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# WDTIP Bulletin

Date: July 31, 2000

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## Tentative WDTIP Data Conversion Schedule

The conversion of county/consortia time-on-aid time clock data to the WDTIP database continues to be a major focus of the Project. For your convenience, the tentative county conversion schedule below will continue to be updated in the *WDTIP Bulletin*. To date, 19 counties have tentatively scheduled their conversion dates and are listed in the table below. If you have questions regarding the details of your county's conversion activities, please contact Anna Leano, the WDTIP Conversion Lead, at (916) 229-3374 or by e-mail at [aleano@hwdcaws.cahwnet.gov](mailto:aleano@hwdcaws.cahwnet.gov).

		<b><i>Tentative Conversion Date</i></b>
Glenn	ISAWS	September 2000
Merced	County system	September 2000
Sutter	ISAWS	September 2000
Yolo	WCDS	September 2000
Ventura	County system	September 2000
Riverside	County system	October 2000
San Bernardino	County system	October 2000
Placer	WCDS	November 2000
San Francisco	WCDS	November 2000
Santa Clara	WCDS	November 2000
Contra Costa	WCDS	December 2000
Fresno	WCDS	December 2000
Orange	WCDS	December 2000
Sacramento	WCDS	December 2000
San Luis Obispo	WCDS	December 2000
San Mateo	WCDS	December 2000
Santa Cruz	WCDS	December 2000
Solano	WCDS	December 2000
Stanislaus	County system	December 2000

## **WDTIP System Functionality**

### **Modifications to Program Summary, Exception Summary and Time Clock Summary Screens**

#### ◆ ***County ID Field***

Feedback received during WDTIP system training indicated it would be a valuable addition on the Program Summary (PSUM) and Exception/Extension Summary (ESUM) screens to display the complete County ID number (County Number, Aid Code, Serial, FBU and Person Number). Currently, the PSUM and ESUM screens contain only the County Number and Aid Code, respectively. PSUM and ESUM will be modified to display the complete County ID adjacent to the Program and Exception/Extension summary information.

#### ◆ ***Overlapping Program Participation***

The Time Clock Summary (TSUM) and PSUM screens will also have an additional field: *Overlapping Program Participation Y/N*. This field defaults to an “N” unless a client’s program involvement and time clock summary information includes a month(s) in which the client was active on more than one aid code. In those instances, this field will be prefilled with a “Y”.

The addition of the County ID to the PSUM and ESUM screens and the “Overlapping Program Participation Y/N” field to the PSUM and TSUM screens is scheduled for Production September 9, 2000. The WDTIP **User Manual** is currently being updated to reflect these system design changes and will be available on the Project website by August 31, 2000. Please contact the WDTIP Help Desk at (877) 365-7378 if you have questions.

## **WDTIP System Training**

Just a reminder, all counties have the option of conducting their end-user training in the Production Region (TRAC) or the Training Region (TRAT) of the WDTIP system. The Training Region will be available to accommodate county end-user training through December 31, 2000. If you have questions about the Training Region, the training data or the Region’s availability, please contact the WDTIP Help Desk. The WDTIP **System Training Curriculum** is available for viewing or downloading at the Project’s website, [www.wdtip.cahwnet.gov](http://www.wdtip.cahwnet.gov).

## **WDTIP Questions and Answers**

Questions regarding WDTIP are received from several forums: meetings, e-mails, phone calls or training sessions. We have listed several Project stakeholder questions regarding system access, functionality, data conversion, and report files, including design suggestions we have received in the table on

the following pages. Please give us a call if you have other questions you would like to see addressed in the monthly bulletin.

<b>TRAC Access and Security</b>	
<i>Each user at the counties is given a MEDS ID that dictates the level of access/authority that user has in MEDS. County MEDS Coordinators would like their level of end user access in WDTIP (when determined by counties) to be analogous to that end user's current level of authority in MEDS. How does this work in WDTIP?</i>	The WDTIP system resides within the MEDS environment. A user will log in through MEDS (using their current MEDS logon and security profile) to access the WDTIP system. Given that users will be logging in using the same profile, users will have the same level of authority in WDTIP that they do in MEDS. Users with update capability in MEDS will have update capability in TRAC, <i>except</i> for those instances when the data is contained in the county's automated system. When the data is contained within the county's automated system, the information must be sent via the batch process.
<b>TRAC Functionality</b>	
<i>What will the edit level process be and to what level will we edit ongoing or conversion loads?</i>	The WDTIP system will validate that the data sent by county/consortia systems is in the proper file format and data type. Any conversion data not conforming to the specifications contained within the <b>External Developer's Guide</b> (which is available on the WDTIP website) will be returned to the county/consortia system for editing.
<i>How will WCDS send corrections for online updates?</i>	All counties/consortia have the option of sending data corrections through online or batch updates. A county can do online updates when their source system does not contain the related data and the data is therefore not sent via the batch process.
<b>Data Conversion</b>	
<i>How should counties provide exception and exemption information to WDTIP in those cases where county data precedes the county's conversion to their automated system?</i>	Appropriate county staff should review the three conversion options contained within the <b>External Developers Guide</b> (which is available on the WDTIP website) and choose the option that would best capture their data.
<i>Will counties designate a resource within their county for "data ownership"?</i>	Counties may identify a resource; however, it is up to the county.

