): • FE – Federal
8b. Persons in Item 8 participating in Federal/State	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is equal to one of the following (CT-10766): • NAC – NACF And the Household Type is Federal/State where the program persons have a combination of Federal and State Claiming Types (CT-346): • FE - Federal • NF – Non Federal This line is equal to the sum of Lines 8b1 – 8b2.
8b1. Persons in Item 8 in Federal/State Households participating in Federal Only	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is equal to one of the following (CT-10766): • NAC – NACF

	And the Household Type is Federal/State where the program persons have a combination of Federal and State Claiming Types (CT-346): • FE - Federal • NF – Non Federal And the given program person has a Person Claim Type equal to (CT-346): • FE - Federal
8b2. Persons in Item 8 in Federal/State Households participating in State Only	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is equal to one of the following (CT-10766): • NAC – NACF And the Household Type is Federal/State where the program persons have a combination of Federal and State Claiming Types (CT-346): • FE – Federal • NF – Non Federal And the given program person has a Person Claim Type equal to (CT-346): • NF – Non Federal
8c. Persons in Item 8 participating in State Only	This field displays the total number of **program persons** captured in the Part A and B base population where the Household Category is equal to one of the following (CT-10766): • NAC – NACF And the Household Type is State having all the program persons on the program with a Person Claim Type equal to (CT-346): • NF – Non Federal
9. Electronic Benefit Transfer (EBT) issuances	This field displays the total number of **issuances** captured in the Part C base population. Note: This total includes unclaimed issuances.
10. Total value of benefit issuances, excluding replacement (dollar amount)	This field displays the sum over the **Total Amount** of all the **issuances** captured in the Part C base population where the Replacement Type is **not** equal to Skimming, Scam or Misfortune. The Issuance Sub-Category is **not** equal to (CT-2078): • RP – Replacement Benefit

	Format: $0.00 Note: This total includes unclaimed issuances. Technical Note: For unclaimed issuances, replicate the claiming code in NonFCBenefitIssuanceClaimingHelper .processIssuedIssuance().getNonFedAmountForFoodStamps()
10a. Value of federal benefit issuances (dollar amount)	This field displays the sum over the **Fed. Amount** of all the **issuances** captured in the Part C base population where the Replacement Type is **not** equal to Skimming, Scam or Misfortune. The Issuance Sub-Category is **not** equal to (CT-2078): • RP – Replacement Benefit Format: $0.00 Note: This total includes unclaimed issuances.
10b. Value of state benefit issuances (dollar amount)	This field displays the sum over the **State** of all the **issuances** captured in the Part C base population where the Replacement Type is **not** equal to Skimming, Scam or Misfortune. The Issuance Sub-Category is **not** equal to (CT-2078): • RP – Replacement Benefit Format: $0.00 Note: This total includes unclaimed issuances.
11. Total value of replacement benefit issuances (dollar amount)	This field displays the total number of **issuances** captured in the Part C base population where the Replacement Type is equal to Skimming, Scam or Misfortune. The Issuance Sub-Category is equal to (CT-2078): • RP – Replacement Benefit

	Format: $0.00 Note: This total includes unclaimed issuances.
11a. Total value of replacement benefit issuances from household misfortune - Federal	This field displays the sum over the **Fed. Amount** of all the **issuances** captured in the Part C base population where the Replacement Type is equal to Misfortune. The Issuance Sub-Category is equal to (CT-2078): • RP – Replacement Benefit The Replacement Type is **not** equal to (CT-10547): • SK – Skimming • SC – Scam Format: $0.00 Note: This total includes unclaimed issuances.
11b. Total value of replacement benefit issuances from household misfortune - State	This field displays the sum over the **Non Fed. Amount** of all the **issuances** captured in the Part C base population where the Replacement Type is equal to Misfortune. The Issuance Sub-Category is equal to (CT-2078): • RP – Replacement Benefit The Replacement Type is **not** equal to (CT-10547): • SK – Skimming • SC – Scam Format: $0.00 Note: This total includes unclaimed issuances.
11c. Total value of replacement benefit issuances from	This field displays the total number of **issuances** captured in the Part C base population where the Replacement Type is equal to Skimming or Scam.

skimming/scamming	The Issuance Sub-Category is equal to (CT-2078): • RP – Replacement Benefit The Replacement Type is equal to (CT-10547): • SK – Skimming • SC – Scam Format: $0.00 Note: This total includes unclaimed issuances.
12. Total new households receiving Disaster CalFresh during the month	This field displays the total number of **programs** captured in the Part D – Disaster CalFresh base population. Program (CT-18): • DC – Disaster CalFresh
13. Total new persons receiving Disaster CalFresh during the month	This field displays the total number of **program persons** captured in the Part D – Disaster CalFresh base population. Program (CT-18): • DC – Disaster CalFresh
14. Total value of Disaster CalFresh benefit issuances (dollar amount)	This field displays the sum over the **Total Amount** of all the **issuances** captured in the Part D – Disaster CalFresh base population. Program (CT-18): • DC – Disaster CalFresh Format: $0.00
15. Total ongoing households receiving Disaster CalFresh supplements during the month	This field displays the total number of **programs** captured in the Part D – CalFresh population. Program (CT-18): • FS – CalFresh
16. Total ongoing persons receiving Disaster CalFresh	This field displays the total number of **program persons** captured in the Part D –CalFresh population.

supplements during the month	Program (CT-18): • FS – CalFresh
17. Total value of Disaster CalFresh supplement issuances (dollar amount)	This field displays the sum over the **Total Amount** of all the **issuances** captured in the Part D – CalFresh population. Program (CT-18): • FS – CalFresh Format: $0.00

3. **Part A and B Details** – The report includes a 'Part A and B Details' sheet which lists the details of all the records captured in the Part A and B base population. The sheet includes the fields listed below. Please see the attached mockup for reference.

   Header:

Field Name	Description
County Name	This field identifies the county for which the data is generated (CT-15). Format: [County Name]
Run Date:	This field identifies the date and time that the report was generated. Format: MON-DD-YY HH:MM AM/PM
Report Month:	This field identifies the reporting month for which the data is generated. Format: MM/YYYY

   Links:

Link Name	Description
Summary	Navigate the User to the Summary sheet.

Totals:

Field Name	Description
Households	Displays a dynamic count of distinct **households** on the sheet by doing a **distinct** count over the Case Number column for all visible records on the sheet.
Persons	Displays a dynamic count of **persons** on the sheet by doing a count over the Case Number column for all the records visible on the sheet.

Columns:

Field Name	Description
Case Number	Displays the Case Number of the case.
Case Name	Displays the Case Name of the case.
Person Name	Displays the Person Name of the **program person**. Format: [First Name] [Last Name]
Household Category	Displays the household category as of the last day of the report month. Possible Values (CT-10766): • PACF CalWORKs-Only • PACF Tribal TANF-Only • PACF SSI/SSP-Only • PACF GA/GR-Only • PACF Multiple • PACF Mixed • NACF Technical Note: This is pulled from AID_CODE.HH_CAT or AID_CODE_HST.HH_CAT based off the latest issuance issued to the program in the report month.
Household Type	Displays whether the household is made up of only Federal recipients, Federal and State recipients, or only State recipients. Possible Values:

	• Federal – All program person(s) are Federal participants. • Federal/State - The program consists of a mix of Federal and State participants. • State - All program person(s) are Non Federal participants. Technical Note: Derived from EDBC_PERS.CLAIM_CODE
Person Claim Type	Displays whether the person is a Federal or State participant. Possible Values (CT-346): • Federal • Non Federal Technical Note: EDBC_PERS.CLAIM_CODE Technical Note: Grab the latest EDBC_PERS record effective in the report month where the run date is prior to the last day of the report month and the person is an Active Member.

4. **Part C Details** – The report includes a 'Part C Details' sheet which includes all the records captured in the Part C base population. The sheet includes the fields listed below. Please see the attached mockup for reference.

Header:

Field Name	Description
County Name	This field identifies the county for which the data is generated (CT-15). Format: [County Name]
Run Date:	This field identifies the date and time that the report was generated. Format: MON-DD-YY HH:MM AM/PM
Report Month:	This field identifies the reporting month for which the data is generated. Format:

	MM/YYYY

Links:

Link Name	Description
Summary	Navigate the User to the Summary sheet.

Totals:

Field Name	Description
Total Issuances	Displays a dynamic count over the Case Number column for all the records visible on the sheet. Note this total does not have a header.
Fed. Amount	Displays a dynamic sum over the Fed. Amount column for all the records visible on the sheet. Note this total does not have a header.
Non Fed. Amount	Displays a dynamic sum over the Non Fed. Amount column for all the records visible on the sheet. Note this total does not have a header.
Total Amount	Displays a dynamic sum over the Total Amount column for all the records visible on the sheet. Note this total does not have a header.

Columns:

Field Name	Description
Case Number	Displays the Case Number of the case.
Case Name	Displays the Case Name of the case.
Control Number	Displays the control number of the issuance.
Payee Name	Displays the payee's name on the issuance. [Payee First Name] [Payee Last Name]
Benefit Type	Displays the Benefit Type of the Issuance. Possible Values (CT-111): • Monthly Benefit

	• Supplemental Benefit Issuance Technical Note: ISSUANCE.CAT_CODE
Benefit Month	Displays the Benefit month of the issuance. Format: MM/YYYY Technical Note: ISSUANCE.EFF_DATE
Issued Status Date	Displays the status date of the first Issued or first Manually Issued status. Format: MM/DD/YYYY Technical Note: ISSUANCE_DETL.STAT_DATE
Claimed Indicator	Indicators whether the issuance was claimed. Possible Values: • Y – The issuance was claimed. • N – The issuance was not claimed.

Replacement Type	Displays whether the replacement is due to Misfortune, Skimming or Scam. This column will be blank if the issuance is not a replacement.
	Possible Values:
	• **Misfortune** – If the issuance has a Sub-Category of Replacement and the Electronic Theft Type (CT-10547) is blank.
	• **Skimming** – If the issuance has a Sub-Category of Replacement and the Electronic Theft Type is equal to (CT-10547):
	  o SK **-** Skimming
	• **Scam** – If the issuance has a Sub-Category of Replacement and the Electronic Theft Type is equal to (CT-10547):
	  o SC **-** Scam

Fed. Amount	Displays the portion of the issuance that is claimed as Federal amount. If the issuance is not claimed, the total is calculated using the same logic as claiming.

	Format: $0.00
Non Fed. Amount	Displays the portion of the issuance that is claimed as State amount. If the issuance is not claimed, the total is calculated using the same logic as claiming. Format: $0.00
Total Amount	Displays the total amount of the issuance. Format: $0.00

5. **Part D Household Details** – The report includes a 'Part D Household Details' sheet which includes all the household members tied to the issuances that are captured in the Part D (Households and Persons) base population. The sheet includes the fields listed below. Please see the attached mockup for reference.

Header:

Field Name	Description
County Name	This field identifies the county for which the data is generated (CT-15). Format: [County Name]
Run Date:	This field identifies the date and time that the report was generated. Format: MON-DD-YY HH:MM AM/PM
Report Month:	This field identifies the reporting month for which the data is generated. Format: MM/YYYY

Links:

Link Name	Description
Summary	Navigate the User to the Summary sheet.

Totals:

Field Name	Description
Program	Displays whether the households and persons totals relate to Disaster CalFresh or CalFresh. Possible Values (CT-18): • DC – Disaster CalFresh • FS – CalFresh
Households	Displays a dynamic count of **distinct** Case Number of all the records visible in the sheet for each of the programs.
Persons	Displays a dynamic count over the Case Number column for all the records visible on the sheet for each of the programs.

Columns:

Field Name	Description
Case Number	Displays the Case Number of the case.
Case Name	Displays the Case Name of the case.
Person Name	Displays the Person Name of the **program person**. Format: [First Name] [Last Name] Technical Note: This is the Payee Name.
Program	Displays the program associated to the issuance. Possible Values (CT-18): • FS – CalFresh • DC – Disaster CalFresh

6. **Part D Issuance Details** – The report includes a ‘Part D Issuance Details’ sheet which includes all the issuance records captured in the Part D (Issuances) base population. The sheet includes the fields listed below. Please see the attached mockup for reference.

Header:

Field Name	Description
County Name	This field identifies the county for which the data is generated (CT-15). Format: [County Name]
Run Date:	This field identifies the date and time that the report was generated. Format: MON-DD-YY HH:MM AM/PM
Report Month:	This field identifies the reporting month for which the data is generated. Format: MM/YYYY

Links:

Link Name	Description
Summary	Navigate the User to the Summary sheet.

Totals:

Field Name	Description
Program	Displays whether the Amount totals relate to Disaster CalFresh or CalFresh. Possible Values (CT-18): • DC – Disaster CalFresh • FS – CalFresh
Amount	Displays a dynamic sum over the Total Amount column for all the records visible on the sheet for each of the programs.

Columns:

Field Name	Description
Case Number	Displays the Case Number of the case.
Case Name	Displays the Case Name of the case.

Program	Displays the program associated to the issuance. Possible Values (CT-18): • FS – CalFresh • DC – Disaster CalFresh
Control Number	Displays the control number of the issuance.
Payee Name	Displays the payee's name on the issuance. [Payee First Name] [Payee Last Name]
Benefit Month	Displays the Benefit month of the issuance. Format: MM/YYYY Technical Note: ISSUANCE.EFF_DATE
Issued Status Date	Displays the status date of the first Issued or Manually Issued status. Format: MM/DD/YYYY Technical Note: ISSUANCE_DETL.STAT_DATE
Total Amount	Displays the total amount of the issuance. Format: $0.00

2.1.4 Report Location

- **Global: Reports**
- **Local: Scheduled**
- **Task: State**

2.1.5 Counties Impacted

All counties are impacted by the changes outlined in this section.

2.1.6 Security Updates

1. Security Rights

Security Right	Right to Group Mapping

CF256	State Reports
CF256	LRS Reports Access – State Reports

2. Security Groups – The security groups and security roles are existing in the system as well as their mapping. It is being provided below for information purposes only.

Security Group	Group Description	Group to Role Mapping
State Reports	State Reports	CA State All County Access
State Reports	State Reports	Clerical Supervisor
State Reports	State Reports	Executive
State Reports	State Reports	Fiscal Staff
State Reports	State Reports	Fiscal Supervisor
LRS Reports Access – State Reports	Report access for state reports	N/A

2.1.7 Report Usage/Performance

All counties are impacted by changes outlined in this section.

2.2 DFA 256 And DFA 256 Detailed Report

2.2.1 Overview

The DFA 256 and DFA 256 Detailed Report have been replaced with the new CF 256 report. The DFA 256 and DFA 256 Detailed Report will be disabled but all historical reports will remain accessible in the web application.

2.2.2 DFA 256 Screenshot

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
DATA SYSTEMS AND SURVEY DESIGN BUREAU

CalFresh Program
Participation and Benefit Issuance Report

SEND ONE COPY OF THIS REPORT TO:
California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

COUNTY NAME	☐ INITIAL ☐ REVISED	REVISION NO.	REPORT MONTH AND YEAR
San Bernardino			12/2023

PART A. PARTICIPATION DURING THE MONTH a/

	Public Assistance (A)			Non-Public Assistance (B)		
	Federal	Federal/State	State	Federal	Federal/State	State
1. Number of households	1: 0	2: 0	3: 0	4: 0	5: 0	6: 0
2. Number of persons in federal-only households	7: 0			8: 0		
3. Number of federal and state in federal/state households	9: 0		10: 0	11: 0		12: 0
4. Number of persons in state-only households			13: 0			14: 0

	Cell	Value
5. Total number of federal-only households (Cell 1 plus Cell 4)	15	0
6. Total number of federal/state households (Cell 2 plus Cell 5)	16	0
7. Total number of state-only households (Cell 3 plus Cell 6)	17	0
8. Total number of persons in federal-only households (Cell 7 plus Cell 8)	18	0
9. Total number of federal persons in federal/state households (Cell 9 plus Cell 11)	19	0
10. Total number of state persons in federal/state households (Cell 10 plus Cell 12)	20	0
11. Total number of persons in state-only households (Cell 13 plus Cell 14)	21	0

PART B. ISSUANCES DURING THE MONTH

	Cell	Value
12. Coupons issued by mail	22	0
13. Contracted over the counter agents (outside of state/local governments)	23	0
14. Other over the counter agents (state/local governments, including HIR systems)	24	0
15. EBT issuances	25	0
16. Total (Cells 22 through 25)	26	0
17. EBT converted to coupons	27	0

PART C. VALUE OF BENEFIT ISSUANCES DURING THE MONTH b/ Round to nearest dollar--do not use cents.

	Cell	Value
18. Value of federal benefit issuances	28	$ 0
19. Value of state benefit issuances	29	$ 0
20. Total (Cell 28 plus Cell 29)	30	$ 0

REMARKS

a/ Explain month-to-month participation changes of plus or minus five percent (5%) in Part A, Items 1-4, Columns A and B.
Examples: Strikes, disasters, plant shut downs, migrant influx, etc.
b/ Explain month-to-month changes of $2 or more per person (Item 18 [Federal] [Cell 28] divided by Item 8 [persons in federal-only households] [Cell 18]).

COMMENTS:

CONTACT PERSON (Print)	TELEPHONE	EMAIL
TITLE/CLASSIFICATION	**FAX**	**DATE COMPLETED**

Figure 2.2.2

2.2.3 Description of Change

1. Disable the DFA 256 and DFA 256 Detailed report. All historical reports will remain accessible through the web application. The DFA 256 is being repurposed as the new CF 256. The CF 256 is a combined version of the DFA 256 state report and the DFA 256 Detailed backup report with the additional changes listed in ACL 22-85 and ACL 21-25.

2.2.4 Report Location

- **Global: Reports**
- **Local: Scheduled**

- **Task: State**
- **Title: DFA 256**

- **Global: Reports**
- **Local: Scheduled**
- **Task: Case Activity**
- **Title: DFA 256 Detailed Report**

2.2.5 Counties Impacted

All counties are impacted by the changes outlined in this section.

2.2.6 Security Updates

1. No updates are made to the report's existing security.

2.2.7 Report Usage/Performance

The updates listed in this section will have no notable performance impact because the report is being replaced with the CF 256 which has similar performance.

2.3 Integrated CalFresh Issuance Detail Claiming Report

2.3.1 Overview

The Integrated CalFresh Issuance Detail Report provides issuance information for CalFresh benefits that were issued, manually issued, externally issued, canceled, adjusted, or expunged in the report month.

The Integrated CalFresh Issuance Detail Claiming Report was used to reconcile with the DFA 256. Since the DFA 256 has been repurposed to the new CF 256 and it now includes unclaimed issuances, replacements and Disaster Benefits, the Integrated CalFresh Issuance Detail Claiming Report will also be updated to include these benefits.

2.3.2 Integrated CalFresh Issuance Detail Claiming Report Screenshot

CalSAWS **Integrated CalFresh Issuance Detail Claiming Report**

San Bernardino
Run Date: FEB-02-24 04:41 AM
Date: 01/2024
Program: CalFresh

Table of Contents

Summary

EBT	Federal HH			Mixed HH			State HH		
	Transactions Count	State Amount	Federal Amount	Transactions Count	State Amount	Federal Amount	Transaction Count	State Amount	Federal Amount
Monthly Benefits	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00
Supplemental Benefits	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00
Total	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00

EBT Manually Issued	Federal HH			Mixed HH			State HH		
	Transactions Count	State Amount	Federal Amount	Transactions Count	State Amount	Federal Amount	Transactions Count	State Amount	Federal Amount
Current Month Supplemental Benefits	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00
Prior Month Supplemental Benefits	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00
Total	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00

EBT Externally Issued	Federal HH			Mixed HH			State HH		
	Transactions Count	State Amount	Federal Amount	Transactions Count	State Amount	Federal Amount	Transactions Count	State Amount	Federal Amount
Prior Month Monthly Benefits	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00
Current Month Monthly Benefits	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00
Prior Month Supplemental Benefits	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00
Current Month Supplemental Benefits	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00
Total	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00

Cancelled EBT	Federal HH			Mixed HH			State HH		
	Transactions Count	State Amount	Federal Amount	Transactions Count	State Amount	Federal Amount	Transactions Count	State Amount	Federal Amount
Prior Month Monthly Benefits	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00
Current Month Monthly Benefits	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00
Prior Month Supplemental Benefits	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00
Current Month Supplemental Benefits	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00
Total	0	$0.00	$0.00	0	$0.00	$0.00	0	$0.00	$0.00

Expunged EBT	Federal HH			Mixed HH			State HH		
	Transactions Count	State Amount	Federal Amount	Transactions Count	State Amount	Federal Amount	Transactions Count	State Amount	Federal Amount

Figure 2.4.2

Note: The template of the Integrated CalFresh Issuance Detail Claiming Report can be found in the Supporting Documents section.

2.3.3 Description of Change

1. Update the Integrated CalFresh Issuance Detail Claiming Report to include unclaimed issuances, replacements, and disaster benefits. This is to allow the report to reconcile with the CF 256. The logic to identify replacements due to skimming and scam has also been updated. The logic has also been refactored to exclude unnecessary conditions. The template has also been updated to use current cosmetic standard.

   Base Populations:

   Issued Main Payroll and Issued Supplemental Issuances

   Claimed Issuances

   - The Claimed Issuance's program code is (CT-18):
     - FS – CalFresh
   - The Claimed Issuance Transaction Type is one of the transaction types listed below and the Transaction Date is in the report month (CT-420):
     - Main Payroll
     - Supplemental Issuance

     Technical Note: The G1 logic currently captures but does not report Adjustments, Cancellations and Auxiliary benefits. These transaction types will be removed. Auxiliary Issuances are not included on this report and Adjustments and Cancelations are reported on a separate sheet.
   - The issuance has a status of Issued (CT-111):
     - IS - Issued

     Technical Note: The condition which checks that the claimed issuance type code is equal to EBT has been removed. This condition is not necessary because all CalFresh benefits are issued through EBT.
   - For Supplemental Issuances, the Claimed Transaction Pay Code is **not** equal to (CT-163):
     - AA - WINS
     - L1 - LIHEAP
     - L2 - SUAS
     - L3 – SUAS/LIHEAP Issued Outside of CWD
   - The issuance status reason is not (CT-338):
     - EX - External
   - The Replacement Type is **not** equal to (CT-10547):
     - SK – Skimming
     - SC – Scam

   Technical Note: The conditions to identify replacements of skimming and scamming has been updated to use the Replacement Type.

Previously, replacements of skimming and scam were identified by having a 99 aid code and 3T or ET pay code.

Technical Note: The report was indirectly limiting to Issued benefits by having a condition that excludes Manually Issued benefits and then later selecting only Issued benefits. This logic above has been updated to implicitly mention that the issuance is issued.

Technical Note: The condition which checks that the Availability Date be in the report month for Issued benefits has been removed. This is a redundant check because the claiming transaction date is already being evaluated.

