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DSD - Section 32



CMIPS

D-4.2-03 – IHSS CMIPS Detailed System Design (DSD) (R2025.03.01) Section 32

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DSD 32/Internal Operations

The IHSS CMIPS DSD – Internal Operations topic area describes CMIPS functionality utilized by the CGI Help Desk and Back Office staff to administer the day-to-day functions associated with the IHSS Program. These areas of the system are designed and used by CGI staff only.

DSD 32/Internal Operations/Internal Operations Topic Area

The CMIPS Internal Operations topic area defines in detail the system functionality associated with these activities.

DSD 32/Internal Operations/Business Process

DSD 32/Internal Operations/Business Process/Business Process Functions

DSD 32/Internal Operations/Business Process/Business Process Functions/Provider Timesheet Status

The Provider timesheet status function supports the Help Desk for Provider inquiries for timesheet and payment status.

DSD 32/Internal Operations/Business Process/Business Process Functions/Direct Deposit Support

CI
 CI-824394 - DSD BF Direct Deposit Support IMPLEMENTED

The Provider direct deposit function supports the Help Desk for Provider inquiries regarding direct deposit. This functionality also supports the processing by CGI Back Office of rejected direct deposit pre-note and payment transactions.

Auto-Generation of the EFT Bank Reject and EFT Enrollment Prenote Reject Letters

CMIPS transfers a daily 'EFT Reject' file from Payroll to Case Management that contains data records for all electronic file transfers (EFT) from provider (and in rare scenarios, recipient) payments and direct deposit enrollments that failed during the previous payment processing cycle. The system then loads the data from this file into the case management database to auto-generate the EFT Bank Reject or the EFT Enrollment Prenote Reject letters in Forms/Correspondence under the recipient case in which the provider is assigned. The system then sends a copy of the letter via mail to these individuals. In general, CMIPS will automatically generate:

EFT Bank Reject Letter when any of the following rejection codes indicated:

- C01 – Incorrect DFI Account Number
- C03 – Incorrect Routing Number and Incorrect DFI Account Number
- C05 – Incorrect Transaction Code
- C06 – Incorrect DFI Account Number and Incorrect Transaction Code
- R02 – Account Closed
- R03 – No Account or Unable to Locate
- R04 – Invalid Account Number
- R16 – Account Frozen
- R20 – Non-Transaction Account

EFT Enrollment Prenote Reject Letter when any of the following rejection codes indicated:

- C02 – Incorrect Routing Number
- R13 – Invalid ACH Routing Number
- R28 – Routing Number Check Digit Error

When the rejection code is other than the above, the system will create an SOC 829 – Enrollment Change/Cancellation Form (or SOC 404 - record under For Recipient Direct Deposit Outreach Letter Form if the failed EFT was for an Advance Pay recipient) under the recipient case Forms/Correspondence. Typically, the CMIPS Back Office team does not mail these letters, so CMIPS will indicate these as 'Not Mailed' to prevent the creation of a PDF file of the form.

After Case Management processes the 'EFT Reject' file, the system will generate an EFT rejection letter reconciliation report to an internal CMIPS Team email distribution group. This report will indicate the total number of records that were processed (forms created) or that failed to auto-generate forms, so that the team can run a triage to determine the fix necessary to generate the form record in the system.

DSD 32/Internal Operations/Business Process/Business Process Functions/Travel Claim Form Validation and Scanning

CI	Document Name
 CI-514758 - DSD BF Travel Claim Form Validation and Scanning IMPLEMENTED	DSD_BF_Travel_Claim_Form_Validation_and_Scanning.docx

During the Document Preparation process to extract forms and batch documents by form type, the TPF staff visually views the Travel Claim Form for reasonable determination of a valid Travel Claim Form.

The following is verified:

- Alterations to preprinted data on the timesheet
- Photocopies of Travel Claim Forms
- Travel Claim Form with Sample or Draft watermark
- Any Travel Claim Form with printed detail on one side of the form only, Side one has an EDD identifier QR code, instructions, and provider address/county return address. Side two has a preprinted and populated provider/recipient detail grid, time entry grid in red ink, printed day/date labels, and ineligible dates populated with vendor printed zeros and a bar code.
- Any Travel Claim Form that was separated such that either the top portion with for provider/recipient grid information or the provider signature area is missing.

Any Travel Claim Form that fails this manual business rule validation is flagged for processing by Back Office staff and marked as invalid and not be scanned. These Travel Claim Forms are marked with the appropriate manual validation error, counted, and transferred to CDSS. Payment request data entry will not be attempted for these Travel Claim Forms.

Data Entry Validation Requirements

Once the Travel Claim Form is scanned, and the data is processed into Case Management, the system evaluates the data against the appropriate business rules. Any exceptions identified are routed to the Travel Claim Errors work queue for resolution by Back Office. CMIPS will route the following errors for manual review and resolution:

- Invalid Travel Claim number – Travel Claim Number is not known to CMIPS.
- Travel Claim Already Paid – Occurs if the travel claim number associated to a type of IHSS – Travel Claim/WPCS – Travel Claim, and a Travel Claim of the same type and program was processed for the provider/recipient relationship
- Travel Claim in Cancelled Status – Occurs if a supplemental Travel Claim is submitted, and the SCO voided the payment for the initial Travel Claim for the recipient/provider, program, and pay period.
- Not Eligible for Travel – An active Travel Time record does not exist in CMIPS for any portion of the pay period for this Travel Claim.
- Travel Claim Information Mismatches or Inconsistencies – Mismatches between the scanned Travel Claim data and the data for that Travel Claim in Case Management.
- Provider or Case Number Not Found – The Provider and/or Case Number in the scanned Travel Claim data and is not found in Case Management.
- No Provider Signature – The Provider failed to sign the Travel Claim.

The Back Office staff evaluates the work items in the exception queue, and these Travel Claim forms will be marked as invalid Travel Claim number and transferred to CDSS.

Any Travel Claim Form that receives the message Timesheet not yet processed based on system validation is marked, set to a system status of pending, and flagged for additional review.

DSD 32/Internal Operations/Business Process/Business Process Functions/Travel Claim Form Payment Entry

CI	Document Name
 CI-514757 - DSD BF Travel Claim Form Payment Entry IMPLEMENTED	DSD_BF_Travel_Claim_Form_Payment_Entry.docx

Payment Entry

For a valid travel claim form the Data Entry staff with a security role of HPETravelClaimPayment will use reasonable standards to manually add (sum) the provider reported travel time for each workweek and record this total on the physical travel claim form. The weekly totals will be entered by workweek into CMIPS II on the Special Transaction – Additional Options – Travel Claim screen in CMIPS. When the entry is saved it will be automatically set for "Pending Payroll". All travel claims that have been entered for payment will be bundled and transferred to CDSS. Details of these special transactions will be available on the Special Transaction Summary report in the CMIPS reporting component.

DSD 32/Internal Operations/Business Process/Business Process Functions/Live-in Self-Certification

CI	Document Name
 CI-718021 - DSD BF Live-In Self-Certification IMPLEMENTED	DSD_BF_Live-In_Self-Certification.docx

On March 16, 2016 the California Department of Social Services (CDSS) issued a News Release that states they received information from the Internal Revenue Service (IRS) informing the department that the IHSS wages earned by In-Home Supportive Services (IHSS) providers who live with the recipient of those services are not considered part of federal gross income for purpose of federal income taxes (FIT). The IHSS and WPCS payments to these providers are considered to be 'Difficulty of care' payments, and thus are excluded from federal gross income similar as are foster care payments for the care and supervision of a child.

On November 17, 2016 CDSS received information that the State of California will also follow the IRS ruling and wages earned by an IHSS and WPCS provider living with their recipient(s) will be excluded from California State Income Tax (SIT).

CDSS has determined that providers are required to show proof they live with their recipient (Live-In Excluded) to have their IHSS or WPCS payments excluded from federal and state gross income. In order for providers to claim 'Live-In Excluded', CDSS requires those providers to 'self-certify' that they live with the recipient for which they provide IHSS or WPCS care. These providers are required to complete a "Self-Certification" form and return it to CGI TPF, PO Box XXX, for intake into CMIPS. CGI TPF staff will scan all Self-Certification forms for collecting and reporting counts only. The number of Self-Certification forms received, entered and rejected will be communicated to CDSS monthly in Section 5 of the MOMR (Monthly Operational Management Reports).

CGI TPF staff use the 'IRS Live-In Self-Certification' hyperlink on the TPF My Workspace screen in Case Management to navigate to the 'Live-In Provider Self-Certification Search' screen. Upon a successful search, navigation is transferred to the 'Live-In Provider Self-Certification Entry' screen where the IRS-Live-In certification indication is recorded into CMIPS.

TPF staff rejects all incomplete or erroneous Self-Certification forms back to the provider with an attached form indication the reason(s) for rejection. When the provider cannot be determined TPF staff rejects the form to CGI Back Office for further research. On initial visual inspections the Self-Certification form will be rejected when:

- Provider Number is missing, incomplete or illegible.
- Provider Name is missing, incomplete or illegible.
- Recipient Case Number is missing, incomplete or illegible.
- Recipient Name within the Penalty of Perjury statement is missing, incomplete or illegible (the form will not be rejected if the Recipient name in the header box is missing, incomplete or illegible).
- Provider signature is missing.
- Date of signature is missing or illegible.
- Penalty of Perjury statement has been visibly altered.

Upon entry the Self-Certification form will be rejected when:

- Provider Number cannot be found in CMIPS.
- Provider Name in CMIPS does not match the Provider Name on the Self-Certification form – within reason.
- Recipient Number cannot be found in CMIPS.
- Recipient Name in CMIPS does not match the Recipient Name within the Penalty of Perjury statement on the Self-Certification form – within reason.
- Provider is not assigned to the Recipient indicated on the Self-Certification form.

CGI Provider Help Desk staff will answer provider calls related to the status and status date for SOC 2298 and SOC 2299 using the Cases screen in Case Management.

CGI Help Desk staff will direct callers to print the SOC 2298 and SOC 2299 from the CDSS website, complete the form and mail the completed form to IHSS – IRS Live-In Self-Certification, P.O. Box 272854, Chico, CA 95927-2854.

Although CGI Help Desk staff confirm the mailing address of providers, occasionally some will be returned as undeliverable. TPF will subsequently forward those undeliverable items to the County that is entered on each form.

The Self-Certification indication is communicated to CMIPS Payroll via a web service call where it is used to configure payroll to either exclude or include provider payments from federal and state gross income – as described in DSD Section 16 – Provider Pay Rate Management and DSD Section 18 – Tax Contribution Management.

Because the Self-Certification form allows the provider to indicate they are either a Live-In provider or that their status has changed and they are no longer a Live-In provider, the Live-In Self-Certification indication of 'Yes' or 'No' may be communicated to CMIPS Payroll. However, by default, upon assignment to a case, a provider will be configured to where their payments are not excluded from federal gross income – which will not require initial intake into Case Management to indicate.

- The "Blank" indication means SOC 2298 was never processed and that the provider is NOT considered as a Live-In provider.
- The "Yes" indication means SOC 2298 was processed and that the provider is considered as a Live-In provider.
- The "No" indication mean SOC 2299 was processed to cancel a previously processed SOC 2298 and that the provider is NOT considered as a Live-In provider.

DSD 32/Internal Operations/Business Process/Business Process Functions/ESP Service Desk Support

CI
 CI-754598 - DSD BF ESP Service Desk Support IMPLEMENTED

The IHSS Service Desk will provide phone support and email response support to Provider and Recipient users of the IHSS Electronic Services Portal (ESP). This support includes password reset, assistance with timesheet exception messages and system error messages, assistance with requests for supplemental timesheets and other functionality assistance. The service desk users will have the ability to register with the ESP so they can access the website and search for a Provider or Recipient. This will allow them to walk through the same screen view seen by the end user in the ESP to facilitate assistance and troubleshooting or to reset the Provider or Recipient password and assist them with completing the password change.

DSD 32/Internal Operations/Business Process/Business Process Functions/Business Process Function – Garnishment Processing

CI	Document Name
 CI-790278 - DSD BF Garnishment Processing IMPLEMENTED	DSD_BF_Garnishment_Processing.doc

CGI receives court-ordered wage garnishment requests against providers' IHSS and WPCS wages. In order for CMIPS Payroll to process and withhold support orders (child, spousal and medical), tax levies, garnishment, and labor organization deductions, the CGI Back Office staff will manually enter each order into the Advantage sub-system.

CMIPS receives garnishment orders from many different agencies who address the orders differently, such as: attention to IHSS or WPCS recipient, Attention to WPCS recipient, attention to IHSS recipient, or just Attention to a recipient name. Due to these variations the following guidelines will be used by CGI Back Office when applying garnishments:

When CMIPS receives a garnishment order against an IHSS or WPCS provider's wages

- And the provider has corresponding IHSS or WPCS program assigned hours, the garnishment will be setup accordingly.
- And the provider does not have corresponding IHSS or WPCS program assigned hours, the garnishment request will be rejected and sent back to the lien holder.

When CMIPS receives a garnishment order against a provider's wages

- And the request indicates a recipient name for whom the provider serves both IHSS and WPCS hours, the warrant type with the higher gross amount will be setup for deduction.
- And the request specifies the deduction could be either against a provider's IHSS or WPCS warrants, the warrant type with the higher gross amount will be setup for deduction.

When CMIPS receives a garnishment order against a provider's wages with no specification of the program type

- And the provider has IHSS assigned hours, the garnishment will be setup accordingly.
- And the provider only has WPCS assigned hours or does not have any assigned hours, the garnishment request will be rejected and sent back to the lien holder.

DSD 32/Internal Operations/Business Process/Business Process Functions/Paid Sick Leave Claim Form Validation and Scanning

CI	Document Name
 CI-822317 - DSD BF Paid Sick Leave Claim Form Validation and Scanning IMPLEMENTED	DSD BF Paid Sick Leave Claim Form Validation and Scanning

Sick Leave Claim Forms

During the Document Preparation process of extracting forms and batching documents by form type, TPF staff visually reviews the Sick Leave claim form for a reasonable determination of a valid Sick Leave Claim form.

Any Sick Leave Claim form that fails the manual business rule validation is flagged for processing by Back Office staff, marked as invalid, and will not be scanned. These Sick Leave Claim forms are marked with the appropriate manual validation error, counted, and transferred to CDSS. Payment request data entry is not attempted for these Sick Leave Claim forms.

Data Entry Validation Requirements

Once the Sick Leave Claim form extract is processed into Case Management, the system evaluates the data against the current business rules that are applied during manual data entry, and the work items are routed to a queue for resolution. CMIPS routes Sick Leave Claim work items for manual resolution in a Case Management work queue for any of the following:

- Invalid Case Number – Case Number is not known to CMIPS
- Invalid Provider Number – Provider Number is not known to CMIPS
- Invalid Recipient Number – Recipient Number is not known to CMIPS
- Sick Leave Claim Already Paid – Occurs if the Case Number is associated with a type of IHSS – Sick Leave Claim and Work Week Day the program has already been processed this provider/recipient relationship
- Sick Leave Claim in Cancelled Status – Occurs if a Sick Leave Claim is submitted, and the SCO voided the payment for the initial Sick Leave Claim for the recipient/provider, program, and pay period.
- Not Eligible for Sick Leave – Providers who do not meet eligibility criteria for Sick Leave.
 - New IHSS providers who begin working for a recipient after July 1, 2018, receive eight hours of paid sick leave after working 100 hours of providing authorized services for an IHSS recipient after their initial hire date. These eight hours of accrued paid sick leave cannot be used until an additional 200 hours of authorized services have been worked or until after 60 calendar days have passed, whichever comes first.
 - Existing IHSS providers who began working for a recipient prior to July 1, 2018, receive eight hours of paid sick leave after working 100 hours of providing authorized services for an IHSS recipient beginning State Fiscal Year July 1, 2018. These eight hours of accrued paid sick leave cannot be used until an additional 200 hours of authorized services have been worked or until after 60 calendar days have passed, whichever comes first.
 - These are one-time requirements that must be completed to accrue and use paid sick leave. A provider who completes the hours or time requirements continues to accrue eight hours of paid sick leave each State Fiscal Year, July 1, as they continue to work as an active IHSS provider. Any provider who ceases employment with IHSS for longer than one year is considered inactive and needs to repeat the process to earn and use paid sick leave.
 - At the end of each State Fiscal Year, June 30th, any unused paid sick leave expires.
 - Accrual is increased to 16 hours of paid sick leave for each calendar year or twelve-month period of employment on the date in which the State minimum wage reaches \$13.00 per hour (scheduled for January 1, 2020) and to 24 hours of paid sick leave for each calendar, or twelve-month period of employment on the date on which the State minimum wage reaches \$15.00 per hour (scheduled for January 1, 2022).

Back Office staff evaluates the work items in the exception queue, and the Sick Leave Claim forms are transferred to CDSS.

DSD 32/Internal Operations/Business Process/Screen Flows

DSD 32/Internal Operations/Business Process/Business Process Flow

DSD 32/Internal Operations/Business Process/Business Process Flow/Automated EFT Bank Rejection

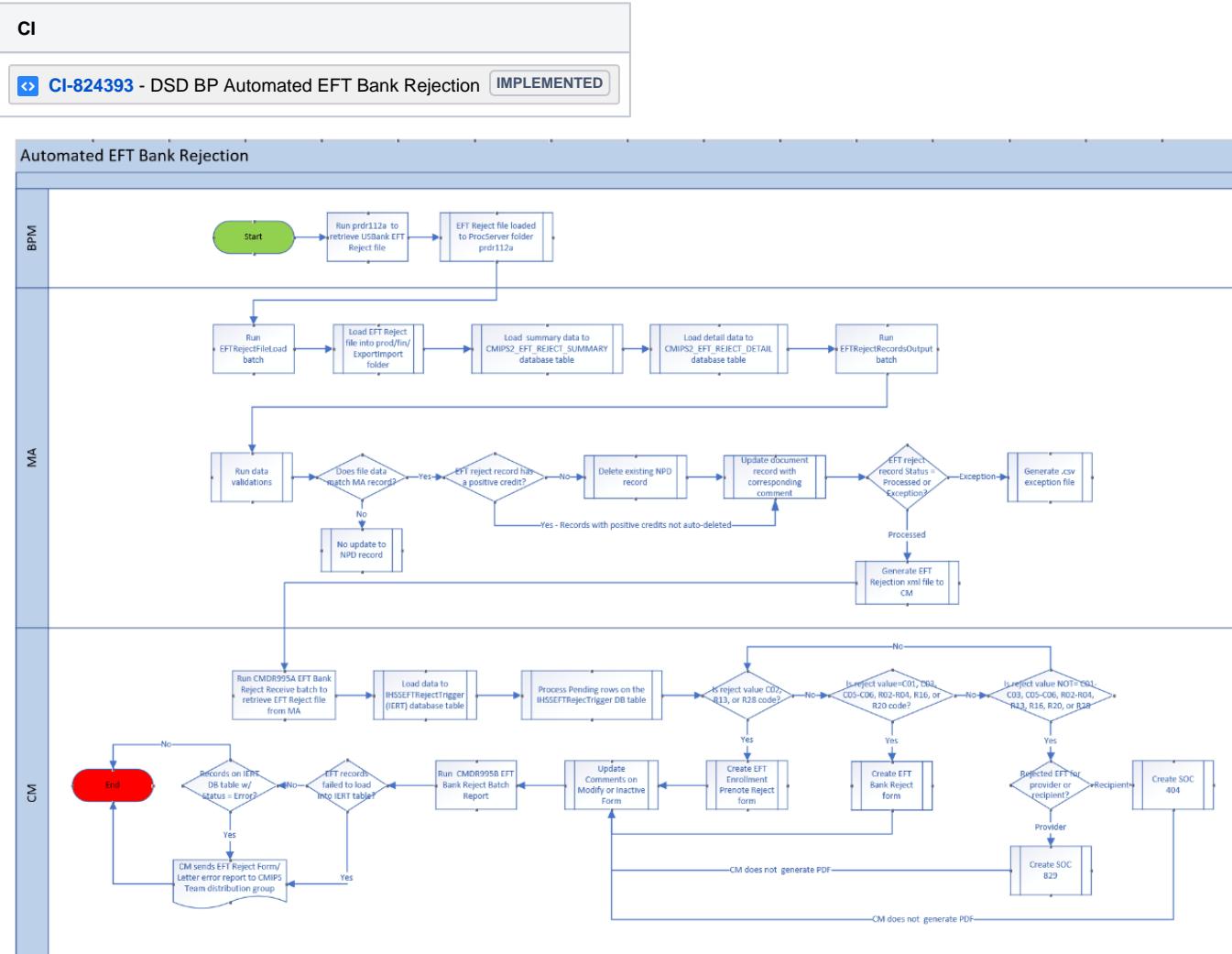


Figure - Automated EFT Bank Rejection

DSD 32/Internal Operations/Business Process/Screen Flows /Travel Claim Screen Flow – From Help Desk Workspace

CI	Document Name
 CI-513983 - DSD SF Travel Claim Screen Flow from Help Desk Workspace IMPLEMENTED	DSD_SF_Travel_Claim_Screen_Flow_from_Help_Desk_Works pace.docx

The diagram below outlines a high-level screen flow for user access to travel claim functions.

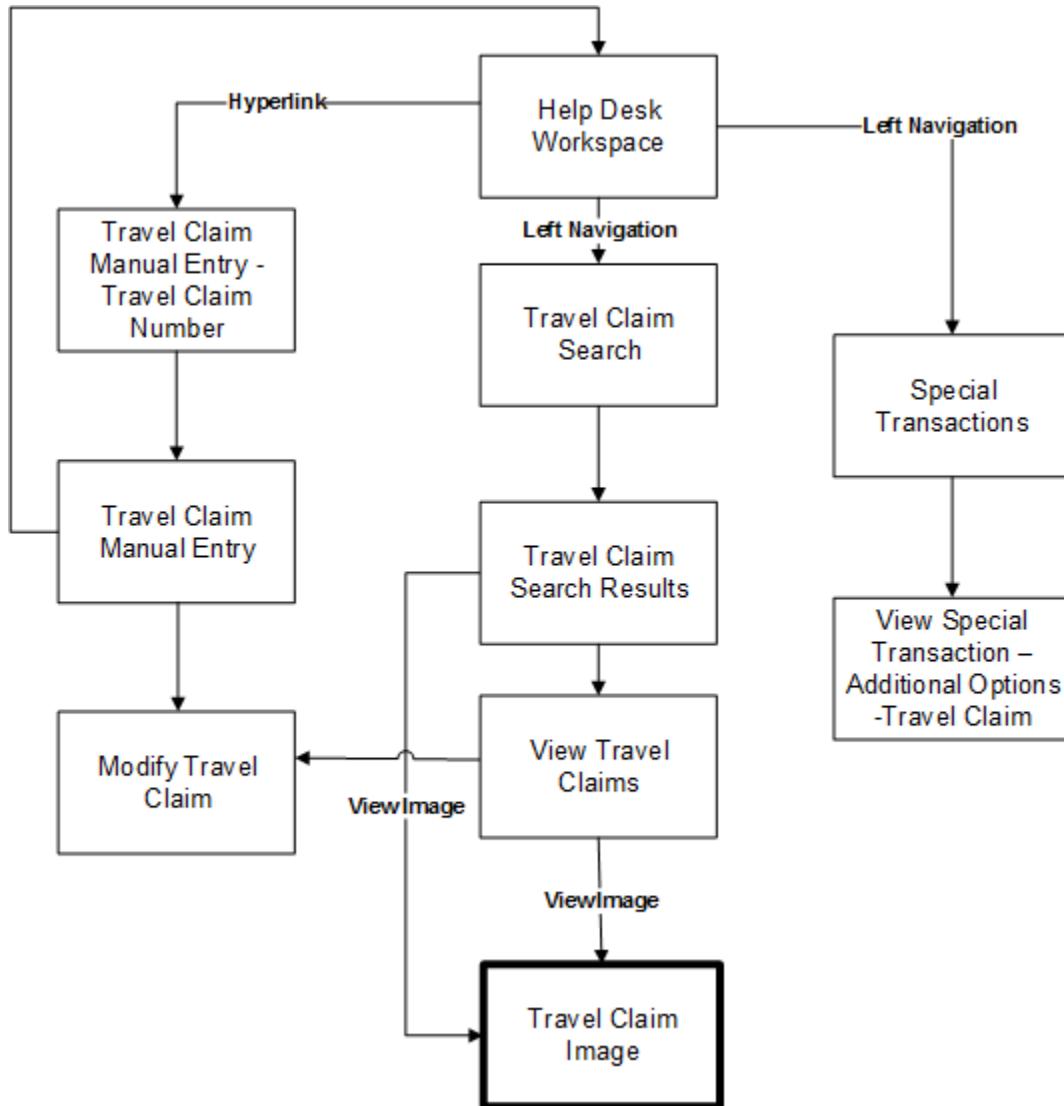


Figure – Travel Claim Screen Flow (From Help Desk Workspace)

DSD 32/Internal Operations/Business Process/Screen Flows /IRS Live-in Provider Self-Certification

CI	Document Name
CI-718022 - DSD SF IRS Live-in Provider Self-Certification IMPLEMENTED	DSD_SF_IRS_Live-in_Provider_Self-Certification.docx

IRS Live-In Provider Self-Certification

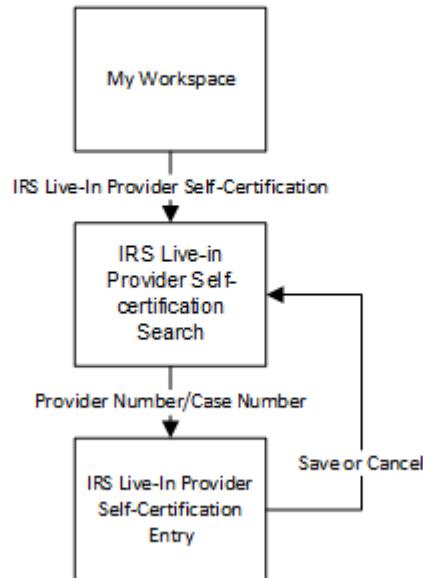


Figure – IRS Live-in Provider Self-Certification Screen

DSD 32/Internal Operations/Business Process/Screen Flows /Website Support User Registration

CI	Document Name
 CI-754615 - DSD SF Website Support User Registration IMPLEMENTED	DSD_SF_Website_Support_User_Registration.docx

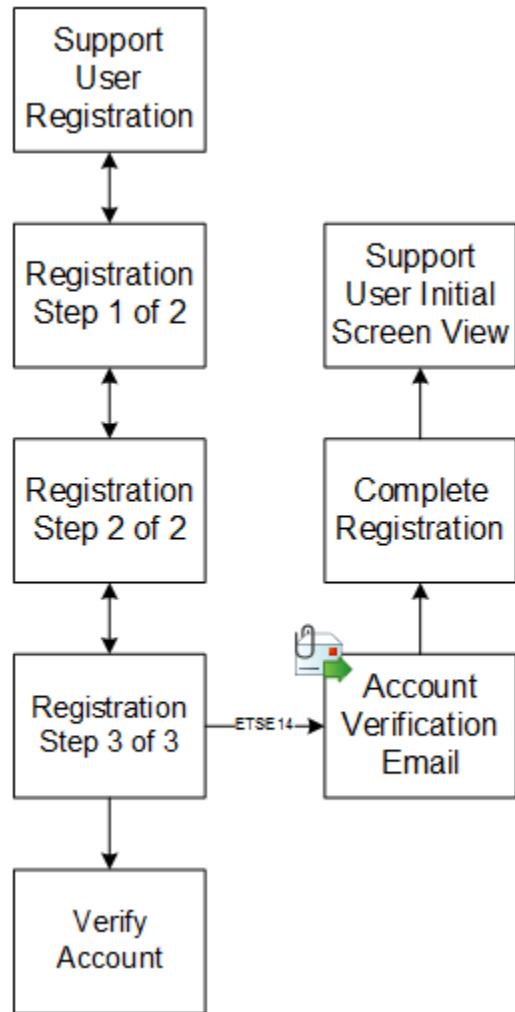


Figure – Website Support User Registration Screen Flow

DSD 32/Internal Operations/Business Process/Screen Flows /E-Timesheet Help Desk – IHSS Website

CI	Document Name
CI-754599 - DSD SF E Timesheet Help Desk IHSS Website IMPLEMENTED	DSD_SF_E_Timesheet_Help_Desk_IHSS_Website.docx

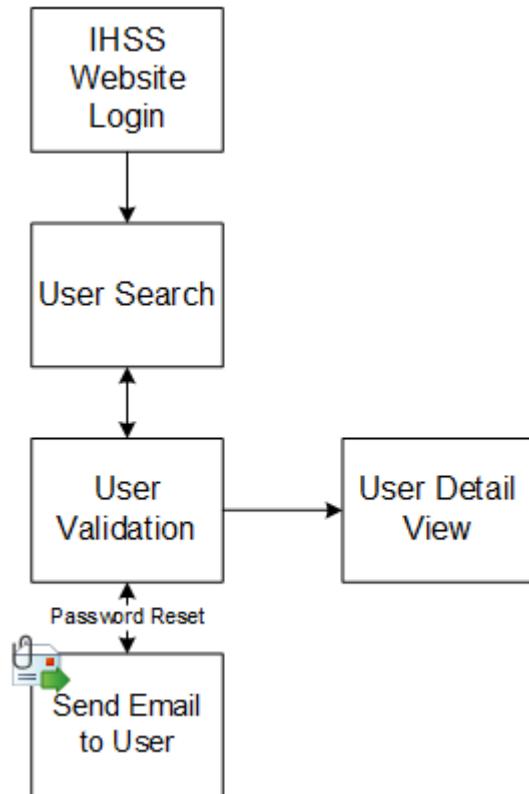


Figure – E-Timesheet Help Desk – IHSS Website Screen Flow

DSD 32/Internal Operations/Business Process/Screen Flows /E-Timesheet Help Desk – Menu

CI	Document Name
CI-754600 - DSD SF E Timesheet Help Desk Menu IMPLEMENTED	DSD_SF_E_Timesheet_Help_Desk_Menu.docx

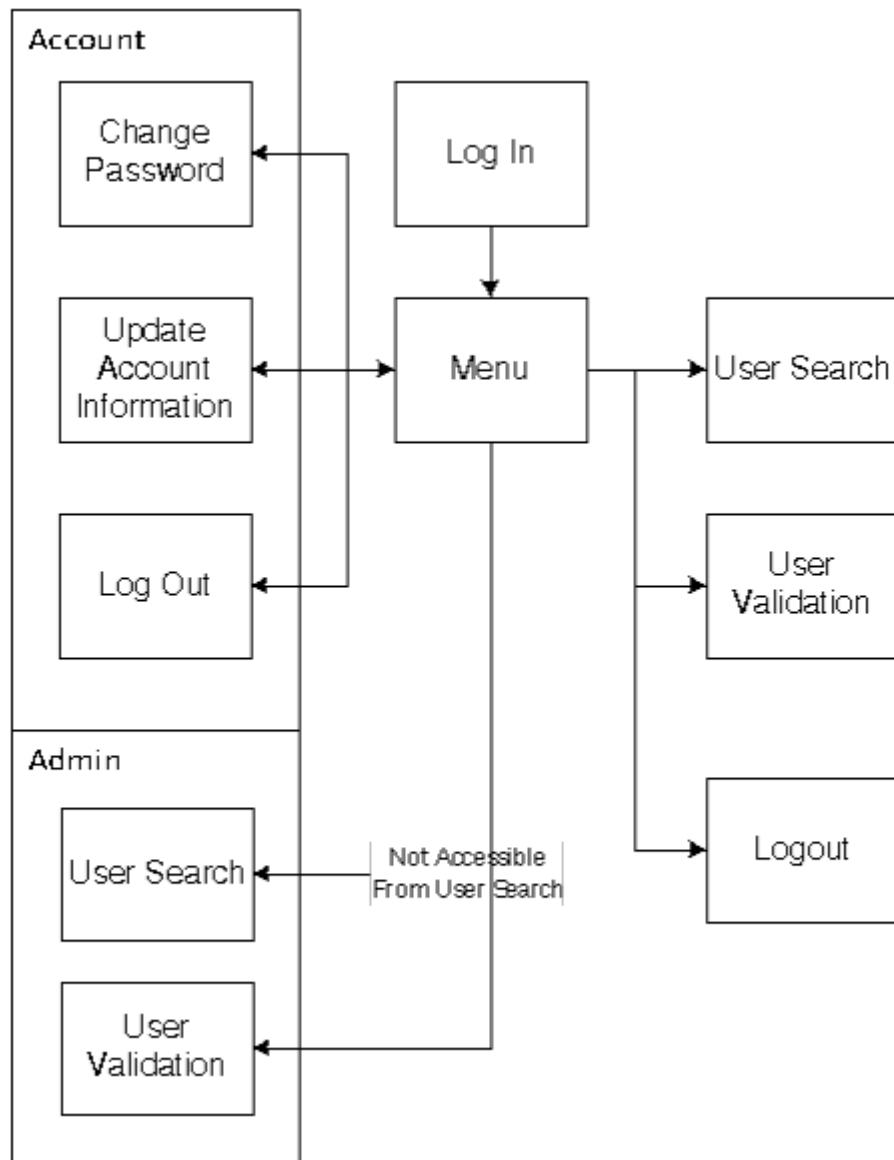


Figure – E-Timesheet Help Desk – Menu Screen Flow

DSD 32/Internal Operations/Business Process/Screen Flows /E-Timesheet Service Desk – Provider Details View

CI
 CI-754601 - DSD SF E Timesheet Service Desk Provider Details View IMPLEMENTED

NOTE: Screens identified in red indicate that the Service Desk User cannot continue action beyond this point. These users can access and view up to this point but cannot take further action.

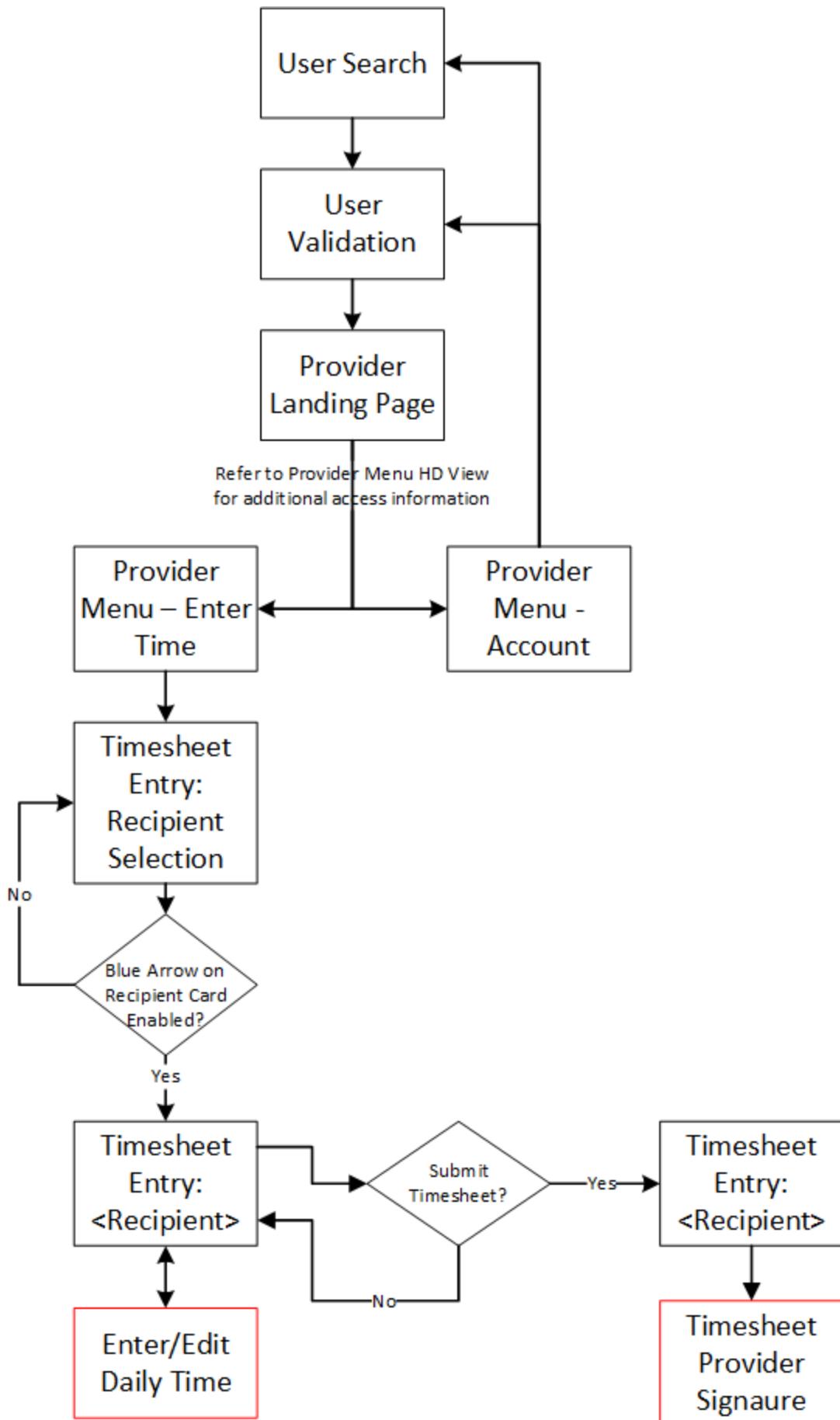
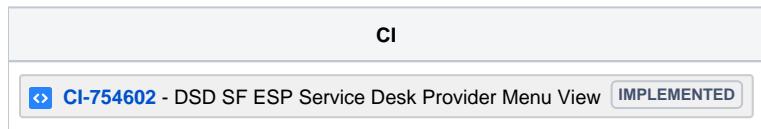


Figure – E-Timesheet Service Desk – Provider Details View Screen Flow

DSD 32/Internal Operations/Business Process/Screen Flows /ESP Service Desk – Provider Menu View



NOTE: Screens identified in red indicate that the Service Desk User cannot continue action beyond this point. These users can access and view up to this point but cannot take further action.

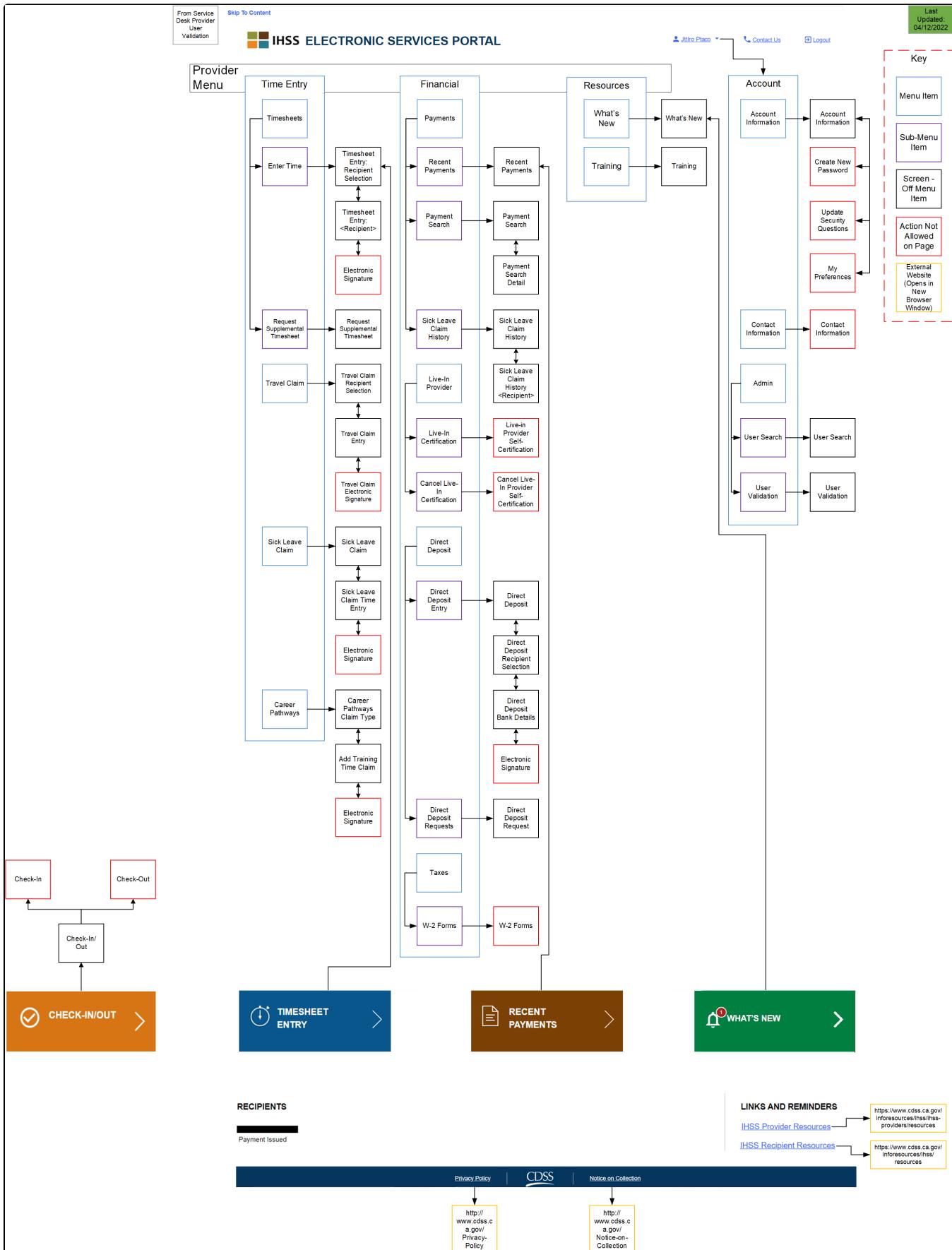


Figure – ESP Service Desk – Provider Menu View

DSD 32/Internal Operations/Business Process/Screen Flows /E-Timesheet Service Desk – Recipient Details View

CI
 CI-754603 - DSD SF E Timesheet Service Desk Recipient Details View CANCELLED

Cancelled by ASR Sprint 46 Team 1&2.

DSD 32/Internal Operations/Business Process/Screen Flows /ESP Service Desk – Recipient Menu View



NOTE: Screens identified in red indicate that the Help Desk User cannot continue action beyond this point. These users can access and view up to this point but cannot take further action.