<b>System Report Files</b>	
<i>Does the WDTIP system send edit (exception) and alert reports to MEDS (CEWA – County Eligibility Worker Alert)?</i>	No exception reports are sent to MEDS. All WDTIP report files will be sent to the county designated technical staff for distribution per local county policy.
<i>Will counties be able to extract individual summary information from the report file of number of individuals who have received aid in multiple counties over time to produce a report at the individual detail level?</i>	The Multiple County Aid Report provides only the number of individuals having received aid in multiple counties. These counts will be sent to counties to be used at their discretion, but will not contain data at the individual level.
<i>Can the SSN be used as the unique identifier on reports rather than County ID for non-CIN counties?</i>	Using an SSN as a unique identifier may not be reliable because some individuals have multiple SSN's and/or share SSN's with other individuals.
<i>Is a flag included in a report file to indicate if the report file contains non-converted data?</i>	No, because originally only converted counties were to have received a report file.
<b>Design Suggestions</b>	
<i>Can WDTIP display data on screens versus the current codes?</i>	When a code is used, if there is enough room on the screen, there is also a code description accompanying the code.
<i>Can WTW extension detail be included on the Program Detail screen?</i>	Extension detail should be captured in county/consortia source systems.
<i>Can WDTIP add a "Comments" line on the UNCP screen for counties to indicate that a participant is moving out of state?</i>	The purpose of the screen is to capture aid received out of state only. Comments should be captured in individual county/consortia systems.
<i>Can WDTIP merge the Time Clock Summary (TSUM) and Program Summary (PSUM) screens?</i>	The information contained within these two screens serve distinct purposes. The TSUM screen incorporates data from PSUM and from the WTW 18/24-Month Calendar (WCAL), Diversion Summary (DSUM), Exception Summary (ESUM), Non-California Participation Update (UNCP), and Supportive Services Only Update (USSO) screens. A single screen may appear overcrowded and information not easy to find for the user.

<b>Design Suggestions</b>	
<i>On screens that utilize the scroll feature (F7 &amp; F8), what will the message to the user be (page x of x record number of total number of records)? Will there be an end of list notation after the last record?</i>	The WDTIP system displays a message on scrollable screens indicating that the user is on "Page X of X". Displaying total number of records has been submitted as an enhancement request and will be addressed based on the priority assigned to it by Project management. There is an informational message that appears when users attempt to scroll past the last record on a screen that states "Already on last page".
<i>Can information added through the update screens that has not run through the time clock logic process be indicated in some way (highlighted, shaded or in a different color)?</i>	There is a "Last Calculated Date" on the TSUM screen that displays the last time WDTIP time clock logic was applied to a record.
<i>What is the long-range plan to exchange program information with other states?</i>	There are no long-term plans within the Project to share information with other states.
<i>How easy will it be to modify codes in the database when regulation changes occur?</i>	The system has been designed to be flexible enough to accommodate future changes. All program changes are subject to the Project's Change Control Board (CCB) process. This process incorporates Project stakeholder discussions that address strategy, approach, impact, cost, etc. For more information on the CCB process, contact the WDTIP Help Desk.
<i>Can you have two sessions of TRAC open at the same time?</i>	Yes, if you have two different MEDS logons. You may open one TRAC session per MEDS logon.

### **Project and Personnel Updates**

The Application Team continues to focus on testing the conversion extraction files, processing the exception files and providing full-time system and conversion support. They are also in the process of managing system design issues and enhancement requests.

We would like to advise you of two Project staff changes. Debra Goodman, the WDTIP Implementation Team Co-Manager, and Lorrie Taylor, Implementation Team member, have been with the Project since June 1999 and will be leaving July 31, 2000. Debra will be pursuing other project management opportunities and both intend to continue their work with other automated welfare projects. Gloria Takagishi, the State WDTIP Implementation Manager, will be available to answer your questions

regarding WDTIP and can be reached at (916) 229-3089 or by e-mail at [gtakagis@hwdcaws.cahwnet.gov](mailto:gtakagis@hwdcaws.cahwnet.gov).

### **Communications**

The WDTIP **User Manual** is updated when a change to the system design or functionality is approved and the change has been moved into the Production Region of TRAC. For your convenience, all updates to the WDTIP **User Manual** will also be available on the Project's website in the *Library* section. The WDTIP website address is **[www.wdtip.cahwnet.gov](http://www.wdtip.cahwnet.gov)**. If you have any questions, we are available from 8:00 a.m. to 5:00 p.m., Monday through Friday. The WDTIP Help Desk 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.

The final edition of the Project's quarterly *WDTIP Update* was published July 28, 2000. If you would like additional copies, the document is available on the Project's website.

### **Other**

If you have ideas for functional items you would like to see included in the monthly WDTIP Bulletin, please contact Gloria Takagishi at (916) 229-3089 or by e-mail at [gtakagis@hwdcaws.cahwnet.gov](mailto:gtakagis@hwdcaws.cahwnet.gov).