Unclaimed Issuances:

- The issuance program is CalFresh (CT-18):
    - FS - CalFresh
- The issuance is a Monthly Benefit or Supplemental Benefit (CT-313):
    - MB – Monthly Benefit
    - SB – Supplemental Benefit
- The issuance is Issued, and the availability date is in the report month (CT-111):
    - IS – Issued

  Technical Note: If an issuance has multiple Issued status or if an expungement has multiple Received statuses, only the first one is reported. This is to avoid duplicates on the report.
- For Issued Issuances, the status reason is not (CT-338):
    - EX - External
- For Supplemental Benefits, the issuance pay code is **not** one of the following (CT-623):
    - AA - WINS
    - L1 - LIHEAP
    - L2 - SUAS
    - L3 – SUAS/LIHEAP Issued Outside of CWD
- The issuance' s Sub-Category is **not** equal to (CT-2078):
    - RP – Replacement

- The Issuance is **not** issued through the auxiliary framework. This includes Customer Non-Benefits.
- The issuance is **not** in claiming having one the following transaction Types:

  For Issuances (CT-420):
    - MP - Monthly Payroll
    - SI - Supplemental Issuance

EBT Manual Issuances
Technical Note: This is the G2 file.

Claimed Issuances

- The Claimed Issuance program code is (CT-18):
  - FS - CalFresh
- The Claimed Issuance Transaction Type (CT-420):
  - SI – Supplemental Issuance

  Technical Note: Monthly Benefits has been removed from this condition. A Monthly Benefit cannot be manually issued.
- The related issuance has an existing Manually Issued status (CT-111):
  - MI – Manually Issued

  Technical Note: The condition which checks that the claimed issuance type code is equal to EBT has been removed. This condition is not necessary because all CalFresh benefits are issued through EBT.

- For Supplemental Issuances, the Claimed Issuance pay code is **not** one of the following (CT-623):
  - AA - WINS
  - L1 - LIHEAP
  - L2 - SUAS
  - L3 – SUAS/LIHEAP Issued Outside of CWD
- The Replacement Type is **not** equal to (CT-10547):
  - SK – Skimming
  - SC – Scam

  Technical Note: The conditions to exclude replacements of skimming and scamming has been updated to use issuance replacement type.

Unclaimed Issuances

- The issuance program is CalFresh (CT-18):
  - FS - CalFresh
- The issuance is a Supplemental Benefit (CT-313):
  - SB – Supplemental Benefit
- The issuance is Manually Issued where the first status date is in the report month (CT-111):
  - MI – Manually Issued
- For Supplemental Benefits, the issuance pay code is **not** one of the following (CT-623):

  - AA - WINS
  - L1 - LIHEAP
  - L2 - SUAS
  - L3 – SUAS/LIHEAP Issued Outside of CWD
- The Issuance is **not** issued through the auxiliary framework. This includes Customer Non-Benefits.
- The issuance' s Sub-Category is **not** equal to (CT-2078):
  - RP – Replacement
- The issuance is not in claiming having one the following transaction Types (CT-420):
  - SI - Supplemental Issuance

Externally Issued Issuances

Technical Note: This is the G3 file.

Claimed Issuances

- The Claimed Issuance program code is (CT-18):
  - FS - CalFresh
- The Claimed Issuance has a transaction date in the report month and a Transaction Type of (CT-420):
  - MP – Main Payroll
  - SI – Supplemental Issuance
- The Claimed Issuance pay code is **not** one of the following (CT-623):
  - AA - WINS
  - L1 - LIHEAP
  - L2 - SUAS
  - L3 – SUAS/LIHEAP Issued Outside of CWD
- The issuance status reason is:
  - EX – External

  Technical Note: The External status reason only applies to the Issued status.

  To avoid duplication, if multiple External status reasons exists, only the first one is captured.
- The Replacement Type is **not** equal to (CT-10547):
  - SK – Skimming
  - SC – Scam

  Technical Note: The condition to exclude replacements due to skimming and scamming has been removed. It is not possible for replacements for skimming and scamming to be Externally Issued.

Unclaimed Issuances:

- The issuance program is CalFresh (CT-18):
  - FS - CalFresh
- The issuance is a Monthly Benefit or Supplemental Benefit (CT-313):
  - MB – Monthly Benefit
  - SB – Supplemental Benefit
- The issuance status reason is:
  - EX – External

  Technical Note: If an issuance has multiple External status reason, only the first one is reported. If an issuance is issued and cancelled in the same month, both are reported.
- The issuance pay code is **not** one of the following (CT-623):
  - AA - WINS
  - L1 - LIHEAP
  - L2 - SUAS
  - L3 – SUAS/LIHEAP Issued Outside of CWD
- The Issuance is **not** issued through the auxiliary framework. This includes Customer Non-Benefits.
- The issuance is not in claiming having one the following transaction Types (CT-420):
  - MP – Main Payroll
  - SI - Supplemental Issuance

  Note: Externally issued issuances are extremely rare. At the time of this design, only 4 externally issued benefits have been created since January 2007. The latest externally issued issuance was created in 2023. Because externally issued benefits are possible, this sheet will remain active.

Cancelations
Technical Note: This is the G4 file.

Claimed Transactions

- The Claimed Issuance program code is (CT-18):
  - FS - CalFresh
- The Claimed Issuance is a Cancelation, and the Transaction Date is in the report month (CT-420):
  - CN – Cancellation of Benefit Issuance

  Technical Note: Currently the report logic includes the 'CS' transaction type. This transaction type does not apply to CalFresh, and the code should be refactored out.

Technical Note: The condition which checks that the issuance is an EBT has been removed. All CalFresh benefits are issued as EBT benefits.

- The Claimed Issuance pay code is **not** one of the following (CT-623):
    - AA - WINS
    - L1 - LIHEAP
    - L2 - SUAS
    - L3 – SUAS/LIHEAP Issued Outside of CWD
- The issuance was (CT-111):
    - IS – Issued

Technical Note: We now include cancelations of Skimming and Scam. This is because we now include a sheet for replacements.

Technical Note: The condition to exclude cancelations of Externally Issued Issuances has been removed. This scenario is extremely rare but if it were to occur, they should be reported.

Unclaimed Issuances

- The issuance program is CalFresh (CT-18):
    - FS - CalFresh
- The issuance is a Monthly Benefit or Supplemental Benefit (CT-313):
    - MB – Monthly Benefit
    - SB – Supplemental Benefit
- The issuance was cancelled with a status date in the report month (CT-111):
    - CA – Cancelled

Technical Note: If an issuance has multiple Cancelled statuses, only the first one is reported.

- The issuance has an existing Issued or Manually Issued status (CT-(CT-111):
    - IS - Issued
    - MI – Manually Issued
- The issuance pay code is **not** one of the following (CT-623):
    - AA - WINS
    - L1 - LIHEAP
    - L2 - SUAS
    - L3 – SUAS/LIHEAP Issued Outside of CWD
- The issuance is not in claiming having one the following transaction Types:
    - CA – Cancelled

Adjustments
Technical Note: This is the G5 file.

Claimed Issuances

- The Claimed Issuance program code is (CT-18):
    - FS - CalFresh
- The Claimed Issuance is an adjustment with a Transaction Date is in the report month (CT-313):
    - AJ – Benefit Issuance Adjustment

  Technical Note: The condition which checks that the issuance is an EBT has been removed. All CalFresh benefits are issued as EBT benefits.
- The Claimed Issuance pay code is **not** one of the following (CT-623):
    - AA - WINS
    - L1 - LIHEAP
    - L2 - SUAS
    - L3 – SUAS/LIHEAP Issued Outside of CWD

  Technical Note: The exclusion of adjustments of replacements due to skimming or scam has been removed.

  Technical Note: Adjustment cannot be unclaimed.

Expungement

Claimed Issuances

- The Claimed Issuance's program code is (CT-18):
    - FS – CalFresh
- The Claimed Issuance Transaction Type is Expungement, and the Transaction Date is in the report month (CT-420):
    - Expungement

  Technical Note: The condition which checks that the claimed issuance type code is equal to EBT has been removed. This condition is not necessary because all CalFresh benefits are issued through EBT.

  Technical Note: Expungements can occur to Issued or Manually Issued benefits.

- For Supplemental Issuances, the Claimed Transaction Pay Code is **not** equal to (CT-163):
    - AA - WINS
    - L1 - LIHEAP
    - L2 - SUAS
    - L3 – SUAS/LIHEAP Issued Outside of CWD

  Technical Note: The conditions to exclude expungements of skimming and scam has been removed.

Unclaimed Issuances:

- The issuance program is CalFresh (CT-18):
    - FS - CalFresh
- The issuance is a Monthly Benefit or Supplemental Benefit (CT-313):
    - MB – Monthly Benefit
    - SB – Supplemental Benefit
- The Issuance was Expunged having an Expungement status of 'Received' with a status date in the report month (CT-2011):
    - RC – Received

  Technical Note: If an issuance has multiple Issued status or if an expungement has multiple Received statuses, only the first one is reported. This is to avoid duplicates on the report.
- For Supplemental Benefits, the issuance pay code is **not** one of the following (CT-623):
    - AA - WINS
    - L1 - LIHEAP
    - L2 - SUAS
    - L3 – SUAS/LIHEAP Issued Outside of CWD

- The issuance is **not** in claiming having one the following transaction Types (CT-420):
    - EX – Expungement

Replacements

Claimed Transactions

- The Claimed Issuance program code is (CT-18):
    - FS - CalFresh
- The Claimed Issuance has a transaction date in the report month and a Transaction Type of (CT-420):
    - SI – Supplemental Issuance
    - AX – Auxiliary

Technical Note: Replacements of Auxiliary Issuances are claimed with an ‘AX’ transaction type.

- The issuance Sub-Category Code is (CT-2078):
    - RP - Replacement
- The Claimed Issuance pay code is **not** one of the following (CT-623):
    - AA - WINS
    - L1 - LIHEAP
    - L2 - SUAS
    - L3 – SUAS/LIHEAP Issued Outside of CWD

Unclaimed Transactions

- The Issuance program code is (CT-18):
    - FS - CalFresh
- The issuance Category Code is:
    - SB – Supplemental Benefit
- The issuance Sub-Category Code is (CT-2078):
    - RP - Replacement
- The issuance is Issued, and the availability date is in the report month (CT-111):
    - IS – Issued

  OR

  The issuance is Manually Issued where the first status date is in the report month (CT-111):
    - MI – Manually Issued

  Technical Note: If an issuance has multiple Issued status or if an expungement has multiple Received statuses, only the first one is reported. This is to avoid duplicates on the report.

- The pay code is **not** one of the following (CT-623):
    - AA - WINS
    - L1 - LIHEAP
    - L2 - SUAS
    - L3 – SUAS/LIHEAP Issued Outside of CWD
- The issuance is not in claiming having one of the following transaction Types (CT-420):
    - MP – Main Payroll
    - SI – Supplemental Issuance

Disaster Benefits

Disaster CalFresh Benefits

- The program is Disaster CalFresh (CT-18):
    - DC – Disaster CalFresh
- The claiming transaction date is in the report month and the claiming transaction type is (CT-420):
    - SI – Supplemental Issuance
- The issuance is not issued through the Auxiliary framework.

Disaster CalFresh Supplements
- The program is CalFresh (CT-18):
    - FS – CalFresh
- An issuance was issued for the program and the status date of the first Issued status occurred in the report month (CT-111):
    - IS – Issued
    - MI – Manually Issued
- The Issuance Subcategory is (CT-2078):
    - DF – Disaster CalFresh Supplemental Benefit

2. Update the existing 'Summary' sheet to only reflect program expenditures, and not include person count data. The person count data that was used to reconcile to the CF 256's person count is now included in the CF 256 backup sheets. The Integrated CalFresh Issuance Detail Claiming Report's Summary sheet now provides the totals listed below. Please see the attached mockup for reference.

Total Name	Total Description
EBT	
Transactions Count	The count of all the issuances captured in the **Issued Main Payroll and Issued Supplemental Issuances** base population partition by Issuance Category (Monthly Benefit or Supplemental Benefit) and HH Type (Federal HH, Mixed HH, State HH).
State Amount	The sum of the **NFed. Amt** of all the issuances captured in the **Issued Main Payroll and Issued Supplemental Issuances** base population partition by Issuance Category (Monthly Benefits or Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Federal Amount	The sum of the **Fed. Amt** of all the issuances captured in the **Issued Main Payroll and Issued Supplemental Issuances** base population partition

	by Issuance Category (Monthly Benefits or Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Total Amount	The sum of the **Amount** of all the issuances captured in the **Issued Main Payroll and Issued Supplemental Issuances** base population partition by Issuance Category (Monthly Benefits or Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Total	This row provides a total for each column within the EBT section for the totals listed above. The total will be in dollar format when summing dollar amounts and will be a number when summing transaction counts.
EBT Manually Issued	
Transactions Count	The count of all the issuances captured in the **EBT Manual Issuances** base population partition by Issuance Category (Current Month Supplemental Benefits or Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH).
State Amount	The sum of the **NFed. Amt** of all the issuances captured in the **EBT Manual Issuances** base population partition by Issuance Category (Current Month Supplemental Benefits or Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Federal Amount	The sum of the **Fed. Amt** of all the issuances captured in the **EBT Manual Issuances** base population partition by Issuance Category (Current Month Supplemental Benefits or Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00

Total Amount	The sum of the **Amount** of all the issuances captured in the **EBT Manual Issuances** base population partition by Issuance Category (Current Month Supplemental Benefits or Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Total	This row provides a total for each column within the EBT section for the totals listed above. The total will be in dollar format when summing dollar amounts and will be a number when summing transaction counts.
EBT Externally Issued	
Transactions Count	The count of all the issuances captured in the **Externally Issued Issuances** base population partition by Issuance Type (Current or Prior Month Monthly Benefits, Prior Month Monthly Benefit, Current Month Supplemental Benefits, Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH).
State Amount	The sum of the **NFed. Amt** of all the issuances captured in the **Externally Issued Issuances** base population partition by Issuance Type (Current or Prior Month Monthly Benefits, Prior Month Monthly Benefit, Current Month Supplemental Benefits, Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Federal Amount	The sum of the **Fed. Amt** of all the issuances captured in the **Externally Issued Issuances** base population partition by Issuance Type (Current or Prior Month Monthly Benefits, Prior Month Monthly Benefit, Current Month Supplemental Benefits, Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Total Amount	The sum of the **Amount** of all the issuances captured in the **Externally Issued Issuances** base population partition by Issuance Type (Current or Prior Month

	Monthly Benefits, Prior Month Monthly Benefit, Current Month Supplemental Benefits, Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Total	This row provides a total for each column within the EBT section for the totals listed above. The total will be in dollar format when summing dollar amounts and will be a number when summing transaction counts.
Cancelled EBT	
Transactions Count	The count of all the issuances captured in the **Cancellations** base population partition by Issuance Type (Current or Prior Month Monthly Benefits, Prior Month Monthly Benefit, Current Month Supplemental Benefits, Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH).
State Amount	The sum of the **NFed. Amt** of all the issuances captured in the **Cancellations** base population partition by Issuance Type (Current or Prior Month Monthly Benefits, Prior Month Monthly Benefit, Current Month Supplemental Benefits, Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Federal Amount	The sum of the **Fed. Amt** of all the issuances captured in the **Cancellations** base population partition by Issuance Type (Current or Prior Month Monthly Benefits, Prior Month Monthly Benefit, Current Month Supplemental Benefits, Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Total Amount	The sum of the **Amount** of all the issuances captured in the **Cancellations** base population partition by Issuance Type (Current or Prior Month Monthly Benefits, Prior Month Monthly Benefit, Current Month Supplemental Benefits, Prior Month Supplemental

	Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Total	This row provides a total for each column within the EBT section for the totals listed above. The total will be in dollar format when summing dollar amounts and will be a number when summing transaction counts.
Adjustments	
Transactions Count	The count of all the issuances captured in the **Adjustments** base population partition by Current or Prior Month benefits, issuance category, HH Type (Federal HH, Mixed HH, State HH) and Issuance Category (Monthly Benefit, Supplemental Benefit).
State Amount	The sum of the **NFed. Amt** of all the issuances captured in the **Adjustments** base population partition by Issuance Type (Current or Prior Month Monthly Benefits, Prior Month Monthly Benefit, Current Month Supplemental Benefits, Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Federal Amount	The sum of the **Fed. Amt** of all the issuances captured in the **Adjustments** base population partition by Issuance Type (Current or Prior Month Monthly Benefits, Prior Month Monthly Benefit, Current Month Supplemental Benefits, Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Total Amount	The sum of the **Amount** of all the issuances captured in the **Adjustments** base population partition by Issuance Type (Current or Prior Month Monthly Benefits, Prior Month Monthly Benefit, Current Month Supplemental Benefits, Prior Month Supplemental Benefits) and HH Type (Federal HH, Mixed HH, State HH) and Issuance Category (Monthly Benefit, Supplemental Benefit).

	Format: $0.00
Total	This row provides a total for each column within the EBT section for the totals listed above. The total will be in dollar format when summing dollar amounts and will be a number when summing transaction counts.
Expunged EBT	
Transactions Count	The count of all the issuances captured in the **Expungement** base population partition by HH Type (Federal HH, Mixed HH, State HH).
State Amount	The sum of the **NFed. Amt** of all the issuances captured in the **Expungement** base population partition by HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Federal Amount	The sum of the **Fed. Amt** of all the issuances captured in the **Expungement** base population partition by HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Total	This row provides a total for each column within the EBT section for the totals listed above. The total will be in dollar format when summing dollar amounts and will be a number when summing transaction counts.
Replacements	
Transactions Count	The count of all the issuances captured in the **Replacement** base population partition by HH Type (Federal HH, Mixed HH, State HH).
State Amount	The sum of the **NFed. Amt** of all the issuances captured in the **Replacement** base population partition by HH Type (Federal HH, Mixed HH, State HH). Format: $0.00

Federal Amount	The sum of the **Fed. Amt** of all the issuances captured in the **Replacement** base population partition by HH Type (Federal HH, Mixed HH, State HH). Format: $0.00
Total	This row provides a total for each column within the EBT section for the totals listed above. The total will be in dollar format when summing dollar amounts and will be a number when summing transaction counts.
Disaster Benefits	
Transactions Count	The count of all the issuances captured in the **Replacement** base population partition by program (CalFresh or Disaster CalFresh) and HH Type (Federal HH, Mixed HH, State HH).
State Amount	The sum of the **NFed. Amt** of all the issuances captured in the **Replacement** base population partition by HH Type (Federal HH, Mixed HH, State HH) and program (CalFresh or Disaster CalFresh). Format: $0.00
Federal Amount	The sum of the **Fed. Amt** of all the issuances captured in the **Replacement** base population partition by HH Type (Federal HH, Mixed HH, State HH) and program (CalFresh or Disaster CalFresh). Format: $0.00
Transaction Count	The count of all the issuances captured in the **Replacement** base population partition by HH Type (Federal HH, Mixed HH, State HH) and program (CalFresh or Disaster CalFresh).
Total	This row provides a total for each column within the EBT section for the totals listed above. The total will be in dollar format when summing dollar amounts and will be a number when summing transaction counts.

3. **EBT** – Make the following updates to the EBT detailed sheet:

   Note: In the mockup the sheet is titled 'EBT1' for pagination purposes. When the 'EBT1' sheet exceeds it's record limit, the 'EBT2' will become visible.

   a. Rename the 'Total' header to 'Person Count' and replace the existing 'Total Fed/Nfed' header with the 'Total Amount' header. The Fed. Amt, Nfed Amt and Amount totals have been placed together under the 'Total Amount Header'. See the attached mockup for reference.
   b. Add the following new column to the sheet. See the attached mockup for reference.

Column Name	Column Description
Issuance Category	Displays the Issuance Category of the Issuance. Possible Values: • MB – Monthly Benefit • SB – Supplemental Benefit Technical Note: ISSUANCE.CAT_CODE
Claimed Indicator	Indicates whether the issuance was claimed. Possible Values: • Y – The issuance was claimed. • N – The issuance was not claimed. Note: The values are derived and are not directly pulled from the database.
HH Category	Displays the Household Category on the EDBC tied to the Issuance. Technical Note: CLAIM_HIST.HH_CAT_CODE OR FS_EDBC.HH_CAT

   c. Remove the existing NA/PA column. It has been replaced with a new HH Category column.

   d. Update the following columns to pull the data from Issuance and EDBC rather than claiming when the issuance is unclaimed. All other existing columns will keep their existing functionality.
      - Control Number
      - Payee Name
      - Fed Pers
      - Non Fed Pers

- Available Date
- Benefit Month
- HH Type
- HH Category
- Auth. Worker Id
- Fed Amt.
- Nfed Amt.
- Amount
- Aid Code

e. Update the sheet's template to match the attached mockup.

4. **EBT Manually Issued** – Make the following updates to the EBT Manually Issued detailed sheet:
   a. Rename the 'Total' header to 'Person Count' and replace the existing 'Total Fed/Nfed' header with the 'Total Amount' header. The Fed. Amt, Nfed Amt and Amount totals have been placed together under the 'Total Amount Header'. See the attached mockup for reference.
   b. Add the following new column to the sheet. See the attached mockup for reference.

Column Name	Column Description
Claimed Indicator	Indicates whether the issuance was claimed. Possible Values: • Y – The issuance was claimed. • N – The issuance was not claimed. Note: The values are derived and are not directly pulled from the database.
HH Category	Displays the Household Category on the EDBC tied to the Issuance. Technical Note: CLAIM_HIST.HH_CAT_CODE OR FS_EDBC.HH_CAT

   c. Remove the existing NA/PA column. It has been replaced with a new HH Category column.

   d. Update the following columns to pull the data from Issuance and EDBC rather than claiming when the issuance is unclaimed. All other existing columns will keep their existing functionality.
      - Current / Prior Month

- Control Number
- Payee Name
- Fed Pers
- Non Fed Pers
- Available Date
- Benefit Month
- HH Type
- HH Category
- Auth. Worker Id
- Fed Amt.
- Nfed Amt.
- Amount
- Aid Code

e. Update the sheet’s template to match the attached mockup.

5. **EBT Externally Issued** – Make the following updates to the EBT Externally Issued detailed sheet:
   a. Rename the ‘Total’ header to ‘Person Count’ and replace the existing ‘Total Fed/Nfed’ header with the ‘Total Amount’ header. The Fed. Amt, Nfed Amt and Amount totals have been placed together under the ‘Total Amount Header’. See the attached mockup for reference.
   b. Add the following new column to the sheet. See the attached mockup for reference.

Column Name	Column Description
Issuance Category	Displays the Issuance Category of the Issuance. Possible Values: • MB – Monthly Benefit • SB – Supplemental Benefit Technical Note: ISSUANCE.CAT_CODE
Claimed Indicator	Indicates whether the issuance was claimed. Possible Values: • Y – The issuance was claimed. • N – The issuance was not claimed. Note: The values are derived and are not directly pulled from the database.