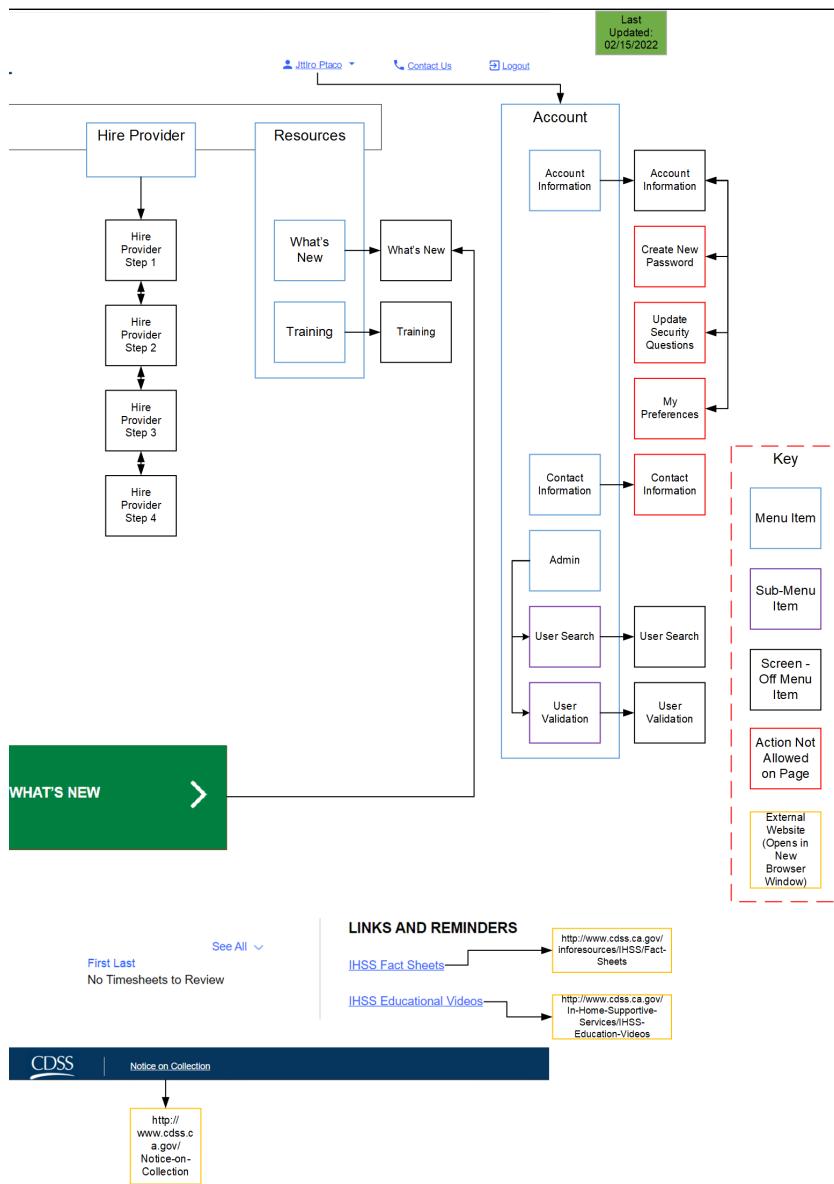


Figure – ESP Service Desk – Recipient Menu View Screen Flow

DSD 32/Internal Operations/Business Process/Screen Flows /Sick Leave Claim Manual Entry

CI	Document Name
CI-790528 - DSD SF IO Sick Leave Manual Entry IMPLEMENTED	DSD_SF_IO_Sick_Leave_Manual_Entry.docx

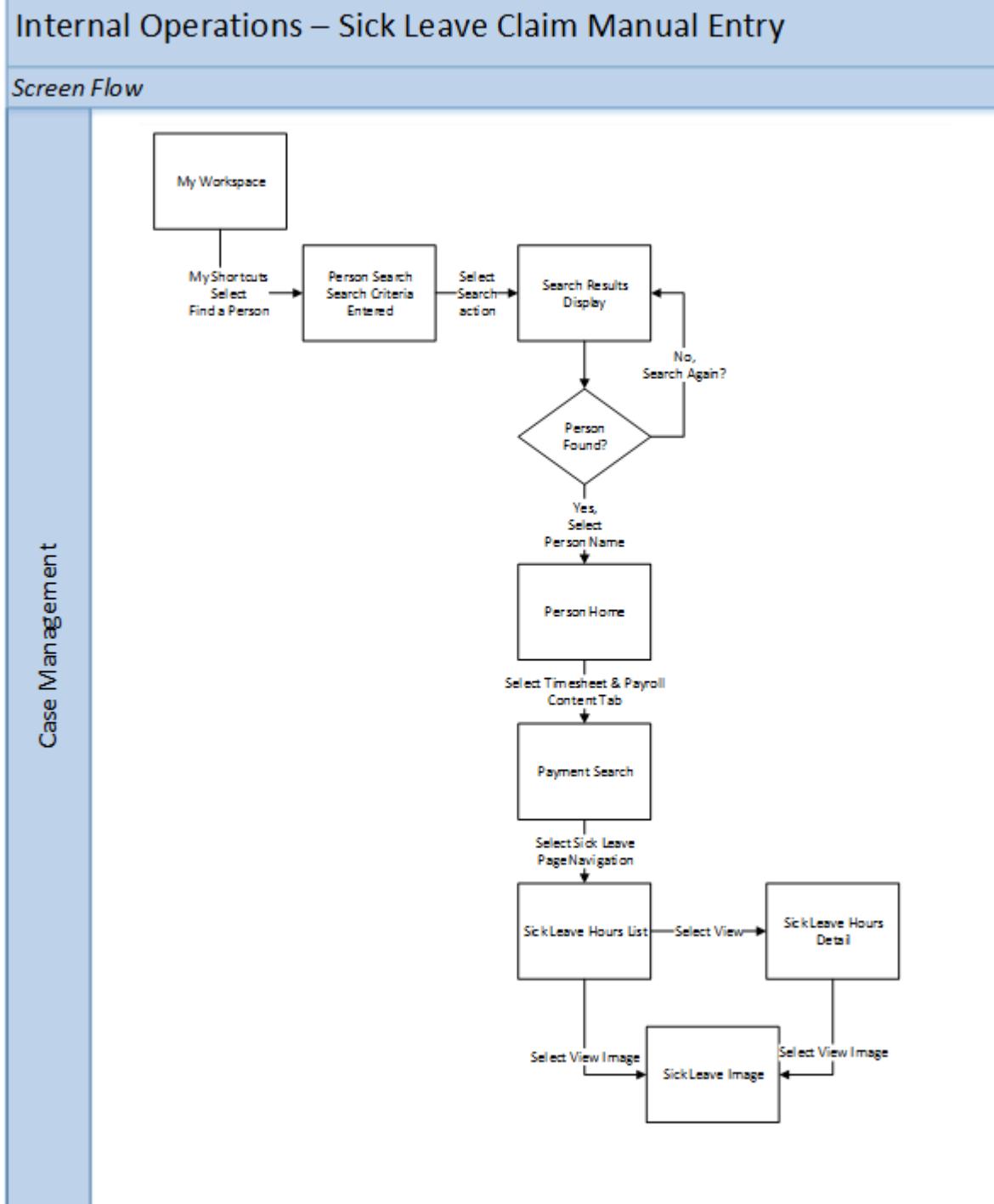


Figure – Sick Leave Claim Manual Entry

DSD 32/Internal Operations/Business Process/Screen Flows /Travel Claim Screen Flow - From Help Desk Work Queue Task

CI	Document Name
CI-822175 - DSD SF Travel Claim Screen Flow from Help Desk Work Queue Task IMPLEMENTED	DSD_SF_Travel_Claim_Screen_Flow_from_Help_Desk_Work_Queue_Task.docx

The diagram below outlines a high-level screen flow for user access to travel claim functions.

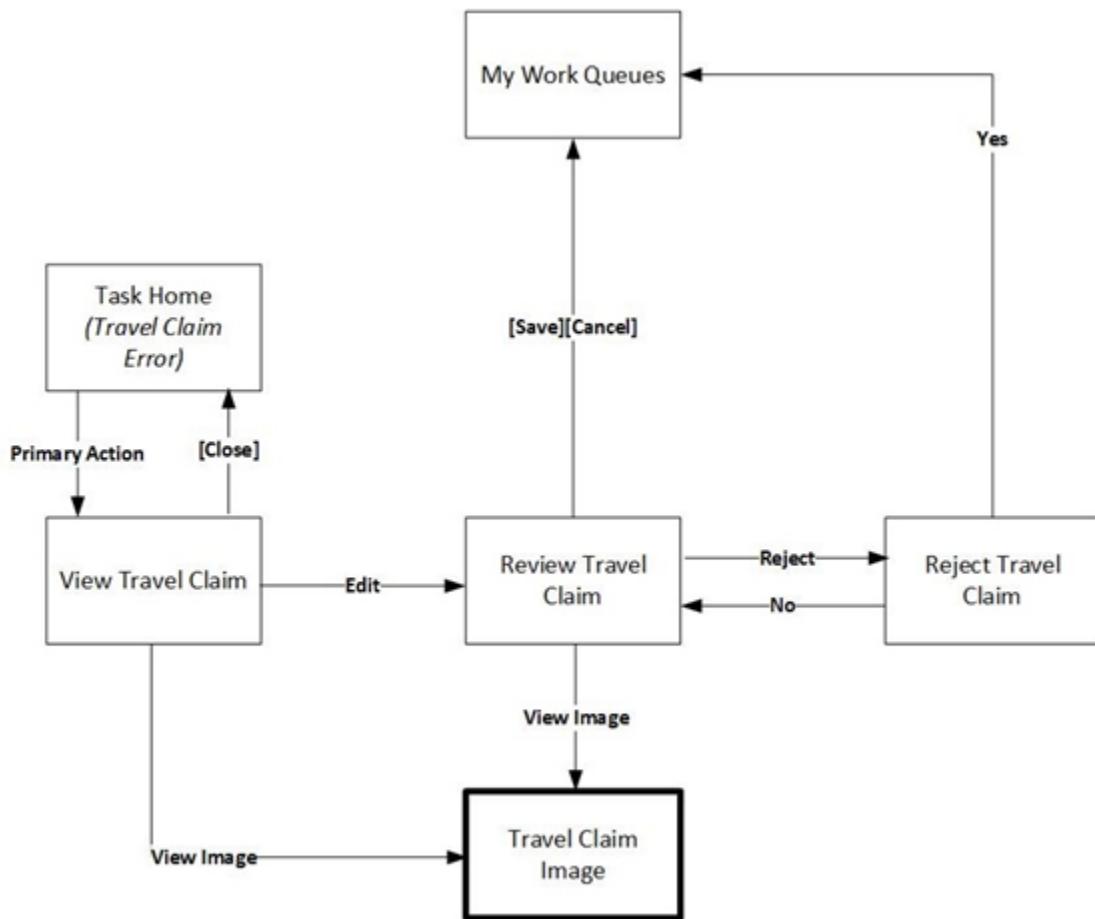


Figure – Review Travel Claim Screen Flow

DSD 32/Internal Operations/Business Process/Screen Flows /View Sick Leave Claim

CI	Document Name
CI-822170 - DSD SF Sick Leave Claim Screen Flow from Help Desk Work Queue Task IMPLEMENTED	DSD_SF_Sick_Leave_Claim_Screen_Flow_from_Help_Desk_Work_Queue_Task.docx

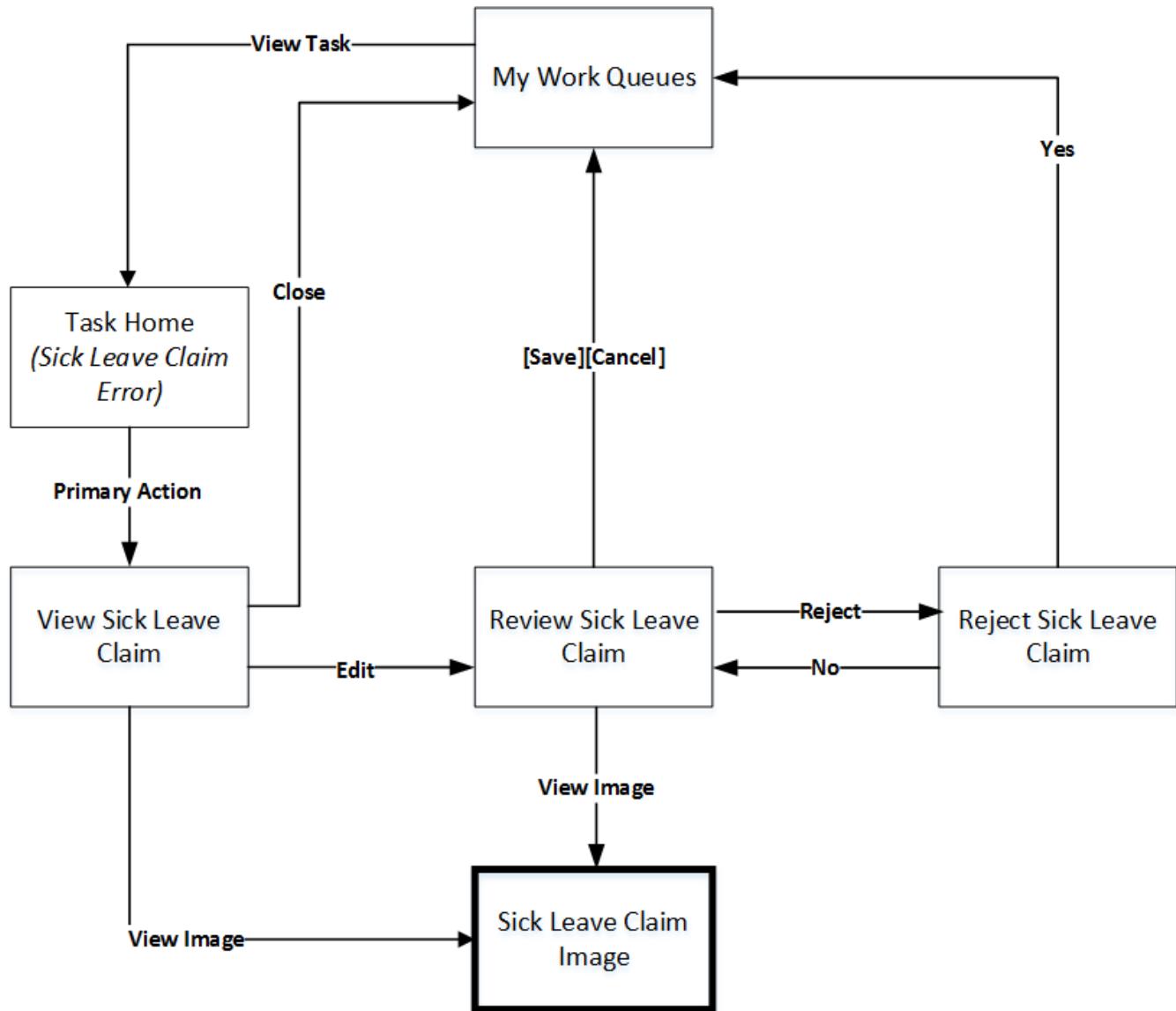
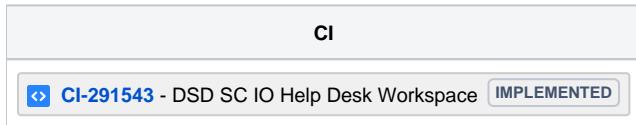


Figure – View Sick Leave Claim

DSD 32/Internal Operations/Business Process/Screen Designs

This section will identify the user interface, including application screens.

DSD 32/Internal Operations/Business Process/Screen Designs/Help Desk Workspace



This is the initial screen for the Help Desk Workspace. The Help Desk Workspace screen is displayed when a user with a Help Desk user profile logs in to CMIPS. The Help Desk Users do not have access to New Referral, New Application and Register a Provider.

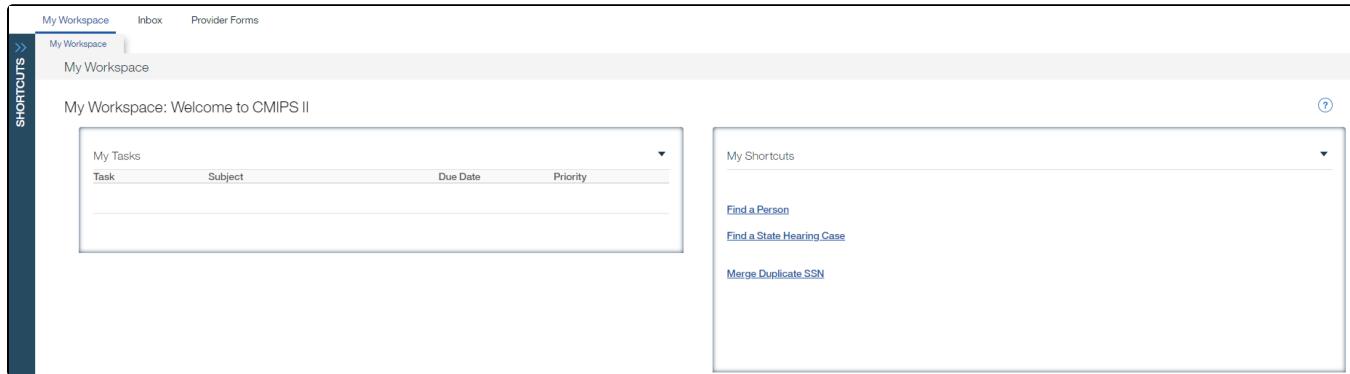


Figure – Help Desk Workspace

Actions/Functions

The following actions are associated with the Help Desk Workspace screen:

Action	Function
Find a Person	Navigates to the HelpDesk Person Search screen.
Find a State Hearing Case	Navigates to the State Hearing Search screen.
Merge Duplicate SSN	Navigates to the Merge Duplicate SSN screen

Data Elements

There are no data elements specific to the Help Desk Workspace screen.

DSD 32/Internal Operations/Business Process/Screen Designs/HelpDesk Person Search

CI
CI-291542 - DSD SC IO HelpDesk Person Search IMPLEMENTED

The HelpDesk Person Search screen allows the help desk user to input search criteria and view results for a Person Search. This screen displays when the user selects the Find a Person link on the Help Desk Workspace screen. A user can conduct a stand alone search by SSN, full or partial Last Name, CIN, Provider Number, Street Number and Street Name, Phone Number, or Email Address. Note: Help Desk Users do not have access to New Referral and New Application.

The screenshot shows the 'CMIPSI Case Management Information Payroll System II' interface. The main title bar says 'Welcome'. Below it is a search bar with a magnifying glass icon. The main content area contains several search fields and dropdown menus. On the left, there are four large empty text input fields. In the center, there are four smaller input fields: 'First Name' (with a note '* required field'), 'CIN', 'Provider Number', and 'Gender'. Below these are two more sets of input fields: 'Street Name' and 'Phone Number'. At the bottom left of the form area are two buttons: 'Search' and 'Reset'. At the very bottom of the screen, there are four small labels: 'Person Type', 'Residence Address', 'City', and 'County', each followed by a dropdown menu.

Figure – HelpDesk Person Search

Actions/Functions

The following actions are associated with the HelpDesk Person Search screen:

Action	Function
Search	Performs search on search criteria
Reset	Resets all fields to their default values
Full Name	Navigates to the Case List screen for the selected Person.

Data Elements

The following data elements are specific to the HelpDesk Person Search screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Search Criteria - General					
Last Name	Last name of the person	String	No	No	Yes
First Name	First name of the person	String	No	No	Yes

Person Type	Indicates search for person type	Drop down list	No	No	Yes
CIN	Statewide Client Index Number	Number	No	No	Yes
Date of Birth (Mon/Date)	(Mon) Month of Person's birth	Drop down list	No	No	Yes
Date of Birth (Mon/Date)	(Date) Day of Person's birth	Number	No	No	Yes
Provider Number	Provider Number	String	No	No	Yes
County	Recipient: The county to which the Recipient case is currently assigned Provider: The county in which the Provider has completed enrollment requirements	Drop-down list	No	No	Yes
Gender	Drop-down list	Drop-down list	Blank	No	Yes
Search Criteria - Address					
Street Number	The street number of the residential address of the person	Number	No	No	Yes
Street Name	The street name of the residential address of the person	String	No	No	Yes
City	The residential city of the person	String	No	No	Yes
Search Criteria - Other Contact Information					
Email Address	The email address of the person	String	No	No	Yes
Phone Number	The phone number of the person	Number	No	No	Yes
Search Results (Number of Items: <X>) - Will display the number of results returned.					
Full Name	Last Name, First Name	String	No	No	No
CIN	Client Index Number. This field will be blank if the person type is Provider or if no CIN existed when the case was created.	Number	No	No	No
SSN	The SSN will be masked	Number	No	XXX-XX-XXXX	No
Date of Birth	Date of birth of the person. This field may be blank for Person Type "Referral."	Date	No	No	No
Gender	Gender of the person	String	No	No	No
Person Type	Person Type	String	No	No	No
Residence Address	The residential address of the person	String	No	No	No
City	The residential city of the person	String	No	No	No
County	Recipient: The county to which the Recipient case belongs Provider: The county which completed the Provider's DOJ background check	String	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/Cases

CI	Document Name
CI-291536 - DSD SC IO Cases IMPLEMENTED	DSD_SC_IO_Cases.doc

The Cases screen displays the list of Cases for each Person. This screen displays when the Person's name is selected from the Help Desk Person Search results.

The screenshot shows a web-based application interface. At the top, there is a header bar with the text "CMPSI Case Management Information Payroll System" and "Welcome". Below the header is a search bar with a magnifying glass icon. The main content area is titled "Cases" and contains a table with five columns: "Auth Hours", "Provider Status", "Assigned Hours", "Live-In Status", and "Live-In Status Date". The first two columns have entries "00:00" and "00:00" respectively. The third column has a dropdown arrow icon. There is also a question mark icon in the top right corner of the table area.

Figure – Cases

Actions/Functions

The following actions are associated with the Cases screen:

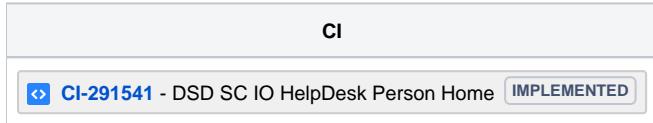
Action	Function
Case Name	Displays the HelpDesk Person Home screen
Case Owner	Displays the User Home screen for the Case Owner

Data Elements

The following data elements are specific to the Cases screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
County	County for this Case	String	No	No	No
Case Status	Status of the Case	String	No	No	No
Auth Hours	Most current Auth Hours for the Case	Integer	No	No	No
Provider Status	Status of the Provider (if the Person is a Provider)	String	No	No	No
Assigned Hours	Assigned Hours of the Provider	Integer	No	No	No
Live-In Status	Live-In Certification for Federal and State Tax Exclusion Status (Yes/No)	String	No	No	No
Live-In Status Date	Status Date of the Live-In Certification for Federal and State Tax Exclusion (MM /DD/YYYY)	String	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/HelpDesk Person Home



The HelpDesk Person Home screen displays when a Case name is selected from the Cases list screen.

This screenshot displays the HelpDesk Person Home screen for a specific case. The top section shows basic contact information: Effective Date (07/24/2024), Middle Name (Suffic), and Primary Phone Number. Below this is a detailed demographic section with fields for Blank SSN Reason, Referral Source (Self), County (Yolo), Gender (Male), Sexual Orientation, Written Language (English), Date of Death, and Death Outcome. A "New Correspondence" button is located at the bottom of this section. The bottom section contains tables for financial data (Gross, Net, Hours, Recipient Name, County, Type, SOC, Funding Source) and administrative details (Language, Status, Date).

Figure – HelpDesk Person Home

CMIPSII Case Management Information Payroll System II

Welcome [REDACTED] 

Effective Date: 07/24/2024

Middle Name:

Suffix:

Primary Phone Number: [REDACTED]

Blank SSN Reason: [Verify SSN](#)

Referral Source: Self

County: Yolo

Gender: Male

Sexual Orientation:

Written Language: English

Date of Death:

Death Outcome:

New Correspondence

Gross	Net	Hours	Recipient Name	County	Type	SOC	Funding Source

Language	Status	Date

Figure – HelpDesk Person Home (with Verify SSN link)

The screenshot displays the HelpDesk Person Home screen of the CMIPSII system. At the top, there are fields for Effective Date (07/24/2024), Middle Name, and Suffix. Below these are fields for Primary Phone Number and Secondary Phone Number. A detailed demographic section follows, listing Blank SSN Reason (Verify Taxpayer ID), Referral Source (Self), County (Yolo), Gender (Male), Sexual Orientation, Written Language (English), Date of Death, and Death Outcome. A 'New Correspondence' button is located in this section. Further down, there are sections for Payment History (recent three months) and Correspondence History (recent three months). The payment history section includes a 'View' button for payment details. The correspondence history section includes 'View' and 'Edit' buttons for correspondence details.

Figure – HelpDesk Person Home (with Verify Taxpayer ID link)

Actions/Functions

The following actions are associated with the HelpDesk Person Home screen:

Action	Function
Verify SSN	Displays the Enter SSN popup
Verify Taxpayer ID	Displays the Taxpayer ID popup
New Correspondence	Displays the Help Desk Create Form screen
Payment History for the recent three months	
View	Displays the Payment Detail
Correspondence History for the recent three months	
View	Displays the Correspondence Detail
Edit	Displays the Modify and Inactivate Form screen

Data Elements

The following data elements are specific to the HelpDesk Person Home screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Name					
Title	Title of the person	String	No	No	No
Effective Date	Effective date of person name change	Date	No	No	No
First Name	First name of the person	String	No	No	No
Middle Name	Middle name of the person	String	No	No	No
Last Name	Last name of the person	String	No	No	No
Suffix	Suffix of the person	String	No	No	No
Contact Information					
Mailing Address	Mailing address of the person	String	No	No	No
Primary Phone Number	Primary phone number of the person	Number	No	No	No
Details					
Case Number	CMIPS II Case number	Number	No	No	No
Death Notification Source	System generated or user selected source of death notification	String	No	No	No
Blank SSN Reason	Reason the SSN field was left blank	String	No	No	No
Person Type	Person type	String	No	No	No
County	Recipient: The county to which the Recipient case belongs Provider: The county which completed the Provider's DOJ background check	String	No	No	No
Meets Residency Requirements	Meets residency requirements	String	No	No	No
Referral Source	Referral source	String	No	No	No
Date of Birth	Date of birth of the person (Month and Day)	Date	No	No	No
Ethnicity	Ethnicity of the person	String	No	No	No
Gender	Gender of the person	String	No	No	No
Gender Identity	Gender Identity of the person (Not available to Person Type: Provider)	String	No	No	No
Sexual Orientation	Sexual Orientation of the person (Not available to Person Type: Provider)	String	No	No	No
Written Language	Written language of the person	String	No	No	No
Spoken Language	Spoken language of the Person	String	No	No	No
Date of Death	Date of death	Date	No	No	No
Reported Date of Death	System generated or user selected date death was reported	Date	No	No	No
Death Outcome	Allows user to indicate the Outcome of Death Verification	String	No	No	No
Date of Death Confirmed	Indicates if the Death has been confirmed	String	No	No	No
Payment History for the recent three months					
Service From	Begin date of pay period.	Date	No	No	No
Issued	Initially set to the date on which the payment was processed. Replaced with the warrant issue date when this information is provided by the SCO.	Date	No	No	No
Status	Status of payment.	String	No	No	No

Warrant Number	Unique identifier of the warrant issued by the SCO. This field will contain all zeroes until the information is returned from SCO: • If the payment was made via warrant in Legacy CMIPS, the warrant number will be prefixed with 70-79. • If the payment was made via warrant, the warrant number will be prefixed with 80-89. • If the payment was made via EFT, the warrant number will be prefixed with 99.	String	No	No	No
Gross	Gross wages, calculated as Hours Paid times Pay Rate, before deductions.	Decimal	No	No	No
Net	Amount of the payment after deductions.	Decimal	No	No	No
Hours	Hours of service paid. Displayed in an HH:MM format.	Integer	No	No	No
Recipient Name	Name of the Recipient associated with the payment in Last Name, First Name order.	String	No	No	No
County	Name of county which served the case/Recipient when the payment was made.	String	No	No	No
Type	Type of payment. Note: For payments generated to refund any type of deduction (e.g. share of cost, health benefits, FICA), this field will be blank.	String	No	No	No
SOC	Share of Cost (SOC) amount deducted from the payment.	Decimal	No	No	No
Funding Source	Funding source for the payment.	String	No	No	No

Correspondence History for the recent three months

Name	Form number and name.	String	No	No	No
Language	Language form is created/printed in.	String	No	No	No
Status	Created form status i.e. Pending, Printed, Inactivate and Not Mailed.	String	No	No	No
Date	Date associated to the status of the form: date form was created (Pending status), date form was printed (Printed status), date pending form was Inactivated (Inactivate status) or date printed form was cancelled (Not Mailed status).	Date	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/Help Desk Payment Search

CI

CI-291540 - DSD SC IO HelpDesk Payment Search IMPLEMENTED

The HelpDesk Payment Search screen allows the Help Desk user to search for payments for an individual. This screen displays when the user selects Payments from the left navigation within the Help Desk Workspace. For Providers, the payments will display for all cases related to this Provider. For Recipients, only the payments made to this Recipient are shown. Payments to the Recipient's Providers are not shown.

MPSII Case Management Information Payroll System II

Welcome

To Date:

Warrant Number:

Gross	Net	Hours	Recipient Name	County	Type	SOC	Funding Source
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Figure – HelpDesk Payment Search

Actions/Functions

The following hyperlink functionality is associated with the HelpDesk Payment Search (by Person) screen:

Action	Function
Search	Performs search on search criteria.
Reset	Clears all search criteria fields.
Search Criteria	
Recipient Name (Search)	Opens the Cases pop-up window, displaying a list of cases to which the person is associated state-wide.
Search Results	
View	Displays the View Payment Details screen for the selected payment.

Data Elements

The following data elements are associated with the HelpDesk Payment Search (by Person) criteria:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Search Criteria					
From Date	Service date from which to start searching for payments.	Date	No	No	Yes
To Date	Service date to cease searching for payments.	Date	No	No	Yes

Warrant Number	For further refinement of the search criteria, the user can enter a specific warrant number.	String	No	No	Yes
Search Results					
Service From	Begin date of pay period.	Date	No	No	No
Issued	Initially set to the date on which the payment was processed. Replaced with the warrant issue date when this information is provided by the SCO.	Date	No	No	No
Status	Status of payment.	String	No	No	No
Warrant Number	Unique identifier of the warrant issued by the SCO. This field will contain all zeroes until the information is returned from SCO: <ul style="list-style-type: none"> • If the payment was made via warrant in Legacy CMIPS, the warrant number will be prefixed with 70-79. • If the payment was made via warrant, the warrant number will be prefixed with 80-89. • If the payment was made via EFT, the warrant number will be prefixed with 99. 	String	No	No	No
Gross	Gross wages, calculated as Hours Paid times Pay Rate, before deductions.	Decimal	No	No	No
Net	Amount of the payment after deductions.	Decimal	No	No	No
Hours	Hours of service paid. Displayed in an HH:MM format.	Integer	No	No	No
Recipient Name	Name of the Recipient associated with the payment in Last Name, First Name order.	String	No	No	No
County	Name of county which served the case/Recipient when the payment was made.	String	No	No	No
Type	Type of payment. Note: For payments generated to refund any type of deduction (e.g. share of cost, health benefits, FICA), this field will be blank.	String	No	No	No
SOC	Share of Cost (SOC) amount deducted from the payment.	Decimal	No	No	No
Funding Source	Funding source for the payment.	String	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/Timesheet Search

CI	Document Name
CI-291544 - DSD SC IO Timesheet Search IMPLEMENTED	DSD_SC_IO_Timesheet_Search.doc

The Timesheet Search screen allows the Help Desk user to search for timesheets for an individual. This screen displays when the user selects Timesheets from the left navigation within the Help Desk Workspace. For a Provider, all Timesheets for all cases are shown. For a Recipient, all Timesheets for the case are shown.

Figure – Timesheet Search

Actions/Functions

The following actions are associated with the Timesheet Search screen:

Action	Function
Search Criteria	
Search	Performs search for timesheets based on search criteria.
Reset	Resets all search fields to their default values.
<< Search Previous 6 Months	Displays timesheets for the previous 6 months.
Search Next 6 Months >>	Displays timesheets for the next 6 months.
Search Results – By Recipient	
View Image	Displays the View Timesheet Image screen with a scanned image of the timesheet.
Timesheet Number	Displays the View Timesheet screen.

Data Elements

The following data elements are specific to the Timesheet Search screen criteria:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Search Criteria - The range between the Service Period From date and Service Period To date is limited to six months.					
From Date	Service Date from which to start searching for timesheets.	Date	No	No	Yes

To Date	Service Date to cease searching for timesheets. If a value is entered in the Service Period From field and no value is entered in the Service Period To field, the search will default to a six month range starting with the Service Period From date.	Date	No	No	Yes
Timesheet Number	Timesheet Number used for searching for a specific timesheet.	Number	No	No	Yes

Search Results – By Recipient

Timesheet Number	Timesheet number associated with the timesheet.	Number	No	No	No
Case Number	The CMIPS Case Number associated with the timesheet	Number	No	No	No
Recipient Name	The name of the Recipient associated with the timesheet	String	No	No	No
Service Period From	The starting date of the service period.	Date	No	No	No
Received Date	The date when the timesheet was received at TPF or the date when the county worker keyed the timesheet data into CMIPS.	Date	No	No	No
Hours Claimed	The timesheet total in hours and minutes. Displays in HH:MM format.	Integer	No	No	No
Type	The type of timesheet.	String	No	No	No
Status	Status of the timesheet.	String	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/Travel Claim Search

CI	Document Name
 CI-744027 - DSD SC IO Travel Claim Search IMPLEMENTED	DSD_SC_IO_Travel_Claim_Search.doc

When the Travel Claim page navigation is selected on the Person tab, the Travel Claim Search screen displays allowing a user to search for a Travel Claim.

Role Name: CDSSPROGRAMMGMTROLE

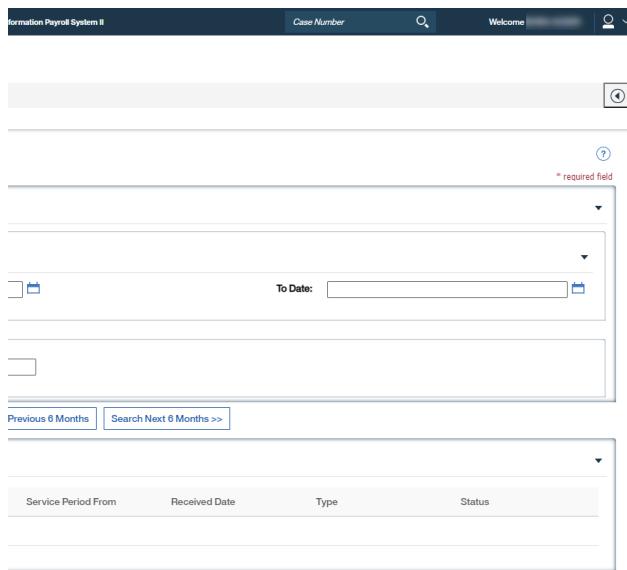


Figure – Travel Claim Search

Actions/Functions

The following actions are associated with the Travel Claim Search screen:

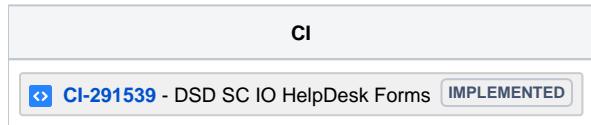
Hyperlink	Function
Search	Performs a search for travel claims based on search criteria.
Reset	Resets all search fields to their default values.
<< Search Previous 6 Months	Displays travel claims for the previous six months based on the current Service From Date value. The Service From and Service To Date range is updated to the match the new search criteria.
Search Next 6 Months >>	Displays travel claims for the next six months based on the current Service To Date value. The Service From and Service To Date range is updated to the match the new search criteria.
Search Results – By Recipient	
Travel Claim Number	Displays the View Travel Claim screen.
View Image	When the View Travel Claim Image link is selected, a new browser displays the Travel Claim image. The image viewer allows the user to zoom, scroll and print the image as needed.

Data Elements

The following data elements are specific to the Travel Claim Search screen criteria:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Search Criteria - The range between the Service Period From date and Service Period To date is limited to six months.					
From Date	Service Date from which to start searching for Travel Claim	Date	No	No	Yes
To Date	Service Date to cease searching for Travel Claim If a value is entered in the Service Period From field and no value is entered in the Service Period To field, the search will default to a six month range starting with the Service Period From date.	Date	No	No	Yes
Travel Claim Number	Travel Claim Number used for searching for a specific timesheet.	Number	No	No	Yes
Search Results – By Recipient					
View Image	Travel Claim Image Link	String	No	No	No
Travel Claim Number	Travel Claim number associated with the Travel Claim.	Number	No	No	No
Provider Number	The CMIPS Provider Number associated with the Travel Claim	Number	No	No	No
Provider Name	The name of the Provider associated with the Travel Claim	String	No	No	No
Service Period From	The starting date of the service period.	Date	No	No	No
Received Date	The date when the travel claim was received at TPF.	Date	No	No	No
Type	The type of travel claim.	String	No	No	No
Status	Status of the travel claim.	String	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/HelpDesk Forms



The HelpDesk Forms screen displays when Forms/Correspondence link is selected from the Left Navigation from the Help Desk Workspace. This screen displays all Forms/Correspondence related to the selected Case. For Providers, only the forms and correspondence for the selected case will be displayed. The Help Desk Forms screen will only display the following types of correspondence; SOC 404 – Recipient Direct Deposit, SOC 829 – Provider Direct Deposit, SOC 831 – Provider Direct Deposit Outreach, EFT Bank Reject Letter (Recipient and Provider), EFT Enrollment Prenote Reject Letter (Recipient and Provider).

Figure – HelpDesk Forms

Actions/Functions

The following hyperlink functionality is associated with the HelpDesk Forms screen. This screen displays all forms in the context of the selected case:

Action	Function
New	When selected the HelpDesk Create Form screen displays.
Search	Search for forms based upon the From and To Date
Reset	Reset the screen fields to their default values.
Results	
View	When selected this displays the View Forms screen
Edit	When selected this displays the Modify and Inactivate Form screen

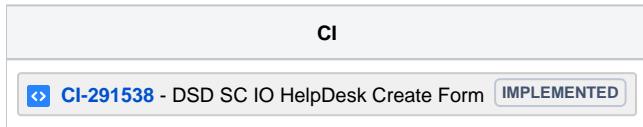
Data Elements

The following data elements are specific to the HelpDesk Forms screen.

Field Name	Description	Data Type	Required Indicator	Default Value	Editable Field
Search Criteria					
From Date	The date from which the search will begin	Date	No	No	Yes
To Date	The date on which the search will end	Date	No	No	Yes
Results					
Name	Form number and name	String	No	No	No
Language	The language the form is created/printed in.	String	No	No	No

Status	Created form status i.e. Pending, Printed, Inactivate and Not Mailed	String	No	No	No
Date	Date the form was printed for that case.	String	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/HelpDesk Create Form



The HelpDesk Create Form screen allows a Help Desk user to request a new form. This screen displays when the "New" link is selected from the HelpDesk Forms screen. The forms available to Help Desk are limited and only the available forms will be listed. Below is a sample view and may not accurately reflect the most current list.

A screenshot of a web-based application. At the top, there is a dark header bar with the text 'Information Payroll System II', 'Welcome', and a user profile icon. Below the header is a search bar with the placeholder 'EFT Details:' and a magnifying glass icon. The main body of the page is a large, empty text area with horizontal lines. At the bottom, there are two buttons: a blue 'Save' button and a grey 'Close' button.

Figure – HelpDesk Create Form

Actions/Functions

The following hyperlink functionality is associated with the HelpDesk Create Form screen:

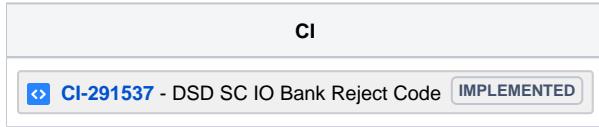
Action	Function
Save	Saves the selected forms information and sends to the indicated print queue.
Close	This action closes the screen displaying the HelpDesk Forms list screen without saving any updates information.
Correspondent Name	Defaults to Mail Designee on the Case Home screen. User may select the search icon and select another Correspondent (Recipient, Guardian or Conservator or Provider) associated with the case.
EFT Details	Displays a selection screen for the EFT Rejection Codes

Data Elements

The following data elements are specific to the HelpDesk Create Form screen.

Field Name	Description	Data Type	Required Indicator	Default Value	Editable Field
Select	Check box to select displayed forms or de-select selected forms	Check Box	No	Unselected	Yes
Form Name	The form number and name displayed in English	String	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/Bank Reject Code



The Bank Reject Code pop-up allows the user to indicate the reject reason for the EFT Bank Reject and EFT Enrollment Pre-note Reject forms. This pop-up displays when the search icon is selected for EFT Details from the HelpDesk Create Form screen.

Reject Code:



* required field

Account Number:

Bank Reject Reason

- The bank indicates the account number or other account information it received regarding your direct deposit is incorrect. The account number the bank reported receiving is <insert account number>. Please contact your bank to obtain the correct information.
- The bank indicates the account type (checking or savings) it received regarding your direct deposit is incorrect. The account number the bank reported receiving is <insert account number>. Please contact your bank to obtain the correct information.
- The bank indicates that the account number you requested to be used for your direct deposit has been closed or has been frozen. Please contact your bank if you believe this status has been reported in error.
- The bank indicates they are unable to locate the account number you requested to be used for your direct deposit. Please contact your bank to obtain the correct information.
- The bank indicates that the account number you requested to be used for your direct deposit is not a valid account number at that bank. Please contact your bank to obtain the correct information.
- The bank has reported depositing funds into a different account number than the one you submitted on your EFT enrollment form. The account number being reported by your bank is <insert account number>. This may be an internal change DONE BY the bank or you may have requested a new account number. However, to ensure that your funds are being deposited to the account of your choosing, your EFT is being cancelled until you submit a new EFT enrollment form with the correct information.

