
WDTIP Bulletin

Date: September 30, 1999

Project Updates

The Welfare Data Tracking Implementation Project (WDTIP) Application and Conversion Teams have developed the system design specifications and the system database architecture. The Application Team has designed the Tracking Recipients Across California (TRAC) screens, completed documentation of the business logic, and determined screen navigation. The Conversion Team has developed the detailed conversion specifications, including the *External Developer's Guide* (EDG) and the standard file format through which data will be loaded into the database. The EDG is a reference guide for system developers who are responsible for creating computer programs to implement and utilize the TRAC system. This guide will be made available on the WDTIP website, www.wdtip.cahwnet.gov, in October 1999, after the approval process has been completed.

The WDTIP Implementation Team completed the *Implementation Strategy*, which will be posted to the WDTIP website in October 1999, as soon as final approval has been made. The *Implementation Strategy* outlines the high level strategies for data conversion, system rollout, training and change leadership activities. The detailed plans for these activities will be included in the *Implementation Plan*, to be completed in January 2000. The Implementation Team is also developing Help Desk and System Change Request Procedures prior to January 31, 2000.

Events

Regional Meetings

The WDTIP is conducting regional meetings for county staff, October 26, 1999 through November 18, 1999. These full-day meetings have been scheduled in eight different locations throughout California. During these meetings, the Implementation Team will discuss the WDTIP implementation strategy, provide conversion documentation, discuss training and change leadership approaches, and introduce the new system. The meeting details and invitations have been sent to the WDTIP

contact in your county. A list of the WDTIP county contacts is attached, for your convenience.

Additions to Staff

Jennifer Speak, Deloitte Consulting, has joined the WDTIP Implementation Team as the Training Lead and will assume responsibility for the project training strategy, plan and user training materials. Jennifer has several years of experience in project development and will be presenting the WDTIP system training approach at the regional meeting.

System Updates

Navigation

There are three basic ways to navigate in the TRAC system. The first and most basic form of navigation is the General Screen Flow. The user accesses TRAC from the MEDS *Main Menu*, selects an option from the TRAC *Main Menu* and enters demographic search criteria for the individual they are researching. All matches and potential matches will be returned on screen. If the user wants to access additional demographic information about an individual, a designated function key can be utilized. Otherwise, the system will take the user to the screen selected from the TRAC *Main Menu*.

Navigation Option 2 is the use of Screen ID's. Each screen in the TRAC system has a four-digit short name or Screen ID. For example, the *Time Clocks Summary* screen's ID is "TSUM" and the *Program Summary* screen is "PSUM." This Screen ID can be typed into the upper left hand corner of the screen allowing the user to move to the desired screen by pressing the enter key. Screen ID's have been designed to be easy to understand and remember. This functionality is very similar to navigation in the MEDS system.

Navigation Option 3 is the use of function keys. The function keys (and a short descriptive name) that can be used on a screen are listed at the bottom of the screen. For example, the F1 key (HELP) takes the user to Screen Help, the F3 key (PREV) takes the user to the Previous Screen, the F4 key (SCRN) brings up a list of all the screen ID's, and the F10 (TSUM) key takes the user to the *Time Clock Summary* screen. The function keys act as "hot" keys that have a unique and specific function within the TRAC system.

Reports

In addition to screens that provide access to data, the TRAC system provides a series of reports to the counties in an electronic format. The users of the TRAC system will be provided with statewide, aggregate data that reflects the information contained in the counties' individual eligibility systems. Once the monthly calculation of time clocks is complete, the following reports will be generated:

Report Name	Description
<i>TANF Approaching Clocks Report</i>	A summary and detailed list of individuals who are within a predetermined time period of the 60-month time limit on the Federal (TANF) clock.
<i>CalWORKs Approaching Clocks Report</i>	A summary and detailed list of individuals who are within a predetermined time period of the 60-month time limit on the State (CalWORKs) clock.
<i>WTW Approaching Clocks Report</i>	A summary and detailed list of active individuals who are within a predetermined time period of the 18/24-month Welfare to Work (WTW) limit.
<i>TANF Exceeding Clocks Report</i>	A summary and detailed list of active individuals who have exceeded the 60-month time limit on the Federal (TANF) clock.
<i>CalWORKs Exceeding Clocks Report</i>	A summary and detailed list of active individuals who have exceeded the 60-month time limit on the State (CalWORKs) clock.
<i>WTW Exceeding Clocks Report</i>	A summary and detailed list of active individuals who have exceeded the 18/24-month time limit on the State (WTW) clock.
<i>TANF Monthly Projection Report</i>	A report based on the monthly projection of the number of active individuals who will exceed the 60-month time limit on the Federal (TANF) clock.
<i>CalWORKs Monthly Projection Report</i>	A report based on the monthly projection of the number of active individuals who will exceed the 60-month time limit on the State (CalWORKs) clock.
<i>WTW Monthly Projection Report</i>	A report based on the monthly projection of the number of active individuals who will exceed the 18/24-month time limits on the State (WTW) clock.

Report Name	Description
<i>Multiple County Aid Report</i>	A report based on the number of individuals who have received aid in multiple counties over time.

The TRAC system will generate four report files each month containing the data for the above reports. The data for the reports will be consolidated into four electronic files which group similar data into each file to minimize the number of reports distributed each month. Report files for each of the 58 counties and summaries for California Department of Social Services (CDSS) will be generated as well as stored for future access. The reports will be stored for three cycles before being overwritten with new reports.

Communications

The *WDTIP Implementation Questionnaire* was sent to all 58 county contacts on August 19, 1999. The objective of the questionnaire was to obtain your county's position and feedback regarding the WDTIP system training and system implementation. Thank you for your thorough and prompt responses. We are in the process of compiling the data and will be providing follow-up to the discussion items at the regional meetings. The deadline for return of the questionnaire was September 15, 1999; however, if you did not receive your copy, please contact Lorrie Taylor, WDTIP Communication Lead, at (916) 229-3380 or e-mail Lorrie at ltaylor1@hwdcaws.cahwnet.gov.

A reminder, the WDTIP website address is www.wdtip.cahwnet.gov and the site is updated monthly. Your comments have been invaluable. There is a link on the website to allow you to e-mail specific individuals on the WDTIP. We encourage you to do so.

If you prefer to contact our office by phone, we are available, 8AM to 5PM, Monday through Friday. The WDTIP toll free number is (877) 365-7378. Our fax number is (916) 229-3170. Additional phone numbers and e-mail addresses for the WDTIP contacts are located on the WDTIP website.

Other

If you have ideas concerning functional items you would like to see included in the monthly bulletin, please provide your feedback to Lorrie Taylor at (916) 229-3380 or e-mail Lorrie at ltaylor1@hwdcaws.cahwnet.gov.