HH Category	Displays the Household Category on the EDBC tied to the Issuance. Technical Note: CLAIM_HIST.HH_CAT_CODE OR FS_EDBC.HH_CAT

c. Remove the existing NA/PA column. It has been replaced with a new HH Category column.

d. Update the following columns to pull the data from Issuance and EDBC rather than claiming when the issuance is unclaimed. All other existing columns will keep their existing functionality.
   - Current / Prior Month
   - Control Number
   - Payee Name
   - Fed Pers
   - Non Fed Pers
   - Available Date
   - Benefit Month
   - HH Type
   - HH Category
   - Auth. Worker Id
   - Fed Amt.
   - Nfed Amt.
   - Amount
   - Aid Code

e. Update the sheet's template to match the attached mockup.

6. **Cancelled EBT** – Make the following updates to the Cancelled EBT detailed sheet:
   a. Rename the sheet and header name from 'Cancelled – EBT' to 'Cancelled EBT'.
   b. Rename the 'Total' header to 'Person Count' and replace the existing 'Total Fed/Nfed' header with the 'Total Amount' header. The Fed. Amt, Nfed Amt and Amount totals have been placed together under the 'Total Amount Header'. See the attached mockup for reference.
   c. Add the following new column to the sheet. See the attached mockup for reference.

Column Name	Column Description
Issuance Category	Displays the Issuance Category of the Issuance. Possible Values:

	• MB – Monthly Benefit • SB – Supplemental Benefit Technical Note: ISSUANCE.CAT_CODE
Claimed Indicator	Indicates whether the issuance was claimed. Possible Values: • Y – The issuance was claimed. • N – The issuance was not claimed. Note: The values are derived and are not directly pulled from the database.
HH Category	Displays the Household Category on the EDBC tied to the Issuance. Technical Note: CLAIM_HIST.HH_CAT_CODE OR FS_EDBC.HH_CAT

d. Remove the existing NA/PA column. It has been replaced with a new HH Category column.

e. Update the following columns to pull the data from Issuance and EDBC rather than claiming when the issuance is unclaimed. All other existing columns will keep their existing functionality.
   - Current / Prior Month
   - Control Number
   - Payee Name
   - Fed Pers
   - Non Fed Pers
   - Available Date
   - Benefit Month
   - HH Type
   - HH Category
   - Auth. Worker Id
   - Fed Amt.
   - Nfed Amt.
   - Amount
   - Aid Code

f. Update the sheet's template to match the attached mockup.

7. **Adjustments** – Make the following updates to the Adjustments detailed sheet:
   a. Rename the 'Total' header to 'Person Count' and replace the existing 'Total Fed/Nfed' header with the 'Total Amount'

header. The Fed. Amt, Nfed Amt and Amount totals have been placed together under the 'Total Amount Header'. See the attached mockup for reference.

b. Add the following new column to the sheet. See the attached mockup for reference.

Column Name	Column Description
HH Category	Displays the Household Category on the EDBC tied to the Issuance. Technical Note: CLAIM_HIST.HH_CAT_CODE OR FS_EDBC.HH_CAT

c. Remove the existing NA/PA column. It has been replaced with a new HH Category column.

d. Update the following columns to pull the data from Issuance and EDBC rather than claiming when the issuance is unclaimed. All other existing columns will keep their existing functionality.
   - Current / Prior Month
   - Control Number
   - Payee Name
   - Fed Pers
   - Non Fed Pers
   - Available Date
   - Benefit Month
   - HH Type
   - HH Category
   - Auth. Worker Id
   - Fed Amt.
   - Nfed Amt.
   - Amount
   - Aid Code

e. Update the sheet's template to match the attached mockup.

8. **Expunged EBT** – Make the following updates to the Expunged EBT sheet:
Note: In the mockup the sheet is titled 'Expunged EBT1' for pagination purposes. When the 'EBT1' sheet exceeds it's record limit, the 'Expunged EBT2' will become visible.

   a. Rename the 'Total' header to 'Person Count' and replace the existing 'Total Fed/Nfed' header with the 'Total Amount' header. The Fed. Amt, Nfed Amt and Amount totals have been placed together under the 'Total Amount Header'. See the attached mockup for reference.

b. Add the following new column to the sheet. See the attached mockup for reference.

Column Name	Column Description
Claimed Indicator	Indicates whether the issuance was claimed. Possible Values: • Y – The issuance was claimed. • N – The issuance was not claimed. Note: The values are derived and are not directly pulled from the database.
HH Category	Displays the Household Category on the EDBC tied to the Issuance. Technical Note: CLAIM_HIST.HH_CAT_CODE OR FS_EDBC.HH_CAT

c. Remove the existing NA/PA column. It has been replaced with a new HH Category column.

d. Update the following columns to pull the data from Issuance and EDBC rather than claiming when the issuance is unclaimed. All other existing columns will keep their existing functionality.
   - Current / Prior Month
   - Control Number
   - Payee Name
   - Fed Pers
   - Non Fed Pers
   - Available Date
   - Benefit Month
   - HH Type
   - HH Category
   - Auth. Worker Id
   - Fed Amt.
   - Nfed Amt.
   - Amount
   - Aid Code

e. Update the sheet's template to match the attached mockup.

7. **Replacements** – Add a new sheet titled ‘Replacements’. The sheet includes all the issuance records captured in the Replacements base population. The sheet includes the fields listed below. Please see the attached mockup for reference.

Header:

Field Name	Description
County Name	This field identifies the county for which the data is generated (CT-15). Format: [County Name]
Run Date:	This field identifies the date and time that the report was generated. Format: MON-DD-YY HH:MM AM/PM
Date:	This field identifies the reporting month for which the data is generated. Format: MM/YYYY
Program:	Displays the program for which the data is generated for. This will always display CalFresh.

Totals:

Total Name	Description
Transaction Count	Displays a pair of counts. The top total is a static count of all the records captured in the Replacements base population. The total in the second row displays a dynamic count over the Case Number column of the records visible in the Disaster Benefits sheet.
Amount Total	Displays three sets of counts. The top row shows a static total of the **Fed. Amt.**, **Nfed Amt.**, and **Amount** captured in the Replacements base population while the bottom row shows a dynamic sum over the respective **Fed Amt., Nfed Amt., and Amount** column of the records visible on the Replacements sheet.

Columns:

Field Name	Description
Case Number	Displays the Case Number of the case.
Control Number	Displays the Control Number of the issuance.
Case Name	Displays the Case Name of the case.
Payee Name	Displays the payee's name on the issuance. [Payee First Name] [Payee Last Name]
Replacement Type	Displays whether the replacement is due to Misfortune, Skimming or Scam. This column will be blank if the issuance is not a replacement. Possible Values: • **Misfortune** – If the issuance has a Status Reason of Replacement. • **Skimming** – If the issuance has a Replacement Type equal to Skimming. • **Scam** – If the issuance has a Replacement Type equal to Scam.
Claimed Indicator	Indicates whether the issuance was claimed. Possible Values: • Y – The issuance was claimed. • N – The issuance was not claimed. Note: The values are derived and are not directly pulled from the database.
Available Date	Displays the available date of the issuance. Format: MM/DD/YYYY
Benefit Month	Displays the Benefit Month of the issuance. Format: MM/YYYY
HH Type	Displays the household type of the household tied to the issuance. Possible Values:

	• FED – All Members in the household are Federally Claimed. • MIXED - All Members in the household are Federally and State Claimed. • STATE – All Members in the household are State claimed. • N/A – The HH Type cannot be determined.
HH Category	Displays the Household Category on the EDBC tied to the Issuance. Technical Note: CLAIM_HIST.HH_CAT_CODE OR FS_EDBC.HH_CAT
Auth. Worker Id	Displays the worker who issued the benefit. Technical Note: CLAIM_HIST.WRKR_NUM_IDENTIF or ISSUANCE.
Fed Amt.	Displays the Federal Amount of the issuance. Format: $0.00
Nfed Amt.	Displays the Non Federal Amount of the issuance. Format: $0.00
Amount	Displays the amount of the issuance. Format: $0.00
Aid Code	Displays the aid code of the issuance.

8. **Disaster Benefits** – Add a new sheet titled 'Disaster Benefits'. The sheet includes all the issuance records captured in the Disaster Benefit base population. The sheet includes the fields listed below. Please see the attached mockup for reference.

Header:

Field Name	Description
County Name	This field identifies the county for which the data is generated (CT-15).

	Format: [County Name]
Run Date:	This field identifies the date and time that the report was generated. Format: MON-DD-YY HH:MM AM/PM
Date:	This field identifies the reporting month for which the data is generated. Format: MM/YYYY
Program:	Displays the program for which the data is generated for. This will always display CalFresh.

Totals:

Total Name	Description
Transaction Count	Displays a pair of counts. The top total is a static count of all the records captured in the Disaster Benefits base population. The total in the second row displays a dynamic count over the Case Number column of the records visible in the Disaster Benefits sheet.
Amount Total	Displays three sets of counts. The top row shows a static total of the **Fed. Amt.**, **Nfed Amt.**, and **Amount** captured in the Disaster CalFresh base population while the bottom row shows a dynamic sum over the respective **Fed Amt., Nfed Amt., and Amount** column of the records visible on the sheet.

Columns:

Field Name	Description
Case Number	Displays the Case Number of the case.
Control Number	Displays the Control Number of the issuance.
Case Name	Displays the Case Name of the case.
Payee Name	Displays the payee's name on the issuance.

	[Payee First Name] [Payee Last Name]
Program	Displays the program associated to the issuance. Possible Values (CT-18): • FS – CalFresh • DC – Disaster CalFresh
Claimed Indicator	Indicates whether the issuance was claimed. Possible Values: • Y – The issuance was claimed. • N – The issuance was not claimed. Note: The values are derived and are not directly pulled from the database.
Fed Pers	Displays the number of Federal Persons tied to the issuance. Technical Note: If the issuance is unclaimed, the value must be derived from EDBC. This is the same change as the CF 256.
Non Fed Pers	Displays the number of Non Federal Persons tied to the issuance. Technical Note: If the issuance is unclaimed, the value must be derived from EDBC. This is the same change as the CF 256.
Available Date	Displays the available date of the issuance.
Benefit Month	Displays the Benefit Month of the issuance. Format: MM/YYYY
Auth. Worker Id	Displays the worker who issued the benefit. Technical Note: CLAIM_HIST.WRKR_NUM_IDENTIF or ISSUANCE.
Fed Amt.	Displays the Federal Amount of the issuance. Format: $0.00

Nfed Amt.	Displays the Non Federal Amount of the issuance. Format: $0.00
Amount	Displays the amount of the issuance. Format: $0.00
Aid Code	Displays the aid code of the issuance.

2.3.4 Report Location

- **Global: Reports**
- **Local: Scheduled**
- **Task: Fiscal**

2.3.5 Counties Impacted

All counties are impacted the changes outlined in this section.

2.3.6 Security Updates

1. The report's existing security will not be modified as part of this SCR.

2.3.7 Report Usage/Performance

There will not be a significant impact to the reports performance with the changes outlined in this section.

2.4 DBCR – Aid-Code History Table

2.4.1 Description of Change

1. Create a new 'Household Category' column for the Aid Code History table. This field will store household category values for CalFresh program. The triggers on the aid code history table will also be updated to also populate Household Category when a new record is inserted.

2.5 DCR – Aid-Code History Table Historical Data

2.5.1 Description of Change

1. Populate all the household category data from the aid_code table to the aid code history table for any data created after implementation of **CA-223763 ACL 21-25 New Definition of Public Assistance CalFresh.**

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Reports	CF 256 Mockup	CF 256 Mockup.xlsx
2	Reports	Integrated CalFresh Issuance Detail Claiming Report	Integrated CalFresh Issuance Detail Clair

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.24.2.2	The LRS shall produce reports that provide the detail LRS Data that will be used to complete the reports required by federal, state, and local laws, rules, regulations, ordinances, guidelines, directives, policies, and procedures.	This SCR will provide counties the new CF 256 report which is a state mandated report.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

5 MIGRATION IMPACTS

SCR Number	Functional Area	Description	Impact	Priority	Address Prior to Migration?

6 OUTREACH

6.1 Lists

Counties are provided a list of Active CalFresh programs that need to have EDBC ran to populate the missing HH_CAT information.

List Name: Households With Missing HH CAT Information
List Criteria: The list includes all Active CalFresh programs where the current effective EDBC does not include HH CAT information.
Standard Columns:

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

Additional Column(s):

- EDBC Begin Date
- EDBC Run Date

Frequency: One Time

The list will be posted to the following location: CalSAWS Web Portal>System Changes>SCR and SIR Lists>2024>CA-251869

7 APPENDIX

None

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-258909

Generate tasks for BenefitsCal doc uploads when Customer Reporting isn't updated

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Robyn Anderson
	Reviewed By	Christopher Vasquez, Rhiannon Chin

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
3/12/2024	1.0	Initial draft	Robyn Anderson
4/2/2024	1.5	Updated with feedback from reviewers	Robyn Anderson

Table of Contents

1 OVERVIEW

1.1 Current Design

Currently, if the API call that marks a document received on the Customer Reporting page fails, the document is sent to the Barcode Verification queue for processing by a user. Tasks to process the PR/RE will not generate for those documents until after they have been routed out of Barcode Verification. This can lead to delays in processing critical documents and impact client's benefit payments.

1.2 Requests

Modify the Imaging API Handling logic created with SCR CA-245231 to allow tasks for certain Customer Reporting documents uploaded via the portal to successfully generate tasks even when the Customer Reporting page is not immediately updated.

1.3 Overview of Recommendations

1. Modify the API for Hyland Imaging so that the Generate Task call for certain Customer Reporting documents uploaded via the portal is still made if the Mark Document Received call fails.
2. Pass a new parameter to the Task subsystem in the Generate Task call to indicate if the Mark received call failed.
3. Existing tasks for documents will have new language indicating that the document was not marked Received when CalSAWS receives a Generate Task call from the Imaging system with the new parameter indicating the document could not be marked as received on the Customer Reporting page.
4. In Hyland, append the Information that the document could not be marked as received to the Notes field.

1.4 Assumptions

1. There will be no significant impact to system performance.
2. The Customer Reporting logic for SAR 7s, MC Redetermination, and CW/CF Redetermination documents established in SCRs CA-245231, CA-265452, and CA-267405 will not be affected by this change.
3. This new logic will only be applied to documents with a capture information of "Portal" and that were a part of the special handling logic for SCRs CA-245231, CA-265452, and CA-267405.

2 RECOMMENDATIONS

2.1 Imaging system: Update Generate Task API call

2.1.1 Overview

Modify the Imaging system Generate Task Inbound Web Service so to add the new parameter "markReceived."

2.1.2 Description of Change

1. Add a new parameter onto the end of to the Generate Task API call. This parameter will indicate to the CalSAWS Task subsystem if the document was marked as received or not.

Table 1 – Marked Received parameter.

FIELD NAME	TYPE	COMMENTS	REQUIRED
MarkedReceived	Booleen	1. If the field is True or missing, a normal task should be generated by the Task subsystem. 2. If the field is False, the task generated will contain special language to indicate to the user that the document could not be marked as Received on the Customer Reporting page.	N

2. The MarkedReceived field will be sent as False only if the following criteria is met:
   a. The document is one of the form names listed in the table below. AND
   b. The capture information is equal to "Portal." AND
   c. An error code other than 200 or 201 is returned from the Mark Document Received API call. See SCR CA-214032 section 1.5.2 for the list of valid error codes.
3. Append a note that the document could not be marked as received to Notes field. The Notes field should be truncated to 2048 characters before the append.

Table 2 – Relevant documents

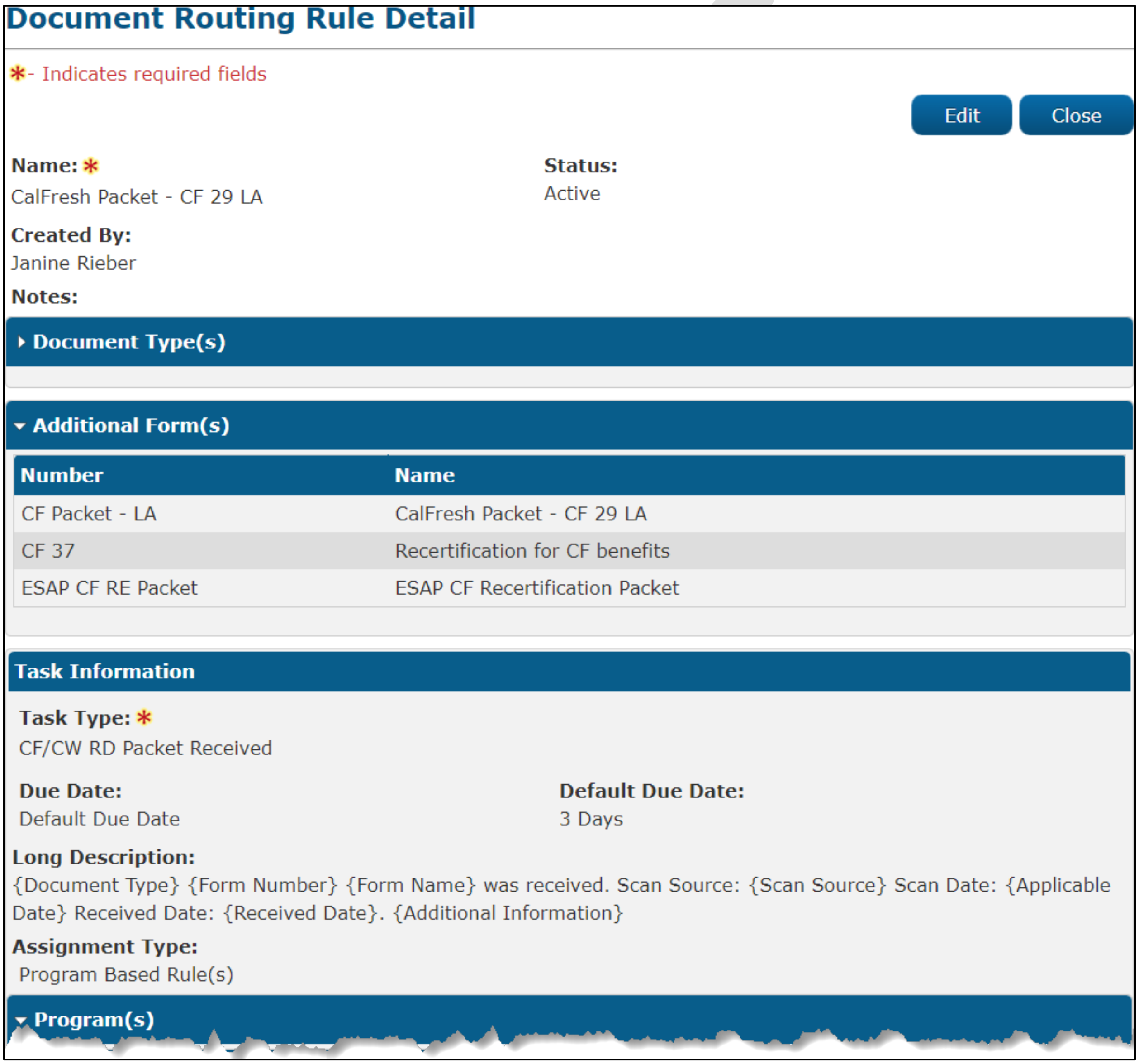
Imaging Form #	Imaging Form Name	Portal Form #	Portal Form Name
SAR 7	Eligibility Status Report	SAR 7	Eligibility Status Report
SAR 7 Addendum/SAR 2/SAR 7	Eligibility Status Report Packet	SAR 7 Addendum/SAR 2/SAR 7	Eligibility Status Report Packet
MAGI RE Packet	MAGI RE Packet	IMG 292	MC Redetermination
Mixed Household RE Packet	Mixed Household RE Packet	IMG 292	MC Redetermination
Non-MAGI RE Packet	Non-MAGI RE Packet	IMG 292	MC Redetermination
CF Packet - LA	CalFresh Packet - CF 29 LA	CF RE Packet	Recertification for CF benefits
CF RE Packet	CalFresh Recertification Packet	CF RE Packet	Recertification for CF benefits
CW-CF RE Packet	CalWORKs/CalFresh RE Packet	CF RE Packet ***OR*** CW RE Packet	Recertification for CF benefits ***OR*** CalWORKs Redetermination
CW-CF-MC Packet	CW/CF/MC Packet	CF RE Packet ***OR*** CW RE Packet	Recertification for CF benefits ***OR*** CalWORKs Redetermination
ESAP CF RE Packet	ESAP CalFresh Recertification Packet	CF RE Packet	Recertification for CF benefits
ESAP CF RE Packet	ESAP CalFresh Recertification Packet	CF RE Packet	Recertification for CF benefits
CW RE Packet	CalWORKs Redetermination Packet	CW RE Packet	CalWORKs Redetermination
CW-MC Packet	CW/MC Packet	CW RE Packet	CalWORKs Redetermination

2.2 Document Routing Rule Detail Page

2.2.1 Overview

This section describes recommendations to modify Document Routing Rule processing to evaluate the new MarkedReceived attribute described in the above section.

2.2.2 Document Routing Rule Detail Page Mockup



Document Routing Rule Detail

*- Indicates required fields

Edit Close

Name: *
CalFresh Packet - CF 29 LA

Status:
Active

Created By:
Janine Rieber

Notes:

Document Type(s)

Additional Form(s)

Number	Name
CF Packet - LA	CalFresh Packet - CF 29 LA
CF 37	Recertification for CF benefits
ESAP CF RE Packet	ESAP CF Recertification Packet

Task Information

Task Type: *
CF/CW RD Packet Received

Due Date:
Default Due Date

Default Due Date:
3 Days

Long Description:
{Document Type} {Form Number} {Form Name} was received. Scan Source: {Scan Source} Scan Date: {Applicable Date} Received Date: {Received Date}. {Additional Information}

Assignment Type:
Program Based Rule(s)

Program(s)

Figure 2.1.1 – Document Routing Rule Detail Page Mockup

2.2.3 Description of Changes

Task Information:

1. Modify the Long Description text to include a new {Additional Information} parameter at the end. This value is optional and will only provide additional information in the Processing scenario described next.

Processing:

1. Modify the Document Routing Rules processing logic so that if the MarkedReceived attribute received is False, indicating a failure marking the document as Received, the {Additional Information} parameter in the Long Description of the resulting Task will say:

   "The Customer Report/ Document was NOT marked as Received."

   Long Description example:

   Customer Reporting SAR 7 Addendum-SAR 2-SAR 7 Eligibility Status Report Packet was received. Scan Source: peter.parker@email.com Scan Date: 02/16/2024 Received Date: 02/16/2024. The Customer Report/Document was NOT marked as Received.

2.2.4 Page Location

- **Global:** Admin Tools
- **Local:** Admin
- **Task:** Document Routing

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

N/A

2.2.7 Accessibility

N/A

2.2.8 Page Usage/Data Volume Impacts

N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
CA-214032	API	Mark Document Received	CA-214032 Mark Document Received
CA-214034	API	Generate Task Web Service	CA-214034 Generate Task Web

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-261371

Additional Worker/Bank Information on Task Pages

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Vallari Bathala, Justin Dobbs
	Reviewed By	Justin Dobbs, Sarah Rich, Carlos Albances, Dymas Pena

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/29/2024	1.0	Initial Revision	Vallari Bathala, Justin Dobbs

Table of Contents

1 OVERVIEW

This design outlines modifications to Task Management functionality within the CalSAWS System to aid Users in identifying Workers and Task Banks assigned to Tasks.

1.1 Current Design

Within the CalSAWS System, when a Task is assigned to a Worker ID and/or Bank ID, the Task Pop-Up pages display the Worker ID and Bank ID that the Task is assigned to. There is no functionality available on the Task Pop-Up pages for Counties to quickly identify additional information for the Worker or Bank IDs.

1.2 Requests

1. Add additional information pertaining to the Worker ID that the Task is assigned to.
2. Add additional information pertaining to the Bank ID that the Task is assigned to.

1.3 Overview of Recommendations

1. Update the Task Pop-Up: Task Search/Task Detail pages to include the Worker Name and E-mail information pertaining to the Worker ID of the Task.
2. Update the Task Pop-Up: Task Search/Task Detail pages to include the Bank Name pertaining to the Bank ID of the Task.

1.4 Assumptions

1. Additional information pertaining to Worker ID will not be added to the My Tasks page since the viewing Worker is the Worker the Tasks are assigned to.

2 RECOMMENDATIONS

This section will outline recommendations to introduce Worker ID and Bank ID tool tip functionality to the CalSAWS System.

2.1 Task Pop-Up: Task Search Page

2.1.1 Overview

This section describes recommendations to include a tooltip upon mouse hover over the Worker ID and Bank ID attributes in the Task Search page.

2.1.2 Task Pop-Up: Task Search Page Mockup

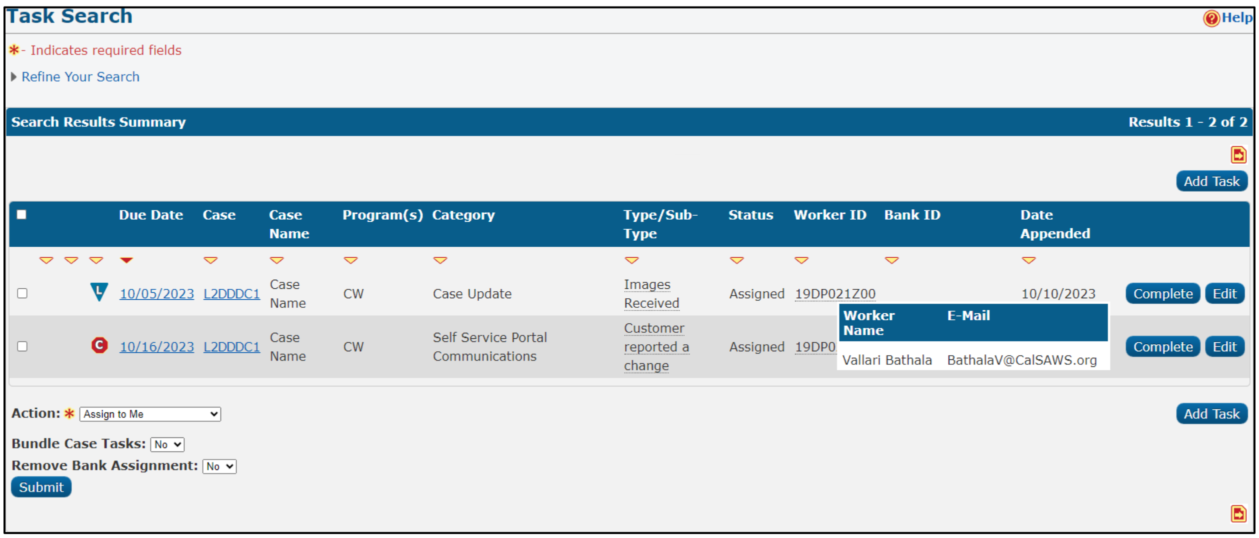


Figure 2.1.2-1 – Task Pop-Up: Task Search Page – Worker ID

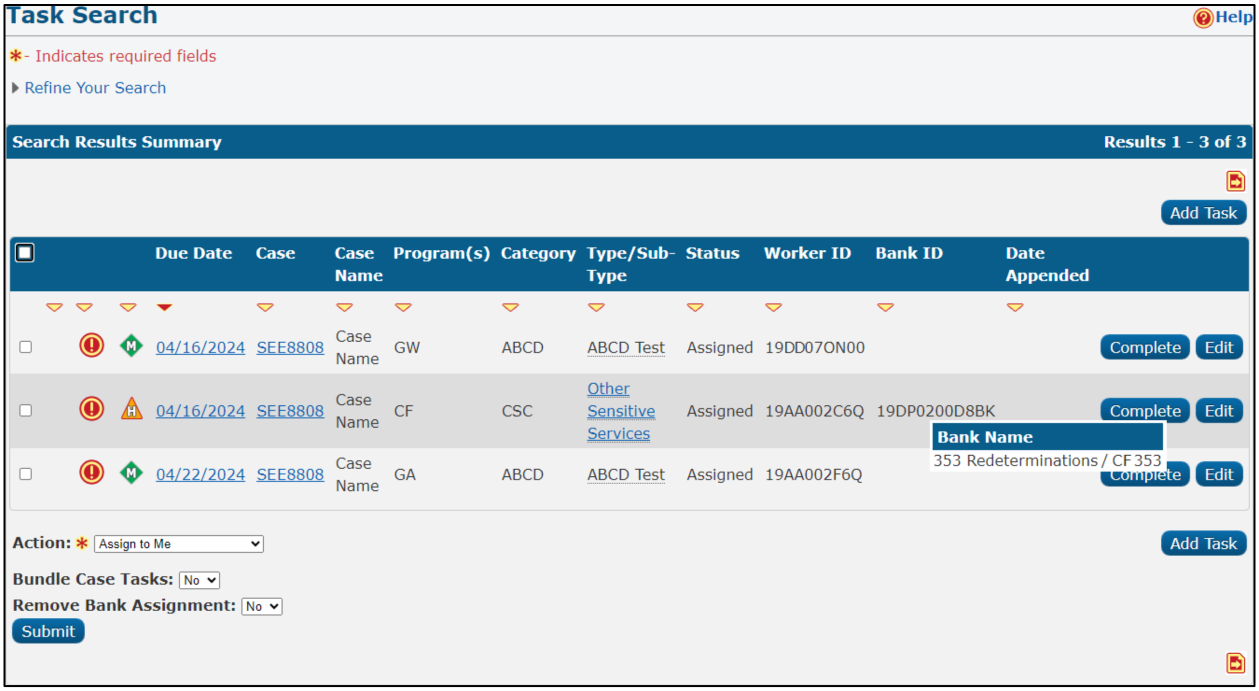


Figure 2.1.2-2 – Task Pop-Up: Task Search Page – Bank ID

2.1.3 Description of Changes

1. Worker ID – Add a tooltip that, on mouse hover over, will display additional information of the assigned Worker. The following Worker attributes will display when the Worker ID column is not blank, and a Worker ID value is displayed:
    a. Worker Name - The First and Last Name of the Staff that is assigned to the Worker ID.
    b. E-mail - The e-mail address associated to the Staff that is assigned to the Worker ID.

Worker Name	E-Mail
Vallari Bathala	BathalaV@CalSAWS.org

Note: If the Worker ID assigned to the Task is not associated to a Staff member, the tooltip box will only display the column labels.

2. Bank ID – Add a tooltip that, on mouse hover over, will display the following Bank attributes when the Bank ID column is not blank, and a Bank ID value is displayed:
    a. Bank Name - The name of the Bank that is assigned to the Bank ID.

Bank Name
353 Redeterminations / CF 353

2.1.4 Page Location

- **Global:** N/A
- **Local:** N/A
- **Task:** N/A

Page is accessible through Utility bar's Tasks Option.

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Accessibility

The following accessibility enhancements have been identified:

- iFrames must have an accessible name.

2.1.8 Page Usage/Data Volume Impacts

N/A

2.2 Task Pop-Up: Task Detail Page

2.2.1 Overview

This section describes recommendations to include a tooltip upon mouse hover over the Worker ID and Bank ID attributes in the Task Detail page.

2.2.2 Task Pop-Up: Task Detail Page Mockup

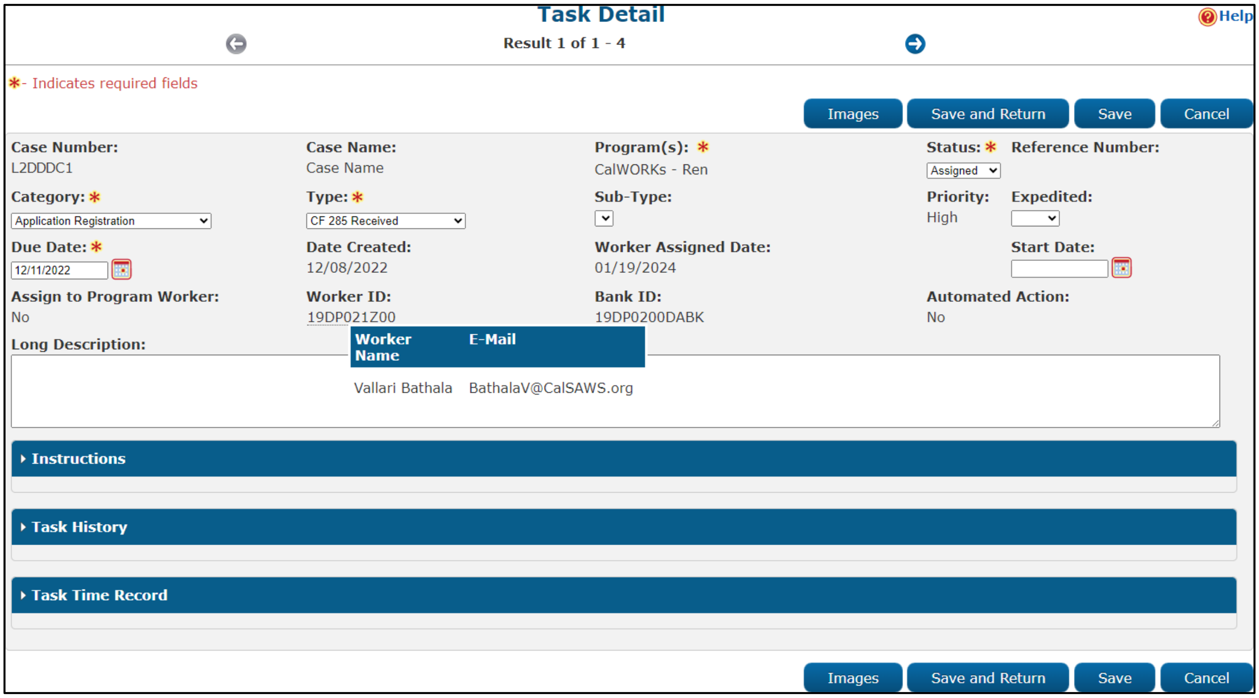


Figure 2.2.2-1 – Task Pop-Up: Task Detail Page – Worker ID

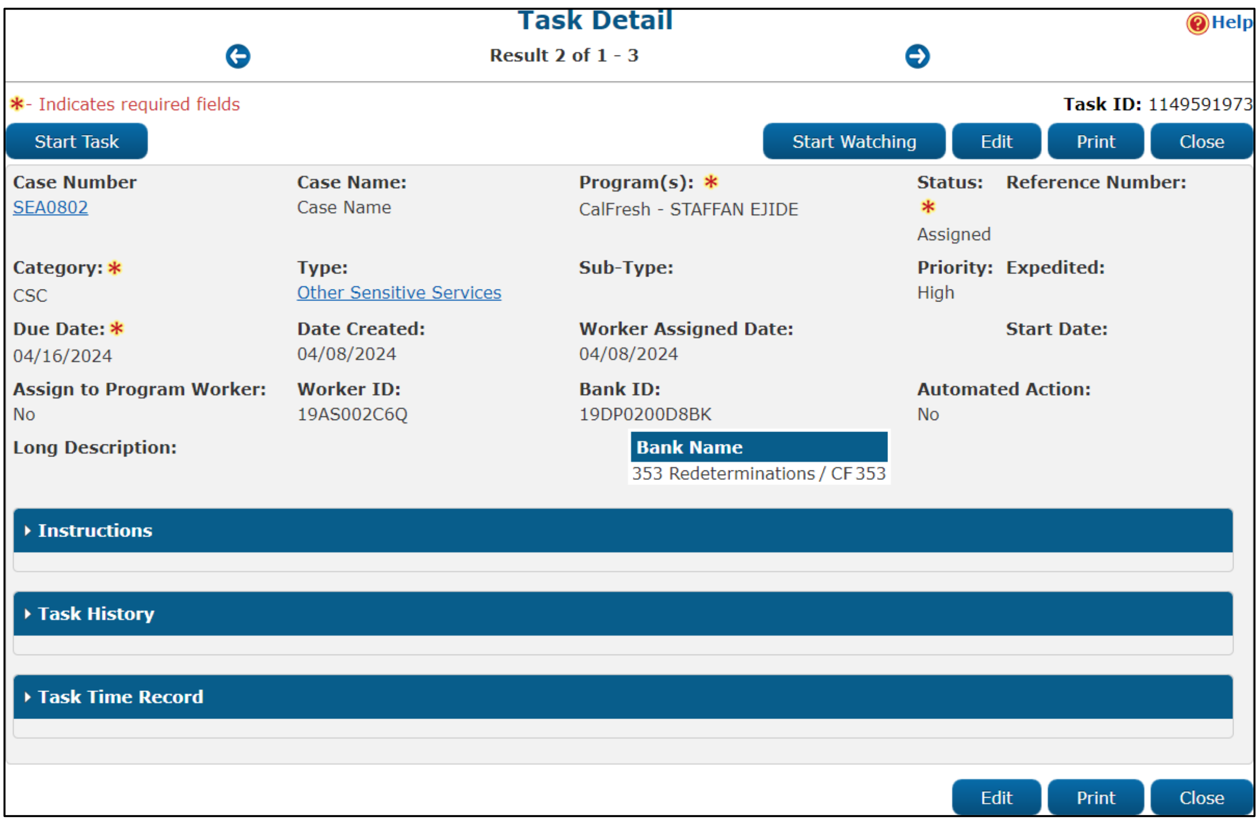


Figure 2.2.2-2 – Task Pop-Up: Task Detail Page – Bank ID

2.2.3 Description of Changes

1. Worker ID – Add a tooltip that, on mouse hover over, will display additional information of the assigned Worker. The following Worker attributes will display when the Worker ID column is not blank, and a Worker ID value is displayed:
    a. Worker Name - The First and Last Name of the Staff that is assigned to the Worker ID.
    b. E-mail - The e-mail address associated to the Staff that is assigned to the Worker ID.

Worker Name	E-Mail
Vallari Bathala	BathalaV@CalSAWS.org

Note: If the Worker ID assigned to the Task is not associated to a Staff member, the tooltip box will only display the column labels.

2. Bank ID – Add a tooltip that, on mouse hover over, will display the following Bank attributes when the Bank ID column is not blank, and a Bank ID value is displayed:
    a. Bank Name - The name of the Bank that is assigned to the Bank ID.

Bank Name
353 Redeterminations / CF 353

2.2.4 Page Location

- **Global:** N/A
- **Local:** N/A
- **Task:** N/A

Page is accessible through Utility bar's Tasks Option > Task Search and Tasks Option > My Tasks.

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

N/A

2.2.7 Accessibility

The following accessibility enhancements have been identified:

- iFrames must have an accessible name.

2.2.8 Page Usage/Data Volume Impacts

N/A

3 SUPPORTING DOCUMENTS

N/A

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.25.1.9	The LRS shall allow search capabilities by the following criteria: a. Employee name; b. Employee number; c. Functional job title; d. Office; e. Section; f. Unit; and g. File.	1. Add a tool tip to the Task Pop-Up: Task Search/Task Detail pages to include the Worker Name and E-mail information pertaining to the Worker ID of the Task. 2. Add a tool tip to the Task Pop-Up: Task Search/Task Detail pages to include the Bank Name pertaining to the Bank ID of the Task.

5 MIGRATION IMPACTS

N/A

6 OUTREACH

N/A

7 APPENDIX

N/A

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-262911

Update CMSP Discontinuance Batch EDBC Sweep

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Howard Suksanti
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
4/12/2024	0.1	Initial Revision	Howard Suksanti

Table of Contents

1 OVERVIEW

The SCR will update CMSP Discontinuance batch EDBC Sweep to check the current Certify End Date (CED) month.

1.1 Current Design

The query to identify cases for the CMSP Discontinuance Batch EDBC sweep (PB00E147) checks if any of a person's applications have a CED that needs to be discontinued.

PB00E147 logic triggers EDBC on the person's old application.

1.2 Requests

Update PB00E147 logic on the following:

1. Check on the current CED month.
2. Add a condition to check if the participant is Active - Member on the program.
3. Trigger Negative action at the person level.

1.3 Overview of Recommendations

Update PB00E147 logic on the following:

1. Check on the current CED month.
2. Add a condition to check if the participant is Active - Member on the program.
3. Trigger Negative action at the person level.

1.4 Assumptions

N/A.

2 RECOMMENDATIONS

2.1 CMSP Discontinuance Batch EDBC sweep (PB00E147).

2.1.1 Overview

PB00E147 checks if any of a person's applications have a CED that needs to be discontinued.

The current trigger condition of the batch is on the following:

- Program status is Active as of the following month.
- The person has any CED month as the current month.
- There is a regular Accepted and Save EDBC record with a passed budget.
- The person is on one of the following Aid codes.
  - 50_CMSP_RESTRICTED.
  - 85_CMSP_FULL_SOC.
  - 88_CMSP_PENDING_DDSD_FULL_NO_SOC.
  - 89_CMSP_PENDING_DDSD_FULL_SOC.

1. The batch will trigger a Negative action at the program level. The DISC_RSN_CODE is CT73_KZ_END_OF_CERTIFICATION_PERIOD.
2. The batch triggers on a Single program mode.
3. The batch triggers the following month benefit.

2.1.2 Description of Change

Add the following condition to the PB00E147.

- The person status is Active with Role code of Member as of the following month.
- The person's application currently associated with their status effective for the benefit month has a CED month equal to the current month.

The batch will trigger a Negative action at the person level when there is a least a person on the program that is not on CMSP aid code, or the person has a different CED month.

- The SYS_TRANSACT record will not have a DISC_RSN_CODE.
- The TRANS_PERS record will be for the person that is associated to the CED record. The TRAN_PERS record will have STAT_RSN_CODE is CT73_KZ_END_OF_CERTIFICATION_PERIOD.

When there are multiple persons on the program and all persons fall on all trigger conditions criteria, Batch will run Negative action EDBC at the program level instead of the person level.

- The SYS_TRANSACT record will have the DISC_RSN_CODE is CT73_KZ_END_OF_CERTIFICATION_PERIOD.
- There will be no TRANS_PERS record.

2.1.3 Execution Frequency

No Change. Monthly – Batch 10-Day cutoff.

2.1.4 Key Scheduling Dependencies

No Change. Batch EDBC Processing.

2.1.5 Counties Impacted

CMSP Counties.

2.1.6 Category

Core.

2.1.7 Data Volume/Performance

N/A.

2.1.8 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 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.8.1.1	The LRS shall fully automate and perform all aspects of the eligibility determination process and benefit level calculations for all categories of public assistance in a single pass without manual intervention.	The SCR updates the CMSP Discontinuance sweep job.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-265032

Implement Test Data Slicer Tool

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	LeS
	Reviewed By	ZhaoA

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
9/20/2023	1.0	Added requirements for online screens	LeS
10/19/2023	1.1	Added requirements for batch jobs	ZhaoA
2/29/2024	1.2	Updated Table of Contents, added security rights and groupings, included security matrix in support documents, removed placeholder text	LeS

Table of Contents

1 OVERVIEW

This System Change Request (SCR) will implement the test data slicer tool to populate test data in the lower environments, masked or unmasked depending on the environment.

1.1 Current Design

Currently, test data for lower environments are copied through a data refresh or using the case copy batch job in select environments.

1.2 Requests

The Test Data Slicer Tool has the following requirements:

1. An online screen that will enable specific users to select what type of process they would like to use to populate lower environments with cases.
2. A copy process to populate lower environments post baseline production deployment (approximately every 2 months).
3. A copy process to copy a small-scale test data for lower environments.

1.3 Overview of Recommendations

1. Create a Data Slicer page with a dropdown of the different copy processes the user will user to populate the lower environments.
   a. Release Data Refresh
   b. Multiple Case Copy
   c. Individual Case Copy
2. Implement the copy process to populate the lower environments, masked and unmasked depending on the environment, with production data.
3. Implement a process to toggle the tool on and off with a Data Change Request (DCR)

1.4 Assumptions

1. The selected lower environments will no longer be copied through a data refresh.
2. The existing Case Copy functionality will continue to exist for PRT and Training Staging environments.

2 RECOMMENDATIONS

This section outlines the recommendations to introduce the Test Data Slicer tool in order to populate lower environments with test data.

2.1 Admin Task Navigation

2.1.1 Overview

Users will be able to navigate to the Data Slicer page by using the existing Admin Navigations in the CalSAWS System.

2.1.2 Admin Task Navigation Mockup

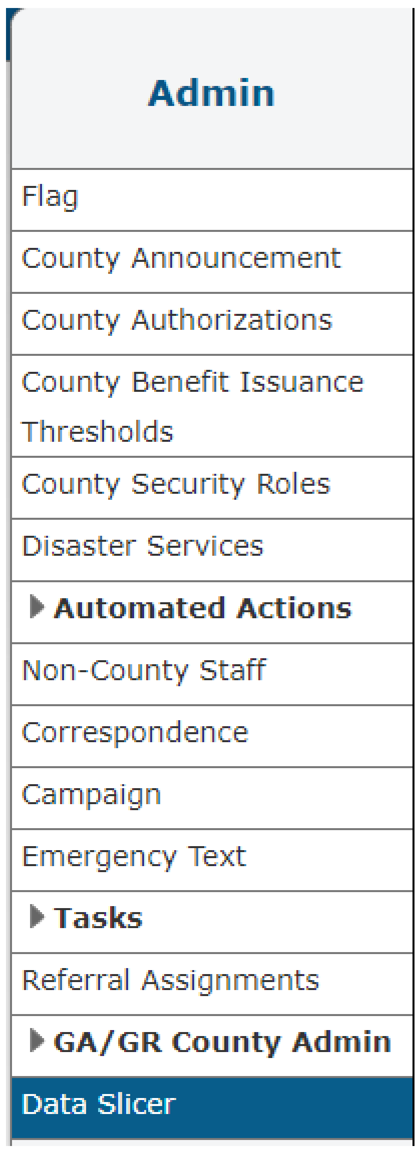


Figure 2.1.2 – Admin Task Navigation Mockup

2.1.3 Description of Changes

1. Add a "Data Slicer" task navigation option to the Admin Local Navigation
    a. This navigation will be under the GA/GR County Admin task navigation option as seen in Figure 2.1.2
    b. This option will display if the User's security profile contains the DataSliceReleaseDataRefresh, DataSliceMultipleCaseCopy, or DataSliceIndividualCaseCopy security right.
2. Clicking "Data Slicer" navigation will navigate the user to the Data Slicer page.

