Update 2004-5: Common Place Handbook
Pre-CalWIN Conversion Data Clean-Up

Background

The CalWIN System logic simulates an Eligibility Worker’s (EW) thought process when determining both program eligibility (what does this person/family qualify for?) as well as benefit amounts (SOC vs. no-SOC, cash grant level, etc.) An example of this might include the following:

When processing an application for CalWORKs or AFDC-MN Linked Medi-Cal, the EW explores deprivation for the child(ren), ensures the SSN requirements are met, determines how each household member is related to each other, etc.

CalWIN logic mimics that process when determining program requirements and benefit levels. Invalid or missing information negatively impacts the Eligibility Determination/Benefit Calculation (EDBC) process. It is therefore critical that Case Data System (CDS) contain accurate data; this in turn ensures the required information is successfully converted to CalWIN.

Diligent efforts have been made by the Agency in preparation for CalWIN implementation, especially in the areas of data accuracy and integrity. Multiple projects such as Data Purification Rounds (DPR), Full Load Conversion Testing (FLCT), the San Martin Pilot Project (entering of MEDS-IDs into the [SOC SEC #] field in [BDLM]) and the ongoing SSN Field Population effort, have been undertaken by Agency staff.

Santa Clara’s CalWIN “go-live” date is scheduled for June 1, 2005. One of the most critical “pre-go-live” tasks facing our Agency is reducing our current EDBC failure/discrepancy rate of 58.714%. CDS MUST CONTAIN ACCURATE DATA FOR THE EDBC PROCESS TO BE SUCCESSFUL. If critical data (missing or invalid) is left uncorrected, it will seriously impact both Conversion as well as the
Eligibility Determination/Benefit Calculation (EDBC) pieces. Additionally, Conversion failures as well as EDBC problems will negatively impact CWES operations in their delivery of services.

**Top Four EDBC Failures/Discrepancies**

Full Load Conversion Testing (FLCT) efforts in six of the CDS consortia counties have identified the following as the top four problems for EDBC failures and/or discrepancies:

- **Missing and/or Invalid Deprivation Codes** for CalWORKs/TANF/Foster Care and AFDC-MN Linked Medi-Cal Children and Unborns.

- **Missing or Incorrect codes in the SSN [VER] field** for all persons with active Participation Codes (PCs) for cash aid (1, 2, 3, 4, 7, 8), Medi-Cal (A, C, P, B) and Food Stamps (F, K).

- **Missing and/or Incomplete Data for Absent Parents** for CalWORKs/TANF/Foster Care and AFDC-MN Linked Medi-Cal cases where the basis of deprivation is Absence. The minimum amount of data which must be present for each Absent Parent (in order to be successfully converted to CalWIN) is: Name (both First and Last), Date of Birth (DOB) and Gender. If the SSN (or MEDS Pseudo ID) is known, it must also be entered into CDS.

- **Incorrect Relationship Coding** of parents (including absent parents) to their children and vice versa. While accurate Relationship Coding for all programs/people is necessary for an accurate eligibility determination, FLCT revealed that Absent Parent Relationship Codes were the most problematic (e.g., most likely to be incorrect in CDS).

**Clarifications**

The following are clarifications regarding the top four problem errors in CDS:

**Deprivation Codes**

Every CalWORKs/TANF/Foster Care and AFDC-MN linked child (including unborns) must contain a valid deprivation code in the [DEP] field on the [PDT1] screen. The coding present in this field is used by CalWIN in determining eligibility.

Some unborn children do not have a basis for deprivation and should not be coded (i.e., pregnant mother and her separate child, with an absent parent deprivation receive CalWORKs cash assistance. She lives with the employed unmarried father of her unborn child, their common child). In this case, it is not necessary to establish deprivation for the unborn until birth.