Enrollment Request Type

- have the money you receive from the In-Home Supportive Services Program (IHSS) be directly deposited using Electronic Funds Transfer into your checking or savings account,
- have changes made to the personal or banking information currently on file for you,
- have your Direct Deposit/Electronic fund Transfer cancelled.

Enrollment Reject Reason

- You must submit your request on an IHSS Provider Direct Deposit Form 829
- You must submit your request on an IHSS Recipient Electronic Funds Transfer Form 404
- You did not identify whether you were requesting new enrollment, a change to your existing enrollment or cancellation of your enrollment
- The form did not include an authorizing signature
- The form submitted was a copy that did not include an original signature. Only forms with original signatures may be accepted for processing
- The Account type on your form was either missing or was an invalid type.
- The Account Number on your forms was either missing or was an invalid number.
- The Routing Number on your form was either missing or was an invalid number.
- The form you submitted was incomplete.
- The form you submitted was not legible.
- The form you submitted did not include your provider number or the number provided was incorrect.
- The form you submitted had been altered and only unaltered forms may be accepted for processing. If you changed the recipient or provider information pre-printed on the form, you must obtain a blank form and complete it with the correct recipient and provider information requested.

Prenote Reject Reason

- The bank indicates the account number or other account information it received regarding your direct deposit is incorrect. The account number the bank reported receiving is <insert account number>. Please contact your bank to obtain the correct information.
- The bank indicates the account type (checking or savings) it received regarding your direct deposit is incorrect. The account number the bank reported receiving is <insert account number>. Please contact your bank to obtain the correct information.
- The bank indicates that the account number you requested to be used for your direct deposit has been closed or has been frozen.
- The bank indicates they are unable to locate the account number you requested to be used for your direct deposit. Please contact your bank to obtain the correct information.

The bank indicates that the account number you requested to be used for your direct deposit is not a valid account number at that bank. Please contact your bank to obtain the correct information.

Submit

Figure – Bank Reject Code

Actions/Functions

The following hyperlink functionality is associated with the Bank Reject Code pop-up:

Action	Function
Submit	Saves the selected reject reason and returns to the HelpDesk Create Form screen.

Data Elements

The following data elements are specific to the Bank Reject Code pop-up.

Field Name	Description	Data Type	Required Indicator	Default Value	Editable Field
Account Number	Bank Account Number to be included in reject reason error text	String	No	No	Yes
Bank Reject Reason (for each reason)					
Select	Select the bank reject reason	Checkbox	No	No	Yes
Bank Reject Reason	Reason for bank reject	String	No	No	No
Enrollment Request Type (for each type)					
Select	Select the Enrollment Request Type	Checkbox	No	No	Yes
Request Type	Enrollment Request type	String	No	No	No
Enrollment Reject Reason (for each reason)					
Select	Select the Enrollment Request Type	Checkbox	No	No	Yes
Enrollment Reject Reason	Enrollment Reject Reason	String	No	No	No
Prenote Reject Reason (for each reason)					
Select	Select the Enrollment Request Type	Checkbox	No	No	Yes
Prenote Reject Reason	Prenote Reject Reason	String	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/Large Font Timesheet Reissuance

CI	Document Name
 CI-497744 - DSD SC IO Large Font Timesheet Reissuance IMPLEMENTED	DSD_SC_IO_Large_Font_Timesheet_Reissuance.docx

The Large Font Timesheet Reissuance screen allows the help desk user to reissue a Large Font Timesheet for a Provider.

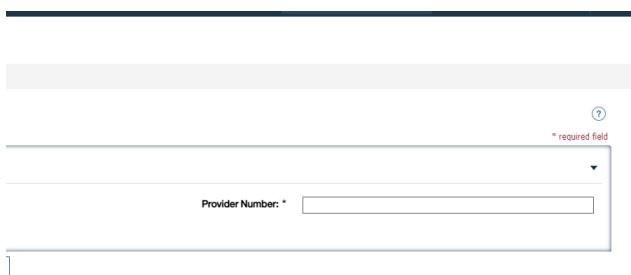


Figure – Large Font Timesheet Reissuance

Actions/Functions

The following actions are associated with the Large Font Timesheet Reissuance screen:

Action	Function
Reissue	Reissues the timesheet associated with the entered Recipient Case Number, Provider Number, and Large Font Timesheet Number.

Data Elements

The following data elements are specific to the Large Font Timesheet Reissuance screen criteria:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Recipient Case Number	The Recipient Case Number associated with the Large Font Timesheet being reissued.	String	Yes	No	Yes
Provider Number	The Provider Number associated with the Large Font Timesheet being reissued.	String	Yes	No	Yes
Large Font Timesheet Number	The Large Font Timesheet Number associated with the Large Font Timesheet being reissued.	String	Yes	No	Yes

DSD 32/Internal Operations/Business Process/Screen Designs/Help Desk Workspace – Travel Claim Payments

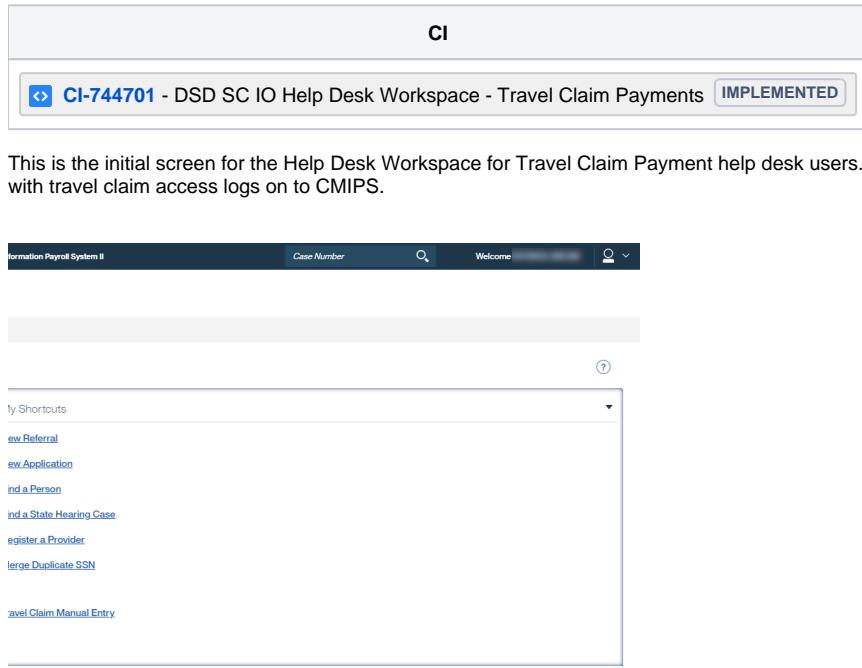


Figure – Help Desk Workspace – Travel Claim Payments

Actions/Functions

The following actions are associated with the Help Desk Workspace - Travel Claim Payments screen:

Hyperlink	Function
New Referral	Displays the Person Search – Create Referral screen
New Application	Displays the Person Search – Create Applicant screen
Find a Person	Displays the Person Search screen
Find a State Hearing Case	Displays the State Hearing Search screen
Register a Provider	Displays the Person Search – Create Provider screen
Merge Duplicate SSN	Displays the Merge Duplicate SSN screen
Travel Claim Manual Entry	Displays the Travel Claim Manual Entry – Travel Claim Number screen
<Task>	Displays the Task home screen

Data Elements

There are no data elements specific to the Help Desk Workspace - Travel Claim Payments screen.

DSD 32/Internal Operations/Business Process/Screen Designs/Travel Claim Manual Entry – Travel Claim Number

CI	Document Name
CI-513987 - DSD SC IO Travel Claim Manual Entry Travel Claim Number IMPLEMENTED	DSD_SC_IO_Travel_Claim_Manual_Entry_Travel_Claim_Number.docx

The Travel Claim Manual Entry – Travel Claim Number screen is accessed from the Help Desk Workspace - Travel Claim Payments screen Travel Claim Manual Entry hyperlink. This hyperlink is only available for a CGI vendor user with an HPETravelClaimPayment user role. The first step in keying a CMIPS Travel Claim is to enter the Travel Claim Number, which is a unique number that is printed on the Travel Claim Form. When the Continue link is selected the Travel Claim Manual Entry – Time Entries screen is displayed for the user.

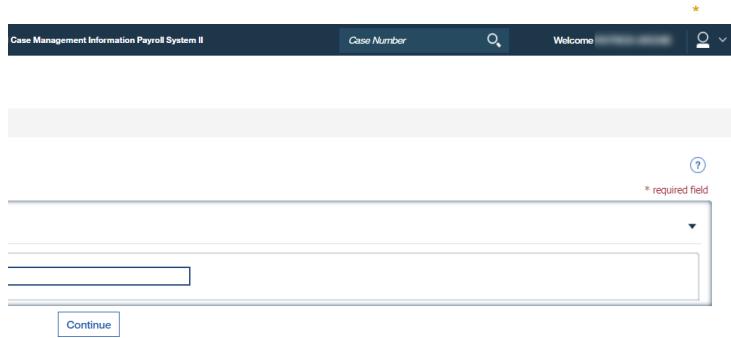


Figure – Travel Claim Manual Entry – Travel Claim Number

Actions/Functions

The following actions are associated with the Travel Claim Manual Entry – Travel Claim Number screen:

Action	Function
Continue	Navigates the user to the Travel Claim Manual Entry – Time Entries screen for payment of the travel claim.

Data Elements

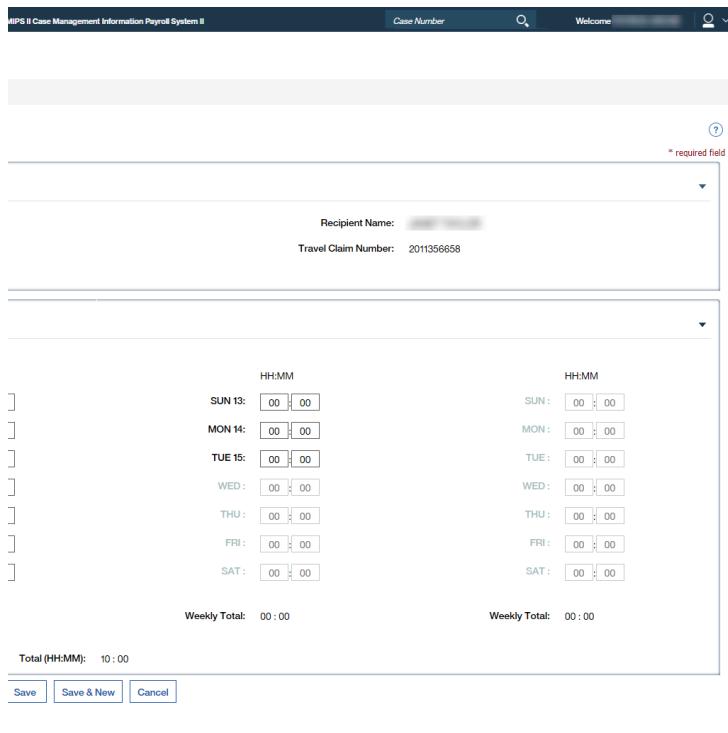
The following data elements are specific to the Travel Claim Manual Entry – Travel Claim Number screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Travel Claim Number	The unique travel claim number that is pre-printed on the travel claim form.	String	Yes	No	Yes

DSD 32/Internal Operations/Business Process/Screen Designs/Travel Claim Manual Entry – Time Entries

CI	Document Name
 CI-673769 - DSD SC IO Travel Claim Manual Entry Time Entries IMPLEMENTED	DSD_SC_IO_Travel_Claim_Manual_Entry_Time_Entries.docx

The Travel Claim Manual Entry – Time Entries screen is accessed by selecting the Continue link on the Travel Claim Manual Entry – Travel Claim Number screen. The Travel Claim Manual Entry screen allows the CGI vendor user, with an HPETravelClaimPayment user role, to enter Travel Claim data directly into CMIPS. The information in the Details cluster will be pre-populated based on the data associated with the Travel Claim Number entered on the previous screen.



The screenshot shows the CMIPS II interface with the title bar "CMIPS II Case Management Information Payroll System II". The main area displays a travel claim entry form. At the top, there are fields for "Recipient Name" and "Travel Claim Number" (2011356658). Below this is a large grid for entering weekly timesheet data. The grid has two columns for "HH:MM" and "Travel Claim Number". Rows represent days of the week: SUN 13, MON 14, TUE 15, WED, THU, FRI, and SAT. Each row has four input fields for hours, minutes, and seconds. At the bottom of the grid, there are "Weekly Total" fields for both columns, both showing "00 : 00". Below the grid, a "Total (HH:MM)" field shows "10 : 00". At the bottom left are buttons for "Save", "Save & New", and "Cancel".

Figure – Travel Claim Manual Entry – Time Entries

Actions/Functions

The following actions are associated with the Travel Claim Manual Entry – Time Entries screen:

Action	Function
Save	Saves the travel claim entry and returns the user to the Help Desk Workspace - Travel Claim Payments screen.
Save & New	Saves the travel claim entry and returns the user to the Travel Claim Manual Entry – Travel Claim Number screen for entry of a new travel claim.
Cancel	Closes the screen and returns the user to the Travel Claim Manual Entry – Travel Claim Number screen without saving the timesheet entries.

Data Elements

The following data elements are specific to the Travel Claim Manual Entry – Time Entries screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Details					
Provider Name	First name and last name of the Provider.	String	No	No	No

Recipient Name	First name and last name of the Recipient.	String	No	No	No
Type	The type of travel claim.	String	No	No	No
Service Period From	The starting date of the service period.	Date	No	No	No
Travel Claim Number	Travel Claim Number associated with the travel claim.	Number	No	No	No

Time Entries

SUN (01 – 31) MON (01 – 31) TUE (01 – 31) WED (01 – 31) THU (01 – 31) FRI (01 – 31) SAT (01 – 31)	The daily hours claimed on the timesheet in an HH:MM format. The day of the week and numeric day labels will be dynamically displayed based on the day /week/year and timesheet type.	Integer	No	00:00	Yes
Weekly Total:	Sum of daily Travel hours for the indicated week. System calculated value as user enters hours on the screen.	Integer	No	No	Yes
Total (HH:MM)	Sum of weekly Travel Totals in HH:MM format. System calculated value as user enters hours on the screen.	Integer	No	No	No

Training Note: In order to navigate from one time entry field to another, the Tab key must be used. In the Cúram application the Enter key acts as if the Save link has been selected.

DSD 32/Internal Operations/Business Process/Screen Designs/Modify Travel Claim Manual Entry

CI	Document Name
CI-673770 - DSD SC IO Modify Travel Claim Manual Entry IMPLEMENTED	DSD_SC_Modify_Travel_Claim_Manual_Entry.docx

The Modify Travel Claim Manual Entry screen is accessed by selecting the Edit Travel Claim link on the View Travel Claim screen. The Modify Travel Claim Manual Entry screen allows the user to edit the time entries on a manually entered travel claim on the date of entry prior to payroll processing in batch processing. If any of the other information requires modification, the user should cancel the existing travel claim and re-enter using the correct values.

The screenshot shows the 'Modify Travel Claim Manual Entry' screen. At the top, it displays the recipient's name and travel claim number. Below this, a grid allows users to enter time entries for each day of the week. The grid has two columns for each day, labeled 'HH:MM'. At the bottom of the grid, there are 'Weekly Total' fields for both columns. Below the grid, a 'Total (HH:MM)' field shows the cumulative total. At the very bottom, there are 'Save' and 'Cancel' buttons.

Figure – Modify Travel Claim Manual Entry

Actions/Functions

The following actions are associated with the Modify Travel Claim Manual Entry screen:

Action	Function
Save	Saves the travel claim entry and returns the user to the View Travel Claim screen.
Cancel	Closes the screen and returns the user to the View Travel Claim screen.

Data Elements

The following data elements are specific to the Modify Travel Claim Manual Entry screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Details					
Provider Name	First name and last name of the Provider.	String	No	No	No
Recipient Name	First name and last name of the Recipient.	String	No	No	No
Type	The type of travel claim.	String	No	No	No

Service Period From	The starting date of the service period.	Date	No	No	No
Travel Claim Number	Travel Claim Number associated with the travel claim.	Number	No	No	No
Time Entries					
SUN (01 – 31) MON (01 – 31) TUE (01 – 31) WED (01 – 31) THU (01 – 31) FRI (01 – 31) SAT (01 – 31)	The daily hours claimed on the travel claim in an HH:MM format. The day of the week and numeric day labels will be dynamically displayed based on the day /week/year and timesheet type.	Integer	No	00:00	Yes
Weekly Total:	Sum of daily Travel hours for the indicated week. System calculated value as user enters hours on the screen.	Integer	No	No	Yes
Total (HH:MM)	Sum of weekly Travel Totals in HH:MM format. System calculated value as user enters hours on the screen.	Integer	No	No	No

Training Note: In order to navigate from one time entry field to another, the Tab key must be used. In the Cúram application the Enter key acts as if the Save link has been selected.

DSD 32/Internal Operations/Business Process/Screen Designs/Confirm Travel Claim Cancellation

CI	Document Name
CI-673771 - DSD SC IO Confirm Travel Claim Cancellation IMPLEMENTED	DSD_SC_Confirm_Travel_Claim_Cancellation.docx

The Confirm Travel Claim Cancellation pop-up screen is displayed when the Cancel Travel Claim link is chosen on the View Travel Claim screen. It allows the user to cancel a manually entered travel claim.

The screenshot shows a modal dialog box titled "Confirm Travel Claim Cancellation". At the top right are two buttons: a question mark icon and a close (X) icon. The main content area contains the text "Do you want to cancel this Travel Claim?". Below this are two rectangular buttons, one labeled "Yes" and the other labeled "No".

Figure – Confirm Travel Claim Cancellation

Actions/Functions

The following actions are associated with the Confirm Travel Claim Cancellation pop-up:

Action	Function
Yes	Cancels the travel claim and returns the user to the View travel claim screen. The travel claim status reverts from Pending to Issued.
No	Closes the pop-up and returns the user to the View Travel Claim screen.

Data Elements

There are no data elements on the Confirm Travel Claim Cancellation pop-up.

DSD 32/Internal Operations/Business Process/Screen Designs/IRS Live-in Provider Self-Certification Search

CI	Document Name
 CI-718023 - DSD SC IO IRS Live-in Provider Self-Certification Search IMPLEMENTED	DSD_SC_IO_IRS_Live-in_Provider_Self-Certification_Search.docx

The IRS Live-in Provider Self-Certification Search screen is accessed from the TPF Workspace Provider Self-Certification Search hyperlink. CGI staff use a Self-Certification form submitted by an IHSS/WPCS Provider to search on Provider and Case number. This screen will flow automatically to the 'IRS Live-in Provider Self-Certification Update' screen when a match is found.

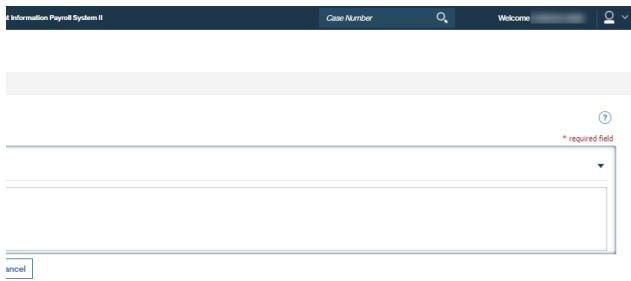


Figure – IRS Live-in Provider Self-Certification Search

Actions/Functions

The following actions are associated with the IRS Live-in Provider Self-Certification Search screen:

Action	Function
Continue	The Continue link takes the user to the IRS Live-in Provider Self-Certification Entry screen.
Cancel	The Cancel link clears the contents of the search fields and remains on the IRS Live-in Self-Certification Search screen.

Data Elements

The following are the data elements associated with the IRS Live-in Provider Self-Certification Search screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Provider Number	Number	String	Yes	No	Yes
Case Number	Number	String	Yes	No	Yes

DSD 32/Internal Operations/Business Process/Screen Designs/IRS Live-in Provider Self-Certification Entry

CI	Document Name
CI-718024 - DSD SC IO Live-in Provider Self-Certification Entry IMPLEMENTED	DSD_SC_IO_Live-in_Provider_Self-Certification_Entry.docx

When the Continue link is selected from the IRS Live-in Provider Self-Certification screen, the IRS Live-in Provider Self-Certification Entry screen displays and is used to set the Self-Certification Status field to either "Yes" or "No". Upon entry this indicator is sent to Payroll to indicate that the Provider wages are includable (Yes) or excludable (No) as federal income for payments made from the time of entry of the form regardless of the service period. Updates made to the IRS Live-in Self-Certification Status on this screen will have the IRS Live-in Mode of Entry indicated as 'Manual'.

The screenshot shows a web-based application interface. At the top, there is a navigation bar with links for 'Information', 'Payroll System', 'Case Number', 'Welcome', and a search icon. Below the navigation bar is a large input field containing several lines of text. The first line starts with 'Provider Name:' followed by a redacted name. The second line starts with 'Recipient Name:' followed by another redacted name. The third line starts with 'Status Date:' followed by '12/11/2020'. A red asterisk is placed next to the 'Provider Name:' label, indicating it is a required field. There is also a question mark icon above the input field.

Figure – IRS Live-in Provider Self-Certification Entry

Actions/Functions

The following actions are associated with the IRS Live-in Provider Self-Certification Entry screen:

Actions	Functions
Save	Completes the Live-In Provider Self-Certification process and navigates the user back to the IRS Live-in Provider Self-Certification Search screen.
Cancel	Returns the user back to the IRS Live-in Provider Self-Certification Search screen.

Data Elements

The following are the data elements associated with the IRS Live-in Provider Self-Certification Entry screen:

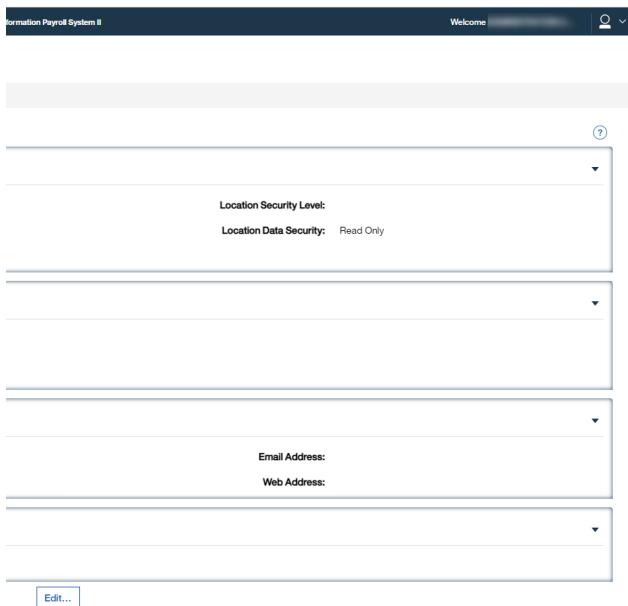
Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Details					
Provider County	The County associated with the case in which the Provider is requesting the certification.	String	No	N/A	No
Provider Number	The Provider number requesting the certification.	Number (9 Digits)	No	N/A	No
Provider Name	The Provider Name (First Name Last Name) requesting the certification.	String	No	N/A	No
Case Number	The Case Number associated to the certification request.	Number (5 Digits)	No	N/A	No

Recipient Name	The Recipient Name (First Name Last Name) associated with the certification request.	String	No	N/A	No
Self-Certification Status	The most recent IRS Live-in Self-Certification request. Valid values: 1) YES, 2) NO or 3) blank	Dropdown	Yes	Blank	Yes
Status Date	The date the certification is processed/entered.	Date MM/DD /YYYY	No	Current Date	No

DSD 32/Internal Operations/Business Process/Screen Designs/Organization Home

CI	Document Name
 CI-454037 - DSD SC IO Organization Home IMPLEMENTED	DSD_SC_IO_Organization_Home.doc

When the Organization tab is selected from the Expanded Shortcuts Panel and then the Home link is selected by a CGI Help Desk user the Organization Home screen displays.



The screenshot shows a web-based application interface. At the top, there's a header bar with 'Information Payroll System II' and 'Welcome'. Below the header, there's a large form area divided into several sections. One section is titled 'Location Security Level' with a note 'Location Data Security: Read Only'. Another section contains fields for 'Email Address:' and 'Web Address:'. At the bottom left of the form, there's a small button labeled 'Edit...'. The overall layout is clean with a white background and light gray borders for the input fields.

Figure – Organization Home

Hyperlinks/Functions

The following actions are associated with the Organization Home screen:

Hyperlink	Function
Edit	Displays the Modify Organization screen.

Data Elements

The following data elements are associated with the Organization Home screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Details					
Name	Organization unit name.	String	No	No	No
Tax Number	Field from CÚRAM OOTB screen and not applicable to CMIPS business process.	String	No	No	No
Registration Number	Field from CÚRAM OOTB screen and not applicable to CMIPS business process.	String	No	No	No
Location Security Level	The security level of the organization.	String	No	No	No
Location Data Security	User privileges in viewing Location data.	String	No	No	No
Address					

Address	Organization address.	String	No	No	No
Contact Details					
Phone	Contact phone number.	String	No	No	No
Fax	Contact Fax number.	String	No	No	No
Email	Contact Email address.	String	No	No	No
Web Address	Contact web address.	String	No	No	No
Description					
Description	Description of Organization. Description is 200 characters in length.	String	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/Location Home

CI	Document Name
CI-454036 - DSD SC IO Location Home IMPLEMENTED	DSD_SC_IO_Location_Home.doc

The Location Home screen is accessed by selecting Location Structures link from the Expanded Organization Panel a Location Structures tab opens at the top of the screen. From the displayed Location Structure screen select the View link which opens another Location Structures tab at the top of the screen and displays the Location Structures Home screen. From this screen select the Locations content tab which displays the Locations screen which displays a list of all Locations in CMIPS. Select the View link associated with any Location Name. A Locations Home tab opens at the top of the screen and the Locations Home screen displays.

The screenshot shows a web-based application interface for managing locations. At the top, there's a navigation bar with links like 'Information Payroll System II', 'Welcome', and a user icon. Below the navigation, there's a large form area divided into several sections:

- Location Structure Section:** Contains fields for 'Child Location...', 'Edit...', 'Type: State', 'Parent Location:', 'Creation Date:', 'Read SID:', and 'Create Location SID:'.
- Address Section:** Contains fields for 'Street Address', 'City', 'State', 'Zip Code', and 'Fax:'.
- Rights and Status Section:** Contains 'Rights' and 'Location Status' dropdowns.
- Start Date and Status Section:** Contains 'Start Date' and 'Status' dropdowns.

Figure – Location Home

Hyperlinks/Functions

The following hyperlink functionality will be associated with the Location Home screen:

Hyperlink	Function
Create Schedule	Displays the New Schedule screen.
View Resources	Displays the Resources screen.

Delete	Displays the Delete Location confirmation pop up
Create Child Location	Displays the Create Child Location pop-up.
Location Calendar	Displays the Location Calendar screen.
Assign Location Access	Displays the Assign Location Access screen.
Edit	Displays the Modify Location pop-up.
Parent Location	Displays the Location Home for the indicated Parent Location

Data Elements

The following data elements are associated with the Location Home screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Details					
Name	Location name.	String	No	No	No
Type	Describes the Location record such as State, District Office.	String	No	No	No
Public Office	Indicator as to whether the location is a public office.	Check Box	No	No	No
Location Status	The status of the location which has been assigned to a position within the organization unit or one of its sub units.	String	No	No	No
Creation Date	Date Location record was created.	Date	No	No	No
Status	The status of the position is "active", unless the record has been deleted, in which case, the status is "canceled".	String	No	No	No
Read SID	Field from Cúram OOTB screen and not applicable to CMIPS business process.	N/A	N/A	N/A	N/A
Maintain SID	Field from Cúram OOTB screen and not applicable to CMIPS business process.	N/A	N/A	N/A	N/A
Create Location SID	Field from Cúram OOTB screen and not applicable to CMIPS business process.	N/A	N/A	N/A	N/A
Comments	Comments are 200 characters in length.	Text	No	No	No
Address					
Address	Location address.	String	No	No	No
Contact Details					
Telephone Number	Location phone number.	String	No	No	No
Fax	Location fax number.	String	No	No	No
Email	Email address of Location.	String	No	No	No
Additional Location Access – Cúram OOTB functionality not current used in CMIPS					
Location Name	N/A	N/A	N/A	N/A	N/A
Rights	N/A	N/A	N/A	N/A	N/A
Location Status	N/A	N/A	N/A	N/A	N/A
Schedules – Cúram OOTB functionality not current used in CMIPS					
Name	N/A	N/A	N/A	N/A	N/A
Start Date	N/A	N/A	N/A	N/A	N/A
Status	N/A	N/A	N/A	N/A	N/A

DSD 32/Internal Operations/Business Process/Screen Designs/Create Child Location

CI	Document Name
CI-116575 - DSD SC IO Create Child Location IMPLEMENTED	DSD_SC_IO_Create_Child_Location.doc

Organization locations are the physical workplaces of the organization employees. Counties must submit requests to add new locations in the county. When the Create Child Location link is selected from the Location Home the Create Child Location pop-up displays.

The screenshot shows a modal dialog box titled "Create Child Location". The top right corner features a question mark icon and a close (X) button. A red asterisk followed by the text "* required field" is positioned just below the title. The form is organized into several sections:

- Type:** A dropdown menu.
- Public Office:** A checkbox labeled "Public Office".
- Maintain SID:** A text input field with a magnifying glass and trash can icon for searching and deleting.
- Address Fields:** A group of dropdown menus for Number, Street, Post, Unit Number, and State.
- Contact Information:** Fields for Fax Area Code and Fax Number.
- Notes:** A large text area for additional notes.

At the bottom of the dialog are two buttons: "Save" and "Cancel".

Figure - Create Child Location

Actions/Functions

The following actions are associated with the Create Child Location pop-up:

Actions	Function
Save	Saves the data and displays the Location Home screen.

Cancel	Cancels the action and displays the Location Home.
Details	
Read SID	Cúram OOTB functions not utilized in CMIPS.
Create SID	Cúram OOTB functions not utilized in CMIPS.
Maintain SID	Cúram OOTB functions not utilized in CMIPS.

Data Elements

The following data elements are specific to the Create Child Location pop-up:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Details					
Name	Location name.	String	Yes	No	Yes
Type	Location type, e.g., county or local office. Each location type is associated with a location relationship. These location relationships outline the location based security on the system. Thus, the location type displayed indicates the location based security level of the location. Any user assigned to this location is affected by the location based security.	Drop-down List	No	No	Yes
Public Office	Indicator as to whether the location is a public office.	Check Box	No	Unselected	Yes
Address					
Establishment Name	The office name	String	No	No	Yes
Number	Street Number	Number	No	No	Yes
Pre	Pre of Street Name	Drop-down List	No	No	Yes
Street	Street element of the address layout.	String	No	No	Yes
Suffix	Suffix of Street Name	Drop-down List	No	No	Yes
Post	Post of Street Name	String	No	No	Yes
Unit Type	Unit Type – related to the address, e.g. Suite	Drop-down List	No	No	Yes
Unit Number	The Unit Number	Number	No	No	Yes
City	City name element of the address layout.	String	No	No	Yes
State	State name element of the address layout.	Drop-down List	No	No	Yes
Zip	Zip code element of the address layout.	Number	No	No	Yes
Contact Details					
Phone Area Code	Phone number area code.	Number	No	No	Yes
Phone Number	Location phone number.	Number	No	No	Yes
Email	Email address of the child location.	String	No	No	Yes
Fax Area Code	Fax number area code.	Number	No	No	Yes
Fax Number	Location fax number.	Number	No	No	Yes
Comments					
Comments	Comments. Comments are 200 characters in length.	Text area	No	No	Yes

DSD 32/Internal Operations/Business Process/Screen Designs/Website Support User Registration – Introduction

CI	Document Name
CI-754611 - DSD SC Website Support User Registration Introduction IMPLEMENTED	DSD_SC_Website_Support_User_Registration_Introduction.docx

The Website Support Registration – Introduction screen provides the user with information on access to the IHSS Website. This screen is the landing page for the Support User Registration URL and will be accessed by support users in order to register with the IHSS Website.

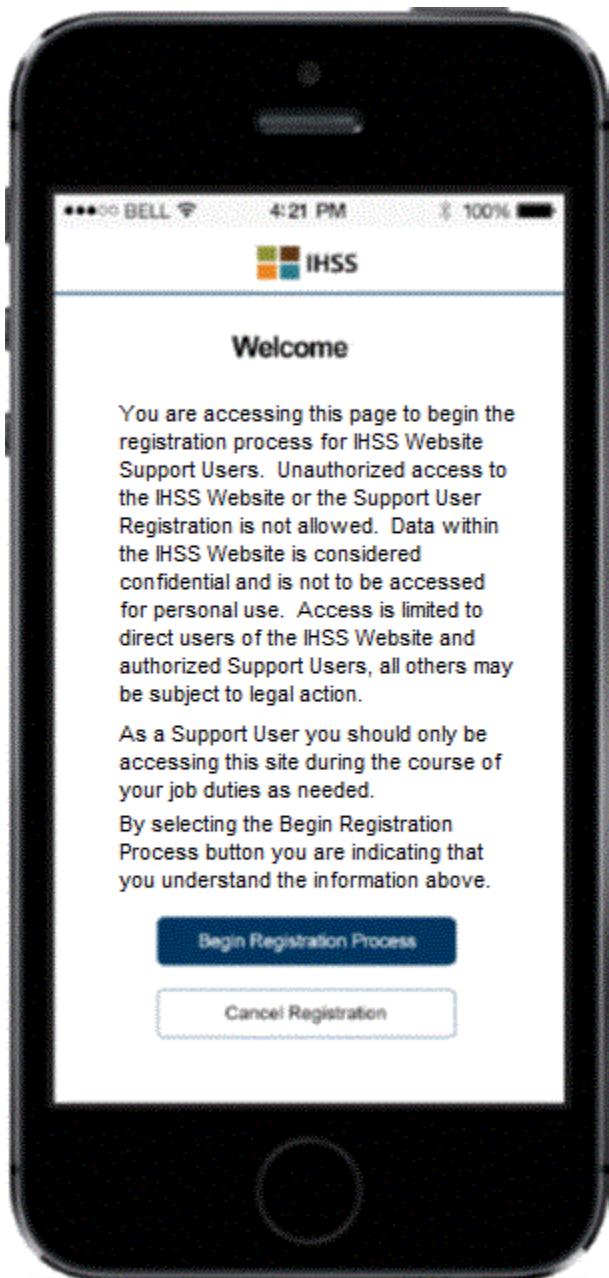


Figure – Website Support User Registration – Introduction

Welcome

You are accessing this page to begin the registration process for IHSS Website Support Users. Unauthorized access to the IHSS Website or the Support User Registration is not allowed. Data within the IHSS Website is considered confidential and is not to be accessed for personal use. Access is limited to direct users of the IHSS Website and authorized Support Users, all others may be subject to legal action.

As a Support User you should only be accessing this site during the course of your job duties as needed.

By selecting the Begin Registration Process button you are indicating that you understand the information above.

Begin Registration **Cancel Registration**

Figure – Website Support User Registration – Introduction (Desktop View)

Static Text

The following static text is located on the Website Support User Registration – Introduction screen:

Language	Text
English	<p>Welcome</p> <p>You are accessing this page to begin the registration process for IHSS Website Support Users. Unauthorized access to the IHSS Website or the Support User Registration is not allowed. Data within the IHSS Website is considered confidential and is not to be accessed for personal use. Access is limited to direct users of the IHSS Website and authorized Support Users, all others may be subject to legal action.</p> <p>As a Support User you should only be accessing this site during the course of your job duties as needed.</p> <p>By selecting the Begin Registration Process button you are indicating that you understand the information above.</p>

Actions/Functions

The following actions are associated with the Website Support User Registration – Introduction screen:

Action	Function	Label Translated
Begin Registration Process	Button is enabled when the support user arrives at this page. This button will take the support user to the Registration Step 1 of 5 screen.	No
Cancel Registration	Button takes the user to the IHSS Website Login screen.	No

Data Elements

There are no data elements specific to the Website Support User Registration – Introduction screen:

Additional Information

No fields on the Website Support User Registration – Introduction screen will be designated with a .

DSD 32/Internal Operations/Business Process/Screen Designs/Website Support User – Register Step 1 of 5

CI

CI-754612 - DSD SC Website Support User Register Step 1 of 5 IMPLEMENTED

The Website Support User – Register Step 1 of 5 screen allows the user to enter details for registration with the IHSS Website. These details will be validated against CMIPS Case Management to confirm eligibility for registration as a support user with the IHSS Website.

3 Security Questions 4 Email Verification 5 Confirm Registration

Next Back

Figure – Website Support User – Register Step 1 of 5 (Desktop View)

The screenshot shows a mobile-optimized registration form titled "Register". At the top, there's a logo consisting of four colored squares (blue, orange, green, red) followed by the letters "IHSS". Below the title, a progress bar indicates "Step 1 of 5" is active, with numbered circles 1 through 5 above each of the five registration steps: "User Information", "Account Information", "Security Questions", "Email Verification", and "Confirm Registration".

The form fields are as follows:

- First Name***: An input field with a placeholder.
- Last Name***: An input field with a placeholder.
- CMIPS User ID***: An input field with a placeholder.
- CMIPS Email Address***: An input field with a placeholder.

At the bottom of the screen are two buttons: a blue "Next" button and a white "Back" button with a blue outline.

Figure – Website Support User – Register Step 1 of 5 (Mobile view)

Static Text

There is no static text associated with the Website Support User – Register Step 1 of 5 screen:

Actions/Functions

The following actions are associated with the Website Support User – Register Step 1 of 5 screen:

Action	Function	Label Translated
Back	Button clears the form and returns user to the Website Support User Registration – Introduction screen	No
Next	Button is enabled after all fields have been entered and will validate registration information and if valid will take the user to Website Support User – Register Step 2 of 5	No

Data Elements

The following data elements are specific to the Website Support User – Register Step 1 of 5 screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Static Display						
Register	N/A	String	N/A	N/A	No	No

Step 1 User Info	N/A	String	Highlight	N/A	No	No
Step 2 Account Info	N/A	String	N/A	N/A	No	No
Step 3 Security Questions	N/A	String	N/A	N/A	No	No
Step 4 Email Verification	N/A	String	N/A	N/A	No	No
Step 5 Confirm Registration	N/A	String	N/A	N/A	No	No

Accessible Fields

First Name	Field allows user to enter their First Name Field will only allow alpha characters and can include apostrophe ('') or hyphen (-) special characters or a blank space () with the alpha characters NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	No
Last Name	Field allows user to enter their Last Name Field will only allow alpha characters and can include apostrophe ('') or hyphen (-) special characters or a blank space () with the alpha characters NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	No
CMIPS User ID	Field allows the user to enter their CMIPS User ID NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	No
CMIPS Email Address	Field allows the user to enter their email address which must also be in CMIPS NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	No

Additional Information

No fields on the Website Support User – Register Step 1 of 5 screen will be designated with a .

DSD 32/Internal Operations/Business Process/Screen Designs/Website Support User – Register Step 2 of 5

CI

CI-754613 - DSD SC Website Support User Register Step 2 of 5 IMPLEMENTED

The Website Support User – Register Step 2 of 5 screen allows the validated user to create a user name and password for registration with the IHSS Website.

Registration

2. Account Information

3. Security Questions

4. Email Verification

5. Confirm Registration

First Name*

Last Name*

Password*

Next Back

Figure – Website Support User – Register Step 2 of 5 (Desktop View)

The screenshot shows a registration process titled "Register" with five steps. Step 2, "Account Information", is currently selected. The form includes fields for User Name*, Password*, and Confirm Password*. There is also a "Show Password" checkbox. Navigation buttons "Next" and "Back" are at the bottom.

Static Text

There is no static text associated with the Website Support User – Register Step 2 of 5 screen.

Actions/Functions

The following actions are associated with the Website Support User – Register Step 2 of 5 screen:

Action	Function	Label Translated
Back	Button clears the form and returns user to the Website Support User – Register Step 1 of 5 screen	No
Next	Button is enabled after all fields have been entered and will take the user to Website Support User – Register Step 3 of 5 screen	No

Data Elements

The following data elements are specific to the Website Support User – Register Step 2 of 5 screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Static Display						
Register	N/A	String	N/A	N/A	No	No

Step 1 User Info	N/A	String	N/A	N/A	No	No
Step 2 Account Info	N/A	String	N/A	Highlight	No	No
Step 3 Security Questions	N/A	String	N/A	N/A	No	No
Step 4 Email Verification	N/A	String	N/A	N/A	No	No
Step 5 Confirm Registration	N/A	String	N/A	N/A	No	No
Accessible Fields						
Create User Name	Field allows the user to create a unique User Name that will be used to access the IHSS Website NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	No
Create Password	Field allows the user to create a password that will be used with the User Name to access the IHSS Website NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	No
Confirm Password	Field allows the user to confirm the password that will be used with the User Name to access the IHSS Website Must match the Create Password field NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	No
Show Password	Checkbox that when selected displays the password in plain text rather than masked text.	Checkbox	No	Blank	Yes	No

Additional Information

No fields on the Website Support User – Register Step 2 of 5 screen will be designated with a .

DSD 32/Internal Operations/Business Process/Screen Designs/Website Support User – Register Step 3 of 5

The Website Support User – Register Step 3 of 5 screen allows the validated support user to select and provide answers to three security questions. The questions and their responses will be used for confirmation of Registration and password reset.

tion

3

4

5

Security Questions

Email Verification

Confirm Registration

Next Back

Figure – Website Support User – Register Step 3 of 5 (Desktop View)

Register

3 of 5

Security Questions

Security Question 1*

Security Answer 1*

Security Question 2*

Security Answer 2*

Security Question 3*

Security Answer 3*

Next

Back

Figure – Website Support User – Register Step 3 of 5 (Mobile View)

Static Text

There is no static text associated with the Website Support User – Register Step 3 of 5 screen.

Actions/Functions

The following actions are associated with the Website Support User – Register Step 3 of 5 screen:

Action	Function	Label Translated
Back	Button clears the form and returns user to the Website Support User – Register Step 2 of 5 screen	No
Next	Button is enabled after all fields have been entered and will take the user to Website Support User – Register Step 4 of 5 screen	No

Data Elements

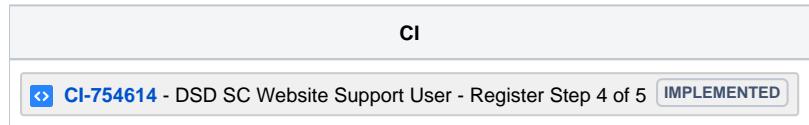
The following data elements are specific to the Website Support User – Register Step 3 of 5 screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Static Display						
Register	N/A	String	N/A	N/A	No	No
Step 1 User Info	N/A	String	N/A	N/A	No	No
Step 2 Account Info	N/A	String	N/A	N/A	No	No
Step 3 Security Questions	N/A	String	N/A	Highlight	No	No
Step 4 Email Verification	N/A	String	N/A	N/A	No	No
Step 5 Confirm Registration	N/A	String	N/A	N/A	No	No
Accessible Fields						
Security Question 1	Allows user to select a security question from a drop down list Question(s) that have been selected for other fields will not be available in the drop down	Dropdown	Yes	Please Select One	Yes	No
Security Answer 1	Allows the user to enter an answer to the selected security question NOTE: User cannot paste copied information into this field.	String	Yes	Answer	Yes	No
Security Question 2	Allows user to select a security question from a drop down list Question(s) that have been selected for other fields will not be available in the drop down	Dropdown	Yes	Please Select One	Yes	No
Security Answer 2	Allows the user to enter an answer to the selected security question NOTE: User cannot paste copied information into this field.	String	Yes	Answer	Yes	No
Security Question 3	Allows user to select a security question from a drop down list Question(s) that have been selected for other fields will not be available in the drop down	Dropdown	Yes	Please Select One	Yes	No
Security Answer 3	Allows the user to enter an answer to the selected security question. NOTE: User cannot paste copied information into this field.	String	Yes	Answer	Yes	No

Additional Information

No fields on the Website Support User – Register Step 3 of 5 screen will be designated with a .

DSD 32/Internal Operations/Business Process/Screen Designs/Website Support User – Register Step 4 of 5



The Website Support User - Registration Step 4 of 5 screen provides instructions to the user for completing the registration process.

TRONIC SERVICES PORTAL

2 3 4 5

Account Information Security Questions Email Verification Confirm Registration

Your registration email address. Check your email and follow the steps in the email to verify your account. You have 180 minutes to complete this step. You may close this browser tab or click the Return to Login button.

Return to Login

Figure – Website Support User – Registration Step 4 of 5 (Desktop view)

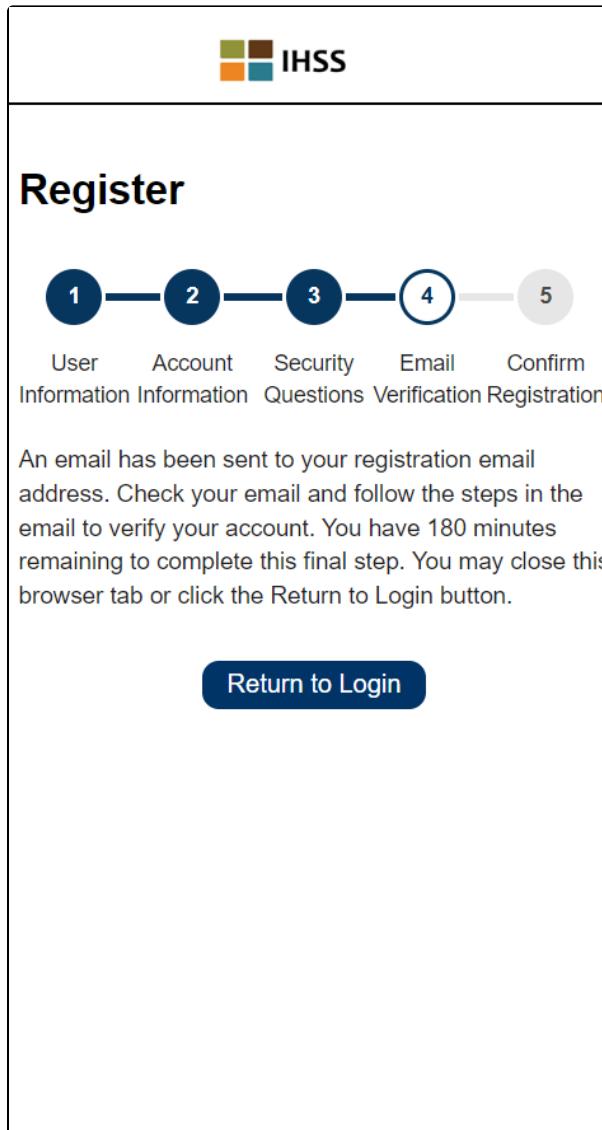


Figure – Website Support User – Registration Step 4 of 5 (Mobile view)

Static Text

The following static text is located on the Website Support User – Registration Step 4 of 5 screen:

Text
An email has been sent to your registration email address. Check your email and follow the steps in the email to verify your account. You have 180 minutes remaining to complete this final step. You may close this browser tab click the Return to Login button.

Actions/Functions

The following actions are associated with the Website Support User – Register Step 4 of 5 screen:

Action	Function	Label Translated
Return to Login	Button will take the user to the IHSS Login Screen screen	No

Data Elements

The following data elements are specific to the Website Support User – Register Step 4 of 5 screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Static Display						
Register	N/A	String	N/A	N/A	No	No
Step 1 User Info	N/A	String	N/A	N/A	No	No
Step 2 Account Info	N/A	String	N/A	N/A	No	No
Step 3 Security Questions	N/A	String	N/A	N/A	No	No
Step 4 Email Verification	N/A	String	N/A	Highlight	No	No
Step 5 Confirm Registration	N/A	String	N/A	N/A	No	No

Additional Information

No fields on the Website Support User Registration – Register Step 4 of 5 screen will be designated with a .

DSD 32/Internal Operations/Business Process/Screen Designs/Website Support User – Register Step 5 of 5

CI

CI-823690 - DSD SC Website Support User - Register Step 5 of 5 IMPLEMENTED

The Website Support User – Register Step 5 of 5 screen is accessed by selecting the Verify my email address and login link in the Registration Verification email. This screen allows authentication of the user and verification of the provided email address. Email address will be provided to and retained in Case Management after successful login from this screen.

IHSS ELECTRONIC SERVICES PORTAL

Register

1 2 3 4 5

User Information Account Information Security Questions Email Verification Confirm Registration

User Name*
User Name is case sensitive

Password*
Password is case sensitive
.....

Show Password

What was the color of your first car?

Login

Figure - IHSS ESP – Register Step 5 of 5 - Desktop View



Register

5 of 5 Confirm Registration

User Name*
User Name is case sensitive

Password*
Password is case sensitive

 Show Password

What are the last 5 digits of your driver's license number?*

Login

Figure - IHSS ESP – Register Step 5 of 5- Mobile View

Static Text

The following static text is located on the Website Support User – Register Step 5 of 5 screen:

Text
User Name is case sensitive

Password is case sensitive

Actions/Functions

The following actions are associated with the Website Support User – Register Step 5 of 5 screen:

Action	Function	Label Translated
Login	Will validate User Name, Password and Security Question response and if authenticated it will log the user into the IHSS ESP.	No

Data Elements

The following data elements are specific to the Website Support User – Register Step 5 of 5 screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Register	N/A	String	N/A	N/A	No	Yes
1 User Information	N/A	String	N/A	N/A	No	Yes
2 Account Information	N/A	String	N/A	N/A	No	Yes
3 Security Questions	N/A	String	N/A	N/A	No	Yes
4 Email Verification	N/A	String	N/A	N/A	No	Yes
5 Confirm Registration	N/A	String	N/A	Highlight	No	Yes
User Name	Allows user to enter the User Name they created for the IHSS ESP NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	Yes
Password	Allows user to enter the Password they created for the IHSS ESP NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	Yes
Show Password	Checkbox that when selected displays the password in plain text rather than masked text.	Checkbx	No	Blank	Yes	Yes
<Random selection from user selected Security Questions>	Allows the user to enter the response they created for the presented Security Question NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	Yes

Additional Information

No fields on the Website Support User – Register Step 5 of 5 screen will be designated with a .

DSD 32/Internal Operations/Business Process/Screen Designs/IHSS Website – User Search

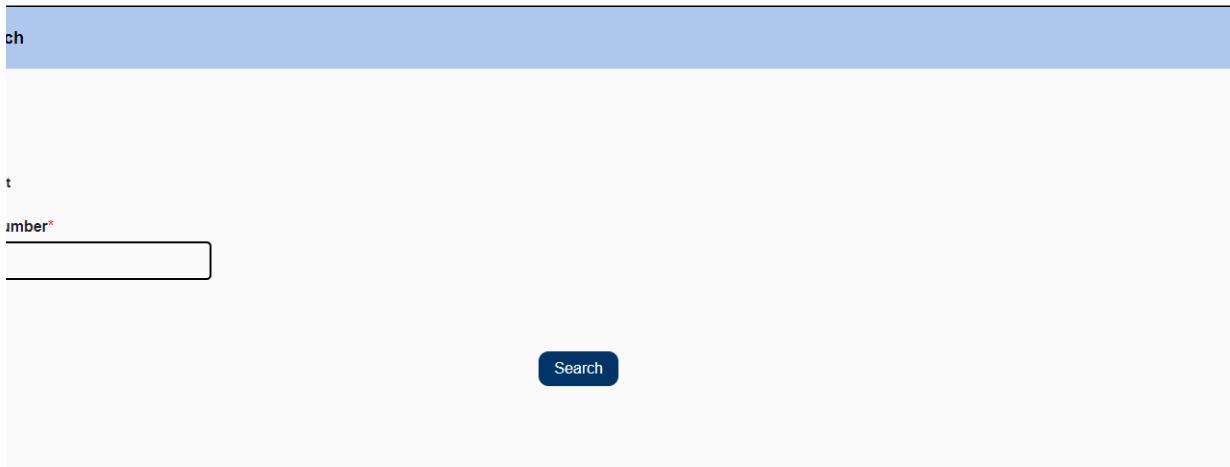
CI	Document Name
 CI-754605 - DSD SC IHSS Website User Search IMPLEMENTED	DSD_SC_IHSS_Website_User_Search.docx

The IHSS Website – User Search screen is the landing screen for an E-Timesheet Help Desk user when they log into the IHSS Website. This screen allows the user to search for a Provider or Recipient that is known to the IHSS Website.



A screenshot of the IHSS Website – User Search screen. The page has a light blue header bar with the word "Search". Below the header, there is a text input field containing placeholder text "Search" and a "Search" button. The main body of the page is white and contains some very faint, illegible text.

Figure – IHSS Website – User Search – Blank State



A screenshot of the IHSS Website – User Search screen showing a search result. The header bar says "Search". Below it, there is a list item with the text "Provider Name" and a "Search" button. The list item includes a small thumbnail image and some other text that is mostly obscured by a red redaction box.

Figure – IHSS Website – User Search – Provider Selected

The screenshot shows a search interface with a blue header bar containing the word 'Search'. Below the header, there is a text input field with the placeholder 'Recipient' and a red asterisk indicating it is required. A second, smaller text input field is partially visible below it. At the bottom center is a dark blue rectangular button labeled 'Search'.

Figure – IHSS Website – User Search – Recipient Selected

Static Text

There is no static text associated with the IHSS Website – User Search screen.

Actions/Functions

The following actions are associated with the IHSS Website – User Search screen:

Action	Function	Label Translated
Search	This button will initiate the search based on the entered criteria. If the search is successful the user will be taken to the 'User Validation' screen. If the search is not successful the user will receive an error message. NOTE: This button is not enabled until a user type has been selected.	No

Data Elements

The following data elements are specific to the IHSS Website – User Search screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Provider	Allows the help desk user to indicate the User Type to be searched is Provider Note: No required indicator, however, either the Provider or Recipient radio button must be selected.	Radio Button	No	Blank	No	No
Recipient	Allows the help desk user to indicate the User Type to be searched is Recipient Note: No required indicator, however, either the Provider or Recipient radio button must be selected.	Radio Button	No	Blank	No	No

The following fields appear once corresponding User Type is selected

Provider Number	When User Type = Provider this field name is provided: <ul style="list-style-type: none">• Help desk user will enter the 9 digit Provider ID (includes leading zeros)<ul style="list-style-type: none">◦ (Help Desk User can paste into this field.)	String	Yes	Blank	Yes	No
Case Number	When User Type = Recipient this field name is provided: <ul style="list-style-type: none">• Help desk user will enter the 7 digit Case Number (including leading zeros)<ul style="list-style-type: none">◦ (Help Desk User can paste into this field.)	String	Yes	Blank	Yes	No

Additional Information

No fields on the IHSS Website – User Search screen will be designated with a  .

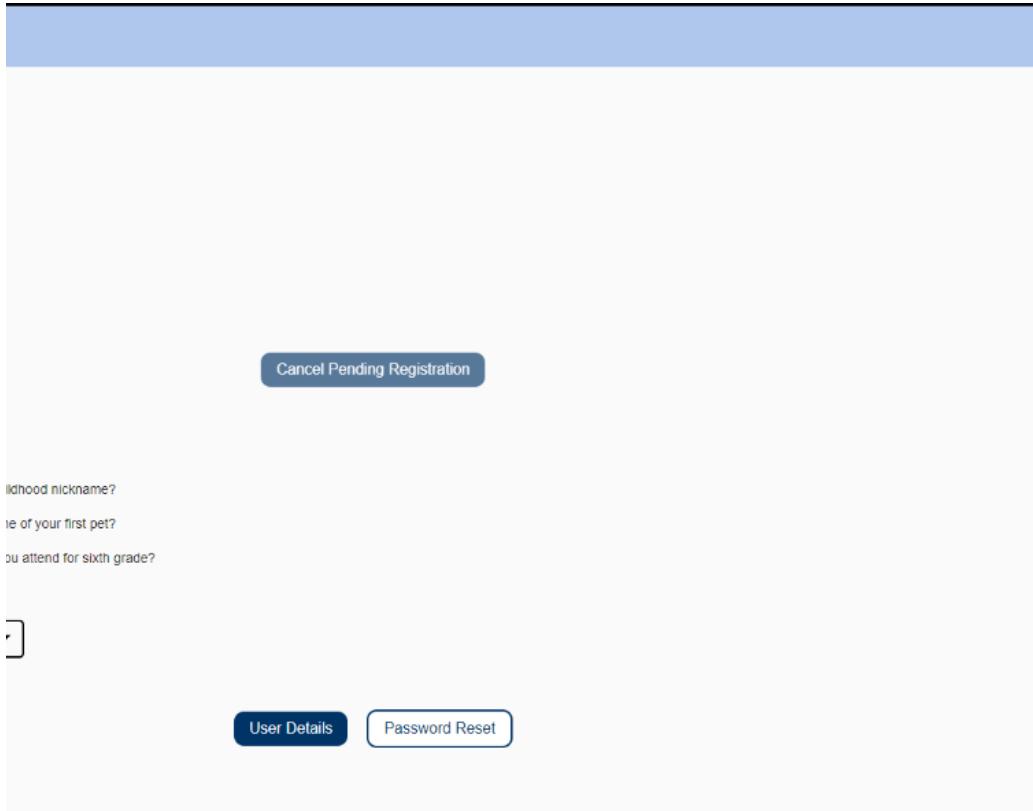
Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Yes	
Menu	Help Desk	Help Desk Menu
Footer	No	N/A

DSD 32/Internal Operations/Business Process/Screen Designs/IHSS Website – User Validation

CI	Document Name
 CI-754606 - DSD SC IHSS Website User Validation IMPLEMENTED	DSD_SC_IHSS_Website_User_Validation.docx

The IHSS Website – User Validation screen is present to a E-Timesheet Help Desk user after a successful search is completed. This screen provides information on the Provider or Recipient website account that will allow the help desk representative to verify the identity of a caller. The screen can then be used for Password Reset or to review User Details for that individual. When the Provider or Recipient registration is pending, the help desk representative can delete the pending registration immediately to allow the caller to attempt registration again at that time.



Childhood nickname?
Name of your first pet?
Where did you attend for sixth grade?

[Redacted]

User Details Password Reset

Figure – IHSS- Website – User Validation

Cancel Pending Registration

Ir childhood nickname?

name of your first pet?

Did you attend for sixth grade?

Yes No

Figure – IHSS- Website – User Validation (Radio button selected)

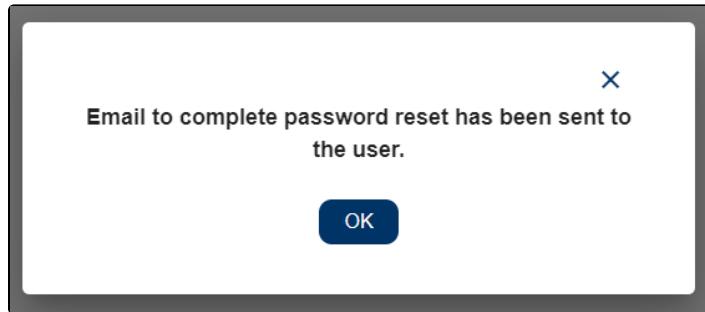


Figure – IHSS- Website – User Validation (2)

Static Text

The following static text is associated with the IHSS- Website – User Validation screen.

Email to complete password reset has been sent to the user.

Actions/Functions

The following actions are associated with the IHSS- Website – User Validation screen:

Action	Function	Label Translated

Menu	Selecting this icon will open the appropriate Menu based on the user type (Help Desk).	No
	The arrow available by the screen name will return the user to the IHSS Website – User Search screen.	No
Cancel Pending Registration	This button will allow the help desk user cancel the pending registration of the user immediately and take the help desk user to the user search screen	No
User Details	This button will take the help desk user to detail view for the listed individual. The help desk user will have view only access, to available screens and will not be able to take action on or modify timesheet information. The user details will be viewed in the language selected on this screen by the Help Desk user.	No
Password Reset	This button will generate an email to the user that will provide a link to the Create New Password screen which will allow the help desk representative to walk the user through creating a new password and logging into the application.	No
Verify	This button will validate the security question answer entered and display the messages to let the help desk user know whether the answer entered is correct or not.	No
OK	This button is present only on the informational popup messages "Email to complete password reset has been sent to the user." Pressing OK will dismiss these information popup messages	No

Data Elements

The following data elements are specific to the IHSS- Website – User Validation screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
User Type:	User Type associated with this individual	String	No	No	No	No
First Name:	First Name of the individual as known to the IHSS Website and confirmed with CMIPS	String	No	No	No	No
Last Name:	Last Name of the individual as known to the IHSS Website and Confirmed with CMIPS	String	No	No	No	No
Provider Number:	Where User Type = Provider this field will display and will show the 9 digit Provider ID (including leading zeros)	String	No	No	No	No
Case Number:	Where User Type = Recipient this field will display and will show the 7 digit Case Number (including leading zeros)	String	No	No	No	No
IHSS Website User Name:	Displays the User ID for this individual used to access the IHSS Website	String	No	No	No	No
Email Address:	Displays the email address for this individual known to CMIPS	String	No	No	No	No
Registration Status	Displays the status of the user registration. (Active or Pending)	String	No	No	No	No
Security Question 1:	Displays the 1 st security question selected by the individual at registration	String	No	No	No	No
Answer 1:	Displays the answer to Security Question 1 that is provided by the Recipient or Provider and entered by the help desk user.	String	No	No	No	No
Security Question 2:	Displays the 2 nd security question selected by the individual at registration	String	No	No	No	No
Answer 2:	Displays the answer to Security Question 2 that is provided by the Recipient or Provider and entered by the help desk user.	String	No	No	No	No
Security Question 3:	Displays the 3 rd security question selected by the individual at registration	String	No	No	No	No
Answer 3:	Displays the answer to Security Question 3 that is provided by the Recipient or Provider and entered by the help desk user.	String	No	No	No	No
Language	The drop down will allow the help desk user to select the same language selected by the user for review of the User Details	String	Yes	English	Yes	No

Additional Information

No fields on the IHSS Website – User Validation screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Yes	
Menu	Help Desk	Help Desk Menu
Footer	No	N/A

DSD 32/Internal Operations/Business Process/Screen Designs/IHSS Website – Help Desk Menu

CI	Document Name
CI-754607 - DSD SC IHSS Website Help Desk Menu IMPLEMENTED	DSD_SC_IHSS_Website_Help_Desk_Menu.docx

The IHSS Website – Help Desk menu screen is accessed by selecting the Menu icon found at the top of the IHSS Website – User Search and IHSS Website – User Validation screen. The menu provides access to other functionality that is available to a Help Desk user. When accessed from the User Search screen the User Validation hyperlink will not be visible. In addition the "Support User" menu section will be available on the Provider and Recipient Menus when a Help Desk user is reviewing User Details.

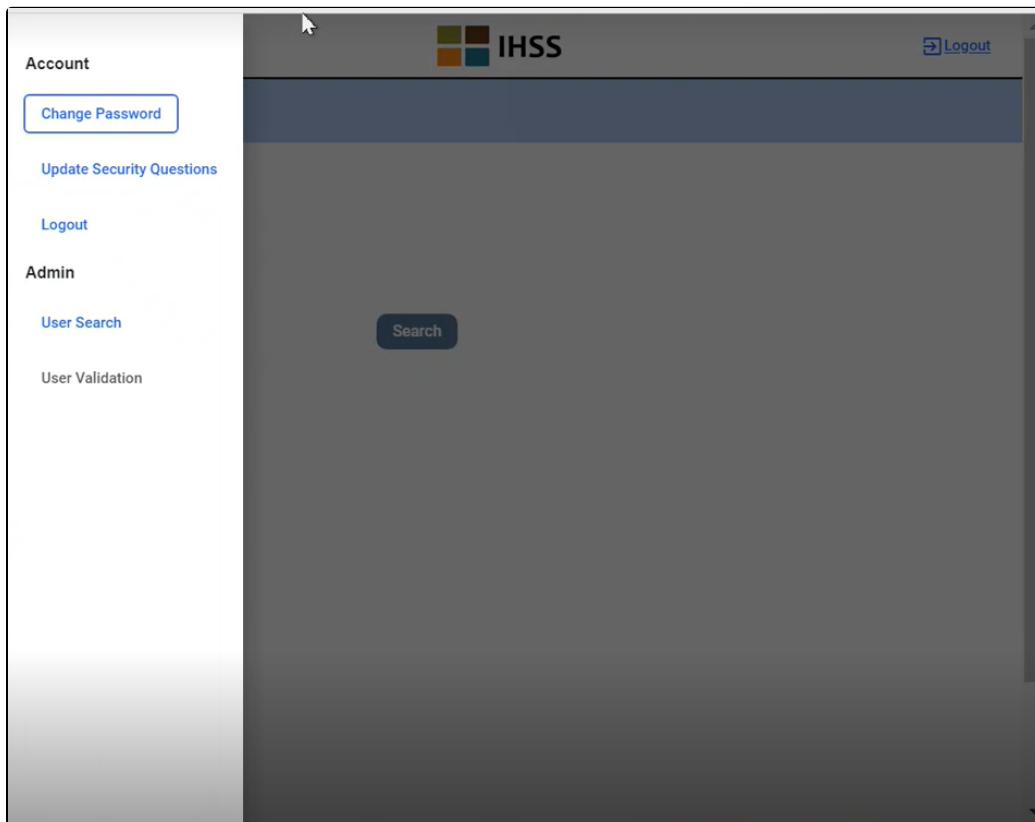


Figure – IHSS Website – Help Desk Menu - Desktop

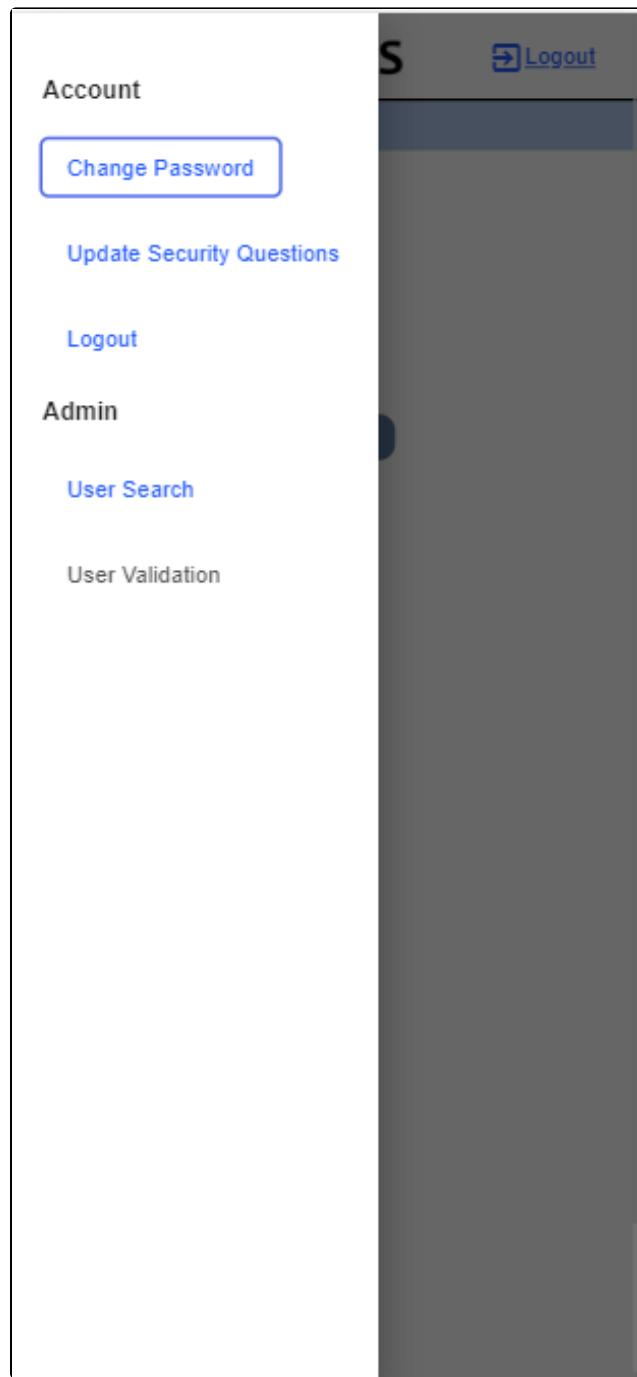


Figure – IHSS Website – Help Desk Menu - Mobile

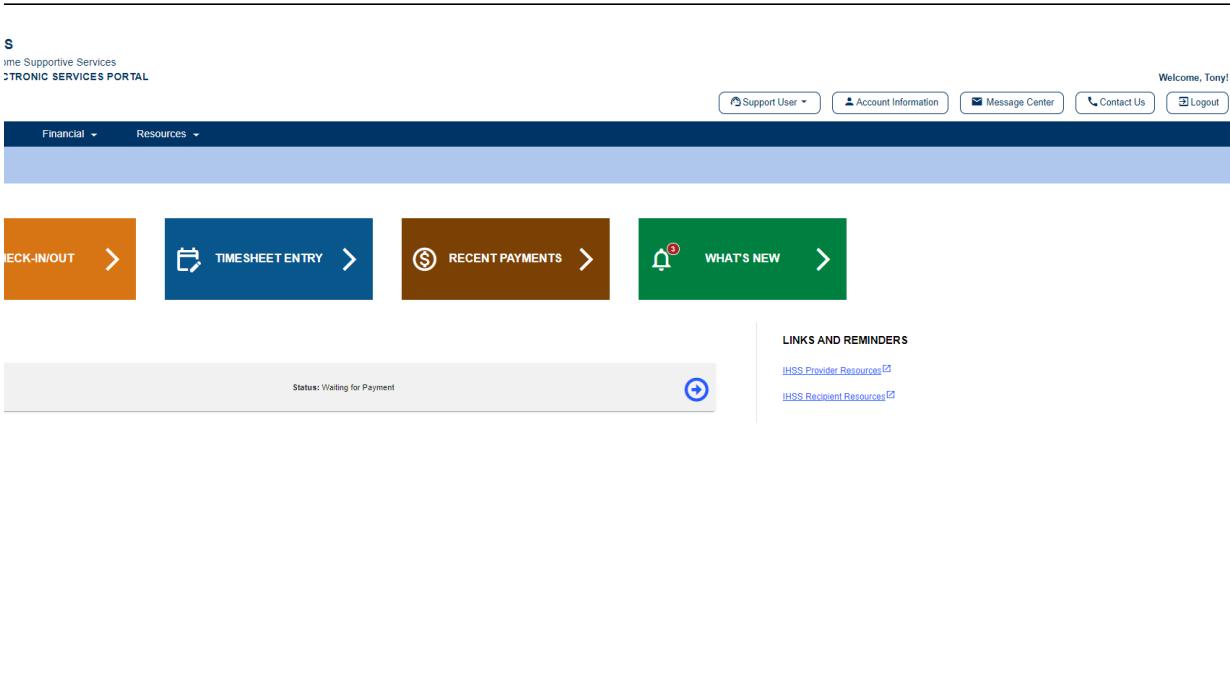


Figure – IHSS Website - Support user menu - Desktop (while viewing user details)

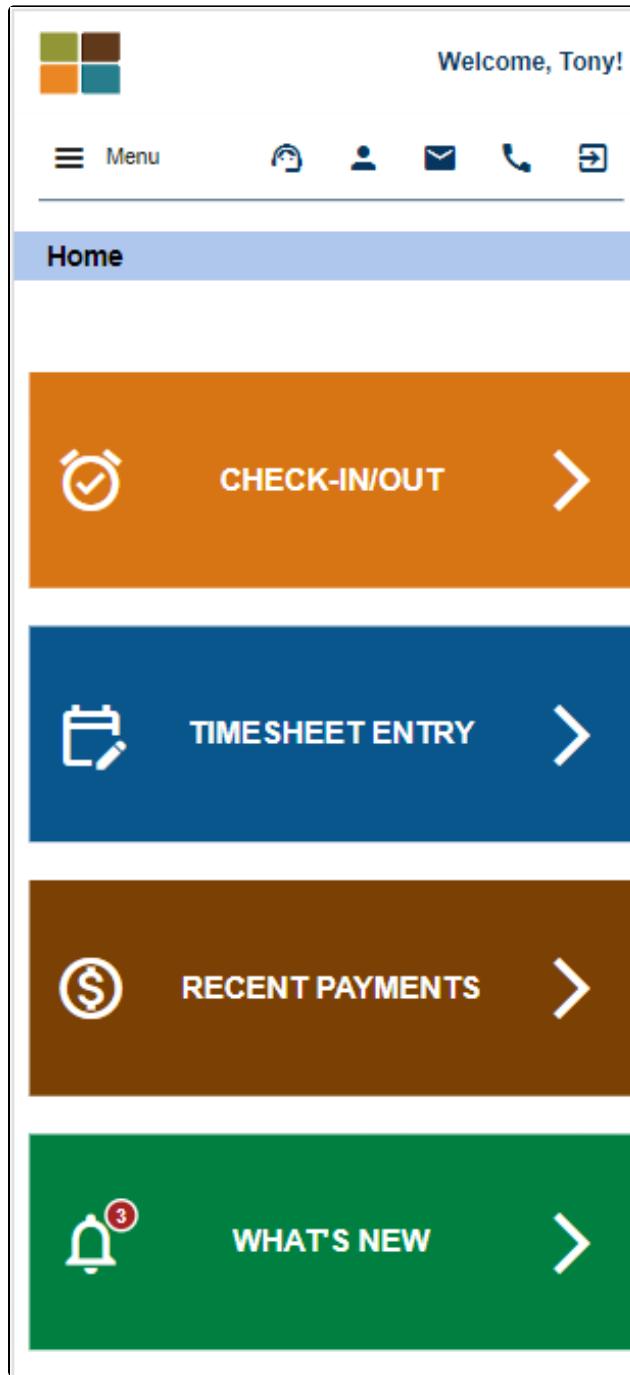


Figure – IHSS Website - Support user menu - Mobile (while viewing user details)

Static Text

There is no static text associated with the IHSS Website – Help Desk Menu screen.

Actions/Functions

The following actions are associated with the IHSS Website – Help Desk Menu screen:

Action	Function	Label Translated

Account Section		
Change Password	This hyperlink will take the user to the Create New Password screen NOTE: A support user can change their own password using this screen accessed from the User Search or User Validation screen only	No
Update Security Questions	This hyperlink will take the user to the Security questions screen.	No
Log Out	This hyperlink will log the user out of the application and take them to the Login screen	No
Admin Section		
User Search	This hyperlink will take a Help Desk user to the IHSS Website – User Search screen This is only available to an individual with a Help Desk user type	No
User Validation	This hyperlink is available while a Help Desk user type is on the User Validation screen or while they are in the User Details view menus and will return the user to the populated User Validation screen for the User Details being reviewed This is only available to an individual with a Help Desk user type NOTE: This hyperlink will not be available if the Menu is accessed from the User Search screen	No

Data Elements

There are no data elements associated with the IHSS Website – Help Desk Menu screen.

Additional Information

No fields on the Help Desk Menu screen will be designated with a .

DSD 32/Internal Operations/Business Process/Screen Designs/Direct Deposit Batches

CI	Document Name
CI-790149 - DSD SC IO Direct Deposit Batches IMPLEMENTED	DSD_SC_IO_Direct_Deposit_Batches.docx

This screen displays a list of Direct Deposit Request batches. Each batch list item is indicated by a unique batch name which is a hyperlink that when pressed presents the Direct Deposit Batch Details screen. On the Direct Deposit Batches screen a Back Office team member may indicate they have reserved or unreserved one or more batches. Also displayed for each batch list item are the total count of request in the batch, the count of requests in the batch that have been processed and the counts of requests in the batch that are remaining to process. Once all requests in a particular batch have been processed the batch list item will no longer appear on this screen.

Role Names that can access this screen: HELPDESKROLE, WPCSROLE, HPWARRANTREPLECMENTROLE.

The screenshot shows the CMIPGII Case Management Information Payroll System II interface. The title bar reads "CMIPGII Case Management Information Payroll System II". The top navigation bar includes "Welcome", "Logout", and a user icon. Below the navigation is a breadcrumb trail: "My Workspace > Direct Deposit Batches > Direct Deposit Batches". A sidebar on the left is titled "SHORTCUTS" and contains links for "My Workspace" and "Direct Deposit Batches". The main content area displays a table of Direct Deposit Batches. The columns are: Select (radio button), Batch Name (hyperlink), Total Requests, Requests Processed, Requests Remaining, Batch Reserved Date, and Reserved By. There are 15 entries in the table, each corresponding to a different batch name like "2018-08-02-NEW-1" through "2018-09-17-NEW-10". At the top left of the table area are two buttons: "Reserve" and "Unreserve".

Figure – Direct Deposit Batches

Actions/Functions

The following actions are associated with the Direct Deposit Batches screen:

Action	Function
Reserve	Populated the Reserved Date with the Current Date and Reserved By with the Name of the User signed on.
Unreserve	Clears out the Reserve Date and Reserved By fields
Batch Name	Hyperlink that when pressed opens the Direct Deposit Batch Details screen as a new Tab for that batch

Data Elements

The following data elements are specific to the Direct Deposit Batches screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Select	Radio Button which the Operator must select first before pressing the Reserve or Unreserve button	Radio Button	No	No	Yes
Total Requests	Total number of Direct Deposit Requests in the batch	Integer	No	No	No

Requests Processed	Number of Direct Deposit Request that have been process in the batch	Integer	No	No	No
Request Remaining	Number of Direct Deposit Request that are remaining to process in the batch	Integer	No	No	No
Batch Reserved Date	Date the batch was reserved	Date	No	No	No
Reserved By	Operator Id of the user that reserved the batch	String	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/Direct Deposit Batch Details

CI	Document Name
CI-790148 - DSD SC IO Direct Deposit Batch Details IMPLEMENTED	DSD_SC_IO_Direct_Deposit_Batch_Details.docx

This screen is accessed by selecting a direct deposit batch name on the Direct Deposit Batches screen. Back Office staff will take information from each Direct Deposit Request item listed on this screen and process that request in the Advantage Payroll system similar to how they process paper request received through the mail. Once the Back Office staff have entered the request in Advantage or rejected the request they will mark the Request Item as process on this screen.

Role Names that can access this screen: HELPDESKROLE, WPCSROLE, HPWARRANTREPLECMENTROLE.

The screenshot shows a web-based application interface for managing direct deposit batches. At the top, there's a header bar with the text 'CMPSII Case Management Information Payroll System II' and 'Welcome'. Below the header is a toolbar with a 'Save' button. The main content area displays a table titled 'Count Number' with columns for Account Type, Bank Name, Rejected, Processed, Processed Date, and OperatorID. The table lists various bank accounts, all marked as 'Rejected' and 'Processed' with the date '10/03/2018' and operator 'MAS'.

Count Number	Account Type	Bank Name	Rejected	Processed	Processed Date	OperatorID
1	CHECKING	Bank of Hope	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2018	MAS
2	CHECKING	40040644474	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2018	MAS
3	CHECKING	Credit Union of Southern California	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2018	MAS
4	CHECKING	Bank of America	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2018	MAS
5	CHECKING	Chase Bank	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2018	MAS
6	SAVINGS	BOFA	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2018	MAS
7	CHECKING	Bank of America	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2018	MAS
8	CHECKING	Bank of America	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2018	MAS
9	CHECKING	Bank of America	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2018	MAS
10	CHECKING	Wells Fargo	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2018	MAS
11	CHECKING	Meta bank	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2018	MAS

Figure – Direct Deposit Batch Details

Actions/Functions

The following actions are associated with the Direct Deposit Batches screen:

Action	Function
Save	Saves the Processed and Rejected Items.

Data Elements

The following data elements are specific to the Direct Deposit Batches screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Batch Name	Name of the Direct Deposit Batch as determined by Batch process 600ZINDS	String	No	No	No
OperatorID	ID of the Operator logged in	String	No	No	No
Employee ID	Identifier used in Advantage for the relationship between the Provider and Case Recipient	Integer	No	No	No
Provider Number	Provider Number in Case Management	Integer	No	No	No
Case Number	Case Number in Case Management	Integer	No	No	No

Provider Name	Provider Name in Case Management. First Name Last Name	String	No	No	No
Routing Number	Bank Routing number as the provider entered on the IHSS Website	Integer	No	No	No
Account Number	Bank Account number as the provider entered on the IHSS Website	Integer	No	No	No
Account Type	Account type as chosen by the provider on the IHSS Website. Checking/Savings	String	No	No	No
Bank Name	Bank name as the provider entered on the IHSS Website	String	No	No	No
Rejected	Check by the Operator if the Direct Deposit Request could not be processed in Advantage	Check Box	No	No	Yes
Processed	Check by the Operator when the Direct Deposit Request was entered into Advantage or Rejected	Check Box	No	No	Yes
Processed Date	Date the Processed box was checked after the Save button was pressed	Date	No	No	No
OperatorID	Operator ID of the Operator who was signed in when the Processed box was checked and the Save button was pressed	String	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/Sick Leave Claim Manual Entry

CI	Document Name
CI-790531 - DSD SC IO Sick Leave Claim Manual Entry IMPLEMENTED	DSD_SC_IO_Sick_Leave_Claim_Manual_Entry.docx

When the Sick Leave Claim Manual Entry link is selected from the TPF Workspace the Sick Leave Claim – Manual Entry screen displays. This hyperlink is only available for a CGI vendor user with the Sick Leave Claim Entry user role. This screen allows the entry of the information on the Sick Leave Claim form.

The screenshot shows a web-based application interface. At the top, there is a header bar with the text "CMIPS II Case Management Information Payroll System II", a search icon, and a "Welcome" message followed by a user profile icon. Below the header, the main content area contains a form. The form has a single input field labeled "Recipient Case Number:" with a red asterisk indicating it is a required field. There is also a small question mark icon above the input field. At the bottom of the form are two buttons: "Continue" and "Cancel".

Figure – Sick Leave Manual Entry

Actions/Functions

The following actions and functions are associated with the Sick Leave Claim Manual Entry screen:

Action	Function
Continue	Displays the Sick Leave Manual Entries – Time Entries pop-up
Cancel	Cancels the action, does not save the data, and then returns the user to the Help Desk Workspace.

Data Elements

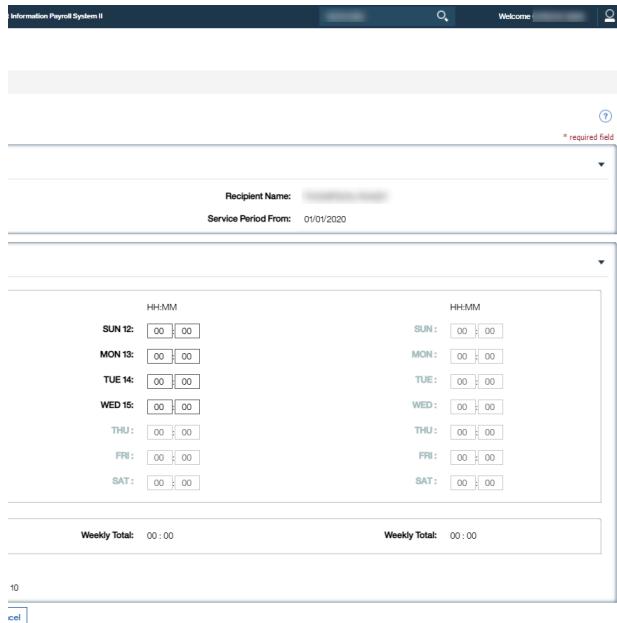
The following data elements are specific to the Sick Leave Claim Manual Entry screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Provider Number	The unique nine-digit Provider Number for the Provider	String	Yes	No	Yes
Recipient Case Number	The unique seven-digit Recipient case number against which the sick leave is being claimed	String	Yes	No	Yes
Pay Period Begin Date	The first date of the pay period for which the Sick Leave is being claimed	Date (MM/DD/YYYY)	Yes	No	Yes

DSD 32/Internal Operations/Business Process/Screen Designs/Sick Leave Claim Manual Entry – Time Entries

CI	Document Name
 CI-790532 - DSD SC IO Sick Leave Claim Manual Entry Time Entries IMPLEMENTED	DSD_SC_IO_Sick_Leave_Claim_Manual_Entry_Time_Entries.docx

When the Continue link is selected on the Sick Leave Claim Manual Entry screen, the Sick Leave Claim Manual Entry – Time Entries screen displays allowing user's with appropriate user role, to enter Sick Leave Claim data directly into CMIPS.



The screenshot shows a web-based application interface for entering sick leave data. At the top, there is a header bar with 'Information Payroll System II' and search functions. Below the header, a form is displayed with the following fields:

- Recipient Name:** [Redacted]
- Service Period From:** 01/01/2020
- Time Entry Grid:** A grid where each row represents a day of the week (SUN through SAT) and each column represents a 1-hour interval (HH:MM). Each cell contains a two-digit input field for hours and a two-digit input field for minutes. For example, SUN 12:00 has '00' in the hours field and '12' in the minutes field.
- Weekly Totals:** Two fields at the bottom of the grid showing '00:00' for both the weekly total hours and weekly total minutes.

Figure – Sick Leave Claim Manual Entry – Time Entries

Actions/Functions

The following actions are associated with the Sick Leave Claim Manual Entry – Time Entries screen:

Action	Function
Save	Saves the sick leave claim entry and returns the user to the Sick Leave Manual Entry screen.
Cancel	Closes the screen and returns the user to the Sick Leave Manual Entry screen without saving the Sick Leave claim entry.

Data Elements

The following data elements are specific to the Sick Leave Claim Manual Entry – Time Entries screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Details					
Provider Name	First name and last name of the Provider.	String	No	No	No
Recipient Name	First name and last name of the Recipient.	String	No	No	No
Provider Type	The Provider Type associated with the Sick Leave payment (IHSS or WPCS)	String	No	No	No
Service Period From	The starting date of the service period.	Date	No	No	No

Time Entries					
SUN (01 – 31) MON (01 – 31) TUE (01 – 31) WED (01 – 31) THU (01 – 31) FRI (01 – 31) SAT (01 – 31)	The daily hours of Sick Leave claimed in an HH:MM format. The day of the week and numeric day labels will be dynamically displayed based on the day/week/year.	Integer	No	00:00	Yes
Weekly Total:	Sum of daily Sick Leave hours for the indicated week. System calculated value as user enters hours on the screen.	Integer	No	No	No
Total (HH:MM)	Sum of weekly Sick Leave Totals in HH:MM format. System calculated value as user enters hours on the screen.	Integer	No	No	No

Training Note: In order to navigate from one time entry field to another, the Tab key must be used. In the Cúram application the Enter key acts as if the Save link has been selected.

DSD 32/Internal Operations/Business Process/Screen Designs/Sick Leave Claim

CI	Document Name
CI-794527 - DSD SC IO Sick Leave Claim IMPLEMENTED	DSD_SC_IO_Sick_Leave_Claim.docx

When the Sick Leave Claim page navigation is selected from the Help Desk Person Home for a Person Type Provider, the Sick Leave Claim list screen displays.

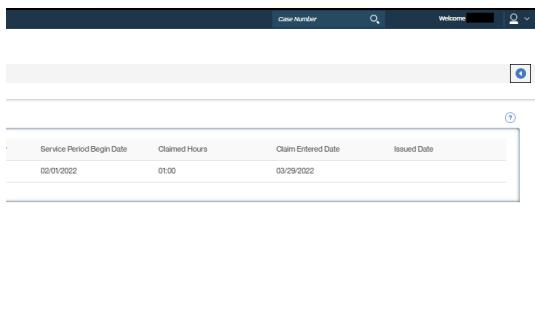


Figure – Sick Leave Claim

Actions/Functions

The following actions are associated with the Sick Leave Claim list screen:

Action	Function
Sick Leave Claim List	
Edit	Displays the Modify Sick Leave Claim Manual Entry – Time Entries screen. For Mode of Entry Manual, this link only displays when the current date is equal to the Claim Entered Date (original date of entry). For Mode of Entry – Electronic, this link does not display.
Cancel	Displays the Confirm Sick Leave Cancellation pop-up. For Mode of Entry Manual, this link only displays when the current date is equal to the Claim Entered Date (original date of entry). For Mode of Entry – Electronic, this link does not display.
View	Displays the View Sick Leave Claim Manual Entry – Time Entries screen.
View Image	When the View Image link is selected on the View Sick Leave Claim Details screen, a new browser is opened to display the Sick Leave Claim image. The image viewer allows the user to zoom, scroll and print the image as needed.
Screen Actions	
Close	Closes the Sick Leave Claim list screen and returns the user to the Person Home.

Data Elements

The following data elements are specific to the Sick Leave Claim list screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Recipient Case Number	The unique seven-digit Recipient case number against which the sick leave is being claimed.	String	No	No	No
Provider Type	Provider Type associated with Sick Leave Claim.	String	No	No	No
Mode of Entry	Sick Leave Claim mode of entry: (Manual or Electronic).	String	No	No	No
View Image	Sick Leave Claim Image Link.	String	No	No	No
Sick Leave Claim Number	The system generates a sick leave claim number.	String	No	No	No

Service Period Begin Date	The first day of the pay period when Sick Time was claimed.	Date (MM/DD/YYYY)	No	No	No
Claimed Hours	The number of sick leave (HH:MM) being claimed for the indicated date.	Integer (HH:MM)	No	No	No
Claim Entered Date	The date on which the Sick Leave Claim was entered in CMIPS.	Date (MM/DD/YYYY)	No	No	No
Issued Date	The date on which SCO issued the warrant associated with the Sick Leave being paid. This field is blank until the SCO Warrant Assignment file processes for the warrant.	Date (MM/DD/YYYY)	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/Modify Sick Leave Claim Manual Entry – Time Entries

CI	Document Name
CI-794528 - DSD SC IO Modify Sick Leave Claim Manual Entry Time Entries IMPLEMENTED	DSD_SC_IO_Modify_Sick_Leave_Claim_Manual_Entry_TimeEntries.docx

When the Edit link is selected Sick Leave Claims list screen the Modify Sick Leave Claim Manual Entry – Time Entries screen displays. This screen allows the user to modify a previously entered Sick Leave Claim. The Edit link is only available on the day the Sick Leave claim is originally entered (Claim Entered Date).

The screenshot shows a software interface for modifying sick leave claims. At the top, there's a navigation bar with 'Case Number' and a search icon. Below it is a header with a blue arrow icon and the text 'CI-794528 - DSD SC IO Modify Sick Leave Claim Manual Entry Time Entries'. A small box below says 'IMPLEMENTED'. The main area contains a form with fields for 'Recipient Name' and 'Service Period From: 10/01/2020'. Below this is a large grid for entering time entries. The grid has two columns for each day of the week, labeled 'HH:MM'. The first column is for 'SUN' through 'FRI', and the second is for 'SAT'. Each column has a row for each hour from 00:00 to 23:59. At the bottom of the grid, there are 'Weekly Total' fields for both columns, both showing '00:00'. At the very bottom of the screen, there are 'Save' and 'Cancel' buttons.

Figure – Modify Sick Leave Claim Manual Entry – Time Entries

Actions/Functions

The following actions are associated with the Modify Sick Leave Claim Manual Entry – Time Entries screen:

Action	Function
Save	Saves the sick leave claim entry and returns the user to the Sick Leave Claim screen.
Cancel	Closes the screen and returns the user to the Sick Leave Claim screen.

Data Elements

The following data elements are specific to the Modify Sick Leave Claim Manual Entry – Time Entries screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Details					
Provider Name	First name and last name of the Provider.	String	No	No	No
Recipient Name	First name and last name of the Recipient.	String	No	No	No
Provider Type	The Provider Type associated with the Sick Leave payment (IHSS or WPCS)	String	No	No	No

Service Period From	The starting date of the service period.	Date	No	No	No
Sick Leave Claim Number	The claim number, system generated, when the Sick Leave Claim Manual Entry – Time Entries screen is successfully saved	String	No	No	No
Time Entries					
SUN (01 – 31) MON (01 – 31) TUE (01 – 31) WED (01 – 31) THU (01 – 31) FRI (01 – 31) SAT (01 – 31)	The daily hours of Sick Leave claimed in an HH:MM format. The day of the week and numeric day labels will be dynamically displayed based on the day/week/year.	Integer	No	00:00	Yes
Weekly Total:	Sum of daily Sick Leave hours for the indicated week. System calculated value as user enters hours on the screen.	Integer	No	No	No
Total (HH:MM)	Sum of weekly Sick Leave Totals in HH:MM format. System calculated value as user enters hours on the screen.	Integer	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/View Sick Leave Claim Manual Entry – Time Entries

CI	Document Name
 CI-794529 - DSD SC IO View Sick Leave Claim Manual Entry Time Entries IMPLEMENTED	DSD_SC_IO_View_Sick_Leave_Claim_Manual_Entry_TimeEntries.docx

When the View link is selected, Sick Leave Claims list screen the View Sick Leave Claim Manual Entry – Time Entries screen displays. This screen allows the user to review the time entries for a Sick Leave Claim.

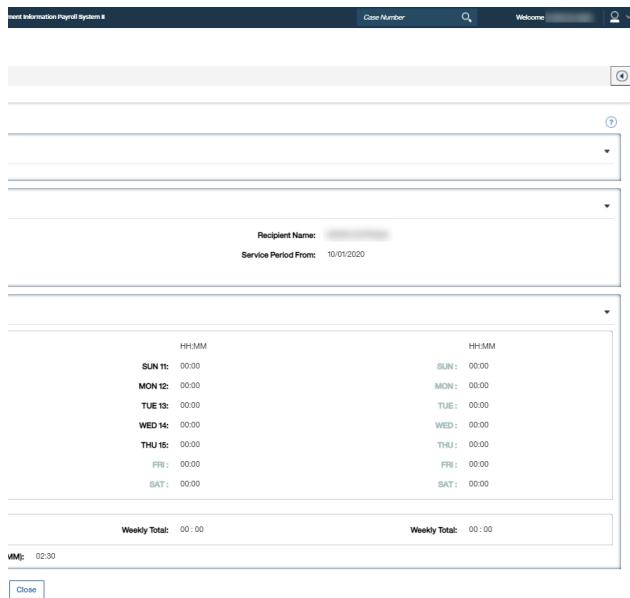


Figure – View Sick Leave Claim Manual Entry – Time Entries

Actions/Functions

The following actions are associated with the View Sick Leave Claim Manual Entry – Time Entries screen:

Action	Function
Close	Dismisses the screen and returns the user to the Sick Leave Claim screen.
View Image	When the View Image link is selected on the View Sick Leave Claim Details screen, a new browser will be opened to display the Sick Leave Claim image. The image viewer will allow the user to zoom, scroll, and print the image as needed.

Data Elements

The following data elements are specific to the View Sick Leave Claim Manual Entry – Time Entries screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Details					
Provider Name	First name and last name of the Provider.	String	No	No	No
Recipient Name	First name and last name of the Recipient.	String	No	No	No
Provider Type	The Provider Type associated with the Sick Leave payment (IHSS or WPCS)	String	No	No	No
Service Period From	The start date of the service period.	Date	No	No	No

Sick Leave Claim Number	The claim number system generated when the Sick Leave Claim Manual Entry – Time Entries screen is successfully saved	String	No	No	No
Time Entries					
SUN (01 – 31) MON (01 – 31) TUE (01 – 31) WED (01 – 31) THU (01 – 31) FRI (01 – 31) SAT (01 – 31)	The daily hours of Sick Leave claimed in an HH:MM format. The day of the week and numeric day labels are dynamically displayed based on the day, week, and year.	Integer	No	No	No
Weekly Total:	Sum of daily Sick Leave hours for the indicated week. System calculated value as the user enters hours on the screen.	Integer	No	No	No
Total (HH:MM)	Sum of weekly Sick Leave Totals in HH:MM format. System calculated value as the user enters hours on the screen.	Integer	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/Confirm Sick Leave Claim Cancellation

CI	Document Name
CI-794530 - DSD SC IO Confirm Sick Leave Claim Cancellation IMPLEMENTED	DSD_SC_IO_Confirm_Sick_Leave_Claim_Cancellation.docx

When the Cancel link is selected from the Sick Leave Claim list screen the Confirm Sick Leave Claim Cancellation pop-up displays.

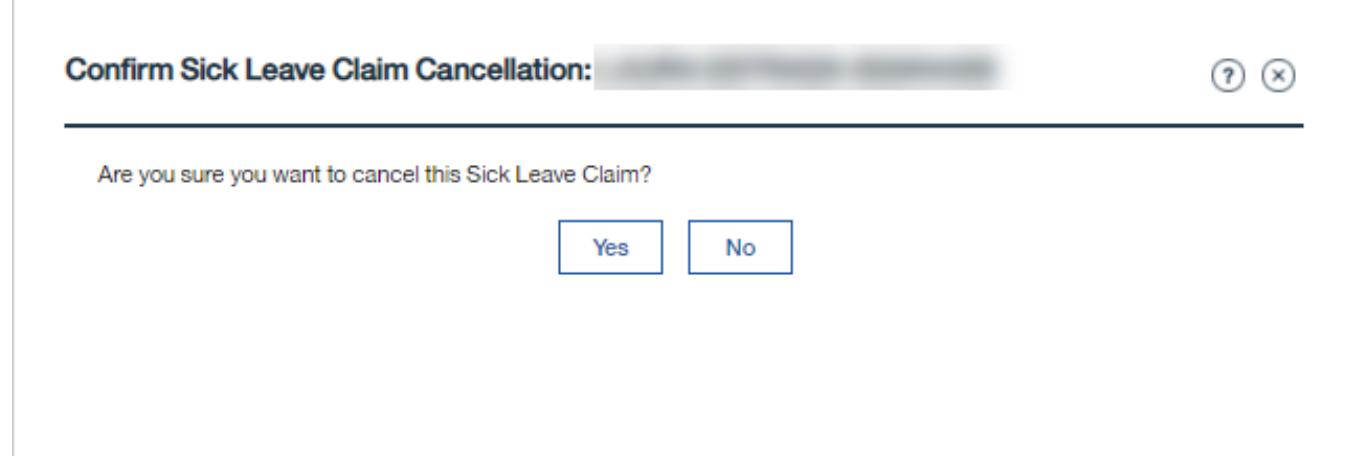


Figure – Confirm Sick Leave Claim Cancellation

Actions/Functions

The following actions are associated with the Confirm Sick Leave Claim Cancellation pop-up:

Action	Function
Yes	Processes the sick leave claim cancellation and returns the user to the Sick Leave Claim list screen where the Sick Leave Claim record will no longer be displayed.
No	Cancels the sick leave claim cancellation action and returns the user to the Sick Leave Claim list screen where the record will be displayed.

Data Elements

There are no data elements on the Confirm Sick Leave Claim Cancellation pop-up.

DSD 32/Internal Operations/Business Process/Screen Designs/View Travel Claim – Internal Operations

CI	Document Name
CI-822176 - DSD SC IO View Travel Claim Internal Operations IMPLEMENTED	DSD_SC_IO_View_Travel_Claim_Internal_Operations.docx

The View Travel Claim – Internal Operations screen is accessed by selecting the Primary Action link [View Travel Claim](#) from a Travel Claim Error task. This screen is used by the TPF Back Office to review a Travel Claim that contains errors that prevent successful processing.

The screenshot displays the 'View Travel Claim - Internal Operations' interface. At the top, there's a header bar with 'Information Payroll System II', 'Case Number' (with a search icon), 'Welcome' (with a user icon), and a dropdown menu. Below the header, the main content area shows a travel claim record. The record includes fields for 'Type: IHSS Travel Claim', 'Service Period From: 03/16/2020', and 'Service Period To: 03/31/2020'. A detailed weekly log follows, showing hours worked for each day of the week. The log table has two columns: 'HH:MM' and 'Weekday'. The data is as follows:

	HH:MM	Weekday	HH:MM
SUN 29:	00:22	SUN:	00:00
MON 30:	00:19	MON:	00:00
TUE 31:	00:23	TUE:	00:00
WED:	00:00	WED:	00:00
THU:	00:00	THU:	00:00
FRI:	00:00	FRI:	00:00
SAT:	00:00	SAT:	00:00

Below the log, there are 'Weekly Total' fields: '01:04' for the first row and '00:00' for the second. A note '(HH:MM): 04:35' is present. At the bottom left is a 'Close' button.

Figure – View Travel Claim

Actions/Functions

The following actions are associated with the View Travel Claim – Internal Operations screen:

Action	Function
Close	Closes the screen and returns the user to the My Work Queue screen without saving.
Manage	
View Image	When the View Travel Claim Image link is selected on the View Travel Claim – Internal Operations screen, a new browser opens to display the Travel Claim image. The image viewer allows the user to zoom, scroll, and print the image as needed.
Edit Travel Claim	Displays the Review Travel Claim screen.

Data Elements

The following data elements are specific to the View Travel Claim – Internal Operations screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Details					
Provider Number	CMIPS unique ID for the Provider.	Number	No	No	No
Recipient Number	CMIPS unique ID for the case/Recipient.	Number	No	No	No
Travel Claim Number	Travel claim number associated with the Travel Claim Form.	Number	No	No	No
Type	The type of travel claim.	String	No	No	No
Service Period From	The starting date of the service period.	Date	No	No	No
Service Period To	The ending date of the service period.	Date	No	No	No
The following clusters do not display for a travel claim in a Pending Issuance or Issued status.					
Time Entries [HH:MM]					
01 - 15 OR	The daily hours claimed on the travel claim in an HH:MM format. If the hours were reduced from the amount claimed, then only the reduced hours processed by Payroll displays.	Integer	No	No	No
01 - 28 OR	The numeric day labels are dynamically displayed based on the month/year and pay period.				
01 - 29 OR	Displays in HH:MM format.				
01 - 30 OR					
01 - 31 OR					
16 - 28 OR					
16 - 29 OR					
16 - 30 OR					
16 - 31					
Weekly Total	The aggregated daily Travel Hours for a week claimed on the travel claim.	Integer	No	No	No
Hours Claimed	Total daily travel hours claimed on the travel claim. Displays in HH:MM format.	Integer	No	No	No
Exceptions – This cluster only displays when exception conditions are detected on the travel claim and do not display for travel claims in Pending Issuance or Issued status. In addition, it does not display when the screen is accessed from the Travel Claim History screen					
Code	The exception code related to the error condition.	Number	No	No	No
Description	Description of the error condition.	String	No	No	No

Training Note: To navigate from a one-time entry field to another, the Tab key must be used. In the Cúram application, the Enter key acts as if the Save link has been selected.

DSD 32/Internal Operations/Business Process/Screen Designs/Review Travel Claim

CI	Document Name
CI-822177 - DSD SC IO Review Travel Claim IMPLEMENTED	DSD_SC_IO_Review_Travel_Claim .docx

The Review Travel Claim screen is accessed by TPF Back Office user selecting the Edit Travel Claim link on the View Travel Claim – Internal Operations screen. This screen is used to make adjustments to or reject a Travel Claim that has been routed to the Travel Claim Errors work queue.

The screenshot shows the 'Review Travel Claim' screen. At the top, there's a header with 'Information Payroll System II', 'Case Number', a search bar, and a 'Welcome' message. Below the header, there's a 'Reject...' button with a tooltip 'Reject this travel claim'. The main area contains several input fields: a dropdown for 'Type' set to 'IHSS Travel Claim', and date pickers for 'Service Period From' (03/16/2020) and 'Service Period To' (03/31/2020). Below these are two columns of time entries (HH:MM) from 30:00 to 43:00. At the bottom, there are 'Weekly Total' fields for both columns, and a summary line '(HH:MM): 04:35'. At the very bottom are 'Save' and 'Cancel' buttons.

Figure—Review Travel Claim

Actions/Functions

The following actions are associated with the Review Travel Claim screen:

Action	Function
Save	Saves the Travel Claim entry, closes the task, and returns the user to the My Work Queue screen.
Cancel	Closes the screen and returns the user to the My Work Queue screen without saving.
Manage	
View Image	When the View Travel Claim Image link is selected on the Review Travel Claim screen, a new browser opens to display the Travel Claim image. The image viewer allows the user to zoom, scroll, and print the image as needed.
Reject	Displays the Reject Travel Claim pop-up.

Data Elements

The following data elements are specific to the Review Travel Claim screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Details					
Provider Number	CMIPS unique ID for the Provider.	Number	Yes	No	Yes
Recipient Number	CMIPS unique ID for the case/Recipient.	Number	Yes	No	Yes
Travel Claim Number	Travel claim number associated with the Travel Claim Form.	Number	Yes	No	Yes
Type	The type of travel claim.	String	Yes	No	Yes
Service Period From	The starting date of the service period.	Date	Yes	No	No
Service Period To	The ending date of the service period.	Date	Yes	No	No
The following clusters do not display for a travel claim in a Pending Issuance or Issued status.					
Time Entries [HH:MM]					
01 - 15 OR 01 - 28 OR 01 - 29 OR 01 - 30 OR 01 - 31 OR 16 - 28 OR 16 - 29 OR 16 - 30 OR 16 - 31	The daily hours claimed on the travel claim in an HH:MM format. If the hours were reduced from the amount claimed, then only the reduced hours processed by Payroll displays. The numeric day labels are dynamically displayed based on the month/year and pay period. Displays in HH:MM format.	Integer	No	No	Yes
Weekly Total	The aggregated daily Travel Hours for a week claimed on the travel claim	Integer	No	No	No
Total (HH: MM)	Sum of weekly Travel Claim Totals in HH:MM format. System calculated value as the user enters hours on the screen.	Integer	No	No	No
Exceptions – This cluster is only displayed when exception conditions are detected on the travel claim and is not be displayed for travel claims in Pending Issuance or Issued status. In addition, it is not displayed when the screen is accessed from the Travel Claim History screen.					
Code	The exception code related to the error condition.	Number	No	No	No
Description	Description of the error condition.	String	No	No	No

Training Note: To navigate from a one-time entry field to another, the Tab key must be used. In the Cúram application, the Enter key acts as if the Save link has been selected

DSD 32/Internal Operations/Business Process/Screen Designs/Reject Travel Claim

CI	Document Name
 CI-822178 - DSD SC IO Reject Travel Claim IMPLEMENTED	DSD_SC_IO_Reject Travel Claim.docx

The Reject Travel Claim pop-up is accessed by selecting the Reject action link on the Review Travel Claim screen. This pop-up requires the user to confirm the Travel Claim rejection action.



Figure– Reject Travel Claim

Actions/Functions

The following actions are associated with the Reject Travel Claim pop-up:

Action	Function
Yes	Rejects the Travel Claim, closes the task and returns the user to the My Work Queue screen.
No	Closes the screen and returns the user to the Review Travel Claim screen.

Data Elements

There are no data elements specific to the Reject Travel Claim pop-up.

Training Note: To navigate from one time entry field to another, the Tab key must be used. In the Cúram application, the Enter key acts as if the Save link has been selected

DSD 32/Internal Operations/Business Process/Screen Designs/View Sick Leave Claim – Internal Operations

CI	Document Name
CI-822171 - DSD SC IO View Sick Leave Claim From Task IMPLEMENTED	DSD_SC_IO_View_Sick_Leave_Claim_From_Task.docx

The View Sick Leave Claim – Internal Operations screen is accessed by selecting the Primary Action link [View Sick Leave Claim](#) from a Sick Leave Claim Error task. This screen is used by the TPF Back Office to review a Sick Leave Claim that contains errors that prevent successful processing.

The screenshot shows a web-based application interface for viewing a sick leave claim. At the top, there's a header bar with links for 'Information Payroll System II', 'Case Number' (containing '1'), a search icon, 'Welcome', and a user profile icon. Below the header, a large input field is partially visible. Underneath it, a section labeled 'Provider Type: IHSS' and 'Service Period From: 11/16/2020' is shown. The main content area features a weekly time entry grid. The grid has two columns for each day of the week, labeled 'HH:MM'. The days are listed vertically on the left. The grid shows that all entries for every day of the week are set to 00:00. At the bottom of the grid, there are two 'Weekly Total' fields both showing '00 : 00'. Below the grid, there's a note '(HH:MM): 00:00'. A 'Close' button is located at the bottom left of the form area.

Figure – View Sick Leave Claim

Actions/Functions

The following actions are associated with the View Sick Leave Claim screen:

Action	Function
Close	Closes the screen and returns the user to the My Work Queue screen without saving.
Manage	
View Image	When the View Image link is selected on the View Sick Leave Claim Details screen, a new browser will be opened to display the Sick Leave Claim image. The image viewer will allow the user to zoom, scroll, and print the image as needed.
Edit Sick Leave Claim	Displays the Review Sick Leave Claim screen.

Data Elements

The following data elements are specific to the View Sick Leave Claim screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Details					
Provider Number	Provider Number.	String	No	No	No
Recipient Number	Recipient Number	String	No	No	No
Provider Type	The Provider Type associated with the Sick Leave payment (IHSS or WPCS)	String	No	No	No
Service Period From	The starting date of the service period.	Date	No	No	No
Time Entries					
SUN (01 – 31)	The daily hours of Sick Leave claimed in an HH:MM format.	Integer	No	00:00	Yes
MON (01 – 31)	The day of the week and numeric day labels will be dynamically displayed based on the day/week/year.				
TUE (01 – 31)					
WED (01 – 31)					
THU (01 – 31)					
FRI (01 – 31)					
SAT (01 – 31)					
Weekly Total:	Sum of daily Sick Leave hours for the indicated week. System calculated value as a user enters hours on the screen.	Integer	No	No	No
Hours Claimed (HH:MM)	Sum of weekly Sick Leave Totals in HH:MM format. System calculated value as a user enters hours on the screen.	Integer	No	No	No
Exceptions – This cluster only displays when exception conditions are detected on the sick leave claim and do not display for sick leave claims in Pending Issuance or Issued status. In addition, it does not display when the screen is accessed from the Sick Leave Claim History screen.					
Code	The exception code related to the error condition.	Number	No	No	No
Description	Description of the error condition.	String	No	No	No

Training Note: To navigate from a one time entry field to another, the Tab key must be used. In the Cúram application, the Enter key acts as if the Save link was selected.

DSD 32/Internal Operations/Business Process/Screen Designs/Review Sick Leave Claim

CI	Document Name
CI-822172 - DSD SC IO Sick Leave Review Claim Entry IMPLEMENTED	DSD_SF_IO_Sick_Leave_Review_Claim_Entry.docx

The Review, Sick Leave Claim screen, is accessed by TPF Back Office user selecting the Edit Sick Leave Claim link on the View Sick Leave Claim – Internal Operations screen. This screen is used to make adjustments to or reject a Sick Leave Claim that has been routed to the Sick Leave Claim Errors work queue.

The screenshot displays the 'Review Sick Leave Claim' interface. At the top, there's a header bar with 'Information Payroll System II', 'Case Number', 'Welcome', and a search icon. Below the header, the main form area contains:

- A large dropdown menu labeled 'Reject...'.
- A section for 'Provider Type' set to 'IHSS' and 'Service Period From' set to '11/16/2020'.
- A weekly time entry grid for 'HH:MM' from Sunday to Saturday. Each day has two entries: 'SUN 29:' and 'MON 30:' followed by a 24-hour clock input field.
- Summary fields for 'Weekly Total: 00:00' and 'Total (HH:MM): 00:00'.
- At the bottom are 'Save' and 'Cancel' buttons.

Figure – Review Sick Leave Claim

Actions/Functions

The following actions are associated with the Review Sick Leave Claim screen:

Action	Function
Save	Saves the Sick Leave Claim entry, closes the task, and returns the user to My Work Queue screen.
Cancel	Closes the screen and returns the user to My Work Queue screen without saving the Sick Leave claim entry.
Manage	
View Image	When the View Image link is selected on the View Sick Leave Claim Details screen, a new browser opens to display the Sick Leave Claim image. The image viewer allows the user to zoom, scroll, and print the image as needed.
Reject	Displays the Reject Sick Leave Claim pop-up.

Data Elements

The following data elements are specific to the Review Sick Leave Claim screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Details					
Provider Number	P ro vi der N u m b er	String	No	No	No
Recipient Number	R e ci pi en t N u m b er	String	No	No	No
Provider Type	T h e P ro vi der T y p e a s s o ci at e d w i t h t h e S i c k L e a v e p a y m e n (I H S S or W P C S).	String	No	No	No

Service Period From	The start date of the service period.	Date	No	No	No
Time Entries					
SUN (01 – 31)	The daily hours of Sick Leave available in annual HH:MM format.	Integer	No	00:00	Yes
MON (01 – 31)					
TUE (01 – 31)					
WED (01 – 31)					
THU (01 – 31)					
FRI (01 – 31)					
SAT (01 – 31)					

The day of the week and number of days a year are determined by a mathematical calculation based on the day / week / year.

Weekly Total:	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Sum of daily Sick Leave hours for the indicated week.</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Systemically calculated value as the users enter hours on the screen.</p>	Integer	No	No	No
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Total (HH:MM)	S u m of w e e k l y S i c k L e a v e T o t a l s i n H H : M M f o r m at. S y s t e m c a l c u l a t e d v a l u e a s t h e u s e r e n t e r s h o u r s o n t h e s c r e e n.	Integer	No	No	No
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Exceptions – This cluster only displays when exception conditions are detected on the sick leave claim and do not display for sick leave claims in Pending Issuance or Issued status. In addition, it does not display when the screen is accessed from the Sick Leave Claim History screen.

Code	The exception code related to the error or condition.	Number	No	No
Description	Description of the error or condition.	String	No	No

Training Note: To navigate from a one-time entry field to another, the Tab key must be used. In the Cúram application, the Enter key acts as if the Save link has been selected.

DSD 32/Internal Operations/Business Process/Screen Designs/Reject Sick Leave Claim

CI	Document Name
CI-822173 - DSD SC IO Reject Sick Leave Claim IMPLEMENTED	DSD_SC_IO_Reject_Sick_Leave_Claim.docx

The Reject Sick Leave Claim pop-up displays when the Reject action link is selected on the Review Sick Leave Claim screen. This pop-up requires the user to confirm the Sick Leave Claim rejection action.

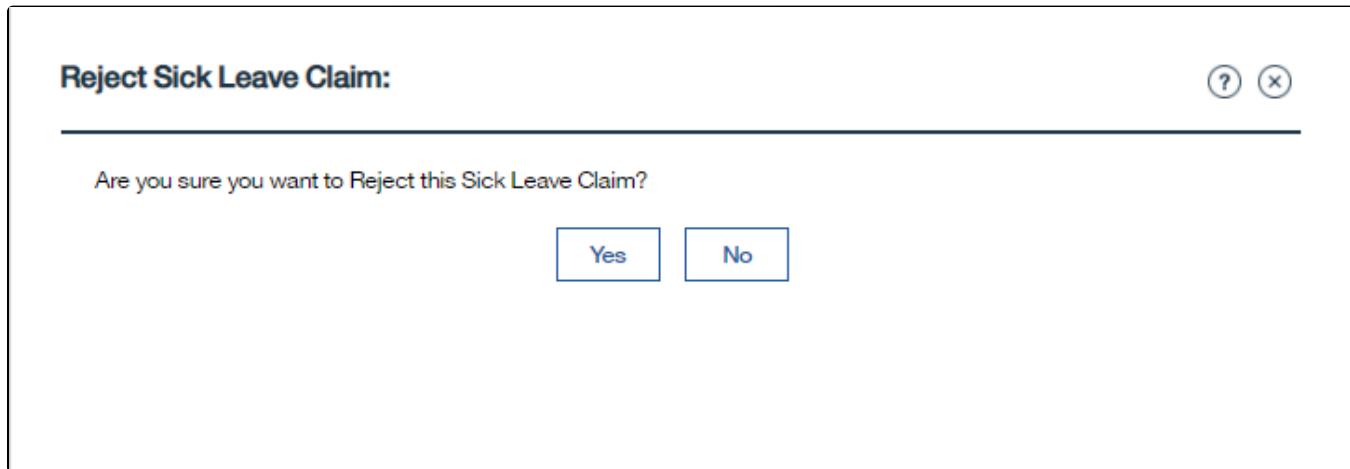


Figure – Reject Sick Leave Claim

Actions/Functions

The following actions are associated with the Reject Sick leave Claim pop-up:

Action	Function
Yes	Rejects the Sick Leave Claim, closes the task, and returns the user to the My Work Queue screen.
No	Closes the screen and returns the user to the Review Sick Leave Claim screen.

Data Elements

There are no data elements specific to the Reject Sick Leave Claim pop-up.

Training Note: To navigate from one time entry field to another, the Tab key must be used. In the Cúram application, the Enter key acts as if the Save link has been selected.

DSD 32/Internal Operations/Business Process/Screen Designs/Warrant Replacements

CI	Document Name
CI-459402 - DSD SC Warrant Replacements IMPLEMENTED	DSD_SC_Warrant_Replacements.doc

The Warrant Replacements screen is accessible from the My Workspace screen by CGI Back Office staff. By default the Warrant Replacements screen lists warrant replacements entered by CGI Back Office staff on the current date. To view historical replacement entries, search criteria can be entered to display replacement entries by Replacement Entry Date, Replacement Date, or Warrant Number. The Warrant Replacements list is sorted by Replacement Entry Date (descending), Replacement Date (descending) and then Warrant Number (ascending). The screen includes links to enter new warrant replacement information and search for existing replacement entries.

Figure – Warrant Replacements

Actions/Functions

The following actions are associated with the Warrant Replacements screen:

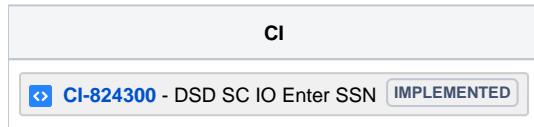
Action	Function
Search	Performs a search of replacement entries based on the criteria entered.
Reset	Clears all search criteria fields.
Warrant Replacements	
New	Displays the Enter Warrant Replacement screen.
<<Previous	Displays the previous 50 Warrant Replacement records matching the criteria. This hyperlink is only displayed when there are previous records to be displayed.
Next>>	Displays the next group of Warrant Replacement records (up to 50) matching the criteria. This hyperlink is only displayed when there are additional records to be displayed.

Data Elements

The following data elements are specific to the Warrant Replacements screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Search Criteria					
Replacement Entry Date	To search for warrant replacements based on the date the Replacement Date was keyed by CGI Back Office staff.	Date (MM/DD /YYYY)	No	No	Yes
Replacement Date	To search for warrant replacements based on the SCO Replacement Date keyed by CGI Back Office staff.	Date (MM/DD /YYYY)	No	No	Yes
Warrant Number	To search for warrant replacements based on the Warrant Number.	String	No	No	Yes
Warrant Replacement					
Replacement Entry Date	Date on which the Replacement Date was keyed by CGI Back Office staff.	Date (MM/DD /YYYY)	No	No	No
Replacement Date	Date on which the warrant was replaced by the SCO.	Date (MM/DD /YYYY)	No	No	No
Warrant Number	Identifier of the warrant issued by the SCO.	String	No	No	No
Issue Date	Date on which the warrant was issued by the SCO.	Date (MM/DD /YYYY)	No	No	No
Net Amount	Net amount of the payment after deductions.	Decimal	No	No	No
County	Name of county which served the case/Recipient when the payment was made.	String	No	No	No
Case Number	CMIPS case number associated with payment.	Number	No	No	No
Recipient Name	Name of the Recipient associated with the payment in Last Name, First Name order.	String	No	No	No
Payee Number	CMIPS Recipient Number or Provider Number associated with the payee.	Number	No	No	No
Payee Name	Name of the payee in Last Name, First Name order.	String	No	No	No

DSD 32/Internal Operations/Business Process/Screen Designs/Enter SSN



The Enter SSN popup displays when the Verify SSN link is selected on the HelpDesk Person Home screen.

A screenshot of a 'Enter SSN' popup window. The title bar says 'Enter SSN:' and has two circular icons (a question mark and a close button). Below the title bar, a red asterisk and the text '* required field' are displayed. The main input area contains the label 'SSN:' followed by a text input field. At the bottom of the window are two buttons: 'Verify' and 'Cancel'.

Figure – Enter SSN

A screenshot of a confirmation message titled 'SSN Verified:'. It features a grey header bar with a question mark and a close button. Below the header, a message box contains an information icon (a blue circle with a white 'i') and the text 'SSN is correct.' At the bottom of the message box is a 'Close' button.

Figure – Enter SSN - User Entered Correct SSN

Actions/Functions

The following actions are associated with the HelpDesk Enter SSN screen:

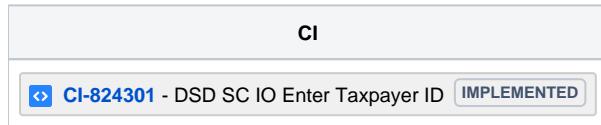
Action	Function
Verify	This button when selected, verifies if the SSN entered is correct or invalid.
Cancel	This button when selected, takes the user to Person Home screen.
Close	This button when selected, takes the user to Person Home screen

Data Elements

The following data elements are specific to the HelpDesk Enter SSN screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Name					
SSN	The Social Security Number of the Provider or Recipient	String	Yes	No	Yes

DSD 32/Internal Operations/Business Process/Screen Designs/Enter Taxpayer ID



The Enter Taxpayer ID popup displays when the Verify Taxpayer ID link is selected on the HelpDesk Person Home screen.

A screenshot of a 'Enter Taxpayer ID' dialog box. It features a header with the title 'Enter Taxpayer ID:' and two circular icons (a question mark and a close button). Below the header is a note indicating '* required field'. The main input area contains the label 'Taxpayer ID:' followed by a text input field. At the bottom of the dialog are two buttons: 'Verify' and 'Cancel'.

Figure – Enter Taxpayer ID

A screenshot of a 'Taxpayer ID Verified' dialog box. It has a header with the title 'Taxpayer ID Verified:' and two circular icons. The main content area contains a message icon with the text 'Taxpayer ID is correct.' Below the message is a single 'Close' button.

Figure – Enter Taxpayer ID - User Entered Correct Taxpayer ID

Actions/Functions

The following actions are associated with the HelpDesk Enter Taxpayer ID screen:

Action	Function
Verify	This button when selected, verifies if the Taxpayer ID entered is correct or invalid.
Cancel	This button when selected, takes the user to Person Home screen.
Close	This button when selected, takes the user to Person Home screen

Data Elements

The following data elements are specific to the HelpDesk Enter Taxpayer ID screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Name					
Taxpayer ID	The Taxpayer ID of the Recipient	String	Yes	No	Yes

DSD 32/Internal Operations/Business Process/Navigation Elements

The following Navigational Links will display in the Left Navigation Menu of the Help Desk Workspace screen:

CI	Document Name
CI-799334 - DSD SF IO Provider Help Desk Navigation IMPLEMENTED	DSD_SF_IO_Provider_Help_Desk_Navigation.docx

The following Navigational Links will display in the Left Navigation Menu of the Help Desk Workspace screen:

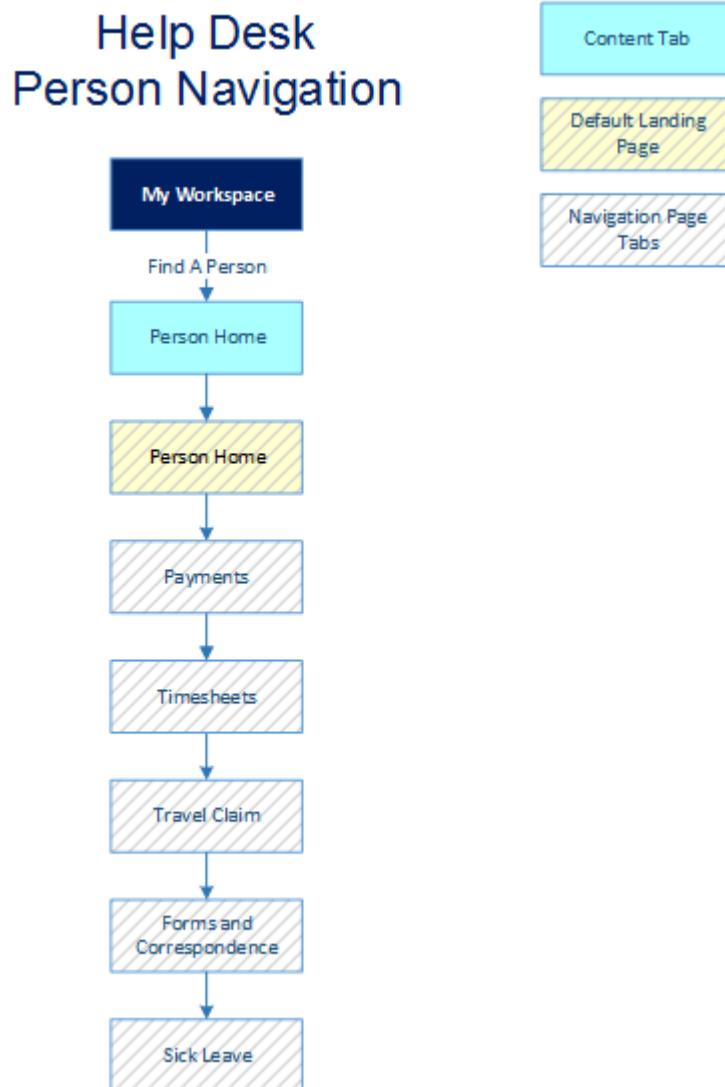


Figure – Internal Operations – Provider Help Desk Navigation

DSD 32/Internal Operations/Business Process/Error Messages

This section will define the validation edits on the screens and will document the error messages that will be displayed for each edit.

- DSD 32/Internal Operations/Business Process/Error Messages (1-20)
- DSD 32/Internal Operations/Business Process/Error Messages (21-40)
- DSD 32/Internal Operations/Business Process/Error Messages (41-60)
- DSD 32/Internal Operations/Business Process/Error Messages (61-80)
- DSD 32/Internal Operations/Business Process/Error Messages (81-100)
- DSD 32/Internal Operations/Business Process/Error Messages (101-120)

No.	Requirement ID	CI	Screen Name or User Action	Condition	Action	Error
1	16557	CI-291546 - DSD EM IO 001 IMPLEMENTED	Help Desk Create Form	EFT Details are blank and the user selects one of the following forms and selects Save: <ul style="list-style-type: none"> • EFT Bank Reject – Recipient • EFT Enrollment Pre-note Reject – Recipient • EFT Bank Reject – Provider • EFT Enrollment Pre-note Reject – Provider 	Do not allow the action	The following message appears on the screen: "EFT Details – Reject Reason is required."
2	13414	CI-291547 - DSD EM IO 002 IMPLEMENTED	EFT Details pop-up screen	If one of the following reasons (Bank Reject Reason) is selected and the Account Number is blank The bank indicates the account number or other account information it received regarding your direct deposit is incorrect. The account number the bank reported receiving is <insert account number>. Please contact your bank to obtain the correct information. The bank indicates the account type (checking or savings) it received regarding your direct deposit is incorrect. The account number the bank reported receiving is <insert account number>. Please contact your bank to obtain the correct information. The bank has reported depositing funds into a different account number than the one you submitted on your EFT enrollment form. The account number being reported by your bank is <insert account number>. This may be an internal change DONE BY the bank or you may have requested a new account number. However, to ensure that your funds are being deposited to the account of your choosing, your EFT is being cancelled until you submit a new EFT enrollment form with the correct information.	Do not allow the action	The following message appears on the screen: "Account Number is required."
3	13414	CI-291548 - DSD EM IO 003 IMPLEMENTED	EFT Details pop-up screen	If a reason is selected from Enrollment Reject Reason and there is no selection in Enrollment Request Type	Do not allow the action	The following message appears on the screen: "Enrollment Request Type is required."
4	13414	CI-291549 - DSD EM IO 004 IMPLEMENTED	EFT Details pop-up screen	If one of the following reasons (Pre-note Reject Reason) is selected and the Account Number is blank The bank indicates the account number or other account information it received regarding your direct deposit is incorrect. The account number the bank reported receiving is <insert account number>. Please contact your bank to obtain the correct information. The bank indicates the account type (checking or savings) it received regarding your direct deposit is incorrect. The account number the bank reported receiving is <insert account number>. Please contact your bank to obtain the correct information.	Do not allow the action	The following message appears on the screen: "Account Number is required."
5	13414, 16589	CI-291550 - DSD EM IO 005 IMPLEMENTED	HelpDesk Person Search	When an attempt is made to search for a person and the following are true: <ul style="list-style-type: none"> • SSN is blank • CIN is blank • Last Name is blank • Street Number and Street Name are blank • Phone Number is blank • Email Address is blank Other search criteria are or are not entered	Do not allow the action	Display the error message: "One or more of the following search criteria are required: SSN, Full or Partial Last Name, CIN, Street Number and Street Address, Phone Number, or Email Address."

6	16589	CI-291551 - DSD EM IO 006 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and no entries were made in the Service Period From Date or Service Period To Date or Timesheet Number fields	Do not allow the action	Display the error message: "Entry of a Service Period Date range or a Timesheet Number is required for the search"
7	16589	CI-291552 - DSD EM IO 007 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period From Date (MM/DD/CCYY) is entered using a DD value other than the 1st or 16th	Do not allow the action	Display the error message: "Service Period From Date must be the 1st or 16th of the month"
8	16589	CI-291553 - DSD EM IO 008 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and a Service Period To Date (MM/DD/CCYY) is entered using a DD value other than the 15th or the last day of the MM entered	Do not allow the action	Display the error message: "Service Period To Date must be the 15th or the last day of the month"
9	16589	CI-291554 - DSD EM IO 009 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period To Date is before the Service Period From Date	Do not allow the action	Display the error message: "Service Period To Date must be after the Service Period From Date"
10	16589	CI-291555 - DSD EM IO 010 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period From Date and Service Period To Date range exceeds six months	Do not allow the action	Display the error message: "Service Period From Date and Service Period To Date range cannot exceed six months"
11	16589	CI-291556 - DSD EM IO 011 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period To Date is entered without a Service Period From Date	Do not allow the action	Display the error message: "Service Period From Date must be entered when a Service Period To Date is entered"
12	16589	CI-291557 - DSD EM IO 012 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period From Date is entered without a Service Period To Date	Allow the action	Return results for a six month range starting with the Service Period From Date
13	16589	CI-291558 - DSD EM IO 013 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and a Timesheet Number is entered that was not previously issued in CMIPS	Do not allow the action	Display the error message: "Timesheet Number - [insert timesheet number] Not Found"
14		Message Removed Prior to CMIPS Implementation				
15	16589	CI-291560 - DSD EM IO 015 IMPLEMENTED	Timesheet Search (Person Perspective - Provider)	When an attempt is made to search for timesheets and a Timesheet Number is entered that was not previously issued to the Provider.	Do not allow the action	Display the error message: "Timesheet Number - [insert timesheet number] not previously issued to this Provider"

16	16589	CI-291561 - DSD EM IO 016 <small>IMPLEMENTED</small>	HelpDesk Payment Search	When an attempt is made to search for payments and no entries were made in the Service Period From Date or Service Period To Date or Warrant Number fields.	Do not allow the action	Display the error message: "Entry of a Service Period Date range or a Warrant Number is required for the search"
17	16589	CI-291562 - DSD EM IO 017 <small>IMPLEMENTED</small>	HelpDesk Payment Search	When an attempt is made to search for payments and the Service Period From Date (MMDDCCYY) is entered using a day value other than the 1st or 16th.	Do not allow the action	Display the error message: "Service Period From Date must be the 1st or 16th of the month"
18	16589	CI-291563 - DSD EM IO 018 <small>IMPLEMENTED</small>	HelpDesk Payment Search	When an attempt is made to search for payments and a Service Period To Date (MMDDCCYY) entered is a day value other than the 15th or the last day of the month entered.	Do not allow the action	Display the error message: "Service Period To Date must be the 15th or the last day of the month"
19	16589	CI-291564 - DSD EM IO 019 <small>IMPLEMENTED</small>	HelpDesk Payment Search	When an attempt is made to search for payments and the Service Period To Date is before the Service Period From Date.	Do not allow the action	Display the error message: "Service Period To Date must be after the Service Period From Date"
20	16589	CI-291565 - DSD EM IO 020 <small>IMPLEMENTED</small>	HelpDesk Payment Search	When an attempt is made to search for payments and the Service Period From Date and Service Period To Date range exceeds thirteen months.	Do not allow the action	Display the error message: "Service Period From Date and Service Period To Date range cannot exceed thirteen months"

No.	Requirement ID	CI	Screen Name or User Action	Condition	Action	Error
21	16589	CI-291566 - DSD EM IO 021 <small>IMPLEMENTED</small>	HelpDesk Payment Search	When an attempt is made to search for payments and the Service Period From Date is entered without a Service Period To Date.	Do not allow the action	Display the error message: "Service Period To Date must be entered when a Service Period From Date is entered"
22	16589	CI-291567 - DSD EM IO 022 <small>IMPLEMENTED</small>	HelpDesk Payment Search	When an attempt is made to search for payments and the Service Period To Date is entered without a Service Period From Date.	Do not allow the action	Display the error message: "Service Period From Date must be entered when a Service Period To Date is entered"
23	16589	CI-291568 - DSD EM IO 023 <small>IMPLEMENTED</small>	HelpDesk Payment Search	When an attempt is made to search for payments and a Warrant Number is entered that was not previously issued in CMIPS.	Do not allow the action	Display the error message: "Warrant Number Not Found"
24	16589	CI-291569 - DSD EM IO 024 <small>IMPLEMENTED</small>	HelpDesk Payment Search	When an attempt is made to search for payments and a Warrant Number is entered that was not previously issued to the person.	Do not allow the action	Display the error message: "Warrant Number not previously issued to this person"

25	16557	CI-291570 - DSD EM IO 025 IMPLEMENTED	HelpDesk Create Form	When Save is selected and the Correspondent is not a Provider and one of the following forms is selected: <ul style="list-style-type: none"> SOC 2298 – IHSS Program and Waiver Personal Care Services (WPCS) Program Live-In Self-Certification Form for IRS Federal Tax Wage Exclusion SOC 2299 – IHSS Program Live-In Self-Certification Cancellation Form for IRS Federal Tax Wage Exclusion SOC 829 – Enrollment/Change /Cancellation Form EFT Bank Reject – Provider EFT Enrollment Prenote Reject – Provider 	Do not allow the action	Display the error message: "Selected Correspondent must be a Provider."
26	16557	CI-291571 - DSD EM IO 026 IMPLEMENTED	HelpDesk Create Form	When Save is selected and the Correspondent is not a Recipient and one of the following forms is selected: <ul style="list-style-type: none"> SOC 404 – Recipient Direct Deposit Outreach Letter EFT Bank Reject – Recipient EFT Enrollment Prenote Reject – Recipient 	Do not allow the action	Display the error message: "Selected Correspondent must be a Recipient."
27	20765 20797	CI-497765 - DSD EM IO 027 IMPLEMENTED	Reissue Large Font Timesheet	When the Reissue link is selected on the Reissue Large Font Timesheet screen AND The Recipient does not have an indicated Timesheet Option of "Large Font Timesheet"	Do not allow the action	Display the message: "The Recipient does not have the indicated Timesheet Option of Large Font Timesheet. Timesheet reissuance not allowed."
28	20765 20797	CI-497766 - DSD EM IO 028 IMPLEMENTED	Reissue Large Font Timesheet	When the Reissue link is selected on the Reissue Large Font Timesheet screen AND The Recipient has an indicated Timesheet Accommodation of "Large Font Timesheet" AND The timesheet associated with the entered Service Period From date and Service Period To date is in any other status than "Issued"	Do not allow the action	Display the message: "Timesheet reissuance not allowed for a timesheet in a status other than 'Issued'."
29	20765 20797	CI-497767 - DSD EM IO 029 IMPLEMENTED	Reissue Large Font Timesheet	When the Reissue link is selected on the Reissue Large Font Timesheet screen AND The entered <ul style="list-style-type: none"> Recipient Case Number Provider Number Large Font Timesheet Do not all match a specific timesheet record.	Do not allow the action	Display the message: "Large Font Timesheet details entered are not correct. Please re-enter Recipient Case Number, Provider Number, and Large Font Timesheet Number."
30	20847	CI-514044 - DSD EM IO 30 IMPLEMENTED	Travel Claim Manual Entry – Travel Claim Number	When a Travel Claim Number is entered AND The Travel Claim Number was not previously issued in CMIPS	Do not allow the action	Display the error message: "Travel Claim Number - [insert entered travel claim number] Not Found"
31	20847 20875	CI-514045 - DSD EM IO 31 IMPLEMENTED	Travel Claim Manual Entry – Travel Claim Number	When a Travel Claim Number is entered AND The Travel Claim Number is in a status of "Processed".	Do not allow the action	Display the error message: "Travel Claim Number - [insert travel claim number] previously processed."
32			This Error Message is removed with CR 1135			

33			This Error Message is removed with CR 1135			
34			This Error Message is removed with CR 1135			
35			This Error Message is removed with CR 1135			
36		 CI-514050 - DSD EM IO 36 IMPLEMENTED	Travel Claim Manual Entry hyperlink	When a user selects the Travel Claim Manual Entry hyperlink and does not have a user id that includes the HPETRAVELCLAIMPAYMENTROLE security role.	Do not allow the action.	Display the error message: "User does not have sufficient security access to perform this action."
37			This Error Message is removed with CR 1135			
38			This Error Message is removed with CR 1135			
39			This Error Message is removed with CR 1135			
40			This Error Message is removed with CR 1135			

No.	Requirement ID	CI	Screen Name or User Action	Condition	Action	Error
41	20847	 CI-673775 - DSD EM IO 41 IMPLEMENTED	Travel Claim Manual Entry – Time Entries OR Modify Travel Claim Manual Entry OR Review Travel Claim	When an attempt is made to Save a travel claim with no entries greater than zero in any of the time entry fields.	Do not allow the action	Display the error message "Entry in at least one time entry field is required."
42	20847	 CI-673776 - DSD EM IO 42 IMPLEMENTED	Travel Claim Manual Entry – Time Entries OR Modify Travel Claim Manual Entry OR Review Travel Claim	When an attempt is made to save a travel claim. AND A negative value is indicated for any time entry.	Do not allow the action	Display the error message, "Negative values not allowed."
43	20847	 CI-673777 - DSD EM IO 43 IMPLEMENTED	Travel Claim Manual Entry – Travel Claim Number	When the continue link is selected on the Travel Claim Manual Entry – Travel Claim Number screen. AND The Travel Claim Status for the entered travel claim number = 'Cancelled' (TTCS05).	Do not allow the action	Display the error message: "Travel Claim payment has been voided, travel claim is cancelled."

44	20985	CI-718025 - DSD EM IO 44 IMPLEMENTED	IRS Live-in Provider Self-Certification Search	When the Continue link is selected, and the provider number is not valid.	Do not allow the action	Display the error message: "Provider number is invalid."
45	20985	CI-718026 - DSD EM IO 45 IMPLEMENTED	IRS Live-in Provider Self-Certification Search	When the Continue link is selected, and the case number is not valid.	Do not allow the action	Display the error message: Case number is invalid."
46	20985	CI-718027 - DSD EM IO 46 IMPLEMENTED	IRS Live-in Provider Self-Certification Search	When the Continue link is selected, and the provider is not assigned to the case	Do not allow the action	Display the error message: "The provider is not assigned to the case."
47	20985	CI-718028 - DSD EM IO 47 IMPLEMENTED	IRS Live-in Provider Self-Certification Entry	When the Save link is selected, and the Live-in Self-Certification field is set to the same indicator as the current status.	Do not allow this action	Display the error message: "The Live-in Self-Certification indicator cannot be the same as the current status."
48	21049	CI-754619 - DSD EM IO 48 IMPLEMENTED	IHSS Website – User Search screen	When User Type = Provider AND Provider Number entry is not (9) numeric characters AND User leaves the field	Do not allow the action	Highlight the Provider Number field AND Display the error message: "Provider Number must be 9 digits."
49	21049	CI-754620 - DSD EM IO 49 IMPLEMENTED	IHSS Website – User Search screen	When User Type = Recipient AND Case Number entry is not (7) numeric characters AND User leaves the field.	Do not allow the action	Highlight the Case Number field AND Display the error message: "Case Number must be 7 digits."
50		754,621	Removed with CR 1287 – Sprint 16			
51	21049	CI-754622 - DSD EM IO 51 IMPLEMENTED	IHSS Website – User Search screen	When the Help Desk user clicks the Search button AND The Provider Number is not found in the IHSS Website OR The Case Number is not found in the IHSS Website	Do not allow the action	Highlight the Provider or Case Number field AND Display the error message: "The entered <variable (not the actual number but rather the word): Provider or Case> Number is not found."
52	21049	CI-754623 - DSD EM IO 52 IMPLEMENTED	IHSS Website – User Validation screen	When the Help Desk user clicks the Password Reset button AND Email is generated to the Provider or Recipient	Allow the action	Display the informational pop-up: "Email to complete password reset has been sent to the user."
53	21051	CI-754667 - DSD EM IO 53 IMPLEMENTED	Website Support User Register Step 1 of 5	When a user selects the Next button AND Cúram interface response is 'False'	Do not allow the action	WEBSITE: Display the error message : "User is not authorized to register as a support user with the IHSS Website." CM: Interface response was 'False'

54	21051	 CI-754668 - DSD EM IO 54 IMPLEMENTED	Website Support User Register Step 2 of 5	When a user selects the Next button on the Website Support User – Register Step 2 of 5 screen AND The User Name entered in User Name matches a user name already stored in the IHSS Website.	Do not allow the action	WEBSITE: Highlight the User Name field AND Display the error message: "User Name already exists. If you have not registered before please select a different user name." CM: N/A
55	21051	 CI-754669 - DSD EM IO 55 IMPLEMENTED	Website Support User Register Step 2 of 5	When a user enters a value in the Password field that is not alphanumeric.	Do not allow the action	WEBSITE: Highlight the Password field AND Display the error message: "Password must contain a combination of letters (A-Z or a-z) and at least 2 numbers (0-9)." CM: N/A
56	21051	 CI-754670 - DSD EM IO 56 IMPLEMENTED	Website Support User Register Step 2 of 5	When a user enters a value in the Password field and the value is less than (8) characters in length.	Do not allow the action	WEBSITE: Highlight the Password field AND Display the error message: "Password must be at least 8 characters in length." CM: N/A
57	21051	 CI-754671 - DSD EM IO 57 IMPLEMENTED	Website Support User Register Step 2 of 5	When a user enters a value in the Password field and the value is greater than (32) characters in length	Do not allow the action	WEBSITE: Highlight the Password field AND Display the error message": "Password cannot be more than 32 characters in length." CM: N/A
58		 CI-754672 - DSD EM IO 58 CANCELLED	Cancelled by ASR Sprint 27 Team 5			
59	21051	 CI-754673 - DSD EM IO 59 IMPLEMENTED	Website Support User Register Step 2 of 5	When a user enters a value in the Confirm Password field which is not an exact match to the Password field	Do not allow the action	WEBSITE: Highlight the Confirm Password field AND Display the error message: "Password does not match." CM: N/A
60	21051	 CI-754674 - DSD EM IO 60 IMPLEMENTED	Website Support User Register Step 1 of 5	When a user selects the Next button AND The CMIPS User ID entered matches a CMIPS User ID already registered with the IHSS Website.	Do not allow the action	WEBSITE: Display the informational pop-up: This CMIPS User ID is already registered with the IHSS Website. Please Login. AND User is redirected to the IHSS Website Login screen CM: N/A

No.	Requirement ID	CI	Screen Name or User Action	Condition	Action	Error
61	21051	 CI-754617 - DSD EM IO 61 IMPLEMENTED	Website Support User Register Step 1 of 5	<p>When a user enters an invalid value in the Email field:</p> <p>Does not include "@" – located at some midpoint in the email address</p> <p>OR</p> <p>Has more than one "@"</p> <p>OR</p> <p>Has less than two (2) characters before the @</p> <p>OR</p> <p>Does not include "." – located after the @ but prior to the end of the string (e.g., '.com', '.net', '.uk' or the like)</p> <p>OR</p> <p>Does not contain at least one character either before or after each "." in the domain name</p> <p>OR</p> <p>Begins or ends with a special character (for example *, ^, %, \$, #)</p>	Do not allow the action	<p>WEBSITE: Highlight the Email field AND Display the error message: "Enter a valid email address" CM: N/A</p>
62	21051	 CI-754618 - DSD EM IO 62 IMPLEMENTED	Website Support User Register Step 1 of 5	<p>When a user enters a value in the CMIPS User ID field on the Website Support User Register Step 1 of 5 OR User Name field on the Website Support User Register Step 2 of 5 screen</p> <p>OR</p> <p>AND</p>	Do not allow the action	<p>WEBSITE: Highlight the CMIPS User ID or User Name field AND Display the error message: "User Name must have at least 6 characters" CM: N/A</p>
63	20983	 CI-766238 - DSD EM IO 63 IMPLEMENTED	IRS Live-In Provider Self-Certification Entry	<p>When the Save link is selected on the IRS Live-In Provider Self-Certification Entry screen</p> <p>AND</p> <p>the previous Self-Certification Status was blank</p> <p>AND</p> <p>the Self-Certification Status is changed to No</p>	Do not allow this action	<p>Display the error message: "The Live-In Self-Certification Status can only be set to No for a record with a previous indication of Yes."</p>
64	21005	 CI-771487 - DSD EM IO 64 IMPLEMENTED	IHSS Website – Register Step 2 of 3	<p>When a user enters a value in the Create User Name on the IHSS Website – Register Step 2 of 5 screen</p> <p>OR</p> <p>When a user enters a value in the Create User Name on the Website Support User – Register Step 2 of 5 screen</p> <p>AND</p> <p>The Create User Name field contains any of the following characters: #, %, &, ', " , > or ?</p>	Do not allow the action	<p>WEBSITE: Highlight the Create User Name field AND Display the error message: "User Name cannot have the # or % or & or ' or " or > or ? characters." (Translated) CM: N/A</p>

65	21005	CI-785969 - DSD EM IO 65 IMPLEMENTED	Help Desk Password Reset	When a user enters a value in the Email field that does not have a valid domain address (e.g. gmail.com)	Do not allow the action	WEBSITE: Highlight the Email field AND Display the error message: "Enter the email address in the format "someone@example.com" (Translated) CM: N/A
66	21005	CI-785970 - DSD EM IO 66 IMPLEMENTED	Help Desk Password Reset	When a user enters a value in the Email field that does not include the following: '@' – located at some midpoint in the email address '.' – located after the @ but prior to the end of the string (e.g., '.com', '.net', '.uk' or the like) Does not contain blank spaces	Do not allow the action	WEBSITE: Highlight the Email field AND Display the error message: "Enter a valid email address" (Translated) CM: N/A
67	21093 21094	CI-790537 - DSD EM IO 67 IMPLEMENTED	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Manual Entry screen AND the current date is on or after the [FLSAConfiguration /IHSS SickLeaveStartDate] and the provider does not have an "Active" Provider Hours for the Pay Period Begin Date entered OR the current date is on or after the [FLSAConfiguration /WPCSSickLeaveStartDate] and the provider does not have an "Active" WPCS Hours segment for the Pay Period Begin Date entered	Do not allow the action	Display the error message: "Provider does not have an "Active" provider segment for the indicated pay period for [IHSS or WPCS]."
68	21093 21094	CI-790538 - DSD EM IO 68 IMPLEMENTED	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Manual Entry screen AND the Pay Period Begin Date is not the 1 st or the 16 th day of a month	Do not allow the action	Display the error message: "Service Period From Date must be the 1 st or the 16 th of a month."
69	21093 21094 21097	CI-790539 - DSD EM IO 69 IMPLEMENTED	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Manual Entry screen AND the provider number entered does not exist	Do not allow the action	Display the error message,: "Provider Number does not exist."
70	21093 21094 21097	CI-790540 - DSD EM IO 70 IMPLEMENTED	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Manual Entry screen AND the case number entered does not exist	Do not allow the action	Display the error message: "Case Number does not exist."
71	12003 21093 21094	CI-790541 - DSD EM IO 71 IMPLEMENTED	Sick Leave Claim Manual Entry – Time Entries Modify Sick Leave Claim – Manual Entry Time Entries	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen OR Modify Sick Leave Manual Entry – Time Entries screen The hours entered on a single day exceed 24 hours	Do not allow the action	Display the error message: "Sick Leave Hours may not exceed 24 hours per day." Note: This error condition is for security redundancy and will not display unless the Cúram OOTB error message "The value entered is too long (25:00) – maximum allowed is '24:00'." is modified in a future Cúram upgrade.

72	12003 21093 21094 21097	CI-790542 - DSD EM IO 72 IMPLEMENTED	Sick Leave Claim Manual Entry – Time Entries Modify Sick Leave Claim – Manual Entry Time Entries	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen OR Modify Sick Leave Manual Entry – Time Entries screen AND hours are entered for a day when the provider or recipient are on Leave or otherwise ineligible	Do not allow the action	Display the error message,: "[Provider/Recipient"] on leave on date Sick Leave is claimed." NOTE: If provider is "On-Leave, then display Provider. If Recipient case status is "Leave" the provider will also be "On-Leave, therefore, only display "Recipient".
73	21093 21094 21096	CI-790543 - DSD EM IO 73 IMPLEMENTED	Sick Leave Claim – Manual Entry Time Entries Modify Sick Leave Claim – Manual Entry Time Entries	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen OR the Save link is selected on the Modify Sick Leave Manual Entry – Time Entries screen AND the provider's Sick Leave Hours "Remaining Hours" for the fiscal year is greater than or equal to 1:00 AND the Total Hours are less than the providers Remaining Hours AND the hours entered for any day are less than 1:00 hour	Do not allow the action	Display the error message: "Sick Leave Hours must be claimed in at least one hour increments when provider's Sick Leave Hours Remaining Hours are greater than or equal to one (1:00) hour."
74	21093 21094 21096	CI-790544 - DSD EM IO 74 IMPLEMENTED	Sick Leave Claim – Manual Entry Time Entries Modify Sick Leave Claim – Manual Entry Time Entries	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen OR Modify Sick Leave Manual Entry – Time Entries screen AND the provider's Sick Leave Hours "Remaining Hours" for the fiscal year is greater than 1:0 AND the hours entered for any day are greater than one hour and the minutes are other than 30 minutes	Do not allow the action	Display the error message: "Remaining Sick Leave Hours greater than one (1:00) hour must be claimed in 30 minute increments."
75	21093 21094 21095	CI-790545 - DSD EM IO 75 IMPLEMENTED	Sick Leave Claim Manual Entry	When the Continue link is selected on the Sick Leave Claim Manual Entry screen AND the Pay Period Begin Date is before the first day of the month prior to the current month	Do not allow the action	Display the error message: "Sick Leave claim must be submitted by the last day of the month following the date claimed."
76	21093 21094 21095	CI-790546 - DSD EM IO 76 IMPLEMENTED	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Claim Manual Entry AND the Pay Period Begin is future to the current pay period Begin Date	Do not allow the action	Display the error message: "Sick Leave claim may not be submitted for a future pay period."

77	21093 21094	CI-790547 - DSD EM IO 77 IMPLEMENTED	Sick Leave Claim Manual Entry – Time Entries	When the Save link is selected on the Sick Leave Claim Manual Entry – Time Entries AND there are hours entered for a day (date) which is future to the current date	Do not allow the action	Display the error message: "Sick Leave may not be claimed for a future date."
78	21093 21094 21095	CI-790548 - DSD EM IO 78 IMPLEMENTED	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Claim Manual Entry AND the Pay Period Begin Date is before the Providers Sick Leave Eligibility Date for the fiscal year associated with Pay Period Begin Date	Do not allow the action	Display the error message: "Provider not eligible to claim sick leave until [MM/DD/YYYY]." NOTE: MM/DD/YYYY – Provider Sick Leave Eligibility Date for fiscal year associated with Pay Period Begin Date
79	21093 21094 21095	CI-790549 - DSD EM IO 79 IMPLEMENTED	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Claim Manual Entry AND Provider Sick Leave Eligibility Date is not indicated for the fiscal year associated with Pay Period Begin Date	Do not allow the action	Display the error message: "Provider has not met Sick Leave eligibility criteria."
80	21093 21094 21096	CI-790550 - DSD EM IO 80 IMPLEMENTED	Sick Leave Claim – Manual Entry Time Entries Modify Sick Leave Claim – Manual Entry Time Entries	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen OR Modify Sick Leave Manual Entry – Time Entries screen AND the provider's Sick Leave Hours "Remaining Hours" for the fiscal year is less than 1:00 AND the Total Hours entered is other than 30 minutes (0:30)	Do not allow the action	Display the error message: "Sick Leave Hours must be claimed in 30 minute increments when Remaining Hours are less than one (1:00)."

No.	Requirement ID	CI	Screen Name or User Action	Condition	Action	Error
81	21093 21094 21096	CI-790551 - DSD EM IO 81 IMPLEMENTED	Sick Leave Claim Manual Entry	When the Continue link is selected on the Sick Leave Manual Entry screen. AND The provider's Sick Leave Hours "Remaining Hours" are zero for the Fiscal Year.	Do not allow the action	Display the error message: "The provider has no remaining sick leave hours for the fiscal year."
82	21101	CI-797793 - DSD EM IO 82 IMPLEMENTED	IHSS Website – User Search screen	When User Type = Recipient AND That IHSS Website registration for the recipient's case number is inactive.	Do not allow the action	Highlight the Case Number field AND Display the error message: "This IHSS user account has been inactivated by the county worker."

83	21101	 CI-800293 - DSD EM IO 83 IMPLEMENTED	IHSS Website – User Search screen	<p>When a user is searching for a Provider.</p> <p>AND</p> <p>A character that IS NOT numeric is entered in the Provider Number field.</p> <p>OR</p> <p>When a user is searching for a Recipient.</p> <p>AND</p> <p>When a character that IS NOT numeric is entered in the Case Number field.</p>	Do not allow the action	<p>WEBSITE:</p> <p>For Provider highlight the Provider Number field</p> <p>AND</p> <p>Display the error message:</p> <p>"Provider Number field must contain numbers only."</p> <p>OR</p> <p>For Recipient highlight the Case Number field</p> <p>AND</p> <p>Display the error message:</p> <p>"Case Number field must contain numbers only."</p> <p>CM: N/A</p>
84	20874	 CI-822262 - DSD EM IO 84 IMPLEMENTED	Review Travel Claim – Missing Provider Number	When the Save button is selected on the Review Travel Claim screen and the Provider Number field is blank.	Do not allow the action	Display the error message "Provider Number' must be entered."
85	20874	 CI-822263 - DSD EM IO 85 IMPLEMENTED	Review Travel Claim – Missing Recipient Number	When the Save button is selected on the Review Travel Claim screen and the Recipient Number field is blank.	Do not allow the action	Display the error message "Recipient Number' must be entered."
86	20874	 CI-822264 - DSD EM IO 86 IMPLEMENTED	Review Travel Claim – Missing Travel Claim Number	When the Save button is selected on the Review Travel Claim screen and the Travel Claim Number field is blank.	Do not allow the action	Display the error message "Travel Claim Number' must be entered."
87	20874	 CI-822265 - DSD EM IO 87 IMPLEMENTED	Review Travel Claim – Missing Type	When the Save button is selected on the Review Travel Claim screen and the Type field is blank.	Do not allow the action	Display the error message. Display the error message "Type' is not a valid value."
88	16203 21093	 CI-822238 - DSD EM IO 88 IMPLEMENTED	Review Sick Leave Claim	When Save button is clicked on Review Sick Leave and Provider Number is empty	Do not allow the action.	Display the error message "Provider Number' must be entered."
89	16203 21093	 CI-822239 - DSD EM IO 89 IMPLEMENTED	Review Sick Leave Claim	When Save button is clicked on Review Sick Leave and Recipient Number is empty	Do not allow the action.	Display the error message "Recipient Number' must be entered."
90	12650	 CI-823467 - DSD EM IO 90 IMPLEMENTED	HelpDesk Person Search	<p>When the user clicks the Search button on the HelpDesk Person Search screen</p> <p>AND</p> <p>Area code entered is not three numeric digits</p>	Do not allow the action	Display the error message, "Area Code must be three numeric digits."
91	12650	 CI-823468 - DSD EM IO 91 IMPLEMENTED	HelpDesk Person Search	<p>When the user clicks the Search button on the HelpDesk Person Search screen</p> <p>AND</p> <p>Phone number entered is not seven numeric digits</p>	Do not allow the action	Display the error message, "Phone Number must be seven numeric digits."
92	12650	 CI-823469 - DSD EM IO 92 IMPLEMENTED	HelpDesk Person Search	<p>When the user clicks the Search button on the HelpDesk Person Search screen</p> <p>AND</p> <p>Three digit Area Code is entered but Phone Number is blank</p> <p>OR</p> <p>Area Code is blank but seven digit Phone Number is entered</p>	Do not allow the action	Display the error message, "Phone number' must be entered."

93	12650	CI-823470 - DSD EM IO 93 IMPLEMENTED	HelpDesk Person Search	<p>When the user clicks the Search button on the HelpDesk Person Search screen</p> <p>AND</p> <p>The email address indicated has more than one "@"</p> <p>OR</p> <p>The email address indicated has less than two (2) characters before the @</p> <p>OR</p> <p>The email address indicated does not contain at least one "." in the domain name</p> <p>OR</p> <p>The email address indicated does not contain at least one character either before or after each "." in the domain name</p> <p>OR</p> <p>The email address indicated begins or ends with a special character (for example *, ^, %, \$, #)</p>	Do not allow the action	Display the error message, "Not a valid email address. Please enter valid email address."
94	21051	CI-823684 - DSD EM IO 94 IMPLEMENTED	Website Support User - Register Step 1 of 5	<p>When the Next button is selected on the Website Support User - Register Step 1 of 5 screen</p> <p>AND</p> <p>First Name field is blank</p>	Do not allow the action	Display the error message, "First Name cannot be blank."
95	21051	CI-823685 - DSD EM IO 95 IMPLEMENTED	Website Support User - Register Step 1 of 5	<p>When the Next button is selected on the Website Support User - Register Step 1 of 5 screen</p> <p>AND</p> <p>Last Name field is blank</p>	Do not allow the action	Display the error message, "Last Name cannot be blank."
96	21051	CI-823686 - DSD EM IO 96 IMPLEMENTED	Website Support User - Register Step 1 of 5	<p>When the Next button is selected on the Website Support User - Register Step 1 of 5 screen</p> <p>AND</p> <p>First Name field contains invalid characters</p>	Do not allow the action	Display the error message, "First Name can only contain letters (A-Z or a-z), apostrophe ('), hyphen/dash (-), and spaces."
97	21051	CI-823687 - DSD EM IO 97 IMPLEMENTED	Website Support User - Register Step 1 of 5	<p>When the Next button is selected on the Website Support User - Register Step 1 of 5 screen</p> <p>AND</p> <p>Last Name field contains invalid characters</p>	Do not allow the action	Display the error message, "Last Name can only contain letters (A-Z or a-z), apostrophe ('), hyphen/dash (-), and spaces."
98	21051	CI-823688 - DSD EM IO 98 IMPLEMENTED	Website Support User - Register Step 1 of 5	<p>When the Next button is selected on the Website Support User - Register Step 1 of 5 screen</p> <p>AND</p> <p>User ID field contains spaces or special characters</p>	Do not allow the action	Display the error message, "User Name cannot have spaces or special characters. You are only allowed to enter letters (A-Z or a-z) or numbers (0-9)."
99	21051	CI-823689 - DSD EM IO 99 IMPLEMENTED	Website Support User - Register Step 1 of 5	<p>When the Next button is selected on the Website Support User - Register Step 1 of 5 screen</p> <p>AND</p> <p>Email Address field is blank</p>	Do not allow the action	Display the error message, "Enter the email address in the format someone@example.com "
100	21051	CI-823691 - DSD EM IO 100 IMPLEMENTED	Website Support User - Register Step 2 of 5	<p>When the Next button is selected on the Website Support User - Register Step 2 of 5 screen</p> <p>AND</p> <p>Password field is blank</p>	Do not allow the action	Display the error message, "User password cannot be blank."

No.	Requirement ID	CI	Screen Name or User Action	Condition	Action	Error
101	21051	 CI-823692 - DSD EM IO 101 IMPLEMENTED	Website Support User - Register Step 2 of 5	When the Next button is selected on the Website Support User - Register Step 2 of 5 screen AND Confirm Password field is blank	Do not allow the action	Display the error message, "Confirm password cannot be blank."
102	21051	 CI-823693 - DSD EM IO 102 IMPLEMENTED	Website Support User - Register Step 3 of 5	When the Next button is selected on the Website Support User - Register Step 3 of 5 screen AND No selection is made from the Security Question dropdown	Do not allow the action	Display the error message, "Security Question cannot be blank."
103	21051	 CI-823694 - DSD EM IO 103 IMPLEMENTED	Website Support User - Register Step 3 of 5	When the Next button is selected on the Website Support User - Register Step 3 of 5 screen AND Security Answer field is blank	Do not allow the action	Display the error message, "Security Answer <1, 2, 3> cannot be blank."
104	21051	 CI-823695 - DSD EM IO 104 IMPLEMENTED	Website Support User - Register Step 3 of 5	When the Next button is selected on the Website Support User - Register Step 3 of 5 screen AND Security Answer field is not alphanumeric	Do not allow the action	Display the error message, "Security Answer <1, 2, 3> cannot have special characters. You are only allowed to enter letters (A-Z or a-z) or numbers (0-9)."
105	21049	 CI-823729 - DSD EM IO 105 IMPLEMENTED	HelpDesk Person Search	When the user clicks the Search button on the HelpDesk Person Search screen AND The phone number entry is 0000000000 or 9999999999	Do not allow the action	Display the error message, "Not a valid phone number. Please enter valid phone number."
106	21383	 CI-824299 - DSD EM IO 106 IMPLEMENTED	Enter SSN	When the user clicks the Verify button on the Enter SSN screen AND The SSN entered is invalid	Do not allow the action	Display the error message: "Invalid SSN, please enter a valid SSN and verify again."
107	21383	 CI-824303 - DSD EM IO 107 IMPLEMENTED	Enter Taxpayer ID	When the user clicks the Verify button on the Enter Taxpayer ID screen AND The Taxpayer ID entered is invalid	Do not allow the action	Display the error message: "Invalid Taxpayer ID, please enter a valid Taxpayer ID and verify again."
108	21383	 CI-824308 - DSD EM IO 108 IMPLEMENTED	IHSS Website – User Validation	When the Verify button is selected on the User Validation screen AND Security Answer is incorrect	Do not allow the action	WEBSITE: Display the error message, "The answer is incorrect, please enter a correct answer and verify again."
109	21383	 CI-824309 - DSD EM IO 109 IMPLEMENTED	IHSS Website – User Validation	When the Verify button is selected on the User Validation screen AND Security Answer is blank	Do not allow the action	WEBSITE: Display the error message, "Answer cannot be blank."

110	21383	CI-824310 - DSD EM IO 110 IMPLEMENTED	Enter SSN	When the user clicks the Verify button on the Enter SSN screen AND The SSN begins with a "9"	Do not allow the action	CM: Display the error message, "A valid Social Security Number cannot begin with nine (9). Please enter a valid SSN."
111	21383	CI-824311 - DSD EM IO 111 IMPLEMENTED	Enter SSN	When the user clicks the Verify button on the Enter SSN screen AND The SSN includes non-numeric value	Do not allow the action	CM: Display the error message, "SSN must be nine numeric digits."
112	21383	CI-824312 - DSD EM IO 112 IMPLEMENTED	Enter Taxpayer ID	When the user clicks the Verify button on the Enter Taxpayer ID screen AND The Taxpayer ID does not begin with a "9"	Do not allow the action	CM: Display the error message, "A valid Taxpayer ID number must begin with the number nine (9). Please enter a valid TIN."
113	21383	CI-824313 - DSD EM IO 113 IMPLEMENTED	Enter Taxpayer ID	When the user clicks the Verify button on the Enter Taxpayer ID screen AND The Taxpayer ID includes non-numeric value	Do not allow the action	CM: Display the error message, "Taxpayer ID must be nine (9) numeric characters."
114	21383	CI-824350 - DSD EM IO 114 IMPLEMENTED	IHSS Website – User Validation	When the Verify button is selected on the User Validation screen AND The security answer is correct	Allow the action	Display the informative notice banner: "The answer is correct!"
115	21383	CI-824381 - DSD EM IO 115 IMPLEMENTED	Enter SSN	When the user clicks the Verify button on the Enter SSN screen AND The SSN is correct	Allow the action	Display the informative notice banner: "SSN is correct."
116	21383	CI-824382 - DSD EM IO 116 IMPLEMENTED	Enter Taxpayer ID	When the user clicks the Verify button on the Enter Taxpayer ID screen AND The Taxpayer ID is correct	Allow the action	Display the informative notice banner: "Taxpayer ID is correct."