2.1.4 Page Location

- **Global: Admin Tools**
- **Local: Admin**
- **Task: Data Slicer**

2.1.5 Security Updates

1. Security Rights

Security Right	Right Description	Right to Group Mapping
DataSliceReleaseDataRefresh	Ability to select the Release Data Refresh Data Request Type	Data Slicer - Release Data Refresh Data Slicer - Multiple Case Copy Data Slicer - Individual Case Copy
DataSliceMultipleCaseCopy	Ability to select the Multiple Case Copy Data Request Type	Data Slicer - Multiple Case Copy Data Slicer - Individual Case Copy
DataSliceIndividualCaseCopy	Ability to select the Individual Case Copy Data Request Type	Data Slicer - Individual Case Copy

2. Security Groups

Security Group	Group Description	Group to Role Mapping

Data Slicer - Release Data Refresh	Access to Data Slicer and all Data Request Types	N/A
Data Slicer - Multiple Case Copy	Access to Data Slicer and Multiple and Individual Case Copy Data Request Types	N/A
Data Slicer - Individual Case Copy	Access to Data Slicer and Individual Case Copy Data Request Type	N/A

2.1.6 Page Mapping

N/A

2.1.7 Page Usage/Data Volume Impacts

There are no expected page usage/volume impacts.

2.2 Data Slicer - Landing Page

2.2.1 Overview

The Data Slicer page will initially load with a dropdown menu. The dropdown menu will provide the different copy process options.

2.2.2 Data Slicer – Landing Page Mockup

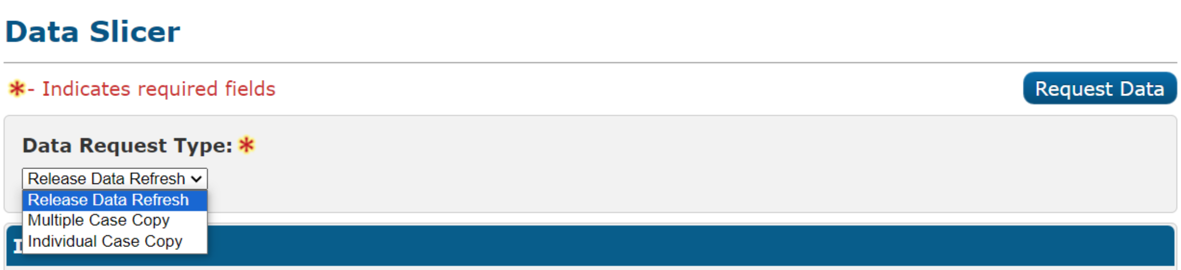


Figure 2.2.1 – Data Slicer – Landing Page Mockup

2.2.3 Description of Changes

1. Add a Data Slicer page to the CalSAWS System
   a. Data Request Type – This field displays a dropdown menu of the different data request types that can be used to copy test data

into lower environments. It will be defaulted to Release Data Refresh. The options will be (in this order):

        i. Release Data Refresh
            1. This value will only display if the User's security profile contains the DataSliceReleaseDataRefresh security right.
        ii. Multiple Case Copy
            1. This value will only display if the User's security profile contains the DataSliceMultipleCaseCopy security right.
        iii. Individual Case Copy
            1. This value will only display if the User's security profile contains the DataSliceIndividualCaseCopy security right.

    b. Request Data Button
        i. Clicking this button will initiate a copy process to populate lower environments with data based on the parameters selected on the page.

2.2.4 Page Location

- **Global: Admin Tools**
- **Local: Admin**
- **Task: Data Slicer**

2.2.5 Security Updates

1. See Section 2.1.5

2.2.6 Page Mapping

Create new page mapping to add the new fields in this page.

2.3 Data Slicer – Release Data Refresh

2.3.1 Overview

The "Release Data Refresh" Data Request Type for the Data Slicer page will allow users to select up to 5 counties to populate test data into the lower environments.

2.3.2 Data Slicer – Release Data Refresh Mockup

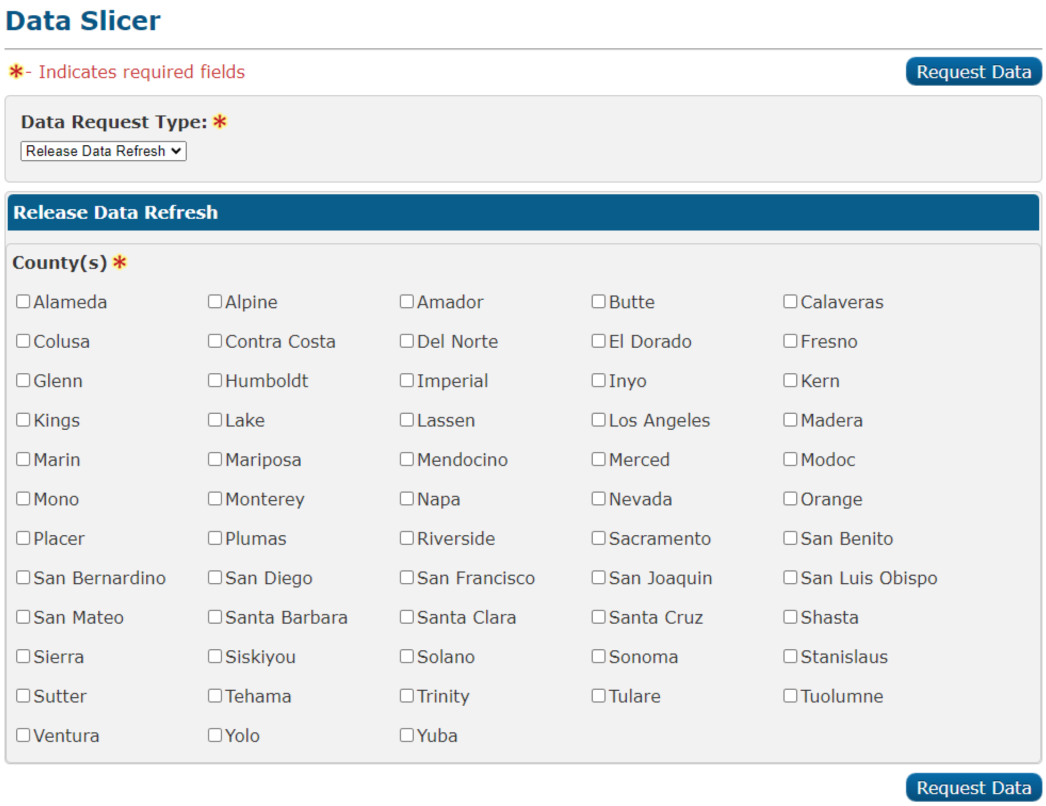


Figure 2.3.1 – Data Slicer – Release Data Refresh Mockup

2.3.3 Description of Changes

1. Release Data Refresh
    a. This section will dynamically display once the "Release Data Refresh option is selected for the Data Request Type field.
    b. County(s) (Max 5)
        i. This section will display all 58 counties in 5 columns with selectable checkboxes, as seen in Figure 2.3.1
2. Request Data Button
    a. Clicking this button will store the selected counties into the database to be processed by batch.
        i. The page will refresh and start at the landing page as seen in Figure 2.2.1
    b. Page Validations will be triggered upon clicking this button prior to saving the information.
        i. If no counties were selected the validation will state: "County(s) - Field is required. Please enter a value."
        ii. If more than 5 counties are selected the validation will state: "County(s) - Please select up to 5 counties."

2.3.4 Page Location

- **Global: Admin Tools**

- **Local: Admin**
- **Task: Data Slicer**

2.3.5 Security Updates

1. See Section 2.1.5

2.3.6 Page Mapping

Create new page mapping to add the new fields in this page.

2.3.7 Page Usage/Data Volume Impacts

There are no expected page usage/volume impacts.

2.4 Data Slicer – Multiple Case Copy

2.4.1 Overview

The "Multiple Case Copy" Data Request Type for the Data Slicer page will allow users to input case and county delimited by a comma to populate test data into the lower environments.

2.4.2 Data Slicer – Multiple Case Copy Mockup

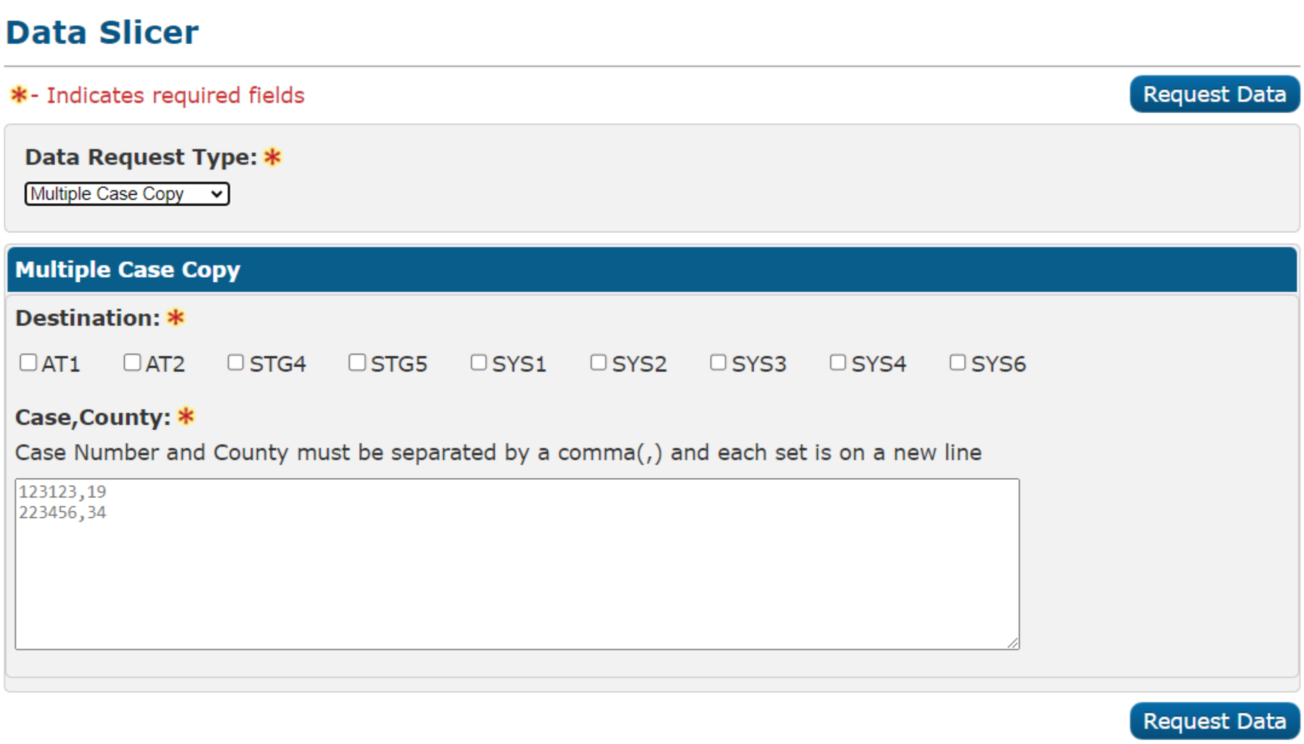


Figure 2.4.1 – Data Slicer – Multiple Case Copy Mockup

2.4.3 Description of Changes

1. Multiple Case Copy
    a. This section will dynamically display once the "Multiple Case Copy" option is selected for the Data Request Type field.
    b. Case, County – a free text field that allows the User to add case and county information with a maximum length of 20,000 characters.
        i. A note will be displayed under the field title to let the user know how they should format the text. It will state:
            1. Case Number and County must be separated by a comma and each set is on a new line.
        ii. When the text field is empty, it will show placeholder text to indicate the format the user should use.
            1. Once the user types in the text field, the placeholder text will disappear.
2. Request Data Button
    a. Clicking this button will store the selected counties into the database to be processed by batch.
        i. The page will refresh and start at the landing page as seen in Figure 2.2.1
    b. Page Validations will be triggered upon clicking this button prior to saving the information.
        i. If nothing is selected in the Destination field, the validation will state: "Destination - Field is required. Please select a value."
        ii. If no inputs were made in the Case, County text field, the validation will state: "Case, County - Field is required. Please enter a value."

2.4.4 Page Location

- **Global: Admin Tools**
- **Local: Admin**
- **Task: Data Slicer**

2.4.5 Security Updates

1. See Section 2.1.5

2.4.6 Page Mapping

Create new page mapping to add the new fields in this page.

2.4.7 Page Usage/Data Volume Impacts

There are no expected page usage/volume impacts.

2.5 Data Slicer – Individual Case Copy

2.5.1 Overview

The "Individual Case Copy" Data Request Type for the Data Slicer page will allow users to select case and county to populate test data into the lower environments.

2.5.2 Data Slicer – Individual Case Copy Mockup

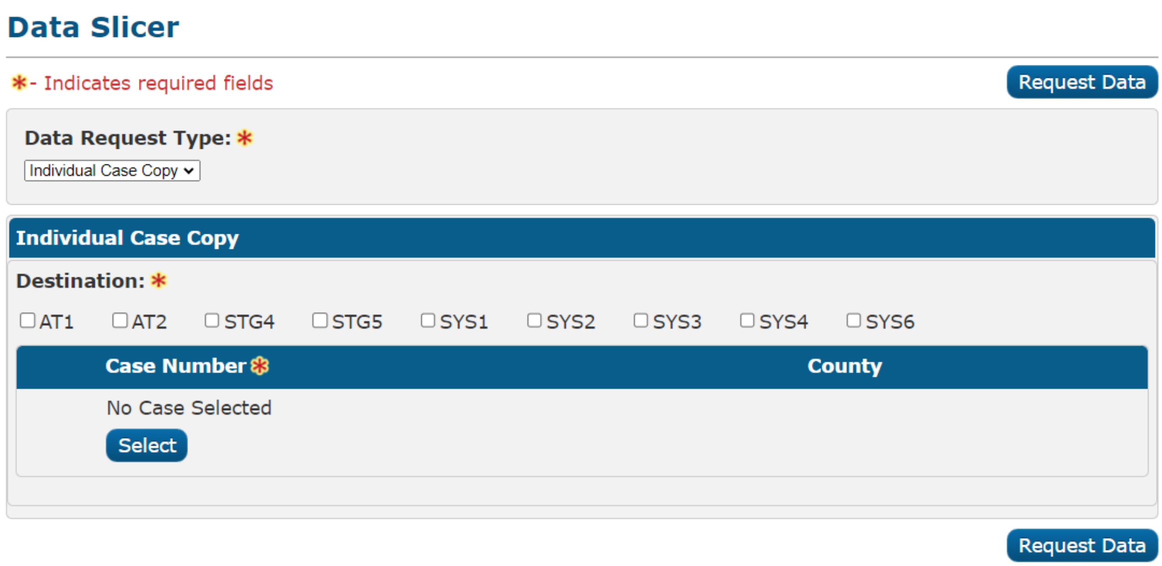


Figure 2.5.1 – Data Slicer – Individual Case Copy – No Case Selected Mockup

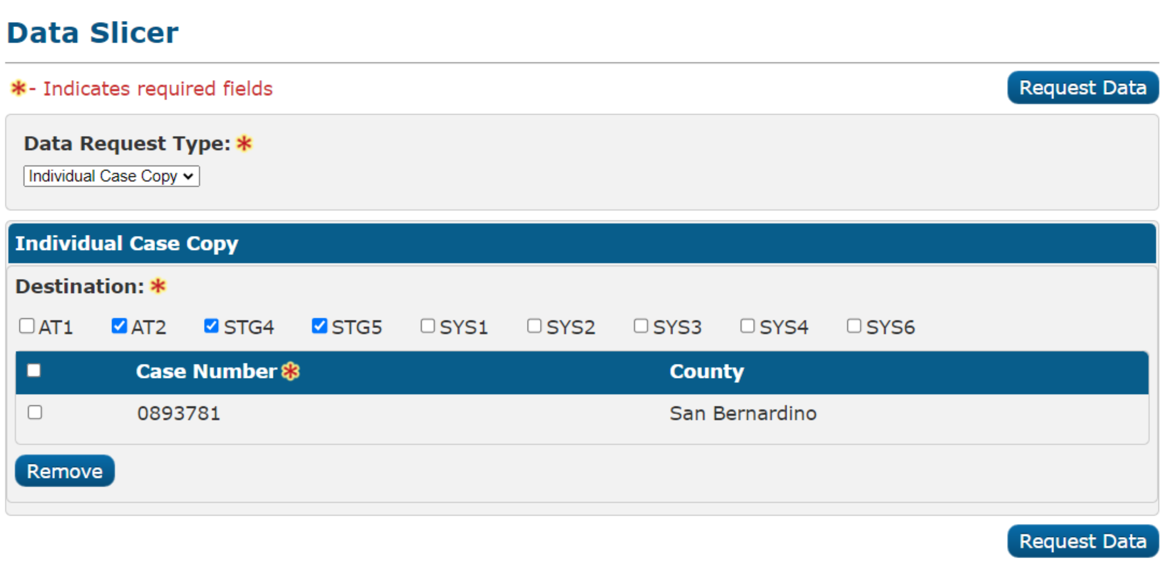


Figure 2.5.2 – Data Slicer – Individual Case Copy – 1 Case Selected Mockup

2.5.3 Description of Changes

1. Individual Case Copy
    a. This section will dynamically display once the "Individual Case Copy" option is selected for the Data Request Type field.
    c. Destination – This required field will display, on a single row, the available environments with selectable checkboxes, as seen in Figure 2.5.2
    d. Case Number and County
        i. This section will display the selected case to be populated in the selected Destinations.
        ii. "No Case Selected" will display if no case has been selected.
        iii. Select Button – This button will allow us to search for the case and county.
            1. Clicking this button will take us to the existing "Select Person" flow in order to select a person and then the case associated to that person.
            2. After selecting the Case Number and county, the static information will display as seen in Figure 2.5.2
            3. This button will no longer display if a case has been selected, it will reappear if the case is removed
    e. Remove Button – This button will display when there is a case selected.
        i. Clicking this button will remove the selected case
2. Request Data Button
    a. Clicking this button will store the selected counties into the database to be processed by batch.
        i. The page will refresh and start at the landing page as seen in Figure 2.2.1
    b. Page Validations will be triggered upon clicking this button prior to saving the information.
        i. If no destinations were selected the validation will state: "Destination - Field is required. Please enter a value."
        ii. If no cases were selected the validation will state: "Case Number - Field is required. Please select a value."

2.5.4 Page Location

- **Global: Admin Tools**
- **Local: Admin**
- **Task: Data Slicer**

2.5.5 Security Updates

1. See Section 2.1.5

2.5.6 Page Mapping

Create new page mapping to add the new fields in this page.

2.5.7 Page Usage/Data Volume Impacts

There are no expected page usage/volume impacts.

2.6 Create Batch Jobs to Populate Lower Environment Test Data

2.6.1 Overview

Data Refresh Background

Currently, lower environments are regularly refreshed with a full copy of production data via Delphix. Environments may be masked or unmasked. A snapshot is kept in a dedicated staging environment where the data is masked, then copied to the appropriate masked environments.

Case Copy Background

In addition, for training environments, there are case copy batch jobs which are used to copy only requested case data. Workers can request specific cases to copy, which are staged to a transaction table. The case copy batch job, which are configured to a specific source and destination database pair, processes those transactions to copy the case. In the scenario, that the same case is requested more than once, the case is still copied with the same criteria, but a new case number is generated in the destination database. Note that these jobs only copied data which can be linked to a case. There are also some restrictions implemented to prevent some data linked to cases from being copied. Therefore, static tables, a subset of tables that link to case, and all tables which do not link to case will not be copied by the case copy jobs. Note that we have an in-house masking solution which is used to mask data before it is inserted into any masked database.

New Approach to Populating Test Data

As described in the previous section, we can use case copy batch jobs to copy specific cases from one environment to another. In addition, upon refresh of a database, a full copy of the dataset of a production snapshot is applied to an environment. However, for masked lower environments, Delphix, the tool that performs this full dataset refresh, is planned for decommission. Therefore, there is a need to support both specific case copy as well as a method to refresh an environment with data. The new approach to populating test data is similar to case copy, but at greater scale. Instead of requesting specific cases, release management will have the option to request specific cases to copy. Batch jobs will identify the staged county to copy, identify all case data belonging to that copy in the staging database, and delete all case data not belonging to the requested counties. In addition, static tables will remain intact. This sliced dataset will then be propagated to lower environments.

2.6.2 Description of Changes

1. Individual/Multi- Case Copy Job – Job will reuse case copy logic, read in requested case and target database from a staging table, identify the case data to be copied, mask the data using the in-house Data Masking Profiler (DMP), and insert the data to the target database.
2. Release Data Refresh Jobs – This series of jobs will run against the SRC_MASK6 database, which is currently used for refresh activities. Data is grouped into subsets which are processed in parallel. For example, OCAT table and its children will be processed in parallel to EDBC table and its children. We will call these subsets data groups with the parent table representing the subset of tables of the data group.
    a. Component 1 – Load balancers will update parent table of data groups with county codes if they do not have an existing county code column. Then, it will read in the requested counties from the staging table, determine the total number of records from the parent table that will be sliced, calculate the number of records that each successor thread job will need to process, and store both the total count and the per thread count to a table.
    b. Component 2 – Thread jobs are configured with a data group to process and will read the per thread record count calculate by component 1 to determine what subset of records it should process from the parent table. Records linked to cases which have been inactive for 12 or more months will be excluded as these cases are generally not used in testing. After excluding these cases, the case copy logic is reused to identify all child records of that data group which also need to be sliced. Records which need to be sliced are updated with indicators by the thread job as well as the case IDs. This case ID is used in case error propagation is needed as described in 2(d).
    c. Component 3 – Load balancers will determine if any errors occurred during component 2. It will assign tables for the successor jobs to propagate error codes appropriately.
    d. Component 4 – Batch jobs will identify if any errors occurred on a record-level during component 2. If an error occurred for a particular record (i.e. OCAT), then all records for the same case should be marked to avoid slicing. This will avoid data integrity issues.
    e. Component 5 – Deletion jobs will identify all records which have been marked by component 2 for slicing, but have not been marked as error by component 4, and delete all other records.

Deletion jobs only apply to a subset of identified tables which tie to case data. Static tables are not sliced. Email notifications are sent to notify of either failure or completion.

2.6.3 Execution Frequency

Individual/Multi- Case Copy Job: Hourly.

Release Data Refresh Job: Every two months per baseline release cycle timeline.

2.6.4 Key Scheduling Dependencies

N/A

2.6.5 Counties Impacted

All counties.

