
WDTIP Bulletin

Date: February 29, 2000

Project Updates

The Welfare Data Tracking Implementation Project (WDTIP) Implementation Team received final approval of the **Implementation Plan** on Wednesday, February 23, 2000, and is now preparing the **Training Curriculum**. The WDTIP State Staff and the Implementation Team are also preparing for User Acceptance Testing (UAT). UAT is a process designed to test a system from the user's perspective and provides users with an opportunity to verify that the system meets their needs. The Project is currently developing a UAT Plan that will provide a representative group of system users and other project stakeholders with the opportunity to test system functionality, navigation and ease of use before it is finalized and rolled out to counties in June 2000.

The WDTIP Application Team is updating the system's **Detailed Design Specifications** document and supporting the final phase of integration system testing. The Application Team updates the system design documents if there are any changes made to the system. This could be anything from a screen layout to a system programming change. The Application Team also provides support to the Testing Team should any system "fixes" be required as a result of a testing discovery. The next steps for the Application Team include completing performance testing and supporting the Implementation Team as they prepare for UAT. System testing will be completed by the end of February 2000 and UAT will begin in March.

WDTIP User Acceptance Testing

The objective of UAT is to test the system from a user's perspective, by a team representing each user's group. All County Directors were sent notification, February 17, 2000, that the Project was developing the UAT Plan and were asked to participate by identifying one representative each from the Interim Statewide Automated Welfare System (ISAWS), Los Angeles Eligibility Automated Determination, Evaluation and Reporting system (LEADER), the Welfare Case Data System (WCDS) and one representative from each of the five independent county systems. If your county has not received the correspondence advising Directors of the UAT objectives and schedule and requesting your assistance, please contact

Debra Goodman, WDTIP Implementation Team Manager, at (916) 229-4440 or visit our website, www.wdtip.cahwnet.gov. You'll find the letter posted under the "What's New" section on the website home page.

WDTIP System Training

The Project will be providing Train the Trainer sessions beginning May 3, 2000. The Train the Trainer approach to system training allows the counties to customize their training schedule and lesson plans to fit their individual needs. The specifics of the WDTIP training schedule have been determined and county contacts will be receiving the details necessary to assist their counties in scheduling participants, no later than February 29, 2000. The April 2000 publication of this bulletin will also follow up with all pertinent details regarding WDTIP system training content, dates, times and locations.

System Updates

Report File Process

WDTIP will generate four electronic report files each month. Three of the report files are not formatted in any way, *Approaching Time Limits*, *Exceeding Time Limits* and *Monthly Projection*. The information will be downloaded by the counties in a single string of characters and will require the counties to organize the information in a report style. The *Multiple County Involvement* report file is formatted for each county and will be downloaded by counties in report format. All four electronic files will be stored on the California Health and Human Services Agency Data Center (HHSDC) mainframe for three months before being overwritten with new data.

For the three report files that are *not formatted*, counties will receive time clock related data elements specific to certain individuals within their county. The three report files contain standard data that allows counties to associate the information in the report file to the recipient name, caseload, caseworker or with other information counties may want to include and to produce the actual report in a format of their own design.

The following electronic report files will be generated by the WDTIP system on a monthly basis for each county:

□ *Approaching Time Limits*

This report file contains a summary and detailed list of active individuals who are within two and six months of the TANF and CalWORKs 60-month time limit and those who are within three months of their 18/24-month WTW time limit. This information can be used by counties to generate caseload management reports to help ensure that upcoming time-on-aid limits are properly managed.

- *Exceeding Time Limits*
This report file contains a summary and detailed list of active individuals who have exceeded the TANF and/or CalWORKs 60-month time limits and/or the WTW 18/24-month time limit. This information can be used by the counties to generate caseload management reports to help ensure that individuals who have exceeded time-on-aid limits meet extender criteria or are appropriately notified and the case handled as per regulations and county policy.
- *Monthly Projection*
This report file produces monthly projections of the number of active individuals who will, within the next six months, exceed the TANF and CalWORKs 60-month time limits and the WTW 18/24-month time limit. This information be used by county management staff to project the number of individuals who may be discontinued from assistance or potentially need to transition to community services activities due to reaching program time limits. This information may also be used for staffing projections or determining the need for community services slots required over the next six-month time frame.
- *Multiple County Involvement*
This report file *is formatted* and details the number of individuals with CalWORKs program participation involvement in multiple counties over time beginning January 1, 1998. A total number for each county will be reported as well as the total number for all counties. This report file is generated to determine what percentage of the CalWORKs population receives assistance across county lines.

Personnel Updates

We are pleased to announce the latest addition to our WDTIP Team, Gloria Takagishi. Gloria joined the Project on February 1, 2000 as the State's Implementation Manager. Gloria has 11 years of State experience and comes to us from the Board of Equalization. She has an extensive background in project management, including leading the State Department of Health Services' successful effort to migrate from the monthly paper Medi-Cal card to the magnetic stripe Benefits Identification Card (BIC). Gloria's responsibilities at WDTIP will include ongoing stakeholder communications, implementation, conversion, testing, and training. Gloria can be reached at (916) 229-3089 or by e-mail at Gtakagis@hwcdsaws.cahwnet.gov. Welcome aboard!

We would also like to advise you of two other Project staff changes. Frank Ernst, the Project's Data Conversion Manager, will be leaving March 1, 2000. Frank has been the data conversion and technical support lead since the beginning of WDTIP in April 1999 and will be taking an indefinite leave of absence from the Project. Anyone with questions concerning data conversion from the source systems into the WDTIP

system should contact Anna Leano at (916) 229-3379 or by e-mail at Aleano@hwdcaws.cahwnet.gov.

Kristen Wilson, the Project's Implementation Manager, has taken an opportunity to work with the Child Support Pre-statewide Interim Systems Management (PRISM) Project. Like Frank, Kristen had been working on the Project since its inception as the Implementation Manager. The new Implementation Manager is Debra Goodman. Any questions that normally would have been directed to Kristen can now be answered by Debra. Debra can be reached at (916) 229-4440 or by e-mail at Dgoodman@hwdcaws.cahwnet.gov.

Communications

The WDTIP website address is **www.wdtip.cahwnet.gov** and is updated monthly. If you prefer to contact our office by phone, we are available from 8 a.m. to 5 p.m., Monday through Friday. The WDTIP toll-free number is **(877) 365-7378**. Our fax number is (916) 229-4487. WDTIP staff phone numbers and e-mail addresses are posted on the WDTIP website in the *Contact* section.

Other

If you have ideas for functional items you would like to see included in the monthly WDTIP Bulletin, please contact Lorrie Taylor at (916) 229-3380 or by e-mail at Ltaylor1@hwdcaws.cahwnet.gov.