Welfare Data Tracking Implementation
Project

WDTIP Bulletin

Date: October 29,1999

Project Updates

The Welfare Data Tracking Implementation Project (WDTIP) Application Team has begun system coding and development of unit test scenarios. The unit test scenarios are used to test the county extraction file data, program and system logic, screen performance for functionality and navigation and overall time-clock functionality.

Project managers have approved the Implementation Team's Deliverable Expectation Document (DED) for the *Implementation Plan.* The DED is a document that describes what will be contained in the *Implementation Plan*, including the Project's high-level approach to the planning and execution of all of the WDTIP system implementation activities.

Events

Regional Meetings

The first three WDTIP Regional Meetings, in a series of eight, took place October 27-29 in Sacramento and Redding. Information regarding the WDTIP system implementation schedule, data conversion approach, system functionality, training strategy and Help Desk was shared with county representatives. The next Regional Meetings will be held November 3rd, 9th, 10th, 16th and 18th, 1999. Please see your WDTIP county contact for meeting details and locations. The Regional Meeting schedule is also posted on the project website, **www.wdtip.cahwnet.gov**, and will be updated with the meeting highlights.

System Updates

Security and Access

The WDTIP system will use the same security protocol currently used in MEDS. The method employed by MEDS will provide initial security for entering the WDTIP system, while a county's access to on-line updates will be provided within the WDTIP system.

A MEDS ID is required to access the MEDS Main Menu. Entry to the WDTIP system is a selection from the MEDS Main Menu, so if you have access to MEDS, you will have access to the WDTIP system.

There are two types of users defined for the system, Inquiry and Update. Inquiry users will be assigned "Read Only" access to all system screens. In addition to inquiry access, Update users will have the capability to modify, add or delete their county's records on-line using the four system Update screens. Update capability within the Update screens is limited to those individuals having update access in MEDS.

Audit Trail

The WDTIP system will provide audit trail capability. The system will have the capability to store the County ID, User ID and/or batch program ID of all added or updated rows in the database for all on-line update and batch transactions. All on-line update transactions will be sent to an output file for archive and storage. Details regarding the archive and storage policies of system data are being determined now and will be provided in future publications of the WDTIP Bulletin.

Report Process

An individual's TANF-60, CalWORKs-60 and WTW-18/24 time clock calculation is computed nightly, after all transactions have been received on the individual, from all counties. From this information, the system generates individual *summary* time clock data monthly during a nightly batch process. Each of the 58 counties will receive time clock related data specific to the individuals within their county via an electronic report file. This information is not provided to counties in a written report format. These electronic report files contain an individual's CIN and time clock summary data and are designed for creating case management and administrative reports.

Counties can link the data provided in the electronic report file to the recipient name, caseload, caseworker or with other information they may want to include and present the report in a format of their own design. The electronic report files are stored on the HWDC mainframe for three calendar months before being overwritten with new report files. Details regarding an individual county's report file schedule is currently being determined.

Refer to the WDTIP Bulletin, dated September 30, 1999, for details regarding the electronic report file names and report file descriptions. The September 1999 WDTIP Bulletin is available on the Project website, **www.wdtip.cahwnet.gov.**

MEDS/ WDTIP System Synchronization

Designing and developing the requirements for the WDTIP system have reminded us of the importance of making sure that recipient data is consistent across all

systems. Inconsistencies may occur for a number of reasons. For example, an update that is accepted by the WDTIP system may not be accepted by MEDS because the edit criteria are different. The reverse is also true. An update that is accepted by MEDS may be rejected by the WDTIP system.

To ensure that recipient data is accurate and consistent, it is important that all updates are made when necessary and that all errors are corrected as they occur. We are asking for your assistance. Please make every effort to work MEDS alerts and the WDTIP system edit errors when they are reported to you. Your support in this process will help ensure that the best possible information is available from our systems.

Communications

The *WDTIP Implementation Questionnaire*

The Implementation Team has received 54 of the 58 WDTIP *Implementation Questionnaires*. Thank you for all of your assistance in providing the requested information so promptly. For those counties who have not returned your survey, we need them! The Implementation Team is using the feedback to develop the Project training, conversion and implementation schedules. Look for more details regarding the responses to the questionnaire on the WDTIP website.

Communication Reminders

The WDTIP website address is **www.wdtip.cahwnet.gov** and the site is updated monthly. The monthly WDTIP Bulletin is also available on there for reprints.

If you prefer to contact our office by phone, we are available from 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 by e-mail to ltaylor1@hwdcsaws.cahwnet.gov.