CalSAWS | Enhancement Request (CER)

PPOCs: Please send the completed request to CER@CalSAWS.org and cc your RM.

Submission Date	11/6/2024
Title	Batch to Trigger Annual RE Packet for AAP cases

Region #: 5	County Name: Riverside	
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Program(s) Impacted:

☒ Adoptive Services	☐ ARC	☐ CalFresh	☐ Cal-Learn
☐ CalWORKS / RCA	☐ CAPI	☐ Child Care	☐ CMSP
☐ Foster Care	☐ GA/GR	☐ GAIN/REP/WTW	☐ GROW
☐ Kin-GAP	☐ Medi-Cal / RMA	☐	☐
☐ Other – specify			

Area(s) Impacted:

☐ Call Center	☐ Case Assignment	☒ Central Print	☒ Client Correspondence
☒ Eligibility	☐ Fiscal / Collections	☐ Hearings	☐ Imaging
☐ Lobby Management	☒ Reports	☐ Resource Data Bank	☐ Schedule Appt
☐ Security	☐ Self Service Portal	☐ Special Investigation	☐ Task Mgmt
☐ Time Limits	☐ Training		

☐ Interface(s) - specify

☐ County Operational (ex. Business Reply Mail (BRM), EBT Printers, Change of Address, Opt In/Out, etc.) – specify

☐ Other – specify

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Justification / Request Summary:
Issue: Currently, mailing out AAP REs is a manual process completed by staff. AAP clerical staff mail out approximately 250 – 300 REs a month. Allowing the RE packets to autogenerate and mail out via the CalSAWS system (similar to MC) will save valuable time that may be spent to completing other functions.
Proposed Recommendation: Create annual reassessment (RE) packet for AAP cases. CalSAWS to run batch to trigger auto-mailing of AAP RE packets 90 days prior to RE due month. The following forms are to be included in the RE packet: AAP3, PUB 13, and BRM (Business replay envelope) The batch will skip any youth set to be 18t years of age or 21 years of age in RE due month. Report to be available to identify all REs mailed out or cases skipped. Areas impacted by suggestion: Templates and Reports. **Priority/Implementation Consideration(s):**

CalSAWS Response:	
CER Tracking #: (automatically generate by JIRA)	SCR #
Rejected By: Date:	
Rejection Reason(s) or other Comments:	