2.6.6 Category

Non-Core.

2.6.7 Data Volume/Performance

N/A

2.6.8 Failure Procedure/Operational Instructions

N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Online	Security Matrix	CA-265032 Security Matrix.xls

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-268444

Enhance CalSAWS Batch Logging Framework

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Dana Petersen
	Reviewed By	Deepika Rani

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
3/6/2024	1	Initial Version	Dana Petersen
4/24/2024	2	Updates to supporting documents	Dana Petersen

Table of Contents

1 OVERVIEW

Enhance the CalSAWS Batch Framework to allow for more proactive handling and minimize business impacts of Batch operation issues.

1.1 Current Design

CalSAWS uses a third-party batch scheduler to manage and orchestrate the nightly batch process, as well as batch jobs that run outside of the main schedule (i.e. batch jobs that run periodically during business hours). On average, over 15,000 individual batch jobs run on any given day.

By Default, most batch jobs automatically capture basic, summary-level statistics in the production database. The exception to this default behavior includes batch jobs that are implemented using a different architecture or technology to the traditional batch job, including but not limited to event-streaming batch jobs, FTP (File Transfer) jobs, as well as batch jobs that directly invoke stored procedures in the database. These jobs must have custom functionality to log summary statistics.

The base-level statistics include 2 metrics/counts:

1) Number of Rows Processed, and
2) Number of Rows Skipped.

These counts are maintained for all traditional batch jobs that implement the base batch module class. These jobs undergo the following high-level steps:

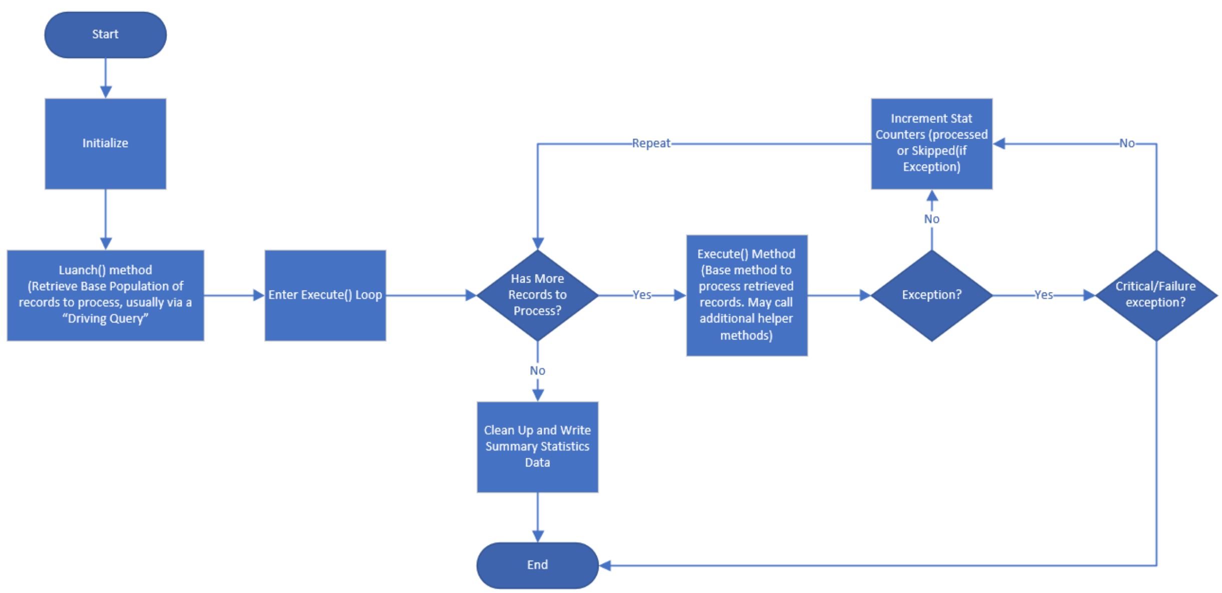
1) Batch Job is started (invoked via the command line by the Batch Scheduler)
2) The Batch Job determines which batch module(s) to run, determined by the batch job's properties in the database. For each module,
3) The batch module initializes values required for processing (loads additional properties specific to the batch job, such as county code, staff id, etc.). This process initializes the Number of Rows Processed/Skipped counters to 0.
4) The Module's LAUNCH method is invoked. Typically, this method executes a Driving Query, which retrieves the relevant records that need to be processed. Example: Batch EDBC Sweep Job runs a Driving Query to identify recently Discontinued Medi-Cal Recipients who have submitted a valid RE Packet since being discontinued.
5) The Batch framework calls the batch module's EXECUTE method in a loop; One iteration per record returned by the Driving Query in the previous LAUNCH method step. This is where the 'Work' is typically performed in a batch job; Each record undergoes some level of 'processing', which may involve additional data retrieval, updates, inserts, etc. Example, Check to see if the MC RE Packet was received between the current month's 10-day cutoff and the last business day of the current month.
    a. If Yes,

i. Rescind the Discontinued program/person statuses to Pending.
ii. Trigger Batch EDBC (by inserting a new record into SYS_TRANSACT)
iii. Trigger MAGI (by inserting a new record into CH_TRANSACT)
iv. Create a new Task for the worker to notify them that the MC Case was automatically rescinded and reactivated.
v. if the above processing was successful, increment the 'Number of Rows Processed' counter. If an exception was at any point in this step, increment the 'Number of Rows Skipped' counter.

b. If No,
   i. Skip the record and move on to the next.

6) Check to see if more records exist to process. If so, repeat step 5). Else,
7) Clean up the job, which includes writing the summary statistics ('Number of Rows Processed', 'Number of Rows Skipped'), committing any database transactions that have not yet committed, closing database connections, etc.

A high-level view of current batch architecture Summary Statistics data capture:



1.2 Requests

The current implementation of most batch jobs does not easily support proactive discovery and analysis of issues that may commonly arise during or immediately following the batch window, for the following reasons:

1. **Level of Detail**:
   a. Batch Jobs log summary-level statistics by default. High level counts of "Number of Records Processed" or "Number of Records Skipped" are

implemented by default, but do not offer the ability to provide more detailed information, such as county-level metrics (in the case of multi-county jobs), skip reasons (the specific business or policy-specific reason(s) a record may have been skipped from further processing), and exception/failure details (many jobs allow for a threshold of individual failures allowed prior to the entire job failing. These details are stored in the log files only and are not available in the database for fast analysis).

   b. While "standard" batch jobs (those implemented using the base batch module architecture) inherit a base-level of summary statistics data capture, this default behavior does not account for the various sub-processes or additional behaviors associated with the business logic of the individual batch job. For example, a batch job's primary purpose may be to schedule an automated appointment when a verification is due. During this processing, the same case may require a new task to be created for the case carrying worker, a new journal entry created, and a form sent to the recipient, or any combination of the above. In this case, it is currently difficult to determine the non-core actions taken.

2. **Availability**:
   a. The Summary Statistics Data only becomes available within the database once a batch job has successfully completed; If a batch job fails, or is in the process of running, these metrics are not yet committed to the database. This can make real-time investigations more time consuming (requires manually retrieving a log file) for the operations team and is not conducive to detailed analysis across multiple instances of the same job or similar jobs over time.
   b. The existing summary data is only available for 90 days, and then is purged from the system. This does not allow for analyzing trends over more than a 90-day period.
3. **Consistency**:
   a. Using the example from 1) b. above, in which a batch job can take multiple (or sub) actions, batch jobs can currently log custom statistics. However, this level of logging is not standardized.
   b. "Skipped" records vs "exceptions" – Currently, the default behavior will increment the 'number of records processed' count for each record successfully processed in the 'Execute' method loop. Alternatively, if a record fails (throws an exception that doesn't cause the entire job to fail) at any point within the Execute loop, the batch architecture will increment the 'Number of records skipped' count and move on to the next record to process. There are cases in which a record is 'skipped' for business reasons that do not result in an actual failure. For example, a record is identified by the batch job's initial driving query as a potential record that requires some downstream processing. During additional processing however, that record is determined as being exempt from some automated action, or some condition is already met. In this case, a standard 'Skip' count isn't logged unless the batch job has implemented a custom counter for this purpose.

1.3 Overview of Recommendations

1. **Create the data model to support enhanced logging:** Create new tables to store detailed batch statistics. These tables will contain the enhanced/detailed/granular information for more robust analysis, tracking, and operational support purposes. These tables will not replace or alter the existing summary statistics data model.
2. Update the base batch architecture to capture base status information, which will be available as the batch job is still running.
3. Update the base batch architecture to provide functionality for individual batch jobs/modules to capture job-specific statistics, event data, record-level details, etc.
4. Identify and update critical batch jobs to record more granular information.

1.4 Assumptions

1. This SCR will provide the functionality necessary for future efforts to create management reports and/or monitoring dashboards. These reports/dashboards are not within the scope of this current SCR.
2. Performance testing will be conducted as part of this SCR for the impacted batch jobs that implement/activate this new framework.
3. Enabling additional jobs outside of those listed within this SCR will require future work items.

2 RECOMMENDATIONS

2.1 Create New Tables to store enhanced batch job statistical data

2.1.1 Overview

To capture and store enhanced logging data, new database tables, category entries, and code values will be added to the existing CalSAWS data model. These tables will be maintained by the individual batch jobs to capture their own statistics. Please reference supporting documents ("CA-268444 ERD.vsdx" and "Table Details.xlsx") for additional details.

2.1.2 Description of Change

1. Add the following new tables to the CalSAWS Database (note: Any Table or Column names/spellings are subject to final approval and may change slightly):
    a. BATCH_LOG
        i. This table tracks every time a batch module is run. It is the highest-level parent table for all other information about a specific batch module run.
    b. BATCH_LOG_EVENT
        i. This table tracks different kinds of events that occurred for a batch module. This table can contain job-level events (such as "Entered Execute() loop" or record-level events (such as "Created Task" or "Created Journal Entry") which are tied to individual records during processing.
    c. BATCH_LOG_EXCEPT
        i. This table tracks individual batch exceptions thrown/logged by a specific batch module run.
    d. BATCH_LOG_RECRD
        i. This table tracks individual records processed by the batch module within the Execute() method loop. Records are only inserted if specified by the job or architecture to do so. Not all records are inserted automatically.
    e. BATCH_LOG_SKIP
        i. This table tracks individual skip reasons for an individual batch module run. One or multiple reasons can be logged for a single record processed by the batch module. Example: Customer Appointment Batch Job sees that the customer already has an appointment scheduled, so opts not to double-book the customer.
    f. BATCH_LOG_STAT

        i. This table tracks summary-level statistics for a batch module for high-level analysis and comparison purposes.

2. Add new code categories for the following table/Columns (Note: please refer to the attached "CA-268444 CTCR Values.xlsx" matrix for additional details):
    a. BATCH_LOG.STAT_CODE
    b. BATCH_LOG_STAT.TYPE_CODE
    c. BATCH_LOG_STAT.SUB_TYPE_CODE
    d. BATCH_LOG_EVENT.TYPE_CODE
    e. BATCH_LOG_EVENT.SUB_TYPE_CODE
    f. BATCH_LOG_RECRD.KEY_TYPE_CODE
    g. BATCH_LOG_SKIP.SKIP_RSN_CODE
    h. BATCH_LOG_EXCEPT.TYPE_CODE

2.2 Update Base batch architecture to support enhanced logging data

2.2.1 Overview

Update the batch architecture layer to support enhanced logging functionality. Some functionality will contain common behavior, such as automatically logging new BATCH_LOG records upon batch job/module initialization, as well as status updates at key common points. Other functionality will be created to allow jobs to add logging data on a case-by-case basis, as needed.

2.2.2 Description of Change

1. Update the base batch module classes to automatically create a new BATCH_LOG entry upon the initialization of the batch module:
    a. Set the initial status to 'RU' (Running). Commit this to the BATCH_LOG table immediately so any consumer process or operations staff can see that the job has started.
    b. Set the status to 'CS' (Completed Successfully) upon successful completion of the batch module.
    c. Set the status to 'FA' (Failed) upon any condition that would cause the batch job to fail, such as when an exception causes the job to terminate unsuccessfully.
    d. Allow individual jobs to enable this functionality via batch job properties.
2. Update the batch framework to create new BATCH_LOG_EVENT records at key points during the batch module's lifecycle:
    a. Standard events that are common functionality to all jobs that use the standard batch module framework:

i. Launch Method Started
    1. This is the first method typically used to retrieve results from a driving query.
ii. Entered Execute Loop
    1. This record will be inserted when the Execute() method loop begins. This loop typically processes each record returned by the "Launch" method.

3. Update the base batch module class to create new records into the BATCH_LOG_STAT table, capturing similar metrics in a similar manner to the SUMM_STAT_DETL table. Note that this functionality will not replace SUMM_STAT and SUMM_STAT_DETL with this effort to allow for existing consumers to continue to query these tables without impact. The standard metrics captured will be 'Number of Rows Processed' and 'Number of rows skipped', similar to the SUMM_STAT functionality
4. Create new methods to create BATCH_LOG_RECRD records on demand by individual batch job/modules. The BATCH_LOG_RECRD entries will be inserted on demand by the consumer batch job/module as a course of its business process. For example, the records retrieved by the Driving Query that was run in the "Launch" method typically include the unique identifier for the CASE, Program, Program Person, or other pertinent table. This unique identifier will be recorded in the KEY_VAL column. For each iteration of the EXECUTE method, the unique identifier will be captured and written to the database for downstream analysis.
5. Create new methods to create BATCH_LOG_SKIP records on demand by individual batch job/modules.
    a. While processing each record in the EXECUTE loop, there may be policy or business conditions that prevent further processing and necessitate a "skip" condition. This is a different scenario than the traditional "skip" count (which is caused by an exception or error). When the individual batch job/module's logic requires the job to no longer process the current record, log a new entry into the BATCH_LOG_SKIP table, associated to the current BATCH_LOG_RECRD entry.
6. Create new methods to create BATCH_LOG_EXCEPT records on demand by individual batch job/modules.
    a. While processing each record in the EXECUTE loop, there may be unforeseen errors or exceptions that prevent the current record from continuing to process. When an exception occurs, log a new entry into the BATCH_LOG_EXCEP table, associated to the current BATCH_LOG_RECRD entry.
7. Create new methods to create BATCH_LOG_EVENT records on demand by individual batch job/modules.
    a. While processing each record within the EXECUTE loop, one or more distinct actions may occur under the broad term "process". For example, in standard Batch EDBC Sweep jobs, a Case and Program ID combination will be added to the queue for Batch EDBC threads to run later during the batch window.

However, several other actions of note may also occur, which is controlled by the individual business requirements of individual jobs. In some circumstances, a new Journal Entry, Task, Outbound correspondence (Text, Call, Email, Paper Correspondence, etc.) may be necessary, and under differing conditions. The BATCH_LOG_EVENT table is available to record one or more notable events that occur while processing an individual record. At each batch job/module's discretion, insert a new BATCH_LOG_EVENT record associated to the current BATCH_LOG_RECRD entry.

8. Create new methods to create BATCH_LOG_STAT records.
   a. The BATCH_LOG_STAT enables batch jobs to record summary-level statistics and counts, as well as summary counts at the county-level. Beyond the standard/general metrics captured by the framework, Individual Batch Jobs will be responsible for capturing custom and county-level summary statistics.
9. Configure this functionality to allow individual jobs to enable this enhanced logging via batch job properties in case issues arise with this logging that interfere with the normal execution of the job.

2.3 Update Identified Critical Batch Jobs to log additional details.

2.3.1 Overview

Beyond the base functionality that all standard batch jobs will inherit, individual batch jobs are responsible for executing the business logic required. As such, individual batch jobs will be updated to capture detailed statistics.

As part of this SCR, **critical batch jobs have been identified to record enhanced statistics. This will allow the project and batch operations staff to proactively identify anomalous or outlier executions of batch jobs.**

This section provides an outline of the types of changes to apply to the identified batch jobs. Some of these jobs will omit some elements if not applicable. Please refer to the attached document ("CA-268444 Critical JOBLIST.xlsx") for each critical job and what values to set in each table.

2.3.2 Description of Change

1. Modify the "Execute" method as follows:
   a. For each record being processed, identify the county code ultimately associated with the record processed, if applicable.
   b. Create a new mapping object to capture the counter variables for number of records successfully processed, records skipped, and records with exceptions.

c. Identify the record Key Type (PGM, CASE, etc.) and associated unique ID value. Insert a record into BATCH_LOG_RECRD with the appropriate unique ID value and County Code.
d. If the record is skipped due to a business logic reason, Insert into the BATCH_LOG_SKIP table.
e. If the record encounters an exception or error that prevents the record from continuing to process successfully, insert into the BATCH_LOG_EXCEPT table.
f. If the record being processed has additional/notable events to capture (such as creating a Journal, Task, etc.), insert into the BATCH_LOG_EVENT table.
g. At the end of the "Execute" loop, insert the summary metrics into the BATCH_LOG_STAT table.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1	Batch/Interfaces	New Statistics/Logging tables	Table Details.xlsx
2	Batch/Interfaces	New Statistics/Logging tables Entity Relationship Diagram (ERD)	CA-268444 ERD.vsdx
3	Batch/Interfaces	Code Values for new tables	CA-268444 CTCR Values.xlsx
4	Batch/Interfaces	List of jobs implementing enhanced logging	CA-268444 Critical JOBLIST.xlsx

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-268739

Modify LA/DCFS Worker Assignment Logic

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Thanmay Yanamala, Sivagami Nachiyappan
	Reviewed By	Howard Suksanti

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
01/15/2024	1.0	Initial draft	Thanmay Yanamala, Sivagami Nachiyappan

Table of Contents

1 OVERVIEW

Update the logic of 'Worker Assignment' for Foster Care (FC) and Kin-GAP (KG) programs in PI19C884 & PI19C891. For Foster Care when a new case is created, PI19C884 job's sibling logic should look for a case with an active Foster Care program in LA county. For Kin-GAP when a new case is created, PI19C891 job's sibling logic should look for a case with an active Kin-GAP program in LA county.

1.1 Current Design:

For Foster Care:

Batch job PI19C884(FC) looks for sibling case within LA county.

- If a sibling is found in LA county, case is assigned to a worker from a sibling's case in which the program status is either Denied, Discontinued or Active.
- If no sibling is found in LA county assign a worker based on the office provided in the interface file and the participant language.

For Kin-GAP:

Batch job PI19C891(KG) looks for sibling case with Foster Care Program within LA county.

- If a sibling is found in LA county, case is assigned to a worker from a sibling's case in which the program status is either Denied, Discontinued or Active.
- If no sibling is found in LA county assign a worker based on the participant language.

1.2 Requests

Update the logic of 'Worker Assignment' for Foster Care and Kin-GAP programs. For Foster Care when a new case is created, PI19C884 job should only be looking for a sibling case with an active Foster Care program in LA county.

For Kin-GAP when a new case is created, PI19C891 job's sibling logic should look for a case with an active Kin-GAP program in LA county. If no sibling case is found, then assign to a Kin-GAP Intake worker.

1.3 Overview of Recommendations

For Foster Care the job PI19C884 sibling logic should look for a sibling case with an active foster care program.

For Kin-GAP the job PI19C891 sibling logic should look for a case with an active Kin-GAP program. A FC worker cannot work on a Kin-GAP program. if no sibling Kin-GAP program is found, the job should look for a Kin-GAP Intake worker.

1.4 Assumptions

1. The AAP program doesn't look for a sibling case and case workers are not assigned. This change is only for Foster Care and Kin-GAP Programs.

2 RECOMMENDATIONS

2.1 Update the logic for PI19C884.

2.1.1 Overview

Update the logic of 'Worker Assignment' for PI19C884. For Foster Care when a new case is created, PI19C884 job should only be looking for a sibling case with an active Foster Care program.

2.1.2 Description of Change

Modify the worker Assignment logic for Foster Care when new case is created.

1. Foster Care:

    PI19C884 should look for a sibling in LA county with an active Foster Care program.

    - If a sibling case with active foster care program is found, then assign the sibling case worker to the newly created foster care program.
    - If no sibling case is found, then assign a worker based on the office provided in the interface file and the participant language.

2.1.3 Execution Frequency

No change.

2.1.4 Key Scheduling Dependencies

No change.

2.1.5 Counties Impacted

Los Angeles

2.1.6 Category

Core.

2.1.7 Data Volume/Performance

The Foster Care and Kin-GAP case will always check for the respective active sibling's case.

2.1.8 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…)

2.2 Update the logic for PI19C891.

2.2.1 Overview

Update the logic of 'Worker Assignment' for PI19C891. PI19C891 job should only look for the sibling case with an active Kin-GAP program.

2.2.2 Description of Change

Modify the worker Assignment logic for Kin-GAP when new case is created.

Kin-Gap:

First PI19C891 should look for a sibling in LA county with an active Kin-GAP program.

- If a case is found assign the sibling case worker to the new Kin-GAP program created.
- If no sibling case is found, then assign the new Kin-GAP program to a Kin-GAP intake worker from any office. An intake worker would have the assignment type code as intake on the position detail page.
  The office needs to have KG program in the office setup.

.

Note: A Foster Care worker cannot receive a Kin-GAP program assignment.

2.2.3 Execution Frequency

No change.

2.2.4 Key Scheduling Dependencies

No change.

2.2.5 Counties Impacted

Los Angeles

2.2.6 Category

Core.

2.2.7 Data Volume/Performance

The Foster Care and Kin-GAP case will always check for the respective active sibling's case.

2.2.8 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 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.20.1.3	The LRS shall include the ability to exchange LRS Data residing on external systems and communicate the results of any automated LRS Data matches.	The FC and KG case will always look for the active sibling's case.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-272640

Turn on/update Person Removal Batch

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Edgars Reinholds
	Reviewed By	Dymas Pena, Pandu Gupta, Trevor Torres, Mathew Lower, Gillian Bendicio, Melissa Mendoza, Tiffany Huckaby, Ravneet Bhatia, Esequiel Herrera-Ortiz

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/12/2024	1.0	Initial version	Edgars Reinholds

Table of Contents

1 OVERVIEW

Orphan persons exist and are created regularly in CalSAWS. This SCR will turn on and update the Orphan Person Clean up batch job.

1.1 Current Design

Creating a new application and a case goes through several pages. Each page's records are committed before proceeding to the next page. If the workflow is not completed to case creation, then the persons remain as Orphans. They could be selected for a new application, but also the worker has the option to create a new person again.

CalSAWS has two batch jobs to mitigate this issue that have not run since C-IV migration:

- PB00S302 – Orphan Person Cleanup
    - This job finds Orphan Person records not having a case person or program person link in addition several other tables.
    - Deletes e-App person record, PERS record and related tables.
- PB00S300 – Orphan Address Cleanup
    - This job finds Orphan Address records not having any link to tables that have a foreign key constraint.
    - Deletes the orphan address record.

1.2 Requests

Turn on and update PB00S302 with the latest tables PERS related tables.

Turn on PB00S300 to clean up orphan ADDR records.

1.3 Overview of Recommendations

1. Turn on and update PB00S302 with the latest tables PERS related tables.
2. Turn on PB00S300 to clean up orphan ADDR records.
3. Regression test Case Link, Case Inquiry and Notices APIs.

1.4 Assumptions

1. Orphan PERS records are not case persons and thus only appear on the person search.
2. Orphan ADDR records are addresses that are not linked to any other table.
3. If the worker does not complete the intake flow to create a case, then batch will remove the orphaned person on the same day during nightly batch.
4. SCR CA-264934 will clean up all the existing orphan person and address records so that the batch jobs will process new orphan records going forward.

2 RECOMMENDATIONS

Turn on Orphan Person (PB00S302) and Address (PB00S300) clean up jobs. Regression test APIs.

2.1 Turn on and Update Orphan Person Cleanup job (PB00S302)

2.1.1 Overview

Turn on and Update Orphan Person Cleanup job PB00S302.

2.1.2 Description of Change

1. Remove PERS_QUALFR table from the driving query.
2. Remove C4Y (e-App) related tables from the delete logic and the following tables:
    a. SIGN_REGISTR
    b. SIGN_REGISTR_DETL
    c. SIGN_REGISTR_ANSWER
3. Update the delete logic to set C4Y_PERS.C4_PERS_ID to null for the orphan person being deleted.
4. Add the following tables to be deleted from due to PERS foreign key constraints:
    a. PERS_QUALFR
5. Create a BPCR/BSCR to turn on Orphan Person Cleanup job PB00S302.

2.1.3 Execution Frequency

Daily - No Change.

2.1.4 Key Scheduling Dependencies

No Change.

2.1.5 Counties Impacted

All Counties.

2.1.6 Category

Non-Core.

2.1.7 Data Volume/Performance

3,800,000 initial volume. Approximately 50,000 orphan records ongoing monthly for all counties.

2.1.8 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…)

2.2 Turn on and Update Orphan Address Cleanup job (PB00S300)

2.2.1 Overview

Turn on Orphan Address Cleanup job PB00S300.

2.2.2 Description of Change

1. Create a BSCR to turn on Orphan Address Cleanup job PB00S300.

2.2.3 Execution Frequency

Daily - No Change.

2.2.4 Key Scheduling Dependencies

No Change.

2.2.5 Counties Impacted

All Counties.

2.2.6 Category

Non-Core.

2.2.7 Data Volume/Performance

Estimated: 3,400,000 initial volume, plus the additional 3,800,000 orphan persons potential.

Approximately 20,000 orphan addresses ongoing monthly for all counties.

2.2.8 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…)

2.3 Regression Test APIs

2.3.1 Overview

The Case Link, Case Inquiry, and Notices APIs are portal services that support the Self-Service Portal (SSP) to enable a customer to view their case information and forms/documents. These APIs utilize the tables in the database that the Orphan Person Cleanup Job checks when deleting an orphaned person record.

2.3.2 Description of Change

1. Regression test Case Link, Case Inquiry and Notices APIs after orphan persons are cleaned up.

3 REQUIREMENTS

3.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.1.1.4	The LRS shall provide validation based data entry to prevent duplication and inconsistencies in LRS Data.	Orphaned person and address will be removed.

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-273205

Enhance Imaging to store unique BenefitsCal receipt number

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Robyn Anderson
	Reviewed By	Christopher Vasquez, Rhiannon Chin

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
3/20/2024	1.0	Initial draft	Robyn Anderson
4/17/2024	1.5	Updates section 2.1.2	Robyn Anderson

Table of Contents

1 OVERVIEW

1.1 Current Design

Currently customers receive a Receipt Number when uploading a document into the BenefitsCal system, However, BenefitsCal does not pass the receipt number to Hyland and workers cannot search for a document using the receipt number.

1.2 Requests

- Pass the BenefitsCal receipt number from BenefitsCal to Hyland. This will require the use of a custom property. The Barcode customer property already exists and will be renamed to "Receipt Number" to accommodate the change.
- Set up predefined filter to allow the users to search on the BenefitsCal Receipt Number in the Imaging solution's Case, Confidential, and Person drawers.

1.3 Overview of Recommendations

1. Rename the existing Barcode custom property to "Receipt Number" in Imaging. It will be a universal, searchable property.
2. Set predefined filters on the Case, Confidential, and Person drawers for this new field.

1.4 Assumptions

1. The receipt number will only be passed and viewable for documents uploaded after the release of this update. Documents already in the system will not have the property added retroactively.
2. The API modifications necessary to allow BenefitsCal to pass the Receipt Number will be implemented in SCR CA-273206.
3. Changes to BenefitsCal, including the Receipt Number format and how the Receipt Number will be passed into the Store API, will be completed with CSPM-72078.
4. The Point of Service button will continue to display images from BenefitsCal and Kiosks captured within the last 90 days.

2 RECOMMENDATIONS

2.1 Pass BenefitsCal Receipt Number

2.1.1 Overview

Allow BenefitsCal to pass the Receipt Number and store it in Imaging so users can search for the Receipt Number in the Imaging system.

2.1.2 Description of Change

1. Rename the existing Barcode custom property in Hyland to “Receipt Number.” The Barcode custom property was used during C-IV document migration, and is no longer used, viewable, or searchable by county staff.
2. Add a pre-defined filter to the All Case Archived, All Person Archived and Confidential Drawer views that allows the user to search on Receipt Number. Name the filter “Receipt Number.” Within the filter, include the “Receipt Number” custom property. Update the fields in the views to include the "Receipt Number" in the grid.
3. Make Receipt Number a searchable field in the Imaging system.
4. Receipt Number will be a string with maximum of 128 UTF-8 characters. While the initial purpose of this change is to pass the receipt number from BenefitsCal, this field will be generic enough so that in the future to we can support the receipt numbers from any application that uploads documents to Imaging via the API.

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-275450

ACL 21-24 Send the SAR 7 the Month Prior to the Submit Month

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Gillian Noelle Bendicio, Shining Liu
	Reviewed By	Rajesh Rudra, Edgars Reinholds, Phong Xiong

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
03/28/2024	.1	Initial Revision	Gillian Noelle Bendicio

Table of Contents

1 OVERVIEW

This System Change Request (SCR) will update the CalSAWS when it sends the SAR 7 information to the Self-Service Portal (SSP) so that the customer can immediately view and submit their SAR 7 by the first of the month.

1.1 Current Design

Currently the system generates the SAR 7 five days before the end of the month prior to the Submit Month, Central Print holds it until the last day of the month and puts it in mail on the last day. This enables the customer to get the SAR 7 no earlier than the 1st day of the Submit Month.

The SAR 7 also appears on BenefitsCal on the 1st business day of the Submit Month.

The ‘SAR 7 Sent’ text message template verbiage is currently as follows: 'CalSAWS: Your SAR 7 was sent to you. It’s due by the 5th of the month. If it is late or not turned in your benefits may stop. Questions? <Phone Number>'. It is sent the first day of the Submit Month.

1.2 Requests

1. Mail the SAR 7 without any hold when received by Central Print (Print vendor instructions only).

2. Update the Self-Service Portal (SSP) to display the SAR 7 as soon as generated instead of waiting until the first business day of the submit month.

3. Update the ‘SAR 7 Sent’ text message and send text messages the day after the generation instead of waiting until the first business day of the Submit Month.

1.3 Overview of Recommendations

1. Update the Forms Status batch job to update the SAR 7 begin date to be the SAR 7 date when the SAR 7 is sent.
2. Update the ‘SAR 7 Sent’ text message and send text messages the day after the generation instead of waiting until first business of the Submit Month.

1.4 Assumptions

1. If a SAR 7 is submitted prior to the Submit Month, it will not be processed by any batch sweeps until the first day of the Submit Month.
2. There are no changes to the existing CalSAWS batch sweep text campaign framework, as defined in SCR CA-207106 (CA-224051). All batch sweep text campaigns are expected to follow framework definitions, including but not limited to:

a. Text messages that have a <Phone Number> parameter in the message will use (844) 859-2100, which is the CalSAWS Text Help Line. Callers are forwarded to county helplines based on the zip code they enter during the call.
b. A Customer Contact History entry will be added for sent texts, except Emergency Texts, which includes a status on whether it was successfully sent or not. No journal entry will be created.
c. Counties may choose to turn on or off the corresponding Automated Action. Turning on the Automated Action means the text message will be sent to participants in the county, but it will not generate notifications or tasks within CalSAWS. Turning off the Automated Action means the text message will not be sent to participants in the county. All batch text messages will be sent during normal business hours (8:00 AM to 6:00 PM).
d. Text message will be sent in Spanish if the person's written language preference is 'Spanish', otherwise the text message will be sent in 'English'. Text messages do not contain special characters, such as letters with accents, in any language.
e. Participants cannot opt into text messaging if they are linked to any case with an active 'Domestic Violence' case flag and/or an existing 'Domestic Violence' confidentiality record and their household status for the case is 'In the Home'. The automatic Domestic Violence opt-out batch job (PB00C113) must run prior to any text message sweep job.

3. This SCR will be implemented before SCR CA-272531. 'SAR 7 Sent' text message changes in this SCR will be reflected in SCR CA-272531. SCR CA-272531 will prepend 'BenefitsCal' to text messages instead of 'CalSAWS'.
4. For SAR 7s generated in June 2024 due in July 2024, they will be mailed out immediately. For SAR 7s generated in June 2024, a one-time run of the updated text message sweep with the updated text message verbiage will go out to participants in June 2024. The updated frequency will apply automatically starting the end of July 2024, when SAR 7s due in August 2024 are generated.

2 RECOMMENDATIONS

2.1 Modify Form Status Batch Job (PB00C301) to Update the SAR 7 Begin Date

2.1.1 Overview

The Form Status Batch Job sends the SAR 7 information to the SSP so that the customer can submit the SAR 7 using the guided navigation screens. This batch job will update the logic for the SAR 7 begin date to allow submission of the SAR 7 prior to the submit month.

2.1.2 Description of Change

1. Update the SAR 7 begin date to be sent to the SSP to have the same date as the Sent status in the Customer Reporting Detail page of the corresponding SAR 7.

2.1.3 Execution Frequency

Daily (Monday-Saturday) except holidays.

2.1.4 Key Scheduling Dependencies

After the Central Print batch job.

2.1.5 Counties Impacted

All counties.

2.1.6 Category

Core.

2.1.7 Data Volume/Performance

Not applicable.

2.1.8 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.)

2.2 Modify PO00V125 Sweep

2.2.1 Overview

The 'SAR 7 Sent' text message sweep job (PO00V125) runs on the first business day of the month. The text message is sent to participants whose SAR 7 was generated and sent and is due the same month. The logic and frequency of the sweep job, as well as the text message verbiage, needs to be updated to reflect the generation of SAR 7s 5 business days before the end of the month prior to the Submit Month.

2.2.2 Description of Change

1. Modify PO00V125 so that the 'SAR 7 Sent' text message is sent to participants whose SAR 7 was generated and sent and is due the following month.
    a. For example, when this sweep job sweep job runs in March, it should select participants whose SAR 7 was generated and sent and is due in April.
2. Update the frequency of PO00V125 to match PB00R412 so that it runs 5 business days before last day of the month, starting at the end of July 2024, for SAR 7s due in August 2024. It should run after PB00R412.
3. Since PO00V125 will no longer run on the first of the month, schedule a one-time run of the updated text message sweep in June 2024 with the updated text message verbiage to select participants who had a SAR 7 generated and sent in June 2024 due in July 2024. Note: The SAR 7s due in July 2024 will be generated by PB00R412 on June 25th.
4. Create a CTCR to update the English and Spanish text message verbiage in CT2806. The new English text message verbiage should display on the Automated Action Detail page.
    a. English:
        i. CalSAWS: Your SAR 7 was sent to you. It's due by the 5th of next month. If it is late or not turned in your benefits may stop. Questions? <Phone Number>
    b. Spanish:
        i. CalSAWS: Se le envio su SAR 7. Se debe el dia 5 del proximo mes. Si se atrasa o no lo envia, es posible que sus beneficios terminen. Preguntas? <Phone Number>
5. Create a CTCR to update CT 399 so that the new frequency displays on the Automated Action Detail page. Use the verbiage below:
    a. 1 day after SAR 7 generation (Mon - Fri)

2.2.3 Execution Frequency

Updated to monthly, 5 business days before the end of the month. Same frequency as PB00R412.

2.2.4 Key Scheduling Dependencies

PO00V125 runs after PB00C113 and before PO00V200. With this SCR, it should also run after PB00R412.

2.2.5 Counties Impacted

All counties

2.2.6 Category

No change.

2.2.7 Data Volume/Performance

~80,000 records per month

2.2.8 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.).

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

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
3.1 General Technical Requirements	The LRS shall employ Web services, which are platform-independent, standards based Web applications that interact with other applications for the purposes of exchanging data via standardized messaging, e.g., Extensible Markup Language (XML). LRS shall also be capable of Web services based integration with external applications and services. Such Web services must comply with the most current version of the following standards, as supported by the LRS product stack:	CalSAWS is sending the SAR 7 data to the customer to allow them to submit the form through the SSP.

4.2 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met

CalSAWS

California Statewide Automated Welfare System

Design Document

CA-275712

Remove SimpleAuth from Lobby Check-In and Lobby Tablet application.

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Erika Kusnadi-Cerezo
	Reviewed By	Michael Wu, Kenneth Lerch, Aman Mishra, Yudhi Tanuwidjaja, Hemanth Tadavarthy, Balakumar Murthy, Himanshu Jain, Roger Perez, Tom Dickey, Battsooj Uvsh

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
4/10/2024	1.0	Initial	Kusnadi.E

5/2/2024	1.1	• Making it consistent with the flow in CalSAWS, when user enter a Username and Password that is incorrect or does not exist in ForgeRock the Error message will be displayed on the Log-In page/screen after the user Accept the Terms and Condition.
		  o The error will continue to display the same message on the Log-In screen as it currently does now (this will be for both the Lobby Check-In and Lobby Tablet).
		  o A new Figure (Figure 2.1.5 & Figure 2.2.5 for reference purposes) is added to both Section 2.1.2 and Section 2.2.2.
		  o Updates were made to the Description of Changes to also call out this process as well in both Section 2.1.3 and Section 2.2.3.
		• The Supporting Document section was updated as well (Section 3) to include the How to Guide for both the Lobby Tablet and Lobby Check-In.
		• Section 2.5 was updated. This is the change to the
			Kusnadi.E/Ken Lerch

		ForgeRockIdmClient to be more technical.	
5/13/2024	1.2	Per QA Recommendations: • Updated Sections 2.3.4, 2.3.5, 2.3.7, 2.3.8, 2.3.9, 2.4.3, 2.4.4, 2.4.5, 2.4.7, 2.4.8, 2.4.9, 2.5.3. 2.5.4, 2.5.5, 2.5.7, 2.5.8, 2.5.9 to N/A. • Section to 2.4.6 is updated to include that even though it'll impact All Counties, there is no Lobby Tablet currently in LA.	Kusnadi.Erika

Table of Contents

1 OVERVIEW

Users of the Lobby Check-In and Lobby Tablet (Lobby Tablet 2/former FACT 2.0 – will be referred to as the Lobby Tablet) applications are required to log-in to the application by using their CalSAWS Username and Password. Currently, the log-in process for these applications use the SimpleAuth flow which does not require Multi-Factor Authentication (MFA). This SCR will enable Multi-Factor Authentication as part of the log in process for the Lobby Check-In and Lobby Tablet applications which will require users to enter their one-time password (OTP) in addition to their Username and Password.

1.1 Current Design

For the Lobby Check-In and Lobby Tablet application users are required to log-in to the application by using their Username and Password. Currently, the log-in process for the Lobby Check-In and Lobby Tablet applications uses the SimpleAuth flow which does not require Multi-Factor Authentication (MFA).

1.2 Requests

Enable Multi-Factor Authentication as part of the log-in process for the Lobby Check-In and Lobby Tablet application which requires user to enter their one-time password (OTP) in addition to their Username and Password.

1.3 Overview of Recommendations

1. Create new screens for the Lobby Check-In and Lobby Tablet application to support Multi-Factor Authentication process.
    a. CalSAWS Terms and Conditions
    b. One-Time Password
    c. Office selection (Lobby Check-In application only)
2. Create new REST webservices that will be used for the CalSAWS Terms and Conditions and for OTP authentication.
3. Update the current IDM client to support the CalSAWS Terms and Conditions and OTP authentication process.

1.4 Assumptions

1. All existing functionalities will remain unchanged unless called out as part of this SCR.
2. All changes required for enabling Multi-Factor Authentication for the Lobby Check-In application used by for the 011-East Valley office (SFV) will be completed by the Los Angeles ISD (Internal Service Department) team.
3. The Lobby Check-In application used by the 011-East Valley office will no longer work until the changes under this SCR are applied to the application.
4. This SCR will not impact users that have opted in to receive their text messaging through Text Messaging.
5. Users will need to change their option of receiving OTP (email or text messaging) through the CalSAWS Application.

6. SCR CA-276448 is created to update the Lobby Check-In and the Lobby Tablet application with additional screens for the different flows that are available currently in CalSAWS when OTP are not able to be authenticated successfully after multiple tries.
7. The Lobby Tablet (previously known as FACT 1.0) will not be updated as it has come to end of life.

2 RECOMMENDATIONS

For the Lobby Check-In and Lobby Tablet applications, users are required to log-in to the application by using their Username and Password. Currently, the log-in process for these applications uses the SimpleAuth flow which does not require Multi-Factor Authentication (MFA). This SCR will enable Multi-Factor Authentication as part of the log in process for the Lobby Check-In and Lobby Tablet applications which will require users to enter their one-time password (OTP) in addition to their Username and Password.

2.1 Lobby Check-In Application

2.1.1 Overview

Create new screens for the Lobby Check-In application to support Multi-Factor Authentication process as part of the Log-In process.

2.1.2 Lobby Check-In Application Mockup

Figure 2.1.1 – Log-in screen (reference only).

Figure 2.1.2 – CalSAWS Terms and Conditions screen.

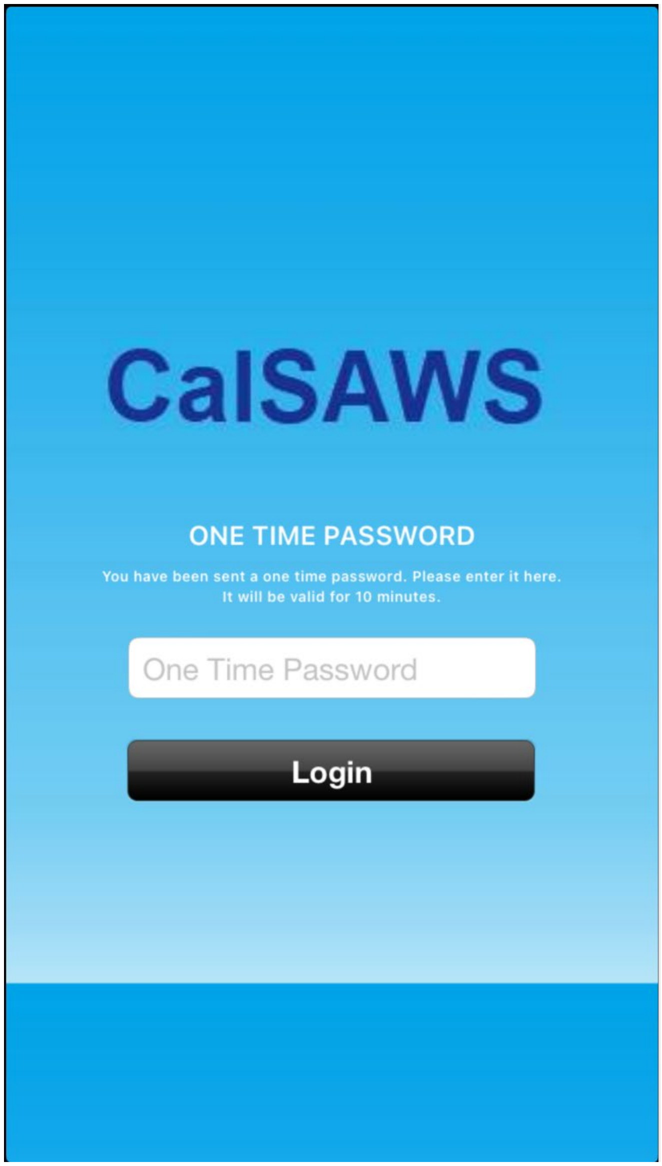


Figure 2.1.3 – One Time Password screen.

Figure 2.1.4 – Office selection screen.

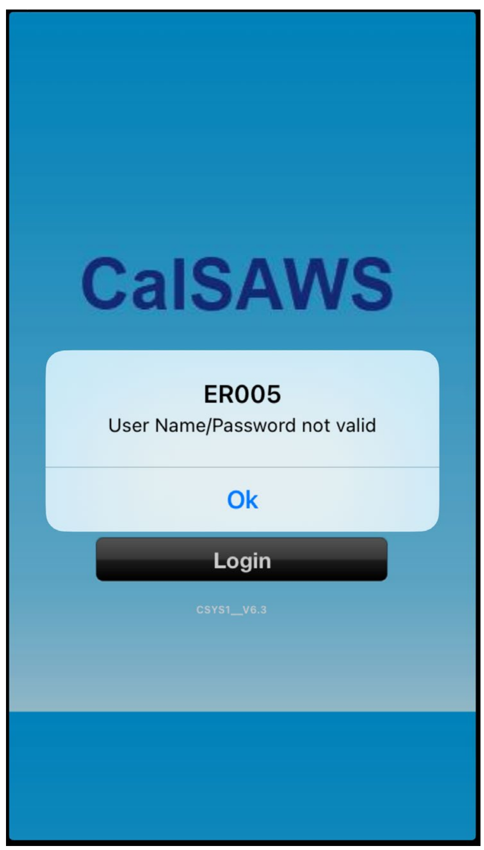


Figure 2.1.5 – Login Failure screen (reference only)

2.1.3 Description of Changes

1. Update the existing Log-In screen (reference on Figure 2.1.1) to re-direct users to the CalSAWS Terms and Conditions screen after the user clicks on the "Login" button.
    a. Office information will no longer be displayed on the Log-In screen.
2. Create a new CalSAWS Terms and Conditions screen as shown on Figure 2.1.2.
    a. The new CalSAWS Terms and Conditions screen display the following elements:
        i. The screen will have the same blue background as all other screens for the Lobby Check-In along with the CalSAWS system name at the top of the screen.
        ii. The CalSAWS Terms and Conditions will be written on the middle of the screen.
            1. The CalSAWS Terms and Conditions: "California – Terms and Conditions – This is a California Statewide Automated Welfare System (SAWS) Joint Powers Authority (CalSAWS) computer system to be used exclusively for providing state and federal operations. This system is protected under state and federal privacy laws. CalSAWS monitors this system for security purposes to ensure it remains available to authorized users and to protect information in the system. By accessing this system, you are expressly consenting to monitoring activities. All unauthorized access or use of this computer system is strictly prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in prosecution."
        iii. Two buttons below the CalSAWS Terms and Conditions
            1. The 1st button will be titled "Accept".
                a. Clicking on the "Accept" button will invoke the newly created CalSAWS Terms and Conditions REST Webservice for the Lobby Check-In application (please refer to Section 2.3 for more details on this webservice) and user will then be re-directed to the One Time Password screen.
                b. User will be re-directed back to the Log-In screen after user clicks on the "Accept" button, when the User ID and Password entered on the Log-In screen was not authenticated successfully.
                    i. Log-In screen will display the same error as it currently does now (reference Figure 2.1.5)

2. The 2nd button will be titled "Decline".
    a. Clicking the "Decline" button will invoke the newly created CalSAWS Terms and Conditions REST Webservice for the Lobby Check-In application (please refer to Section 2.3 for more details on this webservice) and user will then be re-directed back to the Log-In screen.

