Cal**SAWS** | Enhancement Request (CER)

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

Submission Date	01/03/2025
Title	AAP 2 Generation criteria

Region #: 5	County Name: San Diego	
Submitter: Georgina Torres	**Email:** Georgina.Torres@sdcounty.ca.gov	**Phone**: 619-338-2900

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

Justification / Request Summary:
Change CalSAWS functionality to no longer generate an AAP 2 when there is a rate or placement change on the EDBC page.

Issue:
During the COLA batch run, form AAP 2 (Payment Instructions Adoption Assistance Program) generated on cases where supplemental payments were required.

- These forms are automatically set to "Print Locally"
- Staff are unable to reject the AAP 2, either in the preview mode or after EDBC results are accepted
- Batch journal entry also populates when the form is generated

The AAP 2 is a services form that is submitted to instruct a case update. The user acts on the case based on information provided in the form, which is also imaged to case for record keeping. Having the AAP 2 generate as the result of an action taken rather than being received to prompt an action is error prone. Functionality also creates an incorrect record under distributed documents and subsequent journal entry.

Proposed Recommendation:

Update CalSAWS functionality to no longer generate an AAP 2 when actions are taken on a case. Consequently, the batch journal entry for AAP 2s would also no longer be added to the case.

Priority/Implementation Consideration(s):

CalSAWS Response:	
CER Tracking #: (automatically generate by JIRA)	SCR #

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Rejected By:	Date:

Rejection Reason(s) or other Comments: