Welfare Data Tracking Implementation
Project

WDTIP Bulletin

Date: June 2008

WDTIP UPDATES

• The WDTIP Team collaborated with 15 impacted Counties to perform data record clean-up for adults using the 03/300 – "Under 16 Years" Program Exception Reason Type Code in TRAC. The 03/300 Exception does impact the Time On Aid Clocks; to ensure TRAC data integrity, record clean-up was imperative. After the completion of this data record clean-up request, there are no longer any adults in the application using this Exception Reason Type Code. The WDTIP would like to thank all individual County efforts associated with this work effort; great job!

• Effective January 01, 1998 - Program Type Code "02" (AFDC) was no longer to be used (for new Program Participation records) in TRAC due to the CalWORKs Program. The WDTIP Team worked together with 18 impacted Counties to conduct data record clean-up for open-ended "02" Program Participation records created after 01/01/1998. After County completion, there are no longer any TRAC records, created after 01/01/98, using the "02"Program Type Code. Once again, the WDTIP is highly appreciative of all individual County efforts associated with this request!

• At the request of the California Department of Social Services (CDSS), the WDTIP team partnered with nine impacted Counties and worked on deleting/modifying open-ended 03/311 & 03/312 Program Exception Reason Type Codes. On March 27, 2008, the 03/311and 03/312 Codes were no longer valid Exception Codes.

  ➢ Program Exception Reason Type Code 03/311 was replaced by 06/600 – SDI, TDI, IHSS, or SSP Benefits

  ➢ Program Exception Reason Type Code 03/312 was replaced by 06/604 – Unable to Maintain Employment or Participate

  ➢ Users attempting to use Codes 03/311 or 03/312 on-line via the Program Exception Update (UPEX) screen, will receive System Error Message 1500 - NOT A VALID EXCP RSN CODE. Users attempting to use these two Codes via the Batch Cycle process will receive an Exception File Error that the transaction was rejected.

WDTIP's WORK IN PROGRESS

➤ Effective August, 2008, CalWIN will be implementing the following TRAC interface modifications. CalWIN county data will be changing from blocks of months per row to monthly rows for both the program participation (PSUM window in TRAC) and program exception (ESUM window in TRAC). CalWIN will also be completing a CalWIN County data reconciliation with TRAC data to assure the information in TRAC accurately reflects CalWIN system time clock information. The reconciliation processing is scheduled to be completed by the end of September 2008. It is strongly recommended that any review of time clock information from a CalWIN county include contacting that county's WDTIP coordinator to validate the individuals' actual time clock information.

CalWIN County Numbers are: 01, 07, 10, 30, 31, 34, 37, 38, 40, 41, 42, 43, 44, 48, 49, 54, 56, and 57.

➤ Service Disruption - there is a strong possibility the TRAC system will be unavailable for a weekend in August 2008. This is due to CalWIN's monthly records conversion. More detailed information will be issued via e-mail to all WDTIP County Contacts regarding this potential disruption within the next month.

➤ The WDTIP Team is currently working on a WDTIP Web Site redesign regarding a "Secured Log-On" User ID/Password for sensitive documents and certain sections of the Web Site. For example, technical reference documents, TRAC Training Material, etc. Further information will be sent to all WDTIP County Contacts via e-mail in the near future regarding this change to the WDTIP Web Site.

➤ The WDTIP Team is moving to a new office sites. This move will not impact service delivery; however, our phone numbers have changed:

  o Grace Chen – (916) 263 - 3363
  o Ken Nahigian – (916) 263 - 3366
  o Moses Salgado (916) 263 - 3404

COUNTY CONTACTS AND INFORMATION SHEET
The WDTIP County Contacts List is located in the WDTIP Web Site's *Contact Us* section. The Contacts List is updated quarterly by CDSS; if you have changes to the current WDTIP County Contacts List, please notify Julie Cabral at Julie.Cabral@dss.ca.gov or (916) 653 – 4390.

CDSS CONTACT
WDTIP Time Limit Policy questions should be directed to Linda Lattimore at Linda.Lattimore@dss.ca.gov or (916) 654 -2116.

WDTIP Welfare-to-Work Policy questions should be directed to Elisa Marquez at Elisa.Marquez@dss.ca.gov or call (916) 651-2050.

WDTIP STAFF CHANGES
Kim Andregg is no longer a member of the WDTIP Team.

WDTIP HELP DESK
The WDTIP Help Desk's e-mail address: wdtip2@osi.ca.gov

Please remember the WDTIP Help Desk was established as a second-level response for County WDTIP issues. It is an expectation that your Consortia Help Desk be the first contact when trying to resolve WDTIP issues.

When calling the WDTIP Help Desk regarding a processing or transaction problem, please provide the following (these items will assist in issue troubleshooting):

> CIN (PLEASE NOTE: *Do not send SSN information* **electronically due to data security concerns.**)
> TRAC screen prints and/or other appropriate examples. When possible, it is very helpful to also provide examples of the record(s) before the problem occurred.
> Batch Number and Batch Date in which the transactions were sent.
> Related Exception information.
> Any other information that will assist in issue resolution.

WDTIP EXCEPTION FILES
Counties send transactions to WDTIP for nightly batch cycle processing. After the processing, WDTIP returns Exception Files to the Consortia's which list incorrect transaction records due to non-conformity of system rules. It is the Consortia's responsibility to forward these reports to the impacted Counties. It is the Counties' responsibility to research and correct data identified in the Exception Files. Without these corrections, data maintained in the WDTIP database may be inaccurate and the quality of the information may degrade over time. If you have questions regarding this process, please feel free to contact the WDTIP Help Desk.

POLICY CORNER
All County Letters (ACL) or All County Information Notices (ACIN) relating to WDTIP and/or Time Tracking Requirements can be accessed via the WDTIP Library website or at the California Department of Social Services' (CDSS) website:
http://www.cdss.ca.gov/lettersnotices/default.htm

WDTIP TRAINING REGION
All counties have the option of conducting staff training in the WDTIP's Training Region (TRAT). Test User IDs/Passwords and Test CINs are available for your County. If you are interested, feel free to contact the WDTIP Help Desk.

REMINDERS
> WDTIP website address: http://www.wdtip.ca.gov/
> WDTIP Help Desk toll-free number is (877) 365 - 7378.
> WDTIP Help Desk fax number is (916) 263 – 3419
> WDTIP Staff hours are 8:00 a.m. to 5:00 p.m. - Monday through Friday.
> WDTIP Staff and County Contact information is available from the *Contact Us* section of the WDTIP website.