For children/unborns missing a deprivation code, CalWIN cannot continue in the Eligibility Determination process since the converted data does not contain all the information needed in determining eligibility for these
programs; **this is considered an EDBC Failure.** If the code is wrong (or invalid), CalWIN will make an erroneous eligibility determination which will not match CDS; **this is considered an EDBC Discrepancy.**

The following are the only valid deprivation codes used for both CalWORKs/TANF and AFDC-MN Linked Medi-Cal cases:

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Absent Parent</td>
</tr>
<tr>
<td>D</td>
<td>Deceased Parent</td>
</tr>
<tr>
<td>N</td>
<td>Incapacitated Parent</td>
</tr>
<tr>
<td>U</td>
<td>Unemployed Parent</td>
</tr>
</tbody>
</table>

**Note:** The correct code for cases with a deprivation due to an incapacitated parent is “N” not “I.”

**Ad-Hoc Listing**

An ad-hoc listing titled, "CDA1 - CalWORKs/TANF/Foster Care & AFDC-MN Linked Children and Unborn With Missing or Invalid Deprivation Codes" will be generated, displaying each child/unborn with a missing or invalid deprivation code. For each case/person displayed on the listing, the EW must:

- Review the physical case record, AND
- Correct the deprivation code on the person’s [PDT1] screen.

The listing will be distributed monthly for cases assigned to an EW and weekly for cases in a Control Worker Number.

**SSN Verification Code**

All categorical aids require applicants/recipients to provide a Social Security Number (SSN) as a condition of eligibility (excluding our Undocumented Immigrant Medi-Cal population). Each program (Food Stamps, CalWORKs, Medi-Cal, etc.) has different time limits for providing SSNs or proof of application for a number. The CalWIN System has logic programmed with each program’s unique requirements. Additionally, the CalWIN EDBC process contains additional logic which compares the value contained in the SSN [VER] field against the value contained in the [SOC SEC #] field in CDS. If the code is missing or invalid, CalWIN will not have the relevant information with which to make a correct determination for the currently aided program(s). CalWIN EDBC will assume the SSN program requirement has not been met; **the person will fail EDBC.**
Example 1:

A newborn was added to a CalWORKs case in July 2004. A “6” was entered in the SSN [VER] field on the [PDT1] screen. A year has elapsed and the SSN still hasn’t been provided. The [SOC SEC #] field contains either the child’s Pseudo MEDS-ID or blanks (zeros). The SSN [VER] field still contains a “6.” If the child were to be converted to CalWIN in July 2005, the child would fail EDBC because the EDBC process determines that the child hasn’t met the SSN requirements for CalWORKs.

Example 2:

A newborn was added to a CalWORKs case in July 2004. A “6” was entered in the SSN [VER] field on the [PDT1] screen. Several months later the SSN for the child is provided and the EW enters the SSN in the [SOC SEC #] field but fails to change the SSN [VER] field code from “6” to a “3.” If the child were to be converted to CalWIN with this incompatible data present on CDS, the child would fail EDBC because the EDBC process attempts to apply SSN requirement logic to the value present in the SSN [VER] field. Because the code is incompatible with the value present in the [SOC SEC #] field, CalWIN does not know which is correct (the SSN or the SSN Verification Code). The EDBC process cannot determine if the child has met the SSN requirements for CalWORKs.

Example 3:

A CalWORKs case is approved for a mother and her 2 children in July 2004. All 3 persons have SSNs. The EW is able to sight verify both the mother’s and the oldest child’s SSNs. When approval action is taken, the Intake EW has not yet received the IEVS Applicant Abstracts and does not have verification (IEVS or sight) of the youngest child’s SSN. As a result, when a “3” is entered in the SSN [VER] field for both the mother as well as oldest child, a “5” is entered for the youngest child as we have not yet verified their SSN. When the IEVS Applicant Abstract (which verifies the SSNs for all three aided persons) is received, the SSN [VER] field for the youngest child is not changed from a “5” to a “3.” If the child were to be converted to CalWIN in July 2005, the child would fail EDBC because the EDBC process determines that the child hasn’t met the SSN requirements for CalWORKs (not verified through either sight or IEVS).
The following are appropriate codes for the SSN [VER] field:

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>• SSN sight verified, <strong>OR</strong>&lt;br&gt;• IEVS Applicant Abstract validates the SSN as belonging to this person, <strong>OR</strong>&lt;br&gt;• MEDS/CDB record contains an SSN Verification Code of “A through D” or “J through M”.</td>
</tr>
<tr>
<td>5</td>
<td>• SSN not sight verified, <strong>AND</strong>&lt;br&gt;• IEVS Applicant Abstract not yet available, <strong>AND</strong>&lt;br&gt;• MEDS/CDB record does not contain an SSN Verification Code of “A through D” or “J through M”. <strong>NOTE:</strong> Use of the “5” code is a hold over from before the inception of the IEVS Applicant System in the late ’80s. Use of the “5” code is limited to those isolated circumstances when approving assistance on an emergency basis, the client cannot provide sight verification of the Social Security Number and the IEVS Applicant Abstract has not yet been received.</td>
</tr>
<tr>
<td>6</td>
<td>• No SSN; client sent to Social Security Administration, <strong>AND</strong>&lt;br&gt;• The [SOC SEC #] field must contain either a Pseudo MEDS-ID or blanks (zero filled).</td>
</tr>
<tr>
<td>8</td>
<td>• SSN not obtainable for undocumented person, <strong>AND</strong>&lt;br&gt;• The [SOC SEC #] field must contain either a Pseudo MEDS-ID or blanks (zero filled).</td>
</tr>
<tr>
<td>9</td>
<td>• SSN not obtainable for pre-adoptive person, <strong>AND</strong>&lt;br&gt;• The [SOC SEC #] field must contain either a Pseudo MEDS-ID or blanks (zero filled).</td>
</tr>
</tbody>
</table>

**Note:** It is never appropriate to enter a code in the SSN [VER] field for an unborn; it must be left blank until the child is born.

**Ad-Hoc Listing**

An ad-hoc listing titled, “CDA2 - All Active Persons With an Active Participation Code of 1, 2, 3, 4, 7, 8, A, C, P, B, F, K - Questionable SSN or SSN Verification” will be generated, displaying each person with a missing, incompatible or invalid SSN verification code.

The listing will be distributed monthly for cases assigned to an EW and weekly for cases in a Control Worker Number.
EWs must review the cases on this listing and take the following action:

<table>
<thead>
<tr>
<th>If the code in the SSN [VER] field is ...</th>
<th>And the [SOC SEC #] field contains...</th>
<th>The EW must...</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Blanks (zero filled) or a Pseudo MEDS-ID,</td>
<td>Determine if the client has an SSN.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the client has...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No SSN,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>An SSN that has either been sight verified, validated through Applicant IEVS, or MEDS/CDB has an SSN VER Code of “A through D” or “J through M,”</td>
</tr>
<tr>
<td>5</td>
<td>Blanks (zero filled) or a Pseudo MEDS-ID,</td>
<td>Determine if the client has an SSN.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the client has...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No SSN,</td>
</tr>
</tbody>
</table>
|                                          |                                     | An SSN that has either been sight verified, validated through Applicant IEVS, or MEDS/CDB has an SSN VER Code of “A through D” or “J through M,” | • SSN must be entered in the [SOC SEC #] field on the [PDT1] screen, AND  
• SSN [VER] code must be changed from “5” to a “3.” |
|                                          |                                     | An SSN, | Determine whether or not the SSN has been sight verified or validated through Applicant IEVS. |
|                                          |                                     | If the SSN ... | Then ... |
|                                          |                                     | Is sight verified or validated through Applicant IEVS, | Change the SSN [VER] code to a “3.” |
|                                          |                                     | Has neither been sight verified or validated through Applicant IEVS, and MEDS/CDB contains an SSN VER Code other than “A through D” or “J through M,” | • The code must remain a “5” pending sight verification, validation through Applicant IEVS or MEDS/CDB, and  
• Contact the client to obtain a copy of the SSN, and/or  
• Generate another IEVS Applicant transaction by entering a “V” in the [MCG] field on the [PDT1] screen. |
<table>
<thead>
<tr>
<th>If the code in the SSN [VER] field is ...</th>
<th>And the [SOC SEC #] field contains...</th>
<th>The EW must...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6</strong></td>
<td>Blanks (zero filled) or a Pseudo MEDS-ID,</td>
<td>Determine if the client has an SSN.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>If the client has...</strong></td>
</tr>
</tbody>
</table>
| | | An SSN that has either been sight verified, validated through Applicant IEVS, or MEDS/CDB has an SSN VER Code of “A through D” or “J through M”, | • The SSN [VER] field must be corrected to a “3,” AND  
• Enter the SSN into the [SOC SEC #] field. |
| | | An SSN that has neither been sight verified, or validated through Applicant IEVS, and MEDS/CDB contains an SSN VER Code **other than** “A through D” or “J through M”, | • The SSN [VER] field must be corrected to a “5,” AND  
• Enter the SSN into the [SOC SEC #] field.  
• Contact the client to obtain a copy of the SSN and/or generate another IEVS Applicant transaction by entering a “V” in the [MCG] field on the [PDT1] screen. |
| | | No SSN yet, | Take the appropriate action with the client depending on the respective program. |
| | | An SSN, | Confirm the client has an SSN. |
| | | **If the client has...** | **Then ...** |
| | | No SSN, | • The value in the [SOC SEC #] field must be corrected to remove the number, AND  
• Take appropriate action with the client depending on the respective program requirements. |
| | | An SSN that has either been sight verified, validated through Applicant IEVS, or MEDS/CDB has an SSN VER Code of “A through D” or “J through M”, | • Change the code in the SSN [VER] field to a “3.” |
| | | An SSN that has neither been sight verified, or validated through Applicant IEVS, and MEDS/CDB contains an SSN VER Code **other than** “A through D” or “J through M”, | • The code in the SSN [VER] field must be changed to a “5,” AND  
• Contact the client to obtain a copy of the SSN, AND/OR  
• Generate another IEVS Applicant transaction by entering a “V” in the [MCG] field on the [PDT1] screen. |
<table>
<thead>
<tr>
<th>If the code in the SSN [VER] field is ...</th>
<th>And the [SOC SEC #] field contains...</th>
<th>The EW must...</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Blanks (zero filled) or a Pseudo MEDS-ID</td>
<td>Determine if the client has an SSN.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>If the client has...</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>An SSN that has either been sight verified, validated through Applicant IEVS, or MEDS/CDB has an SSN VER Code of “A through D” or “J through M”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>An SSN that was neither sight verified, or validated through Applicant IEVS, and MEDS/CDB contains an SSN VER Code other than “A through D” or “J through M”,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No SSN yet,</td>
</tr>
</tbody>
</table>