DSD 32/Internal Operations/Business Process/Error Messages (1-20)

No.	Requirement ID	CI	Screen Name or User Action	Condition	Action	Error
1	16557	CI-291546 - DSD EM IO 001 IMPLEMENTED	Help Desk Create Form	EFT Details are blank and the user selects one of the following forms and selects Save: <ul style="list-style-type: none">• EFT Bank Reject – Recipient• EFT Enrollment Pre-note Reject – Recipient• EFT Bank Reject – Provider• EFT Enrollment Pre-note Reject – Provider	Do not allow the action	The following message appears on the screen: "EFT Details – Reject Reason is required."
2	13414	CI-291547 - DSD EM IO 002 IMPLEMENTED	EFT Details pop-up screen	If one of the following reasons (Bank Reject Reason) is selected and the Account Number is blank The bank indicates the account number or other account information it received regarding your direct deposit is incorrect. The account number the bank reported receiving is <insert account number>. Please contact your bank to obtain the correct information. The bank indicates the account type (checking or savings) it received regarding your direct deposit is incorrect. The account number the bank reported receiving is <insert account number>. Please contact your bank to obtain the correct information. The bank has reported depositing funds into a different account number than the one you submitted on your EFT enrollment form. The account number being reported by your bank is <insert account number>. This may be an internal change DONE BY the bank or you may have requested a new account number. However, to ensure that your funds are being deposited to the account of your choosing, your EFT is being cancelled until you submit a new EFT enrollment form with the correct information.	Do not allow the action	The following message appears on the screen: "Account Number is required."
3	13414	CI-291548 - DSD EM IO 003 IMPLEMENTED	EFT Details pop-up screen	If a reason is selected from Enrollment Reject Reason and there is no selection in Enrollment Request Type	Do not allow the action	The following message appears on the screen: "Enrollment Request Type is required."
4	13414	CI-291549 - DSD EM IO 004 IMPLEMENTED	EFT Details pop-up screen	If one of the following reasons (Pre-note Reject Reason) is selected and the Account Number is blank The bank indicates the account number or other account information it received regarding your direct deposit is incorrect. The account number the bank reported receiving is <insert account number>. Please contact your bank to obtain the correct information. The bank indicates the account type (checking or savings) it received regarding your direct deposit is incorrect. The account number the bank reported receiving is <insert account number>. Please contact your bank to obtain the correct information.	Do not allow the action	The following message appears on the screen: "Account Number is required."
5	13414, 16589	CI-291550 - DSD EM IO 005 IMPLEMENTED	HelpDesk Person Search	When an attempt is made to search for a person and the following are true: <ul style="list-style-type: none">• SSN is blank• CIN is blank• Last Name is blank• Street Number and Street Name are blank• Phone Number is blank• Email Address is blank Other search criteria are or are not entered	Do not allow the action	Display the error message: "One or more of the following search criteria are required: SSN, Full or Partial Last Name, CIN, Street Number and Street Address, Phone Number, or Email Address."
6	16589	CI-291551 - DSD EM IO 006 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and no entries were made in the Service Period From Date or Service Period To Date or Timesheet Number fields	Do not allow the action	Display the error message: "Entry of a Service Period Date range or a Timesheet Number is required for the search"

7	16589	CI-291552 - DSD EM IO 007 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period From Date (MM/DD/CCYY) is entered using a DD value other than the 1st or 16th	Do not allow the action	Display the error message: "Service Period From Date must be the 1st or 16th of the month"
8	16589	CI-291553 - DSD EM IO 008 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and a Service Period To Date (MM/DD/CCYY) is entered using a DD value other than the 15th or the last day of the MM entered	Do not allow the action	Display the error message: "Service Period To Date must be the 15th or the last day of the month"
9	16589	CI-291554 - DSD EM IO 009 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period To Date is before the Service Period From Date	Do not allow the action	Display the error message: "Service Period To Date must be after the Service Period From Date"
10	16589	CI-291555 - DSD EM IO 010 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period From Date and Service Period To Date range exceeds six months	Do not allow the action	Display the error message: "Service Period From Date and Service Period To Date range cannot exceed six months"
11	16589	CI-291556 - DSD EM IO 011 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period To Date is entered without a Service Period From Date	Do not allow the action	Display the error message: "Service Period From Date must be entered when a Service Period To Date is entered"
12	16589	CI-291557 - DSD EM IO 012 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and the Service Period From Date is entered without a Service Period To Date	Allow the action	Return results for a six month range starting with the Service Period From Date
13	16589	CI-291558 - DSD EM IO 013 IMPLEMENTED	Timesheet Search	When an attempt is made to search for timesheets and a Timesheet Number is entered that was not previously issued in CMIPS	Do not allow the action	Display the error message: "Timesheet Number - [insert timesheet number] Not Found"
14		Message Removed Prior to CMIPS Implementation				
15	16589	CI-291560 - DSD EM IO 015 IMPLEMENTED	Timesheet Search (Person Perspective - Provider)	When an attempt is made to search for timesheets and a Timesheet Number is entered that was not previously issued to the Provider.	Do not allow the action	Display the error message: "Timesheet Number - [insert timesheet number] not previously issued to this Provider"
16	16589	CI-291561 - DSD EM IO 016 IMPLEMENTED	HelpDesk Payment Search	When an attempt is made to search for payments and no entries were made in the Service Period From Date or Service Period To Date or Warrant Number fields.	Do not allow the action	Display the error message: "Entry of a Service Period Date range or a Warrant Number is required for the search"
17	16589	CI-291562 - DSD EM IO 017 IMPLEMENTED	HelpDesk Payment Search	When an attempt is made to search for payments and the Service Period From Date (MMDDCCYY) is entered using a day value other than the 1st or 16th.	Do not allow the action	Display the error message: "Service Period From Date must be the 1st or 16th of the month"

18	16589	 CI-291563 - DSD EM IO 018 IMPLEMENTED	HelpDesk Payment Search	When an attempt is made to search for payments and a Service Period To Date (MMDDCCYY) entered is a day value other than the 15th or the last day of the month entered.	Do not allow the action	Display the error message: "Service Period To Date must be the 15th or the last day of the month"
19	16589	 CI-291564 - DSD EM IO 019 IMPLEMENTED	HelpDesk Payment Search	When an attempt is made to search for payments and the Service Period To Date is before the Service Period From Date.	Do not allow the action	Display the error message: "Service Period To Date must be after the Service Period From Date"
20	16589	 CI-291565 - DSD EM IO 020 IMPLEMENTED	HelpDesk Payment Search	When an attempt is made to search for payments and the Service Period From Date and Service Period To Date range exceeds thirteen months.	Do not allow the action	Display the error message: "Service Period From Date and Service Period To Date range cannot exceed thirteen months"

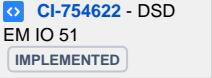
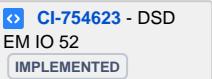
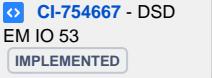
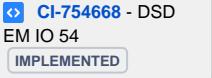
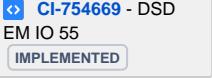
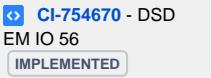
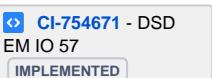
DSD 32/Internal Operations/Business Process/Error Messages (21-40)

No.	Requirement ID	CI	Screen Name or User Action	Condition	Action	Error
21	16589	 CI-291566 - DSD EM IO 021 <small>IMPLEMENTED</small>	HelpDesk Payment Search	When an attempt is made to search for payments and the Service Period From Date is entered without a Service Period To Date.	Do not allow the action	Display the error message: "Service Period To Date must be entered when a Service Period From Date is entered"
22	16589	 CI-291567 - DSD EM IO 022 <small>IMPLEMENTED</small>	HelpDesk Payment Search	When an attempt is made to search for payments and the Service Period To Date is entered without a Service Period From Date.	Do not allow the action	Display the error message: "Service Period From Date must be entered when a Service Period To Date is entered"
23	16589	 CI-291568 - DSD EM IO 023 <small>IMPLEMENTED</small>	HelpDesk Payment Search	When an attempt is made to search for payments and a Warrant Number is entered that was not previously issued in CMIPS.	Do not allow the action	Display the error message: "Warrant Number Not Found"
24	16589	 CI-291569 - DSD EM IO 024 <small>IMPLEMENTED</small>	HelpDesk Payment Search	When an attempt is made to search for payments and a Warrant Number is entered that was not previously issued to the person.	Do not allow the action	Display the error message: "Warrant Number not previously issued to this person"
25	16557	 CI-291570 - DSD EM IO 025 <small>IMPLEMENTED</small>	HelpDesk Create Form	When Save is selected and the Correspondent is not a Provider and one of the following forms is selected: <ul style="list-style-type: none"> • SOC 2298 – IHSS Program and Waiver Personal Care Services (WPCS) Program Live-In Self-Certification Form for IRS Federal Tax Wage Exclusion • SOC 2299 – IHSS Program Live-In Self-Certification Cancellation Form for IRS Federal Tax Wage Exclusion • SOC 829 – Enrollment/Change /Cancellation Form • EFT Bank Reject – Provider • EFT Enrollment Prenote Reject – Provider 	Do not allow the action	Display the error message: "Selected Correspondent must be a Provider."
26	16557	 CI-291571 - DSD EM IO 026 <small>IMPLEMENTED</small>	HelpDesk Create Form	When Save is selected and the Correspondent is not a Recipient and one of the following forms is selected: <ul style="list-style-type: none"> • SOC 404 – Recipient Direct Deposit Outreach Letter • EFT Bank Reject – Recipient • EFT Enrollment Prenote Reject – Recipient 	Do not allow the action	Display the error message: "Selected Correspondent must be a Recipient."
27	20765 20797	 CI-497765 - DSD EM IO 027 <small>IMPLEMENTED</small>	Reissue Large Font Timesheet	When the Reissue link is selected on the Reissue Large Font Timesheet screen AND The Recipient does not have an indicated Timesheet Option of "Large Font Timesheet"	Do not allow the action	Display the message: "The Recipient does not have the indicated Timesheet Option of Large Font Timesheet. Timesheet reissuance not allowed."
28	20765 20797	 CI-497766 - DSD EM IO 028 <small>IMPLEMENTED</small>	Reissue Large Font Timesheet	When the Reissue link is selected on the Reissue Large Font Timesheet screen AND The Recipient has an indicated Timesheet Accommodation of "Large Font Timesheet" AND The timesheet associated with the entered Service Period From date and Service Period To date is in any other status than "Issued"	Do not allow the action	Display the message: "Timesheet reissuance not allowed for a timesheet in a status other than 'Issued'."

29	20765 20797	CI-497767 - DSD EM IO 029 IMPLEMENTED	Reissue Large Font Timesheet	When the Reissue link is selected on the Reissue Large Font Timesheet screen AND The entered <ul style="list-style-type: none">• Recipient Case Number• Provider Number• Large Font Timesheet Do not all match a specific timesheet record.	Do not allow the action	Display the message: "Large Font Timesheet details entered are not correct. Please re-enter Recipient Case Number, Provider Number, and Large Font Timesheet Number."
30	20847	CI-514044 - DSD EM IO 30 IMPLEMENTED	Travel Claim Manual Entry – Travel Claim Number	When a Travel Claim Number is entered AND The Travel Claim Number was not previously issued in CMIPS	Do not allow the action.	Display the error message: "Travel Claim Number - [insert entered travel claim number] Not Found"
31	20847 20875	CI-514045 - DSD EM IO 31 IMPLEMENTED	Travel Claim Manual Entry – Travel Claim Number	When a Travel Claim Number is entered AND The Travel Claim Number is in a status of "Processed".	Do not allow the action.	Display the error message: "Travel Claim Number - [insert travel claim number] previously processed."
32		This Error Message is removed with CR 1135				
33		This Error Message is removed with CR 1135				
34		This Error Message is removed with CR 1135				
35		This Error Message is removed with CR 1135				
36		CI-514050 - DSD EM IO 36 IMPLEMENTED	Travel Claim Manual Entry hyperlink	When a user selects the Travel Claim Manual Entry hyperlink and does not have a user id that includes the HPETRAVELCLAIMPAYMENTROLE security role.	Do not allow the action.	Display the error message: "User does not have sufficient security access to perform this action."
37		This Error Message is removed with CR 1135				
38		This Error Message is removed with CR 1135				
39		This Error Message is removed with CR 1135				
40		This Error Message is removed with CR 1135				

DSD 32/Internal Operations/Business Process/Error Messages (41-60)

No.	Requirement ID	CI	Screen Name or User Action	Condition	Action	Error
41	20847	 CI-673775 - DSD EM IO 41 IMPLEMENTED	Travel Claim Manual Entry – Time Entries OR Modify Travel Claim Manual Entry OR Review Travel Claim	When an attempt is made to Save a travel claim with no entries greater than zero in any of the time entry fields.	Do not allow the action	Display the error message "Entry in at least one time entry field is required."
42	20847	 CI-673776 - DSD EM IO 42 IMPLEMENTED	Travel Claim Manual Entry – Time Entries OR Modify Travel Claim Manual Entry OR Review Travel Claim	When an attempt is made to save a travel claim. AND A negative value is indicated for any time entry.	Do not allow the action	Display the error message, "Negative values not allowed."
43	20847	 CI-673777 - DSD EM IO 43 IMPLEMENTED	Travel Claim Manual Entry – Travel Claim Number	When the continue link is selected on the Travel Claim Manual Entry – Travel Claim Number screen. AND The Travel Claim Status for the entered travel claim number = 'Cancelled' (TTCS05).	Do not allow the action	Display the error message: "Travel Claim payment has been voided, travel claim is cancelled."
44	20985	 CI-718025 - DSD EM IO 44 IMPLEMENTED	IRS Live-in Provider Self-Certification Search	When the Continue link is selected, and the provider number is not valid.	Do not allow the action	Display the error message: "Provider number is invalid."
45	20985	 CI-718026 - DSD EM IO 45 IMPLEMENTED	IRS Live-in Provider Self-Certification Search	When the Continue link is selected, and the case number is not valid.	Do not allow the action	Display the error message: Case number is invalid."
46	20985	 CI-718027 - DSD EM IO 46 IMPLEMENTED	IRS Live-in Provider Self-Certification Search	When the Continue link is selected, and the provider is not assigned to the case	Do not allow the action	Display the error message: "The provider is not assigned to the case."
47	20985	 CI-718028 - DSD EM IO 47 IMPLEMENTED	IRS Live-in Provider Self-Certification Entry	When the Save link is selected, and the Live-in Self-Certification field is set to the same indicator as the current status.	Do not allow this action	Display the error message: "The Live-in Self-Certification indicator cannot be the same as the current status."
48	21049	 CI-754619 - DSD EM IO 48 IMPLEMENTED	IHSS Website – User Search screen	When User Type = Provider AND Provider Number entry is not (9) numeric characters AND User leaves the field	Do not allow the action	Highlight the Provider Number field AND Display the error message: "Provider Number must be 9 digits."
49	21049	 CI-754620 - DSD EM IO 49 IMPLEMENTED	IHSS Website – User Search screen	When User Type = Recipient AND Case Number entry is not (7) numeric characters AND User leaves the field.	Do not allow the action	Highlight the Case Number field AND Display the error message: "Case Number must be 7 digits."

50		754,621	Removed with CR 1287 – Sprint 16			
51	21049	 CI-754622 - DSD EM IO 51 IMPLEMENTED	IHSS Website – User Search screen	When the Help Desk user clicks the Search button AND The Provider Number is not found in the IHSS Website OR The Case Number is not found in the IHSS Website	Do not allow the action	Highlight the Provider or Case Number field AND Display the error message: "The entered <variable (not the actual number but rather the word): Provider or Case> Number is not found."
52	21049	 CI-754623 - DSD EM IO 52 IMPLEMENTED	IHSS Website – User Validation screen	When the Help Desk user clicks the Password Reset button AND Email is generated to the Provider or Recipient	Allow the action	Display the informational pop-up: "Email to complete password reset has been sent to the user."
53	21051	 CI-754667 - DSD EM IO 53 IMPLEMENTED	Website Support User Register Step 1 of 5	When a user selects the Next button AND Cúram interface response is 'False'	Do not allow the action	WEBSITE: Display the error message : "User is not authorized to register as a support user with the IHSS Website." CM: Interface response was 'False'
54	21051	 CI-754668 - DSD EM IO 54 IMPLEMENTED	Website Support User Register Step 2 of 5	When a user selects the Next button on the Website Support User – Register Step 2 of 5 screen AND The User Name entered in User Name matches a user name already stored in the IHSS Website.	Do not allow the action	WEBSITE: Highlight the User Name field AND Display the error message: "User Name already exists. If you have not registered before please select a different user name." CM: N/A
55	21051	 CI-754669 - DSD EM IO 55 IMPLEMENTED	Website Support User Register Step 2 of 5	When a user enters a value in the Password field that is not alphanumeric.	Do not allow the action	WEBSITE: Highlight the Password field AND Display the error message: "Password must contain a combination of letters (A-Z or a-z) and at least 2 numbers (0-9)." CM: N/A
56	21051	 CI-754670 - DSD EM IO 56 IMPLEMENTED	Website Support User Register Step 2 of 5	When a user enters a value in the Password field and the value is less than (8) characters in length.	Do not allow the action	WEBSITE: Highlight the Password field AND Display the error message: "Password must be at least 8 characters in length." CM: N/A
57	21051	 CI-754671 - DSD EM IO 57 IMPLEMENTED	Website Support User Register Step 2 of 5	When a user enters a value in the Password field and the value is greater than (32) characters in length	Do not allow the action	WEBSITE: Highlight the Password field AND Display the error message": "Password cannot be more than 32 characters in length." CM: N/A

58		 CI-754672 - DSD EM IO 58 CANCELLED	Cancelled by ASR Sprint 27 Team 5			
59	21051	 CI-754673 - DSD EM IO 59 IMPLEMENTED	Website Support User Register Step 2 of 5	When a user enters a value in the Confirm Password field which is not an exact match to the Password field	Do not allow the action	WEBSITE: Highlight the Confirm Password field AND Display the error message: "Password does not match." CM: N/A
60	21051	 CI-754674 - DSD EM IO 60 IMPLEMENTED	Website Support User Register Step 1 of 5	When a user selects the Next button AND The CMIPS User ID entered matches a CMIPS User ID already registered with the IHSS Website.	Do not allow the action	WEBSITE: Display the informational pop-up: This CMIPS User ID is already registered with the IHSS Website. Please Login." AND User is redirected to the IHSS Website Login screen CM: N/A

DSD 32/Internal Operations/Business Process/Error Messages (61-80)

No.	Requirement ID	CI	Screen Name or User Action	Condition	Action	Error
61	21051	 CI-754617 - DSD EM IO 61 IMPLEMENTED	Website Support User Register Step 1 of 5	<p>When a user enters an invalid value in the Email field:</p> <p>Does not include "@" – located at some midpoint in the email address</p> <p>OR</p> <p>Has more than one "@"</p> <p>OR</p> <p>Has less than two (2) characters before the @</p> <p>OR</p> <p>Does not include "." – located after the @ but prior to the end of the string (e.g., '.com', '.net', '.uk' or the like)</p> <p>OR</p> <p>Does not contain at least one character either before or after each "." in the domain name</p> <p>OR</p> <p>Begins or ends with a special character (for example *, ^, %, \$, #)</p>	Do not allow the action	<p>WEBSITE: Highlight the Email field AND Display the error message: "Enter a valid email address" CM: N/A</p>
62	21051	 CI-754618 - DSD EM IO 62 IMPLEMENTED	Website Support User Register Step 1 of 5 OR Website Support User Register Step 2 of 5	<p>When a user enters a value in the CMIPS User ID field on the Website Support User Register Step 1 of 5 OR User Name field on the Website Support User Register Step 2 of 5 screen</p> <p>AND</p> <p>The user name entered is not a minimum of 6 characters long</p>	Do not allow the action	<p>WEBSITE: Highlight the CMIPS User ID or User Name field AND Display the error message: "User Name must have at least 6 characters" CM: N/A</p>
63	20983	 CI-766238 - DSD EM IO 63 IMPLEMENTED	IRS Live-In Provider Self-Certification Entry	<p>When the Save link is selected on the IRS Live-In Provider Self-Certification Entry screen</p> <p>AND</p> <p>the previous Self-Certification Status was blank</p> <p>AND</p> <p>the Self-Certification Status is changed to No</p>	Do not allow this action	<p>Display the error message: "The Live-In Self-Certification Status can only be set to No for a record with a previous indication of Yes."</p>
64	21005	 CI-771487 - DSD EM IO 64 IMPLEMENTED	IHSS Website – Register Step 2 of 3	<p>When a user enters a value in the Create User Name on the IHSS Website – Register Step 2 of 5 screen</p> <p>OR</p> <p>When a user enters a value in the Create User Name on the Website Support User – Register Step 2 of 5 screen</p> <p>AND</p> <p>The Create User Name field contains any of the following characters: #, %, &, ', " > or ?</p>	Do not allow the action	<p>WEBSITE: Highlight the Create User Name field AND Display the error message: "User Name cannot have the # or % or & or ' or " or > or ? characters." (Translated) CM: N/A</p>

65	21005	CI-785969 - DSD EM IO 65 <small>IMPLEMENTED</small>	Help Desk Password Reset	When a user enters a value in the Email field that does not have a valid domain address (e.g. gmail.com)	Do not allow the action	WEBSITE: Highlight the Email field AND Display the error message: "Enter the email address in the format "someone@example.com" (Translated) CM: N/A
66	21005	CI-785970 - DSD EM IO 66 <small>IMPLEMENTED</small>	Help Desk Password Reset	When a user enters a value in the Email field that does not include the following: '@' – located at some midpoint in the email address '.' – located after the @ but prior to the end of the string (e.g., '.com', '.net', '.uk' or the like) Does not contain blank spaces	Do not allow the action	WEBSITE: Highlight the Email field AND Display the error message: "Enter a valid email address" (Translated) CM: N/A
67	21093 21094	CI-790537 - DSD EM IO 67 <small>IMPLEMENTED</small>	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Manual Entry screen AND the current date is on or after the [FLSAConfiguration /IHSS SickLeaveStartDate] and the provider does not have an "Active" Provider Hours for the Pay Period Begin Date entered OR the current date is on or after the [FLSAConfiguration /WPCSSickLeaveStartDate] and the provider does not have an "Active" WPCS Hours segment for the Pay Period Begin Date entered	Do not allow the action	Display the error message: "Provider does not have an "Active" provider segment for the indicated pay period for [IHSS or WPCS]."
68	21093 21094	CI-790538 - DSD EM IO 68 <small>IMPLEMENTED</small>	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Manual Entry screen AND the Pay Period Begin Date is not the 1 st or the 16 th day of a month	Do not allow the action	Display the error message: "Service Period From Date must be the 1 st or the 16 th of a month."
69	21093 21094 21097	CI-790539 - DSD EM IO 69 <small>IMPLEMENTED</small>	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Manual Entry screen AND the provider number entered does not exist	Do not allow the action	Display the error message,: "Provider Number does not exist."
70	21093 21094 21097	CI-790540 - DSD EM IO 70 <small>IMPLEMENTED</small>	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Manual Entry screen AND the case number entered does not exist	Do not allow the action	Display the error message: "Case Number does not exist."
71	12003 21093 21094	CI-790541 - DSD EM IO 71 <small>IMPLEMENTED</small>	Sick Leave Claim Manual Entry – Time Entries Modify Sick Leave Claim – Manual Entry Time Entries	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen OR Modify Sick Leave Manual Entry – Time Entries screen The hours entered on a single day exceed 24 hours	Do not allow the action	Display the error message: "Sick Leave Hours may not exceed 24 hours per day." Note: This error condition is for security redundancy and will not display unless the Cúram OOTB error message "The value entered is too long (25:00) – maximum allowed is '24:00'." is modified in a future Cúram upgrade.

72	12003 21093 21094 21097	CI-790542 - DSD EM IO 72 IMPLEMENTED	Sick Leave Claim Manual Entry – Time Entries Modify Sick Leave Claim – Manual Entry Time Entries	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen OR Modify Sick Leave Manual Entry – Time Entries screen AND hours are entered for a day when the provider or recipient are on Leave or otherwise ineligible	Do not allow the action	Display the error message,: "[Provider/Recipient"] on leave on date Sick Leave is claimed." NOTE: If provider is "On-Leave", then display Provider. If Recipient case status is "Leave" the provider will also be "On-Leave", therefore, only display "Recipient".
73	21093 21094 21096	CI-790543 - DSD EM IO 73 IMPLEMENTED	Sick Leave Claim – Manual Entry Time Entries Modify Sick Leave Claim – Manual Entry Time Entries	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen OR the Save link is selected on the Modify Sick Leave Manual Entry – Time Entries screen AND the provider's Sick Leave Hours "Remaining Hours" for the fiscal year is greater than or equal to 1:00 AND the Total Hours are less than the providers Remaining Hours AND the hours entered for any day are less than 1:00 hour	Do not allow the action	Display the error message: "Sick Leave Hours must be claimed in at least one hour increments when provider's Sick Leave Hours Remaining Hours are greater than or equal to one (1:00) hour."
74	21093 21094 21096	CI-790544 - DSD EM IO 74 IMPLEMENTED	Sick Leave Claim – Manual Entry Time Entries Modify Sick Leave Claim – Manual Entry Time Entries	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen OR Modify Sick Leave Manual Entry – Time Entries screen AND the provider's Sick Leave Hours "Remaining Hours" for the fiscal year is greater than 1:0 AND the hours entered for any day are greater than one hour and the minutes are other than 30 minutes	Do not allow the action	Display the error message: "Remaining Sick Leave Hours greater than one (1:00) hour must be claimed in 30 minute increments."
75	21093 21094 21095	CI-790545 - DSD EM IO 75 IMPLEMENTED	Sick Leave Claim Manual Entry	When the Continue link is selected on the Sick Leave Claim Manual Entry screen AND the Pay Period Begin Date is before the first day of the month prior to the current month	Do not allow the action	Display the error message: "Sick Leave claim must be submitted by the last day of the month following the date claimed."
76	21093 21094 21095	CI-790546 - DSD EM IO 76 IMPLEMENTED	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Claim Manual Entry AND the Pay Period Begin is future to the current pay period Begin Date	Do not allow the action	Display the error message: "Sick Leave claim may not be submitted for a future pay period."

77	21093 21094	CI-790547 - DSD EM IO 77 IMPLEMENTED	Sick Leave Claim Manual Entry – Time Entries	When the Save link is selected on the Sick Leave Claim Manual Entry – Time Entries AND there are hours entered for a day (date) which is future to the current date	Do not allow the action	Display the error message: "Sick Leave may not be claimed for a future date."
78	21093 21094 21095	CI-790548 - DSD EM IO 78 IMPLEMENTED	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Claim Manual Entry AND the Pay Period Begin Date is before the Providers Sick Leave Eligibility Date for the fiscal year associated with Pay Period Begin Date	Do not allow the action	Display the error message: "Provider not eligible to claim sick leave until [MM/DD/YYYY]." NOTE: MM/DD/YYYY – Provider Sick Leave Eligibility Date for fiscal year associated with Pay Period Begin Date
79	21093 21094 21095	CI-790549 - DSD EM IO 79 IMPLEMENTED	Sick Leave Claim – Manual Entry	When the Continue link is selected on the Sick Leave Claim Manual Entry AND Provider Sick Leave Eligibility Date is not indicated for the fiscal year associated with Pay Period Begin Date	Do not allow the action	Display the error message: "Provider has not met Sick Leave eligibility criteria."
80	21093 21094 21096	CI-790550 - DSD EM IO 80 IMPLEMENTED	Sick Leave Claim – Manual Entry Time Entries Modify Sick Leave Claim – Manual Entry Time Entries	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen OR Modify Sick Leave Manual Entry – Time Entries screen AND the provider's Sick Leave Hours "Remaining Hours" for the fiscal year is less than 1:00 AND the Total Hours entered is other than 30 minutes (0:30)	Do not allow the action	Display the error message: "Sick Leave Hours must be claimed in 30 minute increments when Remaining Hours are less than one (1:00)."

DSD 32/Internal Operations/Business Process/Error Messages (81-100)

No.	Requirement ID	CI	Screen Name or User Action	Condition	Action	Error
81	21093 21094 21096	 CI-790551 - DSD EM IO 81 IMPLEMENTED	Sick Leave Claim Manual Entry	When the Continue link is selected on the Sick Leave Manual Entry screen. AND The provider's Sick Leave Hours "Remaining Hours" are zero for the Fiscal Year.	Do not allow the action	Display the error message: "The provider has no remaining sick leave hours for the fiscal year."
82	21101	 CI-797793 - DSD EM IO 82 IMPLEMENTED	IHSS Website – User Search screen	When User Type = Recipient AND That IHSS Website registration for the recipient's case number is inactive.	Do not allow the action	Highlight the Case Number field AND Display the error message: "This IHSS user account has been inactivated by the county worker."
83	21101	 CI-800293 - DSD EM IO 83 IMPLEMENTED	IHSS Website – User Search screen	When a user is searching for a Provider. AND A character that IS NOT numeric is entered in the Provider Number field. OR When a user is searching for a Recipient. AND When a character that IS NOT numeric is entered in the Case Number field.	Do not allow the action	WEBSITE: For Provider highlight the Provider Number field AND Display the error message: "Provider Number field must contain numbers only." OR For Recipient highlight the Case Number field AND Display the error message: "Case Number field must contain numbers only." CM: N/A
84	20874	 CI-822262 - DSD EM IO 84 IMPLEMENTED	Review Travel Claim – Missing Provider Number	When the Save button is selected on the Review Travel Claim screen and the Provider Number field is blank.	Do not allow the action	Display the error message "Provider Number' must be entered."
85	20874	 CI-822263 - DSD EM IO 85 IMPLEMENTED	Review Travel Claim – Missing Recipient Number	When the Save button is selected on the Review Travel Claim screen and the Recipient Number field is blank.	Do not allow the action	Display the error message "Recipient Number' must be entered."
86	20874	 CI-822264 - DSD EM IO 86 IMPLEMENTED	Review Travel Claim – Missing Travel Claim Number	When the Save button is selected on the Review Travel Claim screen and the Travel Claim Number field is blank.	Do not allow the action	Display the error message "Travel Claim Number' must be entered."
87	20874	 CI-822265 - DSD EM IO 87 IMPLEMENTED	Review Travel Claim – Missing Type	When the Save button is selected on the Review Travel Claim screen and the Type field is blank.	Do not allow the action	Display the error message. Display the error message "Type' is not a valid value."
88	16203 21093	 CI-822238 - DSD EM IO 88 IMPLEMENTED	Review Sick Leave Claim	When Save button is clicked on Review Sick Leave and Provider Number is empty	Do not allow the action.	Display the error message "Provider Number' must be entered."

89	16203 21093	CI-822239 - DSD EM IO 89 IMPLEMENTED	Review Sick Leave Claim	When Save button is clicked on Review Sick Leave and Recipient Number is empty	Do not allow the action.	Display the error message "Recipient Number' must be entered."
90	12650	CI-823467 - DSD EM IO 90 IMPLEMENTED	HelpDesk Person Search	When the user clicks the Search button on the HelpDesk Person Search screen AND Area code entered is not three numeric digits	Do not allow the action	Display the error message, "Area Code must be three numeric digits."
91	12650	CI-823468 - DSD EM IO 91 IMPLEMENTED	HelpDesk Person Search	When the user clicks the Search button on the HelpDesk Person Search screen AND Phone number entered is not seven numeric digits	Do not allow the action	Display the error message, "Phone Number must be seven numeric digits."
92	12650	CI-823469 - DSD EM IO 92 IMPLEMENTED	HelpDesk Person Search	When the user clicks the Search button on the HelpDesk Person Search screen AND Three digit Area Code is entered but Phone Number is blank OR Area Code is blank but seven digit Phone Number is entered	Do not allow the action	Display the error message, "Phone number' must be entered."
93	12650	CI-823470 - DSD EM IO 93 IMPLEMENTED	HelpDesk Person Search	When the user clicks the Search button on the HelpDesk Person Search screen AND The email address indicated has more than one "@" OR The email address indicated has less than two (2) characters before the @ OR The email address indicated does not contain at least one "." in the domain name OR The email address indicated does not contain at least one character either before or after each "." in the domain name OR The email address indicated begins or ends with a special character (for example *, ^, %, \$, #)	Do not allow the action	Display the error message, "Not a valid email address. Please enter valid email address."
94	21051	CI-823684 - DSD EM IO 94 IMPLEMENTED	Website Support User - Register Step 1 of 5	When the Next button is selected on the Website Support User - Register Step 1 of 5 screen AND First Name field is blank	Do not allow the action	Display the error message, "First Name cannot be blank."
95	21051	CI-823685 - DSD EM IO 95 IMPLEMENTED	Website Support User - Register Step 1 of 5	When the Next button is selected on the Website Support User - Register Step 1 of 5 screen AND Last Name field is blank	Do not allow the action	Display the error message, "Last Name cannot be blank."
96	21051	CI-823686 - DSD EM IO 96 IMPLEMENTED	Website Support User - Register Step 1 of 5	When the Next button is selected on the Website Support User - Register Step 1 of 5 screen AND First Name field contains invalid characters	Do not allow the action	Display the error message, "First Name can only contain letters (A-Z or a-z), apostrophe ('), hyphen/dash (-), and spaces."

97	21051	CI-823687 - DSD EM IO 97 IMPLEMENTED	Website Support User - Register Step 1 of 5	When the Next button is selected on the Website Support User - Register Step 1 of 5 screen AND Last Name field contains invalid characters	Do not allow the action	Display the error message, "Last Name can only contain letters (A-Z or a-z), apostrophe ('), hyphen/dash (-), and spaces."
98	21051	CI-823688 - DSD EM IO 98 IMPLEMENTED	Website Support User - Register Step 1 of 5	When the Next button is selected on the Website Support User - Register Step 1 of 5 screen AND User ID field contains spaces or special characters	Do not allow the action	Display the error message, "User Name cannot have spaces or special characters. You are only allowed to enter letters (A-Z or a-z) or numbers (0-9)."
99	21051	CI-823689 - DSD EM IO 99 IMPLEMENTED	Website Support User - Register Step 1 of 5	When the Next button is selected on the Website Support User - Register Step 1 of 5 screen AND Email Address field is blank	Do not allow the action	Display the error message, "Enter the email address in the format someone@example.com "
100	21051	CI-823691 - DSD EM IO 100 IMPLEMENTED	Website Support User - Register Step 2 of 5	When the Next button is selected on the Website Support User - Register Step 2 of 5 screen AND Password field is blank	Do not allow the action	Display the error message, "User password cannot be blank."

DSD 32/Internal Operations/Business Process/Error Messages (101-120)

No.	Requirement ID	CI	Screen Name or User Action	Condition	Action	Error
101	21051	 CI-823692 - DSD EM IO 101 IMPLEMENTED	Website Support User - Register Step 2 of 5	When the Next button is selected on the Website Support User - Register Step 2 of 5 screen AND Confirm Password field is blank	Do not allow the action	Display the error message, "Confirm password cannot be blank."
102	21051	 CI-823693 - DSD EM IO 102 IMPLEMENTED	Website Support User - Register Step 3 of 5	When the Next button is selected on the Website Support User - Register Step 3 of 5 screen AND No selection is made from the Security Question dropdown	Do not allow the action	Display the error message, "Security Question cannot be blank."
103	21051	 CI-823694 - DSD EM IO 103 IMPLEMENTED	Website Support User - Register Step 3 of 5	When the Next button is selected on the Website Support User - Register Step 3 of 5 screen AND Security Answer field is blank	Do not allow the action	Display the error message, "Security Answer <1, 2, 3> cannot be blank."
104	21051	 CI-823695 - DSD EM IO 104 IMPLEMENTED	Website Support User - Register Step 3 of 5	When the Next button is selected on the Website Support User - Register Step 3 of 5 screen AND Security Answer field is not alphanumeric	Do not allow the action	Display the error message, "Security Answer <1, 2, 3> cannot have special characters. You are only allowed to enter letters (A-Z or a-z) or numbers (0-9)."
105	21049	 CI-823729 - DSD EM IO 105 IMPLEMENTED	HelpDesk Person Search	When the user clicks the Search button on the HelpDesk Person Search screen AND The phone number entry is 0000000000 or 9999999999	Do not allow the action	Display the error message, "Not a valid phone number. Please enter valid phone number."
106	21383	 CI-824299 - DSD EM IO 106 IMPLEMENTED	Enter SSN	When the user clicks the Verify button on the Enter SSN screen AND The SSN entered is invalid	Do not allow the action	Display the error message: "Invalid SSN, please enter a valid SSN and verify again."
107	21383	 CI-824303 - DSD EM IO 107 IMPLEMENTED	Enter Taxpayer ID	When the user clicks the Verify button on the Enter Taxpayer ID screen AND The Taxpayer ID entered is invalid	Do not allow the action	Display the error message: "Invalid Taxpayer ID, please enter a valid Taxpayer ID and verify again."
108	21383	 CI-824308 - DSD EM IO 108 IMPLEMENTED	IHSS Website – User Validation	When the Verify button is selected on the User Validation screen AND Security Answer is incorrect	Do not allow the action	WEBSITE: Display the error message, "The answer is incorrect, please enter a correct answer and verify again."

109	21383	CI-824309 - DSD EM IO 109 IMPLEMENTED	IHSS Website – User Validation	When the Verify button is selected on the User Validation screen AND Security Answer is blank	Do not allow the action	WEBSITE: Display the error message, "Answer cannot be blank."
110	21383	CI-824310 - DSD EM IO 110 IMPLEMENTED	Enter SSN	When the user clicks the Verify button on the Enter SSN screen AND The SSN begins with a "9"	Do not allow the action	CM: Display the error message, "A valid Social Security Number cannot begin with nine (9). Please enter a valid SSN."
111	21383	CI-824311 - DSD EM IO 111 IMPLEMENTED	Enter SSN	When the user clicks the Verify button on the Enter SSN screen AND The SSN includes non-numeric value	Do not allow the action	CM: Display the error message, "SSN must be nine numeric digits."
112	21383	CI-824312 - DSD EM IO 112 IMPLEMENTED	Enter Taxpayer ID	When the user clicks the Verify button on the Enter Taxpayer ID screen AND The Taxpayer ID does not begin with a "9"	Do not allow the action	CM: Display the error message, "A valid Taxpayer ID number must begin with the number nine (9). Please enter a valid TIN."
113	21383	CI-824313 - DSD EM IO 113 IMPLEMENTED	Enter Taxpayer ID	When the user clicks the Verify button on the Enter Taxpayer ID screen AND The Taxpayer ID includes non-numeric value	Do not allow the action	CM: Display the error message, "Taxpayer ID must be nine (9) numeric characters."
114	21383	CI-824350 - DSD EM IO 114 IMPLEMENTED	IHSS Website – User Validation	When the Verify button is selected on the User Validation screen AND The security answer is correct	Allow the action	Display the informative notice banner: "The answer is correct!"
115	21383	CI-824381 - DSD EM IO 115 IMPLEMENTED	Enter SSN	When the user clicks the Verify button on the Enter SSN screen AND The SSN is correct	Allow the action	Display the informative notice banner: "SSN is correct."
116	21383	CI-824382 - DSD EM IO 116 IMPLEMENTED	Enter Taxpayer ID	When the user clicks the Verify button on the Enter Taxpayer ID screen AND The Taxpayer ID is correct	Allow the action	Display the informative notice banner: "Taxpayer ID is correct."

DSD 32/Internal Operations/Business Process/Business Rules

The following Business Rules applies to the Internal Operations and Back Office process:

- DSD 32/Internal Operations/Business Process/Business Rules (1-10)
- DSD 32/Internal Operations/Business Process/Business Rules (11-20)
- DSD 32/Internal Operations/Business Process/Business Rules (21-30)
- DSD 32/Internal Operations/Business Process/Business Rules (31-40)
- DSD 32/Internal Operations/Business Process/Business Rules (41-50)
- DSD 32/Internal Operations/Business Process/Business Rules (51-60)
- DSD 32/Internal Operations/Business Process/Business Rules (61-70)
- DSD 32/Internal Operations/Business Process/Business Rules (71-80)

ID	Requirement ID	CI	Description	When	Action
1	16437	 CI-291545 - DSD BR IO 001 IMPLEMENTED	Direct Deposit Notifications are to be printed by the Vendor Print Center	Upon Save on the Help Desk Create Form Screen	<p>Notices are stored in the following folders in the Share Drive (Proc Server) to be later sent to the Vendor Print Center as defined in the External Interface.</p> <ul style="list-style-type: none"> • Location CMDS992A – Provider and Recipient Enrollment forms (4 page) • Location CMDS992B – Provider Reject Letters (Bank and Pre-note) (6 page)
2	20797	 CI-497772 - DSD BR IO 002 IMPLEMENTED	Reissue Large Font Timesheet	<p>When the Reissue link is selected on the Reissue Large Font Timesheet screen</p> <p>AND</p> <p>The Recipient has an indicated Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The timesheet associated with the Large Font Timesheet Number entered is in Issued status</p> <p>AND</p> <ul style="list-style-type: none"> • The entered Recipient Case Number • The Provider Number • Large Font Timesheet <p>All match a specific timesheet record</p>	<p>Send Large Font Timesheet to the Vendor Print Center for printing and mailing</p> <p>AND</p> <p>Display the informational message: "Timesheet Number [insert timesheet number] has been reissued."</p>
03		 CI-514061 - DSD BR IO 03 IMPLEMENTED	Help Desk Workspace – Travel Claim Manual Entry link	When a user with the HPETRAVELCLAIMPAYMENT selects the Travel Claim Manual Entry hyperlink	The Travel Claim Manual Entry – Travel Claim Number pop-up screen opens.
04		 CI-514062 - DSD BR IO 04 IMPLEMENTED	Travel Claim Manual Entry – Travel Claim Number	<p>When the Continue link is selected</p> <p>AND</p> <p>The entered Travel Claim Number passes all error checks</p>	The Travel Claim Manual Entry – Time Entries screen displays populated with the details of the entered Travel Claim Number.
05			Removed with CR 1135		
06			Removed with CR 1135		
07			Removed with CR 1135		
08			Removed with CR 1135		
09	20985	 CI-718029 - DSD BR IO 09 IMPLEMENTED	TPF Workspace – IRS Live-in Provider Self-Certification link	When a user with the TPF security role selects the IRS Live-in Provider Self-Certification hyperlink	The IRS Live-in Provider Self-Certification Search screen opens.