3. Create a new One Time Password Screen as shown on Figure 2.1.3
    a. The new One Time Password screen display the following elements:
        i. The screen will have the same blue background as all other screens for the Lobby Check-In along with the CalSAWS system name at the top of the screen.
        ii. "ONE TIME PASSWORD" will be written on the middle screen followed by "You have been sent a one time password. Please enter it here. It will be valid for 10 minutes." underneath.
        iii. Display a text field below the "You have been sent…."
            1. The text field will have "One Time Password" template when the screen first populates, there is no value entered or when the screen refreshed due to the one-time password not being authenticated successfully.
            2. Value entered on the text field will be displayed as a dot.
        iv. Display a button titled "Login" below the text field.
            1. Clicking on the "Login" button will invoke the newly created OTP Authentication REST webservice for the Lobby Check-In application (please refer to Section 2.3 for more details on this webservice).
            2. Re-direct the user to the Office selection screen when the one-time password entered was authenticated by ForgeRock successfully.
            3. Refresh the One Time Password screen when the one-time password entered was not able to be authenticated by ForgeRock successfully.
            4. Re-direct the user back to the Log-In screen after receiving 5 unsuccessful authentications consecutively.
4. Create a new Office selection screen as shown on Figure 2.1.4
    a. The new Office selection screen display the following elements:
        i. The screen will have a blue background and the CalSAWS system name at the top of the screen.
        ii. Display a field at the bottom of the screen with "Select an office" written in the middle of the field followed with

a list of all the offices that are logged in user are associated to.

1. Re-direct the user to the Check-In screen after the user select an office.

Note: Currently, the Log-In screen will display the list of offices (these are offices that the user is associated to) that are selectable after the Username and Password are authenticated successfully. With the addition of MFA as part of the log-in process, the list of offices will no longer display on the Log-In screen but will be displayed on the newly Office selection screen.

5. Provide the following information to the ISD team, so that they same change can be applied to the 011-East Valley (SFV) office Lobby Check-In application.
    a. Provide ISD information on the updates needed to the Log-In screen (2.1.3 #1 above).
    b. Provider ISD information on new screens that need to be created (2.1.3 #2 to #4 above).
    c. Provide ISD with the new end point information.

Note: ISD will be making the changes to the Lobby Check-In application that's being used by the 011-East Valley office (SFV).

2.1.4 Page Location

- **Lobby Check-In Application**

2.1.5 Security Updates

N/A

2.1.6 Page Mapping

N/A

2.1.7 Accessibility

N/A

2.1.8 Page Usage/Data Volume Impacts

N/A

2.2 Lobby Tablet

2.2.1 Overview

Create new screens for the Lobby Tablet application to support Multi-Factor Authentication process as part of the Log-In process.

2.2.2 Lobby Tablet Application Mockup

Figure 2.2.1 – Log-in screen (reference only).

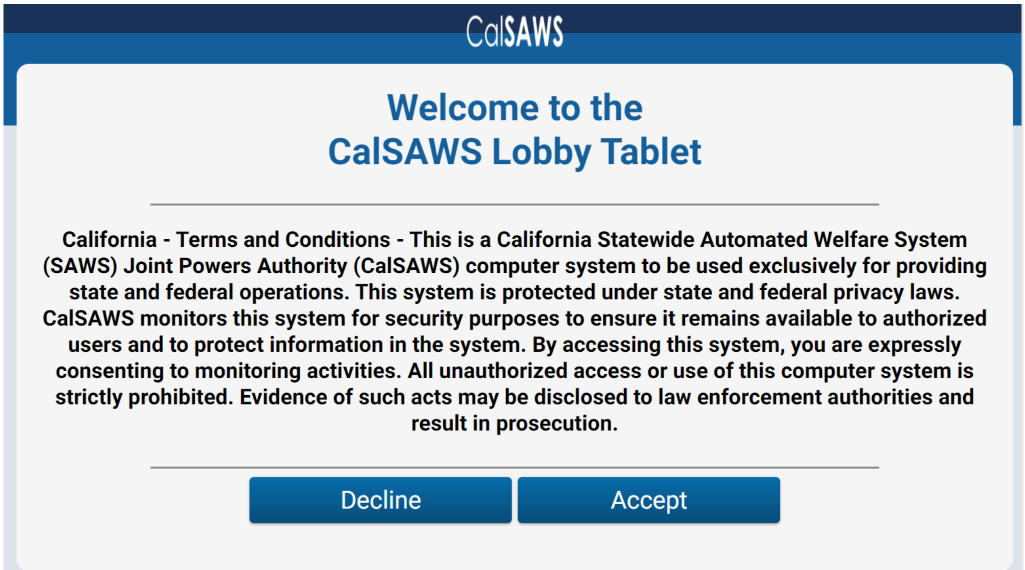


Figure 2.2.2 – CalSAWS Terms and Conditions screen.

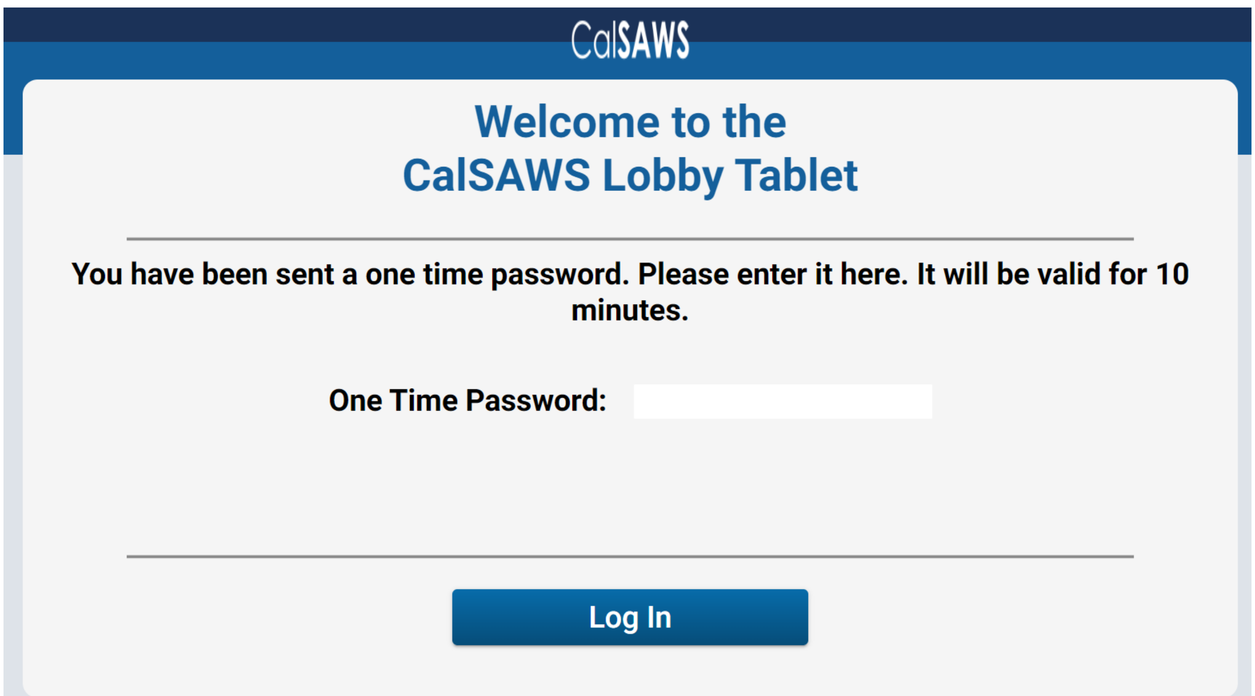


Figure 2.2.3 – One Time Password screen.

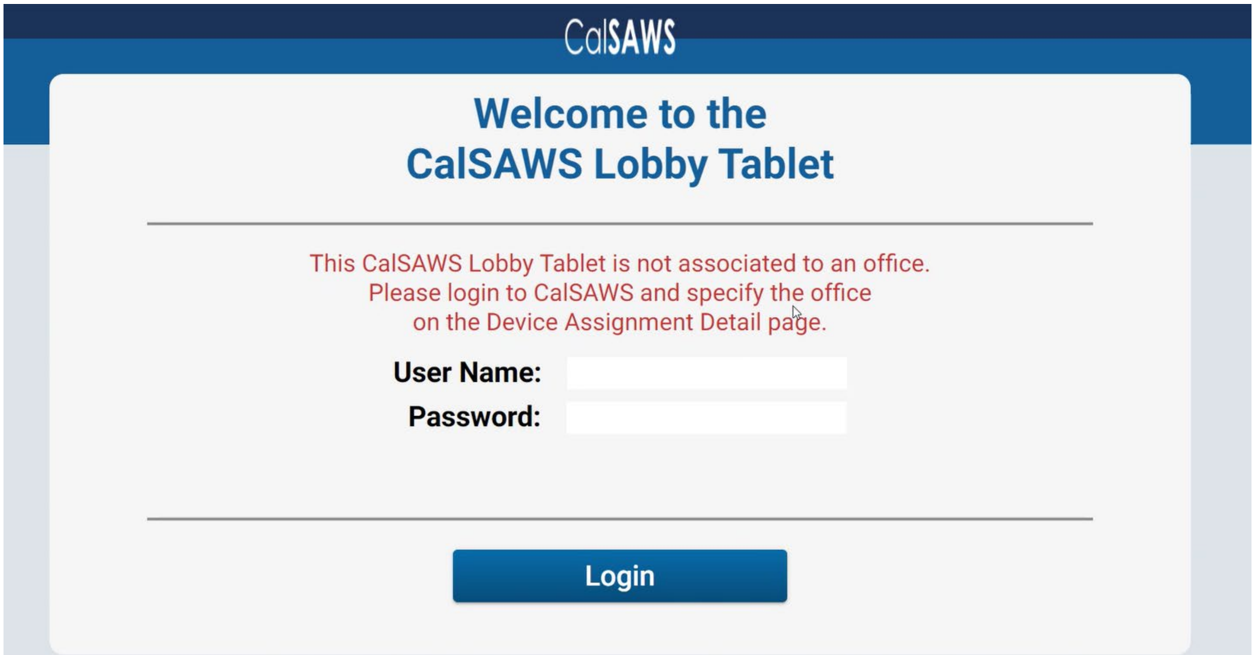


Figure 2.2.4 – Unassociated Office Error screen (reference only).

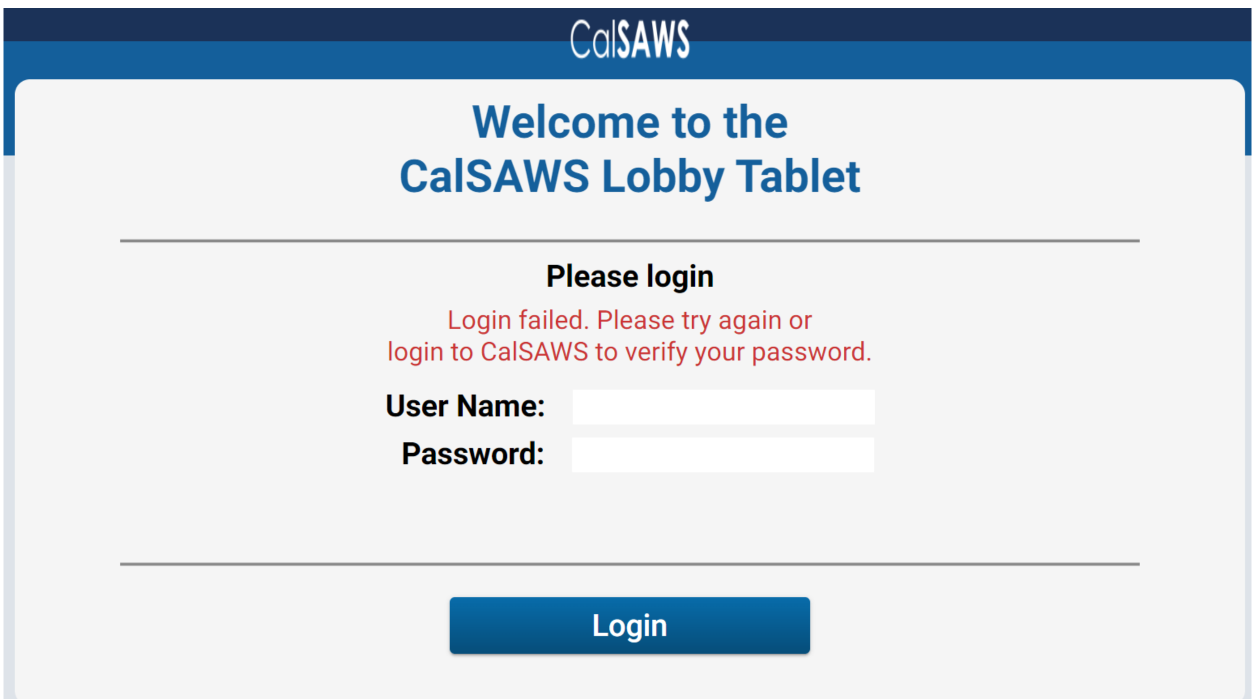


Figure 2.2.5 – Login Failure screen (reference only).

2.2.3 Description of Changes

1. Update the existing Log-In screen (reference on Figure 2.2.1) to re-direct users to the CalSAWS Terms and Conditions screen after the user clicks on the "Login" button.

2. Create a new CalSAWS Terms and Conditions screen as shown on Figure 2.2.2.
    a. The new CalSAWS Terms and Conditions screen display the following elements:
        i. The screen will have the same background template as all other screens for the Lobby Tablet
        ii. The CalSAWS Terms and Conditions will be written on the middle of the screen.
            1. The CalSAWS Terms and Conditions: "California – Terms and Conditions – This is a California Statewide Automated Welfare System (SAWS) Joint Powers Authority (CalSAWS) computer system to be used exclusively for providing state and federal operations. This system is protected under state and federal privacy laws. CalSAWS monitors this system for security purposes to ensure it remains available to authorized users and to protect information in the system. By accessing this system, you are expressly consenting to monitoring activities. All unauthorized access or use of this computer system is strictly prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in prosecution."
        iii. Two buttons below the CalSAWS Terms and Conditions
            1. The 1st button will be titled "Decline".
                a. Clicking the "Decline" button will invoke the newly created CalSAWS Terms and Conditions REST Webservice for the Lobby Tablet application (please refer to Section 2.4 for more details on this webservice) and user will then be re-directed back to the Login screen.
            2. The 2nd button will be titled "Accept".
                a. Clicking on the "Accept" button will invoke the newly created CalSAWS Terms and Conditions REST Webservice for the Lobby Tablet application (please refer to Section 2.4 for more details on this webservice) and user will then be re-directed to the One Time Password screen.
                b. User will be re-directed back to the Log-In screen after user clicks on the "Accept" button, when the User Name and Password entered on the Log-In screen was not authenticated successfully.
                    i. Log-In screen will display the same error as it currently does now (reference Figure 2.2.5)

3. Create a new One Time Password Screen as shown on Figure 2.2.3
    a. The new One Time Password screen display the following elements:
        i. The screen will have the same background template as all other screens for the Lobby Tablet
        ii. "You have been sent a one time password. Please enter it here. It will be valid for 10 minutes." will be written on the middle of the screen.
        iii. Display a text field below the "You have been sent…."
            1. The text field that will be titled "One Time Password".
            2. Value entered on the text field will be displayed as a dot.
        iv. Display a button titled "Log In" below the text field.
            1. Clicking on the "Log In" button will invoke the newly created OTP Authentication REST webservice for the Lobby Tablet application (please refer to Section 2.4 for more details on this webservice).
            2. Re-direct the user to the Home screen when the one-time password entered was authenticated by ForgeRock successfully.
            3. Refresh the One Time Password screen when the one-time password entered was not able to be authenticated by ForgeRock successfully.
            4. Re-direct user back to the Login screen with the Unassociated Office Error screen when the one-time password entered was authenticated by ForgeRock successfully, but the Lobby Tablet is not associated to an office.
            5. Re-direct the user back to the Log-In screen after receiving 5 unsuccessful authentications consecutively.

2.2.4 Page Location

- **Lobby Check-In Application**

2.2.5 Security Updates

N/A

2.2.6 Page Mapping

N/A

2.2.7 Accessibility

N/A

2.2.8 Page Usage/Data Volume Impacts

N/A

2.3 New REST web service for MFA log-in process for Lobby Check-In Application

2.3.1 Overview

New REST web services will be created that will be used to support the MFA log-in process.

2.3.2 Description of Change

1. Update the lobbycheckin/signin webservice to return the following responses:
    a. AuthId and the Terms and conditions string if successful. If unsuccessful send an error.
2. Create a new REST webservice that will be invoked when the user Accepts the CalSAWS Terms and Conditions (clicking the "Accept" button on the CalSAWS Terms and Conditions screen).
    a. Webservice will send the following on the request:
        i. AuthId and "Accept" when the user clicks on the "Accept" button.
        ii. AuthId and "Decline" when the user clicks on the "Decline" button.
    b. Webservice will return AuthId if successful or an error if it's unsuccessful.
3. Create a new REST webservice that will be invoked when the user clicks on the "LOG IN" button from the One Time Password screen.
    a. Webservice will send the following in the Request:
        i. Value entered on the one-time password text field (on the One Time Password screen) and AuthId.
    b. Webservice will return the following responses:
        i. Successful
            1. List of office id
        ii. Not Successful
            1. Error

2.3.3 Partner Integration Testing

Testing with ISD team will be needed for the 011-East Valley Office Lobby Check-In application. Los Angeles/ISD team will need to complete the necessary updates to the 011-East Valley Office Lobby Check-In application at the same time to prevent service disruptions. An updated .IPA file will be provided.

2.3.4 Execution Frequency

N/A

2.3.5 Key Scheduling Dependencies

N/A

2.3.6 Counties Impacted

Los Angeles County

2.3.7 Data Volume/Performance

N/A

2.3.8 Interface Partner

N/A

2.3.9 Failure Procedure/Operational Instructions

N/A

2.4 New REST web service for MFA log-in process for Lobby Tablet Application

2.4.1 Overview

New REST web services will be created that will be used to support the MFA log-in process.

2.4.2 Description of Change

1. Update the authenticateUserWebService webservice to return the following responses:
    a. AuthId and the Terms and conditions string if successful. If unsuccessful send an error.
2. Create a new REST webservice that will be invoked when the user Accepts the CalSAWS Terms and Conditions (clicking the "Accept" button on the CalSAWS Terms and Conditions screen).
    a. Webservice will send the following on the request:

        i. AuthId and "Accept" when the user clicks on the "Accept" button.
        ii. AuthId and "Decline" when the user clicks on the "Decline" button.
    b. Webservice will return AuthId if successful or an error if it's unsuccessful.
3. Create a new REST webservice that will be invoked when the user clicks on the "LOG IN" button from the One Time Password screen.
    a. Webservice will send the following in the Request:
        i. Value entered on the one-time password text field (on the One Time Password screen) and AuthId.
    b. Webservice will return the following responses:
        i. Successful
            1. Staff Id
        ii. Not Successful
            1. Error

2.4.3 Partner Integration Testing

N/A

2.4.4 Execution Frequency

N/A

2.4.5 Key Scheduling Dependencies

N/A

2.4.6 Counties Impacted

All Counties, however at this time there is no Lobby Tablet that is being used in Los Angeles County.

2.4.7 Data Volume/Performance

N/A

2.4.8 Interface Partner

N/A

2.4.9 Failure Procedure/Operational Instructions

N/A

2.5 Update the lobby-webservices ForgeRockIdmClient

2.5.1 Overview

The lobby-webservices ForgerockIdmClient will be updated to support the CalSAWS Terms and Conditions and OTP flow that are being added to both the Lobby Check-In and Lobby Tablet applications.

2.5.2 Description of Change

Update the lobby-webservices ForgerockIdmClient with additional operations to call ForgeRock application for the CalSAWS Terms and Conditions and OTP (Please refer to the supporting document - Architectural Diagram for more details).

1. Convert the existing authorizeUser method to startAuthorizeUser. Its parameters will still be username and password, but it will return the Terms and Conditions, and an encrypted authId. This method will invoke the ForgeRock API three times to get the authId, send the username, and send the password to receive the Terms and Conditions.
2. Add a new acceptTermsAndConditions method. Its parameters are the encrypted authId and whether the user accepts. It will send the user's acceptance to ForgeRock and return the encrypted authId if the username and password were valid and they accepted the Terms.
3. Add a new sendOtp method. Its parameters are the encrypted authId and the user's OTP. It sends them to ForgeRock to validate the OTP, and returns a token if it is valid. If not valid, it returns the authId so they can try the OTP again.

The token received upon successful authentication is discarded. It's not used for any access, the service only authenticates that the user is valid.

The encryption/decryption of the authId between the IdmClient and the Lobby Tablets is done only in the client using the same encryption utility used to encrypt parameters and log entries. The tablet only receives it and sends it back so the client can use it to correlate its calls to ForgeRock.

2.5.3 Partner Integration Testing

N/A

2.5.4 Execution Frequency

N/A

2.5.5 Key Scheduling Dependencies

N/A

2.5.6 Counties Impacted

All Counties.

2.5.7 Data Volume/Performance

N/A

2.5.8 Interface Partner

N/A

2.5.9 Failure Procedure/Operational Instructions

N/A

3 SUPPORTING DOCUMENTS

Number	Functional Area	Description	Attachment
1.0	Tech Arch	Architectural Diagram for CA-275712	Architectural Diagram for CA-275712.png
2.0	Online – Guide	Lobby Check-In how to guide	Lobby Check-In how to guide.pdf
3.0	Online – Guide	Lobby Tablet how to guide	Lobby Tablet how to guide.pdf

4 REQUIREMENTS

4.1 Project Requirements

REQ #	REQUIREMENT TEXT	How Requirement Met
2.25.1.18	The LRS shall provide a method for COUNTY-specified Users based on security profile to select multiple User accounts and perform batch personnel management actions (e.g., inactivation, suspension, archiving, or voiding of Users accounts).	This SCR will require user to have MFA in order to log in for the Lobby Check-In, Lobby Tablet and Lobby Tablet 2 application.