**NOTE:** Persons active on CDS in a Medi-Cal Aid code reserved for undocumented immigrants (58*, 5F*, 1U0, 6U0, 3V0, 5J*, 5R*, 7K*, 480, 690 740, 7C0, 8N0 and 8T0) will not appear on this listing since “8” (with no SSN) is appropriate for that particular population.

**An SSN,**
Confirm the client has an SSN.

<table>
<thead>
<tr>
<th>If the client has...</th>
<th>Then ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>No SSN,</td>
<td>• The value in the [SOC SEC #] field must be removed, and&lt;br&gt;• Follow-up action must be taken with the client depending on the respective program requirements.</td>
</tr>
<tr>
<td>An SSN that has either been sight verified, validated through Applicant IEVS, or MEDS/CDB has an SSN VER Code of “A through D” or “J through M”,</td>
<td>• Change the code in the SSN [VER] field to a “3.”</td>
</tr>
<tr>
<td>An SSN that was neither sight verified, or validated through Applicant IEVS, and MEDS/CDB contains an SSN VER Code other than “A through D” or “J through M”,</td>
<td>• The code in the SSN [VER] field must be changed to a “5,” and&lt;br&gt;• Contact the client to obtain a copy of the SSN, and/or&lt;br&gt;• Generate another IEVS Applicant transaction by entering a “V” in the [MCG] field on the [PDT1] screen.</td>
</tr>
<tr>
<td>If the code in the SSN [VER] field is ...</td>
<td>And the [SOC SEC #] field contains...</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>9 Blanks (zero filled) or a Pseudo MEDS-ID,</td>
<td>Determine if the client has an SSN.</td>
</tr>
<tr>
<td></td>
<td>An SSN that has either been sight verified, validated through Applicant IEVS, or MEDS/CDB has an SSN VER Code of “A through D” or “J through M”,</td>
</tr>
<tr>
<td></td>
<td>An SSN that has neither been sight verified, or validated through Applicant IEVS, and MEDS/CDB contains an SSN VER Code other than “A through D” or “J through M”,</td>
</tr>
<tr>
<td></td>
<td>No SSN yet,</td>
</tr>
<tr>
<td>An SSN,</td>
<td>Confirm the client has an SSN.</td>
</tr>
<tr>
<td></td>
<td>An SSN that has either been sight verified, validated through Applicant IEVS, or MEDS/CDB has an SSN VER Code of “A through D” or “J through M”,</td>
</tr>
<tr>
<td></td>
<td>An SSN that has neither been sight verified, or validated through Applicant IEVS, and MEDS/CDB contains an SSN VER Code other than “A through D” or “J through M”,</td>
</tr>
<tr>
<td></td>
<td>No SSN yet,</td>
</tr>
</tbody>
</table>
Absent Parents

Agency policy requires that each person for whom aid is requested must be given a person number (PN) and entered into CDS. This policy also extends to:

- All absent parents (A/P)
- Alias names of parents
- Needy/Non-needy caretakers
- Spouse of caretaker relative (if living in the home)
- Payees (other than above)
- Children of the mother for whom aid is not being requested, but are listed on the SC41

A recent query was run which revealed that A/P information is missing or incomplete in many cases with absent parent deprivation. During CalWIN conversion, if the [DEP] field for a child is coded with “A” (indicating there is an A/P), part of the EDBC process includes looking for the presence of the child’s absent parent with their corresponding required data (Name, DOB and Gender) as well as appropriate relationship coding of the A/P to a child and vice versa (child to A/P). Absent parents for Santa Clara County are defined as having a PN of #90-94.

Missing or incomplete information on our A/P population creates the following problems for our Agency:

- If the A/P is not listed, the default absent parent record will have to be corrected after go-live. There is significantly more work involved to correcting default information post go-live than there is in adding the data into two screens [PDT1] and [RELS] into CDS now.

- If the A/P is listed but either the DOB or gender is missing or the Relationship Coding is incorrect, the absent parent default record will be have to be corrected after go-live.

- Federal Foster Care: If the absent parent (parent from whom the child is removed) is not entered on CDS for our Federally Funded Foster Care cases (Aid Code 42*), the case will be determined as Non-Federal Foster Care during the EDBC process (Aid Code 40*). This is considered an EDBC discrepancy, since the CalWIN determined benefit (Aid Code 40) does not match the CDS benefit (Aid Code 42).

In order for our absent parents (and their corresponding data) to be converted into CalWIN, the [PDT1] screen must contain the absent parent’s:

- First name and last name, AND
- Appropriate gender (sex) code, AND
- Date of birth (DOB).
Note: If the A/P has a known MEDS-ID (pseudo or SSN), it must be entered. The person’s record will not fail the conversion process due to no entry in the [SOC SEC #] field. However, entry of the person’s MEDS-ID helps ensure that the correct Client Index Number (CIN) is identified in the CalWIN match process with the Statewide Client Index (SCI), which takes place prior to conversion.

Ad-Hoc Listings

The following two ad-hoc listings will be created listing missing or problematic A/P information:

- “CDA3a - CalWORKs/TANF/Foster Care & AFDC-MN Linked with “A” in [DEP] field but Absent Parent Missing,” and

- “CDA3b - CalWORKs/TANF/Foster Care & AFDC-MN Linked with “A” in [DEP] field and Absent Parent without DOB and/or Gender”

Note: There is no mechanism by which the Agency can identify for staff those cases where there are multiple absent parents for aided children on a case, but only some of the absent parents (not all) are entered in CDS. EWs are responsible for ensuring that all known absent parents are recorded into our CDS system.

EWs must review the following items in the case folder to obtain the absent parent information:

- Statement of Facts
- Children’s birth/baptismal certificates
- “Child/Spousal and Medi-Cal Support Notice and Agreement” (CW 2.1)
- MEDS screens
- “Identification and Intake Record” (SC 41)
- CDS screens (e.g., WPER, etc.)
- Hospital complimentary birth certificates
- Court orders
- Various FBUs to determine if A/P ever received prior assistance
EWs must take the following action:

<table>
<thead>
<tr>
<th>If...</th>
<th>Then the EW must ...</th>
</tr>
</thead>
</table>
| The minimum required information (First and Last Name, Sex and DOB) is known, | Enter the information onto the [PDT1] screen, using the next #90-94 PN series.  
**NOTE:** If the SSN or pseudo MEDS-ID is known, enter the number in the [SOC SEC #] field with appropriate corresponding SSN [VER] field entry. |
| The minimum required information (First and Last Name, Sex and DOB) is not available, | Take no action. |
| The absent parent is recorded into CDS but the DOB and/or sex is missing from CDS, | • Ensure the A/P is listed in the appropriate #90-94 PN series  
• Review case folder to determine if the DOB is available, and  
• Enter missing information onto the [PDT1] screen. |
| The DOB is not available, | Take no action. |

The listing will be distributed monthly for cases assigned to an EW and weekly for cases in a Control Worker Number.

**Relationship Coding**

CDS is a case-based system; an individual can be active on multiple FBUs and/or case serial numbers. CalWIN however, only has one occurrence of each person since it is person-based, not case-based, in its design. Part of the eligibility determination process (EDBC) includes determining who lives in the household, who are the absent parent(s) if any, and how each of these people are related to one another (which is used in determining what the composition of the AU is, whose income must be used in determining benefits, etc.)

The Relationship Codes entered/present in CDS are “placeholder” codes that will be used when our case/person records are converted to CalWIN. If these codes are not accurate, CalWIN will not be able to correctly determine the correct AU composition or accurately calculate the household's benefits. When individuals are erroneously coded with Relationship Codes of Unknown (UK), CalWIN cannot determine the person’s relationship (if any) to all other persons in the case.

When Relationship Coding was implemented by our Agency in April 2002, all persons listed in the #90 through 99 PN series on cases in “active,” “discontinued” and “pending” status were auto-populated with the relationship coding of “UK.” Auto-population occurred in this manner because system wise, there was no way logic could be developed and code written which could derive how these persons were related to other individuals in the household.
At implementation, staff were instructed that during the period of April 2002 through April 2003, they were to review each of their cases to ensure the [RELS] screen had been populated correctly. Incorrect relationships were to be corrected within that 13 month time frame. A recent query indicates that the majority of our absent parent population still contain relationship codes of "UK".

In only rare instances should anyone’s relationship code to any other person be "UK". While Unrelated (UR) will certainly be appropriate in instances where there are multiple absent parents or parents who were never married to each other, use of "UK" should be rare. Coding for caretaker relatives and absent parents cannot remain “UK” or CalWIN will not be able to make a correct eligibility determination.

For all CalWORKs/TANF/Foster Care and AFDC-MN Linked Medi-Cal cases where the basis of deprivation is an absent parent, if the relationship coding for the absent parent (to the child and vice versa) remains "UK", the default absent parent record will have to be corrected after go-live. There is significantly more work involved in correcting default information post go-live than there is correcting the relationship coding on CDS.

Due to CalWIN conversion logic, what relationship code should presently be entered for our absent parents and their children is dependent on whether or not the absent parent was ever aided or pended in the case in PN #01-09 series. CalWIN’s logic is to look for all instances of the same person, regardless of the person’s current PC status, starting with PN01 and PN90, only the highest PN (01 in this case) is “looked at” and converted to CalWIN. The other duplicate occurrence for that same A/P (PN90) is bypassed in the CalWIN logic. In this scenario, the case has an A/P deprivation code but no A/P data in PN90-94 series, an absent parent default record will be created at conversion and it will have to be corrected after go-live.

**Note:**

EWs must refer to the following chart to determine when the relationship code of "UK" should remain on the #90-94 PN series:

<table>
<thead>
<tr>
<th>If the A/P was. . .</th>
<th>Then . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aided or recorded in this case serial/FBU in PN series #01-09,</strong></td>
<td>• Ensure that their #01-09 PN relationship coding to their children is correct (e.g., FA or MO and vice versa, children’s coding is SO or DA), <strong>AND</strong>&lt;br&gt;• Their [RELS] coding to their respective children and vice versa (their children to them), should remain UK for persons in the #90-94 PN series.</td>
</tr>
<tr>
<td><strong>Never aided or recorded in this case serial/FBU in PN #01-09,</strong></td>
<td>• Their [RELS] coding to their respective children must be corrected in the #90-94 PN series from UK to either FA or MO, <strong>AND</strong>&lt;br&gt;• Their children’s relationship coding must be corrected from UK to SO or DA, as appropriate.</td>
</tr>
</tbody>
</table>
Ad-Hoc Listing

An ad-hoc listing titled “CDA4 - CalWORKs/TANF/Foster Care & AFDC-MN Linked Incorrect Relationship Codes” will be generated, displaying each person with a PN of #90-94 who has a relationship code of "UK". This listing will be distributed monthly for cases assigned to an EW and weekly for cases in a Control Worker Number.

EWs must review the cases on this listing and refer to the chart on p.13, to determine whether or not the "UK" coding needs to be changed. Examples of various case scenarios and how relationship coding should be displayed/entered on CDS are included below for reference. This is not meant to serve as an all-inclusive list. When EWs encounter problems or questions on correct coding, these should be resolved by following the current Agency process (e.g., consult with Supervisor or office CDS liaison; if assistance is still required, must be referred to the SSA Help Desk via the normal referral process).

Relationship Coding Examples

The following are relationship coding absent parent examples:

Example 1

Active CalWORKs case with two absent parents. AU consists of mother and her two children (person #11-boy; person #12-girl). Neither of the absent parents have ever been aided nor recorded in this case serial/FBU in PN 01-09. The mother was never married to either of the children’s fathers. PN 90 is the father to PN 11; PN 91 is the father to PN 12.

COUNTY 43 CASE SERIAL 000014 FBU 00 MULT 0 STAT A SUSPENSE/HOLD
AID .... DATE 00/00 SEQ 02 CASE NAME TEST BEST
HEAD OF HOUSEHOLD 01 SCREEN SELECT ... ACTION ... DELETE 
PN PERSON NAME PC S 01 11 12 90 91 .. .. ... .......
01 JENNIFER GREEN.......... 1 F <> MO MO UR UR .. ....... .......
11 EDWARD.. JACKSON......... 2 M SO <> BR SO UR ... ....... .......
12 JANICE.. WRIGHT......... 2 F DA SI <> UR DA ... ....... .......
90 CRAIG... JACKSON........ 2 M UR FA UR <> UR ... ....... .......
91 DAVID... WRIGHT........ 2 M UR FA UR <> .. ....... .......
... ........ .......... ... . .. .. .. .. .. .. .. .. .. .. .. ...
... ........ .......... . .... ... ... ... ... ... ... ... ...
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R=ELIG H=HH P=PERS D=PDT1 2=PDT2 I=BIC N=BDGT O=GLIN K=CARE P=APPL W=WARR Z=RELS D81--A
PF>1=HLP 4=BICS 6=BDGT 7=E 8=PG 9=BCK 10=FWD 11=WAPR 12=EXT 14=G 15=CARE M81--A
Example 2

Active CalWORKs case with two absent parents. AU consists of mother and her two children (person #11-boy; person #12-girl). Neither of the absent parents have ever been aided nor recorded in this serial/FBU in PN 01-09. The mother is legally married to one of the absent parents (PN 90). PN 90 is the father to PN 11; PN 91 is the father to PN 12.

Example 3

Active CalWORKs case with one absent parent. AU consists of mother and her two children (PN #11-boy; PN #12-girl). At one time the absent parent was aided and/or recorded in this case serial/FBU in PN 01-09. The mother is legally married to the absent parent.
Example 4

Active CalWORKs case with two absent parents. AU consists of mother and her two children (PN #11-boy; PN #12-girl). One of the absent parents (PN 90) was aided at one time in PN 02. The mother was never married to either of the absent parents. PN 90 is the father to PN 11; PN 91 is the father to PN 12.

COUNTY 43 CASE SERIAL 000014 FBU 00 MULT 0 STAT A SUSPENSE/HOLD
AID .... DATE 00/00 SEQ 02 CASE NAME TEST

HEAD OF HOUSEHOLD 01
PN PERSON NAME PC S 01 02 11 12 90 91 .. .. .. .. .. .. .. .. .. ..
01 JENNIFER GREEN........ 1 F <> UR MO MO UR UR .. .. .. .. .. .. .. .. .. ..
02 CRAIG .. JACKSON........ 9 M UR <> FA UR UK UR .. .. .. .. .. .. .. .. .. ..
11 EDWARD .. JACKSON........ 2 M SO SO <> BR UK UR .. .. .. .. .. .. .. .. .. ..
12 JANICE .. WRIGHT........ 2 F DA UR SI <> UR DA .. .. .. .. .. .. .. .. .. ..
90 CRAIG .. JACKSON........ X M UK UK UK UK <> UK .. .. .. .. .. .. .. .. .. ..
91 DAVID .. WRIGHT........ X M UR UR UR FA UR <> .. .. .. .. .. .. .. .. .. ..
..... ........ ............... .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. ..
..... ........ ............... .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. ..
..... ........ ............... .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. ..
..... ........ ............... .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. ..
E=ELIG H=HH P=PERS D=PDT1 2=PDT2 I=BIC M=BDGT G=GLIN K=CARE R=APPL W=WARR Z=RELS D81--A
PF>1=HLP 4=BICS 6=BDGT 7=E 8=PG 9=BCK 10=FWD 11=WAPR 12=EXT 14=G 15=CARE M81--A

Implementation

This is not a change in policy. All information outlined in this Update is already in effect, but is being reiterated for clarification purposes and to assist staff in clean-up of problematic data in CDS.

EW Supervisors

All EW Supervisors must review this Update with their respective units at their next unit meeting, but no later than April 16, 2004.

Case Reviews/ Monitoring

It is essential that appropriate “checks and balances” are established by district offices to ensure maximum accuracy and compliance.

Intake

EW Supervisors in intake must focus on these four areas when reviewing cases. Under no circumstances may a case be transferred if data is incorrect, incomplete or invalid in any of these areas.

Intake EWs must review cases on the ad-hoc listings and make corrections as necessary. In addition, when determining eligibility, every case must be reviewed to ensure there is accurate data in these four areas. Under no circumstances may a case be transferred if data is incorrect in any of these areas.
Continuing

Continuing EW Supervisors must focus on these four areas when reviewing cases. Under no circumstances may a case be transferred if data is incorrect, incomplete or invalid in any of these areas.

Continuing EWs must review cases listed on the ad-hoc listing when processing:

- Redeterminations (RD) and/or recertification (RC), or
- Quarterly Status Reports (QR 7), or
- Mid-Year Status Reports (MSR)

All cases displayed on the listings **MUST** be reviewed and discrepancies corrected on a monthly basis.

**Note:** A new monthly listing will be distributed each month listing remaining cases that need correction.

Ad-Hoc Listings

The following are new ad-hoc listings that will be run on the 10th of each month and distributed to staff on the 15th:

- “CDA1 - CalWORKs/TANF/Foster Care & AFDC-MN Linked Children and Unborn with Missing or Invalid Deprivation Codes”
- “CDA2 - All Active Persons with an Active Participation Code of 1, 2, 3, 4, 7, 8, A, C, P, B, F, K - Questionable SSN or SSN Verification”
- “CDA3a - CalWORKs/TANF/Foster Care & AFDC-MN Linked with “A” in [DEP] field but Absent Parent Missing,” and
- “CDA3b - CalWORKs/TANF/Foster Care & AFDC-MN Linked with “A” in [DEP] field and Absent Parent without DOB and/or sex”
- “CDA4 - CalWORKs/TANF/Foster Care & AFDC-MN Linked Incorrect Relationship Codes”

**Note:** Social Services Program Managers (SSPMs) must ensure a person is designated in their respective district office to distribute these reports, and that an appropriate monitoring system is established for follow-up.

Clerical

Office Management Coordinators must ensure:

- Client Service Technicians (CSTs) are adding absent parents appropriately when adding person to the [APPL] screen, and
- A system is established so all cases from control listed on the ad-hoc listings are ready for review upon request.
The SSN Verification codes listed in the AFDC-PDT1 and MC-PDT1 Sections of the Codebook will be revised to reflect the clarifications/changes contained in this Update as soon as administratively feasible.

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KATHERINE BUCKOVETZ, DIRECTOR
Department of Employment and Benefit Services

Contact Person(s): Dorothy Flores, Program Coordinator, (408) 491-6700.