10	20985	CI-718030 - DSD BR IO 10 IMPLEMENTED	IRS Live-in Provider Self-Certification Search – Provider Number – Case Number	When the Continue link is selected AND The case number and provider number pass all error checks	The IRS Live-in Provider Self-Certification Entry Screen opens, allowing the user to enter the Live-in Certification Status.
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ID	Requirement ID	CI	Description	When	Action
11	20985	CI-718031 - DSD BR IO 11 IMPLEMENTED	IRS Live-in Provider Self-Certification Entry – Provider Number – Live-in Self-Certification	When the Save link is selected and the Live-in Self-Certification is set and passes all error checks	<p>The Live-in Self-Certification indicator is sent to Advantage Payroll through a web service call which returns indication of success in where the current date is applied as the Self-Certification Status date within Case Management.</p> <p>AND</p> <p>IF a provider's IRS Live-in Self-Certification indicator is updated to "Yes" from "No" or "blank"</p> <p> THEN The CaseProvider.EvvEffectiveDt will be updated to 12/31/9999 if it was other than 12/31/9999 AND Any existing unsubmitted timesheets, for this Provider, with isEVV = True will be updated to isEVV = False for that Recipient</p> <p> ELSE IF</p> <p> A provider's IRS Live-In Self-Certification indicator is updated to "No" from "Yes" AND The Provider is registered for an electronic timesheet method AND The Recipient is registered for an electronic timesheet method OR the Recipient has an active EVV Exception</p> <p> THEN The CaseProvider.EvvEffectiveDt will be set to the first day of the upcoming pay period or the Case.EVVEffectiveDt, whichever is later AND Any records corresponding to Provider/Recipient combination in evvLocationData are cleared from table</p> <p> AND IF An unsubmitted electronic timesheet exists for the Recipient /Provider for that pay period, update the isEVV = True</p>
12	21005	CI-754636 - DSD BR IO 12 IMPLEMENTED	IHSS Website – User Search screen – Menu	When the Help Desk user selects the Menu icon on the User Search screen	<p>The Help Desk user menu becomes available</p> <p>The following links are available:</p> <ul style="list-style-type: none"> • Account • Change Password • Log Out • Admin • User Search
13	21005	CI-754637 - DSD BR IO 13 IMPLEMENTED	IHSS Website – User Search screen – Search	When the Help Desk user clicks the Search button on the User Search screen AND No error message is encountered (i.e. match found in IHSS Website)	<p>User is taken to the User Validation screen which is populated with the validation data for the searched individual</p> <p>AND</p> <p>The Language field is enabled with default of English</p>
14	21005	CI-754638 - DSD BR IO 14 IMPLEMENTED	IHSS Website – User Validation screen – Menu	When the Help Desk user selects the Menu icon on the User Validation screen	<p>The Help Desk user menu becomes available</p> <p>The following links are available:</p> <ul style="list-style-type: none"> • Account • Change Password • Log Out • Admin • User Search • User Validation

15	5.5-24a	CI-754639 - DSD BR IO 15 IMPLEMENTED	IHSS ESP – User Validation screen – User Details – Provider	When the Service Desk user clicks the User Details button on the User Validation screen AND The identified individual has a User Type of Provider	The Service Desk user is taken to the Provider Home page for that Provider AND The language view provided will be based on the Language selected by the Service Desk user on the User Validation screen
16	5.5-24a	CI-754640 - DSD BR IO 16 IMPLEMENTED	IHSS ESP – User Validation screen – User Details – Recipient	When the Service Desk user clicks the User Details button on the User Validation screen AND The identified individual has a User Type of Recipient	The Service Desk user is taken to the Recipient Home page for that Recipient AND The language view provided will be based on the Language selected by the Help
17	21005	CI-754641 - DSD BR IO 17 IMPLEMENTED	IHSS Website – User Validation screen – Password Reset button	When the Help Desk user clicks the Password Reset button	Generate Password Reset email (ETSE16) in English with hyperlink to the Reset Password screen without Security Question to the known email address for the identified user AND Generate informational message pop-up for Help Desk user. AND Set hyperlink valid to date/time for 60 minutes AND Remain on populated User Validation screen
18	21005	CI-754642 - DSD BR IO 18 IMPLEMENTED	IHSS Website – User Validation screen – back arrow	When the Help Desk user clicks the back arrow icon	Data is cleared from User Validation screen AND User is returned to a blank User Search screen AND The User Type field is blank and enabled
19	21005	CI-754643 - DSD BR IO 19 IMPLEMENTED	IHSS Website – User Search or User Validation screen – Help Desk Menu	When the Log Out link is selected on the Help Desk Menu	User is logged out of the IHSS Website AND User is returned to the IHSS Website Log In screen
20	21005	CI-754644 - DSD BR IO 20 IMPLEMENTED	IHSS Website – Help Desk Menu – User Validation screen	When the User Search link is selected from the Help Desk Menu on the User Validation screen	User is taken to the User Search screen AND The User Type field is blank and enabled

ID	Requirement ID	CI	Description	When	Action
21	21005	CI-754645 - DSD BR IO 21 IMPLEMENTED	IHSS Website – User Validation screen – Help Desk Menu	When the User Validation link is selected on the Help Desk Menu located on the User Validation screen	The menu is closed AND User remains on the populated User Validation screen
22	21005	CI-754646 - DSD BR IO 22 IMPLEMENTED	IHSS Website – User Search screen – Field Availability	When the Help Desk user selects 'Provider' from the User Type dropdown	The following fields appear and are enabled for entry: Provider Number
23	21005	CI-754647 - DSD BR IO 23 IMPLEMENTED	IHSS Website – User Search screen – Field Availability	When the Help Desk user selects 'Recipient' from the User Type dropdown	The following fields appear and are enabled for entry: Case Number
24	21005	CI-754648 - DSD BR IO 24 IMPLEMENTED	IHSS Website – User Search screen – Search button	When the User Type = 'Provider' AND The following fields have data entered in them: <ul style="list-style-type: none">• Provider Number	Enable the Search button

25	21005	CI-754649 - DSD BR IO 25 IMPLEMENTED	IHSS Website – User Search screen – Search button	When the User Type = 'Recipient' AND The following fields have data entered in them: <ul style="list-style-type: none">• Case Number	Enable the Search button
26	21005	CI-754650 - DSD BR IO 26 IMPLEMENTED	IHSS Website – Admin Menu – User Search	When the User Search link is selected from the Account Menu	User is returned to the User Search screen with only the 'User Type' dropdown visible AND The Search button is visible but disabled
27	21005	CI-754651 - DSD BR IO 27 IMPLEMENTED	IHSS Website – Admin Menu – User Validation	When the User Validation link is selected from the Account Menu	User is returned to the User Validation screen displaying the most recent search results AND The Language field is returned to default
28	21005	CI-754652 - DSD BR IO 28 IMPLEMENTED	Help Desk Menu – Change Password	When the Change Password screen is accessed from the Help Desk Menu AND A user has populated all fields AND No errors are encountered AND The User Name is associated with a Help Desk User Type	WEBSITE: The Change Password button is enabled CM: N/A
29	21005	CI-754653 - DSD BR IO 29 IMPLEMENTED	Access Website Support User Registration – Introduction screen	When a user enters the Website Support User Registration URL into a browser OR When a user selects the Back button on the Website Support User – Register Step 1 of 5 screen	WEBSITE: The user arrives at the Website Support User Registration – Introduction screen AND The Begin Registration Process button is enabled AND The Cancel Registration button is enabled CM: N/A
30	21005	CI-754654 - DSD BR IO 30 IMPLEMENTED	Website Support User Registration – Cancel Registration	When a user selects the Cancel Registration button on the Website Support User Registration – Introduction screen	WEBSITE: Button takes the user to the IHSS Website Login screen. CM: N/A

ID	Requirement ID	CI	Description	When	Action
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31	21005	CI-754655 - DSD BR IO 31 IMPLEMENTED	Website Support User Registration – Begin Registration Process	When a user selects the Begin Registration Process button on the Website Support User Registration – Introduction screen	<p>WEBSITE:</p> <p>The user is taken to the Website Support User – Register Step 1 of 5 screen</p> <p>AND</p> <p>All fields are blank</p> <p>AND</p> <p>All fields are enabled</p> <p>AND</p> <p>The Back button is enabled</p> <p>AND</p> <p>The Next button is enabled</p> <p>CM: N/A</p>
32		CI-754656 - DSD BR IO 32 CANCELLED	Cancelled with ASR Sprint 29 Team 5.		
33	21005	CI-754657 - DSD BR IO 33 IMPLEMENTED	Website Support User Registration Step 1 of 5 – User Validation Interface	When a user selects the Next button on the Website Support User – Register Step 1 of 5 screen	<p>WEBSITE:</p> <p>Interface (CMNE880V) to Cúram with the following:</p> <ul style="list-style-type: none"> • First Name • Last Name • CMIPS User ID (no minimum length validation) • CMIPS Email Address <p>AND IF</p> <p>Cúram response is 'False' then display error message</p> <p>CM:</p> <p>Provide response (CMNE880V) as follows: 'True' = Exact match for all fields and security permission</p> <p>AND</p> <p>Provide support User Type based security permission found ETimesheetHelpDesk Role = Help Desk</p> <p>OR</p> <p>False = Exact match for all fields and User Type or security permission not found</p>
34	21005	CI-754658 - DSD BR IO 34 IMPLEMENTED	Website Support User Registration Step 1 of 5 – User Validation 'True'	When a user selects the Next button on the Website Support User – Register Step 1 of 5 screen	<p>WEBSITE:</p> <p>THEN</p> <p>User is taken to the Website Support User – Register Step 2 of 5 screen with the following fields enabled:</p> <p>User Name (prepopulated from previous step)</p> <ul style="list-style-type: none"> • Create Password • Confirm Password • Show Password (checkbox enabled for user selection) <p>AND</p> <p>The Back button is enabled</p> <p>AND</p> <p>The Next button is enabled</p> <p>CM: N/A</p>

35	21005	CI-754659 - DSD BR IO 35 IMPLEMENTED	Website Support User Registration Step 2 of 5 – Back button	When a user selects the Back button on the Website Support User Register Step 2 of 5 screen	WEBSITE: Clear all entered data from the Website Support User – Register Step 2 of 5 screen AND User is taken to the Website Support User – Register Step 1 of 5 screen CM: N/A
36	21005	CI-754660 - DSD BR IO 36 IMPLEMENTED	Website Support User Registration Step 2 of 5 – Password Mask value on entry	When a user enters data in the listed fields as follows: • (User ID is auto-populated and non-editable) • Create Password – Minimum of (8) characters with at least (2) numeric characters – Mask value on entry • Confirm Password – Must be an exact match to Create Password – Mask value on entry	WEBSITE: Mask value upon entry for Create Password AND Mask value upon entry for Confirm Password CM: N/A
37	21005	CI-754661 - DSD BR IO 37 IMPLEMENTED	Website Support User Registration Step 2 of 5 – Next button	When a user selects the Next button on the Website Support User Registration Step 2 of 5 screen AND No errors are encountered	WEBSITE: User is taken to the Website Support User – Register Step 3 of 5 AND All fields are enabled AND The Back button is enabled AND The Next button is enabled CM: N/A
38		754,662	Cancelled with CR 1286		
39	21005	CI-754663 - DSD BR IO 39 IMPLEMENTED	Website Support User Registration Step 3 of 5 – Back button	When a user selects the Back button on the Website Support User Registration Step 3 of 5 screen	WEBSITE: Clear all entered data from the Website Support User – Register Step 3 of 5 screen AND User is taken to the Website Support User – Register Step 2 of 5 screen cleared of previously entered data except User ID which is auto-populated and non-editable CM: N/A
40		CI-754664 - DSD BR IO 40 CANCELLED	Cancelled with ASR Sprint 29 Team 5.		

ID	Requirement ID	CI	Description	When	Action
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41	21051 21048 21049 21050	CI-754665 - DSD BR IO 41 IMPLEMENTED	Website Support User Registration Step 3 of 5 – Next	When a user selects the Next button on the Website Support User - Register Step 3 of 5 screen	<p>WEBSITE: Registration Account Verification email (ETSE14) is generated in English</p> <p>AND</p> <p>The email is sent to the email address confirmed during registration</p> <p>AND</p> <p>The user is taken to the Website Support User - Register Step 4 of 5 screen</p> <p>AND</p> <p>Return to Login button is enabled. To continue registration, the user must select the link provided in ETSE14.</p> <p>CM: N/A</p>
42	21005	CI-754666 - DSD BR IO 42 IMPLEMENTED	Change Password – Enable Change Password button Support User	<p>When the Change Password screen is accessed from the Support User Menu (accessed from User Search or User Validation screen)</p> <p>AND</p> <p>A user has populated all fields</p> <p>AND</p> <p>No errors are encountered</p> <p>AND</p> <p>The User Name is associated with a Support User Type</p>	Allow the action
43	21005	CI-762660 - DSD BR IO 43 IMPLEMENTED	IHSS Website – User Search or User Validation screen – Help Desk Menu – Change Password	When the Change Password Link is selected from the Help Desk Menu	<p>WEBSITE: The user is taken to the Change Password screen</p> <p>CM: N/A</p>
44	21005	CI-763403 - DSD BR IO 44 IMPLEMENTED	Help Desk Menu – Account Section – Update Account Information	When a user selects the Update Account Information hyperlink in the Account section of the Help Desk Menu	<p>WEBSITE: The user is taken to the Update Account Information screen with the Security Questions dropdowns and Answers fields are visible, disabled and showing default values.</p> <p>AND</p> <p>The Cancel Updates button is enabled</p> <p>AND</p> <p>The Save Updates button is visible but disabled</p> <p>AND</p> <p>The Update Security Questions check box is unchecked and enabled</p> <p>CM: N/A</p>
45	21005	CI-763404 - DSD BR IO 45 IMPLEMENTED	Update Account Information – Cancel Updates – Help Desk User	When the user selects the Cancel Updates button	<p>WEBSITE: User is taken to the User Search screen</p> <p>CM: N/A</p>

46	21005	 CI-763405 - DSD BR IO 46 IMPLEMENTED	Update Account – Update Security Questions – Help Desk Menu	When a Help Desk user type selects the Update Security Questions check box in their applicable menu	WEBSITE: A check mark is displayed in the checkbox AND Security Question drop down fields are enabled AND The Answer fields are enabled CM: N/A
47	21005	 CI-766228 - DSD BR IO 47 IMPLEMENTED	IHSS Website –User Validation screen – Cancel Pending Registration button - Availability	When the User Validation screen is accessed from the User Search screen AND The Registration Status is 'Active"	The Cancel Pending Registration button is disabled
48	21005	 CI-766229 - DSD BR IO 48 IMPLEMENTED	IHSS Website –User Validation screen – Cancel Pending Registration button - Availability	When the User Validation screen is accessed from the User Search screen AND The Registration Status is 'Pending"	The Cancel Pending Registration button is enabled
49	21161	 CI-766230 - DSD BR IO 49 IMPLEMENTED	IHSS Website –User Validation screen – Cancel Pending Registration	When the User Validation screen is accessed from the User Search screen AND The Registration Status is 'Pending" AND The user clicks the Cancel Pending Registration button	Pending registration record is deleted immediately and the user is returned to the User Search screen AND Any and all records with failed attempts for the user is deleted from the UserFailedAttempts table
50	21005 21077	 CI-790157 - DSD BR IO 50 IMPLEMENTED	Back Office – Workspace – Direct Deposit Batches Hyperlink	When a Back Office Operator presses the Direct Deposit Batches Hyperlink from their Case Management Workspace	Display in a new tab the Direct Deposit Screen With the OperatorID field showing the ID of the Operator that is currently logged in AND Display the total number of items in each batch as the Total Requests for that batch AND Display the count of items that have been marked as processed, from the Direct Deposit Batch List screen, as Requests Processed for each batch AND Display the difference Total Requests and Requests Processed as Requests Remaining for each batch AND Display the Batch Reserved date and Reserved By for those batches that were previously Reserved

ID	Requirement ID	CI	Description	When	Action
51	21005 21077	 CI-790158 - DSD BR IO 51 IMPLEMENTED	Direct Deposit Batches - Reserve	When a Back Office Operator presses the Reserve button and a Select radio Button was selected for a batch	Populate The Batch Reserved Date with current date AND Populate the Reserved By field with the Operator ID of the operator logged in.
52	21005 21077	 CI-790159 - DSD BR IO 52 IMPLEMENTED	Direct Deposit Batches - Unreserve	When a Back Office Operator presses the Unreserve button and a Select radio Button was selected for a batch	Clear the Batch Reserved Date AND Clear the Reserved By field

53	21005 21077	CI-790160 - DSD BR IO 53 IMPLEMENTED	Direct Deposit Batches – Batch Name Hyperlink	When a Back Office Operator presses the Batch Name hyperlink for any batch	If a Direct Deposit Batches List screen is currently opened in a tab - Display that tab with the batch list that is currently open in that tab – regardless of which batch hyper link was pressed (to display a different batch list the current batch list tab must be first closed) If a Direct Deposit Batches List screen is not currently opened - Display the selected batch, on the Direct Deposit Batches List screen in a new tab with the Save button active AND Display check marks in the Rejected and Processed Check boxes, Processed Date and OperatorID for those items that were previously processed.
54	21005 21077	CI-790161 - DSD BR IO 54 IMPLEMENTED	Direct Deposit Batches List – Save button	When a Direct Deposit Batches List screen is saved	For those items that have the Processed check box checked and the Processed check box has not been previously been checked Save the Processed indicator to the database and display a check in the Processed check box on the screen AND Save the current date to the database as Processed Date and display the Processed Date on the screen AND Save the ID of the operator currently logged on, to the database as OperatorID and display on the screen in the OperatorID field AND Save the Processed indicator to the database and display on the screen as Processed AND If the Rejected check box was Checked save the rejected indicator to the database and display check in the Rejected check box on the screen For those items where the Processed check box was previously checked Do not update the Rejected check box, Processed check box, Processed Date or Operator IDs on the database NOTE: once the Processed box is checked and the save button has been pressed that row is locked and cannot be unprocessed and the Rejected indicator will not be updated either
55	21093 21094	CI-790567 - DSD BR IO 55 IMPLEMENTED	Display Sick Leave Claim Manual Entry – Time Entries screen	When the Continue link is selected on the Sick Leave Claim Manual Entry screen	Display the Sick Leave Claim – Manual Entry – Time Entries screen with the following designations in the Details Cluster from the Sick Leave Manual Entry indications: <ul style="list-style-type: none">• Provider Name• Recipient Name• Pay Period All days in the specified pay period are editable.
56	21093 21094 21095	CI-790568 - DSD BR IO 56 IMPLEMENTED	Claimed Sick Leave Hours exceed Remaining	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen OR the Modify Sick Leave Claim Manual Entry – Time Entries screen AND the Claimed Hours exceed the Sick Leave Hours Remaining Hours for the provider for the fiscal year in which the hours are claimed	Change the Save link to a Continue link Display the informational message, "Claimed Hours exceed providers Sick Leave Remaining Hours HH:MM" for fiscal year YYYY-YYYY^." *HH:MM = Sick Leave Hours – Remaining Hours for fiscal year YYYY – YYYY (Fiscal Year for which the sick hours are being claimed.)

57	21093 21094 21095	CI-790569 - DSD BR IO 57 IMPLEMENTED	Claimed Sick Leave Hours exceed Remaining – Continue	When the "Continue" link is selected on the Sick Leave Claim Manual Entry – Time Entries screen OR the Modify Sick Leave Claim Manual Entry – Time Entries screen	Allow the save action. CM: Takes a snapshot of original Sick Leave claim data and stores in history table. Validates Claimed Hours and Remaining Hour: IF Claimed Hours are greater than Remaining Hours, cutback the excess ELSE Claimed Hours are equal to or less than Remaining hours, increase the Sick Leave Claimed hours by the number of hours:minutes to be paid Decrease the Sick Leave Remaining Hours by the number of hours:minutes to be paid Funding Source should match recipient case Funding Source for the service month Sick Leave claim will be save with Pending Payroll status. **Test Notes: Sick Leave hours paid should be verified on Person Sick Leave Hours screen "Claimed Hours" and "Remaining Hours", both before and after, payment processing. Cutback Hours should be verified on the View Payment Details screen as "Sick Leave Hours Not Paid"
58	21093 21094 21095	CI-790570 - DSD BR IO 58 IMPLEMENTED	Claimed Sick Leave Hours exceed Remaining – Cancel	When the "Cancel" link is selected on the Sick Leave Claim Manual Entry – Time Entries screen OR The Modify Sick Leave Claim Manual Entry – Time Entries screen	Do not save the data and return the user to the screen of origin, either the Sick Leave Manual Entry –screen OR The Sick Leave Claim screen
59	21093	CI-790571 - DSD BR IO 59 IMPLEMENTED	Flag for nightly Batch Job (PRDS943A)	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen	Flag the record for processing the nightly Batch Job (PRDS943A).
60	21093 21098	CI-790572 - DSD BR IO 60 IMPLEMENTED	Display Edit and Cancel links on Sick Leave Claim list screen	When the current date is equal to the Claim Entered Date for any record listed on the Sick Leave Claim list screen	Display the Edit and Cancel links for a record

ID	Requirement ID	CI	Description	When	Action
61	21093 21098	CI-790573 - DSD BR IO 61 IMPLEMENTED	Do not display Edit or Cancel link on Sick Leave Claim list screen	When the current date is not equal to the Claim Entered Date for a record listed on the Sick Leave Claim list screen	Do not display the Edit or Cancel links for the record
62	21093 21098	CI-790574 - DSD BR IO 62 IMPLEMENTED	Display Modify Sick Leave Claim Entry Manual Entry screen	When the Edit link is selected for a record on the Sick Leave Claim list screen	Display the Modify Sick Leave Claim Manual Entry – Time Entries screen
63	21093 21098	CI-790575 - DSD BR IO 63 IMPLEMENTED		When the Cancel link is selected for a record on the Sick Leave Claim list screen	Display the Confirm Sick Leave Cancellation pop-up
64	21093 21098	CI-790576 - DSD BR IO 64 IMPLEMENTED	Confirm Sick Leave Claim Cancellation – Yes	When the Yes action is selected from the Confirm Sick Leave Claim Cancellation screen	Cancels the Sick Leave Claim entry and display the Sick Leave Claim list screen. The cancelled row should no longer display. Takes a snapshot of original Sick Leave claim data and stores in the history table. Decreases the Sick Leave Claimed hours by the number of HH:MM claimed. Increases the Sick Leave Remaining Hours by the number of HH:MM Claimed
65	21093 21098	CI-790577 - DSD BR IO 65 IMPLEMENTED	Confirm Sick Leave Claim Cancellation – No	When the No action is selected from the Confirm Sick Leave Claim Cancellation screen	Cancel the Cancel Sick Leave Claim Confirmation and display the Sick Leave Claim list screen. The row should still display.

66	21093	CI-790578 - DSD BR IO 66 IMPLEMENTED	Display Provider Type on Sick Leave Claim Manual Entry – Time Entries	When the Continue link is selected on the Sick Leave Claim Manual Entry screen	<p>Display the Sick Leave Claim Manual Entry – Time Entries screen Provider Type as follows:</p> <p>IF</p> <p>The current date is on or after the [FLSAConfiguration /IHSSickLeaveStartDate] and the provider has only an "Active" Provider Hours segment for the pay period display the Provider Type as "IHSS"</p> <p>ELSE IF</p> <p>The current date is on or after the [FLSAConfiguration /IHSSickLeaveStartDate] and the provider has both an "Active" Provider Hours and an "Active" WPCS Hours segment for the pay period display the Provider Type as "IHSS"</p> <p>ELSE</p> <p>The current date is on or after the [FLSAConfiguration /WPCSSickLeaveStartDate] and the provider has only an "Active" WPCS Hours segment for the pay period display the Provider Type as "WPCS"</p>
67	21093 21094	CI-822240 - DSD BR IO 67 IMPLEMENTED	Review Sick Leave Claim	When the Sick Leave Claim entry /update is saved successfully	<p>Update the details of the TPF record on the SickLeaveClaimData staging table</p> <p>AND</p> <p>Set the Process Status in the ProviderPayrollISLClaimData database table to PENDING</p> <p>AND</p> <p>Close the Task</p>
68	21093 21094	CI-822241 - DSD BR IO 68 IMPLEMENTED	Reject Sick Leave Claim	When the Yes button is selected on Reject Sick Leave Claim	<p>Update the Process Status in the ProviderSickLeaveClaimData database table to REJECTED</p> <p>AND</p> <p>Close the Task</p>
69	21109	CI-822391 - DSD BR IO 69 IMPLEMENTED	Screen Utility – Loading Spinner	 <p>WHEN</p> <p>A Service Desk User in Provider View accesses the Time Entry: Timesheet screen</p> <p>OR</p> <p>A Service Desk User in Provider View leaves the Time Entry: Timesheet screen</p>	An animated loading spinner screen utility will display during the transition.
70	21154	CI-822392 - DSD BR IO 70 IMPLEMENTED	Screen Utility – Loading Spinner	 <p>WHEN</p> <p>A Service Desk User in Recipient View accesses the Timesheet Recipient Electronic Signature screen</p> <p>OR</p> <p>A Service Desk User in Recipient View leaves the Timesheet Recipient Electronic Signature screen</p>	An animated loading spinner screen utility will display during the transition.

No	R eq ID	CI	Description	When	Action
71	21 154	CI-822393 - DSD BR IO 71 IMPLEMENTED	Screen Utility – Loading Spinner	 <p>WHEN</p> <p>A Service Desk User in Recipient View accesses the Reject E-Timesheet screen</p> <p>OR</p> <p>A Service Desk User in Recipient View leaves the Reject E-Timesheet screen</p>	An animated loading spinner screen utility will display during the transition.

72	20 874 21 147 21 148	CI-822309 - DSD BR IO 72 IMPLEMENTED	Review Travel Claim – Update /Save Data	When the Save button is selected on the Review Travel Claim screen AND No error messages are encountered	Update the details of the TPF record on the TravelClaimData staging table AND Set TravelClaimData.ProcessStatus to PENDING AND Close the Task
73	20 874 21 147 21 148	CI-822310 - DSD BR IO 73 IMPLEMENTED	Reject TPF Travel Claim	When the Save button is selected on the Reject Travel Claim Confirmation screen AND No error messages are encountered	Update the TravelClaimData.ProcessStatus to REJECTED AND Close the Task
74	21 375 21 378	CI-824068 - DSD BR IO 74 IMPLEMENTED	AEM Adaptive Forms/PDF	WHEN A Help Desk User selects a link to a Pending AEM Adaptive Form OR A Help Desk User selects a link to download a rendered AEM form as a PDF	The Help Desk User will not be directed to the AEM Adaptive Form or be able to download/view the PDF of a rendered AEM form.

DSD 32/Internal Operations/Business Process/Business Rules (1-10)

ID	Requirement ID	CI	Description	When	Action
1	16437	CI-291545 - DSD BR IO 001 IMPLEMENTED	Direct Deposit Notifications are to be printed by the Vendor Print Center	Upon Save on the Help Desk Create Form Screen	<p>Notices are stored in the following folders in the Share Drive (Proc Server) to be later sent to the Vendor Print Center as defined in the External Interface.</p> <ul style="list-style-type: none"> • Location CMDS992A – Provider and Recipient Enrollment forms (4 page) • Location CMDS992B – Provider Reject Letters (Bank and Pre-note) (6 page)
2	20797	CI-497772 - DSD BR IO 002 IMPLEMENTED	Reissue Large Font Timesheet	<p>When the Reissue link is selected on the Reissue Large Font Timesheet screen</p> <p>AND</p> <p>The Recipient has an indicated Timesheet Accommodation of Large Font Timesheet</p> <p>AND</p> <p>The timesheet associated with the Large Font Timesheet Number entered is in Issued status</p> <p>AND</p> <ul style="list-style-type: none"> • The entered Recipient Case Number • The Provider Number • Large Font Timesheet <p>All match a specific timesheet record</p>	<p>Send Large Font Timesheet to the Vendor Print Center for printing and mailing</p> <p>AND</p> <p>Display the informational message: "Timesheet Number [insert timesheet number] has been reissued."</p>
03		CI-514061 - DSD BR IO 03 IMPLEMENTED	Help Desk Workspace – Travel Claim Manual Entry link	When a user with the HPETRAVELCLAIMPAYMENT selects the Travel Claim Manual Entry hyperlink	The Travel Claim Manual Entry – Travel Claim Number pop-up screen opens.
04		CI-514062 - DSD BR IO 04 IMPLEMENTED	Travel Claim Manual Entry – Travel Claim Number	<p>When the Continue link is selected</p> <p>AND</p> <p>The entered Travel Claim Number passes all error checks</p>	The Travel Claim Manual Entry – Time Entries screen displays populated with the details of the entered Travel Claim Number.
05			Removed with CR 1135		
06			Removed with CR 1135		
07			Removed with CR 1135		
08			Removed with CR 1135		
09	20985	CI-718029 - DSD BR IO 09 IMPLEMENTED	TPF Workspace – IRS Live-in Provider Self-Certification link	When a user with the TPF security role selects the IRS Live-in Provider Self-Certification hyperlink	The IRS Live-in Provider Self-Certification Search screen opens.
10	20985	CI-718030 - DSD BR IO 10 IMPLEMENTED	IRS Live-in Provider Self-Certification Search – Provider Number – Case Number	<p>When the Continue link is selected</p> <p>AND</p> <p>The case number and provider number pass all error checks</p>	The IRS Live-in Provider Self-Certification Entry Screen opens, allowing the user to enter the Live-in Certification Status.

DSD 32/Internal Operations/Business Process/Business Rules (11-20)

ID	Requirement ID	CI	Description	When	Action
11	20985	 CI-718031 - DSD BR IO 11 IMPLEMENTED	IRS Live-in Provider Self-Certification Entry – Provider Number – Live-in Self-Certification	When the Save link is selected and the Live-in Self-Certification is set and passes all error checks	<p>The Live-in Self-Certification indicator is sent to Advantage Payroll through a web service call which returns indication of success in where the current date is applied as the Self-Certification Status date within Case Management.</p> <p>AND</p> <p>IF a provider's IRS Live-in Self-Certification indicator is updated to "Yes" from "No" or "blank"</p> <p>THEN The CaseProvider.EvvEffectiveDt will be updated to 12/31/9999 if it was other than 12/31/9999 AND Any existing unsubmitted timesheets, for this Provider, with isEVV = True will be updated to isEVV = False for that Recipient</p> <p>ELSE IF</p> <p>A provider's IRS Live-In Self-Certification indicator is updated to "No" from "Yes" AND The Provider is registered for an electronic timesheet method AND The Recipient is registered for an electronic timesheet method OR the Recipient has an active EVV Exception</p> <p>THEN The CaseProvider.EvvEffectiveDt will be set to the first day of the upcoming pay period or the Case.EVVEffectiveDt, whichever is later AND Any records corresponding to Provider/Recipient combination in evvLocationData are cleared from table</p> <p>AND IF An unsubmitted electronic timesheet exists for the Recipient /Provider for that pay period, update the isEVV = True</p>
12	21005	 CI-754636 - DSD BR IO 12 IMPLEMENTED	IHSS Website – User Search screen – Menu	When the Help Desk user selects the Menu icon on the User Search screen	<p>The Help Desk user menu becomes available</p> <p>The following links are available:</p> <ul style="list-style-type: none"> • Account • Change Password • Log Out • Admin • User Search
13	21005	 CI-754637 - DSD BR IO 13 IMPLEMENTED	IHSS Website – User Search screen – Search	When the Help Desk user clicks the Search button on the User Search screen AND No error message is encountered (i.e. match found in IHSS Website)	<p>User is taken to the User Validation screen which is populated with the validation data for the searched individual</p> <p>AND</p> <p>The Language field is enabled with default of English</p>
14	21005	 CI-754638 - DSD BR IO 14 IMPLEMENTED	IHSS Website – User Validation screen – Menu	When the Help Desk user selects the Menu icon on the User Validation screen	<p>The Help Desk user menu becomes available</p> <p>The following links are available:</p> <ul style="list-style-type: none"> • Account • Change Password • Log Out • Admin • User Search • User Validation
15	5.5-24a	 CI-754639 - DSD BR IO 15 IMPLEMENTED	IHSS ESP – User Validation screen – User Details – Provider	When the Service Desk user clicks the User Details button on the User Validation screen AND The identified individual has a User Type of Provider	<p>The Service Desk user is taken to the Provider Home page for that Provider</p> <p>AND</p> <p>The language view provided will be based on the Language selected by the Service Desk user on the User Validation screen</p>

16	5.5-24a	 CI-754640 - DSD BR IO 16 IMPLEMENTED	IHSS ESP – User Validation screen – User Details – Recipient	When the Service Desk user clicks the User Details button on the User Validation screen AND The identified individual has a User Type of Recipient	The Service Desk user is taken to the Recipient Home page for that Recipient AND The language view provided will be based on the Language selected by the Help
17	21005	 CI-754641 - DSD BR IO 17 IMPLEMENTED	IHSS Website – User Validation screen – Password Reset button	When the Help Desk user clicks the Password Reset button	Generate Password Reset email (ETSE16) in English with hyperlink to the Reset Password screen without Security Question to the known email address for the identified user AND Generate informational message pop-up for Help Desk user. AND Set hyperlink valid to date/time for 60 minutes AND Remain on populated User Validation screen
18	21005	 CI-754642 - DSD BR IO 18 IMPLEMENTED	IHSS Website – User Validation screen – back arrow	When the Help Desk user clicks the back arrow icon 	Data is cleared from User Validation screen AND User is returned to a blank User Search screen AND The User Type field is blank and enabled
19	21005	 CI-754643 - DSD BR IO 19 IMPLEMENTED	IHSS Website – User Search or User Validation screen – Help Desk Menu	When the Log Out link is selected on the Help Desk Menu	User is logged out of the IHSS Website AND User is returned to the IHSS Website Log In screen
20	21005	 CI-754644 - DSD BR IO 20 IMPLEMENTED	IHSS Website – Help Desk Menu – User Validation screen	When the User Search link is selected from the Help Desk Menu on the User Validation screen	User is taken to the User Search screen AND The User Type field is blank and enabled

DSD 32/Internal Operations/Business Process/Business Rules (21-30)

ID	Requirement ID	CI	Description	When	Action
21	21005	CI-754645 - DSD BR IO 21 IMPLEMENTED	IHSS Website – User Validation screen – Help Desk Menu	When the User Validation link is selected on the Help Desk Menu located on the User Validation screen	The menu is closed AND User remains on the populated User Validation screen
22	21005	CI-754646 - DSD BR IO 22 IMPLEMENTED	IHSS Website – User Search screen – Field Availability	When the Help Desk user selects 'Provider' from the User Type dropdown	The following fields appear and are enabled for entry: Provider Number
23	21005	CI-754647 - DSD BR IO 23 IMPLEMENTED	IHSS Website – User Search screen – Field Availability	When the Help Desk user selects 'Recipient' from the User Type dropdown	The following fields appear and are enabled for entry: Case Number
24	21005	CI-754648 - DSD BR IO 24 IMPLEMENTED	IHSS Website – User Search screen – Search button	When the User Type = 'Provider' AND The following fields have data entered in them: <ul style="list-style-type: none">• Provider Number	Enable the Search button
25	21005	CI-754649 - DSD BR IO 25 IMPLEMENTED	IHSS Website – User Search screen – Search button	When the User Type = 'Recipient' AND The following fields have data entered in them: <ul style="list-style-type: none">• Case Number	Enable the Search button
26	21005	CI-754650 - DSD BR IO 26 IMPLEMENTED	IHSS Website – Admin Menu – User Search	When the User Search link is selected from the Account Menu	User is returned to the User Search screen with only the 'User Type' dropdown visible AND The Search button is visible but disabled
27	21005	CI-754651 - DSD BR IO 27 IMPLEMENTED	IHSS Website – Admin Menu – User Validation	When the User Validation link is selected from the Account Menu	User is returned to the User Validation screen displaying the most recent search results AND The Language field is returned to default
28	21005	CI-754652 - DSD BR IO 28 IMPLEMENTED	Help Desk Menu – Change Password	When the Change Password screen is accessed from the Help Desk Menu AND A user has populated all fields AND No errors are encountered AND The User Name is associated with a Help Desk User Type	WEBSITE: The Change Password button is enabled CM: N/A

29	21005	 CI-754653 - DSD BR IO 29 IMPLEMENTED	Access Website Support User Registration – Introduction screen	<p>When a user enters the Website Support User Registration URL into a browser</p> <p>OR</p> <p>When a user selects the Back button on the Website Support User – Register Step 1 of 5 screen</p>	<p>WEBSITE:</p> <p>The user arrives at the Website Support User Registration – Introduction screen</p> <p>AND</p> <p>The Begin Registration Process button is enabled</p> <p>AND</p> <p>The Cancel Registration button is enabled</p> <p>CM: N/A</p>
30	21005	 CI-754654 - DSD BR IO 30 IMPLEMENTED	Website Support User Registration – Cancel Registration	<p>When a user selects the Cancel Registration button on the Website Support User Registration – Introduction screen</p>	<p>WEBSITE:</p> <p>Button takes the user to the IHSS Website Login screen.</p> <p>CM: N/A</p>

DSD 32/Internal Operations/Business Process/Business Rules (31-40)

ID	Requirement ID	CI	Description	When	Action
31	21005	 CI-754655 - \$excepti onMessa ge	Website Support User Registration – Begin Registration Process	When a user selects the Begin Registration Process button on the Website Support User Registration – Introduction screen	WEBSITE: The user is taken to the Website Support User – Register Step 1 of 5 screen AND All fields are blank AND All fields are enabled AND The Back button is enabled AND The Next button is enabled CM: N/A
32		 CI-754656 - DSD BR IO 32 CANCELLED	Cancelled with ASR Sprint 29 Team 5.		
33	21005	 CI-754657 - DSD BR IO 33 IMPLEMENTED	Website Support User Registration Step 1 of 5 – User Validation Interface	When a user selects the Next button on the Website Support User – Register Step 1 of 5 screen	WEBSITE: Interface (CMNE880V) to Cúram with the following: <ul style="list-style-type: none"> • First Name • Last Name • CMIPS User ID (no minimum length validation) • CMIPS Email Address AND IF Cúram response is 'False' then display error message CM: Provide response (CMNE880V) as follows: 'True' = Exact match for all fields and security permission AND Provide support User Type based security permission found ETimesheetHelpDesk Role = Help Desk OR False = Exact match for all fields and User Type or security permission not found

34	21005	 CI-754658 - DSD BR IO 34 IMPLEMENTED	Website Support User Registration Step 1 of 5 – User Validation 'True'	When a user selects the Next button on the Website Support User – Register Step 1 of 5 screen AND No errors are encountered.	WEBSITE: THEN User is taken to the Website Support User – Register Step 2 of 5 screen with the following fields enabled: User Name (prepopulated from previous step) <ul style="list-style-type: none">• Create Password• Confirm Password• Show Password (checkbox enabled for user selection) AND The Back button is enabled AND The Next button is enabled CM: N/A
35	21005	 CI-754659 - DSD BR IO 35 IMPLEMENTED	Website Support User Registration Step 2 of 5 – Back button	When a user selects the Back button on the Website Support User Register Step 2 of 5 screen	WEBSITE: Clear all entered data from the Website Support User – Register Step 2 of 5 screen AND User is taken to the Website Support User – Register Step 1 of 5 screen CM: N/A
36	21005	 CI-754660 - DSD BR IO 36 IMPLEMENTED	Website Support User Registration Step 2 of 5 – Password Mask value on entry	When a user enters data in the listed fields as follows: <ul style="list-style-type: none">• (User ID is auto-populated and non-editable)• Create Password – Minimum of (8) characters with at least (2) numeric characters – Mask value on entry• Confirm Password – Must be an exact match to Create Password – Mask value on entry	WEBSITE: Mask value upon entry for Create Password AND Mask value upon entry for Confirm Password CM: N/A
37	21005	 CI-754661 - DSD BR IO 37 IMPLEMENTED	Website Support User Registration Step 2 of 5 – Next button	When a user selects the Next button on the Website Support User Registration Step 2 of 5 screen AND No errors are encountered	WEBSITE: User is taken to the Website Support User – Register Step 3 of 5 AND All fields are enabled AND The Back button is enabled AND The Next button is enabled CM: N/A
38		754,662	Cancelled with CR 1286		
39	21005	 CI-754663 - DSD BR IO 39 IMPLEMENTED	Website Support User Registration Step 3 of 5 – Back button	When a user selects the Back button on the Website Support User Registration Step 3 of 5 screen	WEBSITE: Clear all entered data from the Website Support User – Register Step 3 of 5 screen AND User is taken to the Website Support User – Register Step 2 of 5 screen cleared of previously entered data except User ID which is auto-populated and non-editable CM: N/A

40		 CI-754664 - DSD BR IO 40 CANCELLED	Cancelled with ASR Sprint 29 Team 5.		
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DSD 32/Internal Operations/Business Process/Business Rules (41-50)

ID	Requirement ID	CI	Description	When	Action
41	21051 21048 21049 21050	 CI-754665 - DSD BR IO 41 IMPLEMENTED	Website Support User Registration Step 3 of 5 – Next	When a user selects the Next button on the Website Support User - Register Step 3 of 5 screen	<p>WEBSITE: Registration Account Verification email (ETSE14) is generated in English</p> <p>AND</p> <p>The email is sent to the email address confirmed during registration</p> <p>AND</p> <p>The user is taken to the Website Support User - Register Step 4 of 5 screen</p> <p>AND</p> <p>Return to Login button is enabled. To continue registration, the user must select the link provided in ETSE14.</p> <p>CM: N/A</p>
42	21005	 CI-754666 - DSD BR IO 42 IMPLEMENTED	Change Password – Enable Change Password button Support User	When the Change Password screen is accessed from the Support User Menu (accessed from User Search or User Validation screen) AND A user has populated all fields AND No errors are encountered AND The User Name is associated with a Support User Type	Allow the action
43	21005	 CI-762660 - DSD BR IO 43 IMPLEMENTED	IHSS Website – User Search or User Validation screen – Help Desk Menu – Change Password	When the Change Password Link is selected from the Help Desk Menu	<p>WEBSITE: The user is taken to the Change Password screen</p> <p>CM: N/A</p>
44	21005	 CI-763403 - DSD BR IO 44 IMPLEMENTED	Help Desk Menu – Account Section – Update Account Information	When a user selects the Update Account Information hyperlink in the Account section of the Help Desk Menu	<p>WEBSITE: The user is taken to the Update Account Information screen with the Security Questions dropdowns and Answers fields are visible, disabled and showing default values.</p> <p>AND</p> <p>The Cancel Updates button is enabled</p> <p>AND</p> <p>The Save Updates button is visible but disabled</p> <p>AND</p> <p>The Update Security Questions check box is unchecked and enabled</p> <p>CM: N/A</p>
45	21005	 CI-763404 - DSD BR IO 45 IMPLEMENTED	Update Account Information – Cancel Updates – Help Desk User	When the user selects the Cancel Updates button	<p>WEBSITE: User is taken to the User Search screen</p> <p>CM: N/A</p>

46	21005	CI-763405 - DSD BR IO 46 IMPLEMENTED	Update Account – Update Security Questions – Help Desk Menu	When a Help Desk user type selects the Update Security Questions check box in their applicable menu	WEBSITE: A check mark is displayed in the checkbox AND Security Question drop down fields are enabled AND The Answer fields are enabled CM: N/A
47	21005	CI-766228 - DSD BR IO 47 IMPLEMENTED	IHSS Website –User Validation screen – Cancel Pending Registration button - Availability	When the User Validation screen is accessed from the User Search screen AND The Registration Status is 'Active"	The Cancel Pending Registration button is disabled
48	21005	CI-766229 - DSD BR IO 48 IMPLEMENTED	IHSS Website –User Validation screen – Cancel Pending Registration button - Availability	When the User Validation screen is accessed from the User Search screen AND The Registration Status is 'Pending"	The Cancel Pending Registration button is enabled
49	21161	CI-766230 - DSD BR IO 49 IMPLEMENTED	IHSS Website –User Validation screen – Cancel Pending Registration	When the User Validation screen is accessed from the User Search screen AND The Registration Status is 'Pending" AND The user clicks the Cancel Pending Registration button	Pending registration record is deleted immediately and the user is returned to the User Search screen AND Any and all records with failed attempts for the user is deleted from the UserFailedAttempts table
50	21005 21077	CI-790157 - DSD BR IO 50 IMPLEMENTED	Back Office – Workspace – Direct Deposit Batches Hyperlink	When a Back Office Operator presses the Direct Deposit Batches Hyperlink from their Case Management Workspace	Display in a new tab the Direct Deposit Screen With the OperatorID field showing the ID of the Operator that is currently logged in AND Display the total number of items in each batch as the Total Requests for that batch AND Display the count of items that have been marked as processed, from the Direct Deposit Batch List screen, as Requests Processed for each batch AND Display the difference Total Requests and Requests Processed as Requests Remaining for each batch AND Display the Batch Reserved date and Reserved By for those batches that were previously Reserved

DSD 32/Internal Operations/Business Process/Business Rules (51-60)

ID	Requirement ID	CI	Description	When	Action
51	21005 21077	CI-790158 - DSD BR IO 51 IMPLEMENTED	Direct Deposit Batches - