Update 2015-18: Common Place Handbook

CalWORKs Employment Services (CWES) IDM Update

Background
The Integrated Document Management (IDM) system was implemented to improve access of work-related documents to SSA employees by providing faster, easier, and secure retrieval of documents and case information by multiple concurrent users. The IDM system allows SSA to preserve and backup existing documents while reducing paper storage space requirements.

Changes
The following changes have been made to IDM under CWES Chart and CWES Forms Cross Reference Chart.

Refer to ["Category/Sub-Category - CWES Chart," page 19-17] and ["CWES FORMS CROSS REFERENCE CHART," page 19-53].

F2 - Application
The following forms have been added under F2.

- Health Alliance OCAT Screener Tool
- OCAT Appraisal Summary Report (ASR)

The following form has been renamed.
- SCD 1772 renamed to OCAT Client Self-Appraisal Questionnaire

F6 - WTW
The following forms have been added under F6.

- CalWORKs Work Study Schedule A
- WTW 47 - Online CalWORKs Appraisal Tool Rights & Privacy has been added.
Implementation  The changes in this Update are effective immediately upon receipt.

EP Supervisors  Employment Program (EP) Supervisors must review this Update with their respective staff at the next unit meeting.

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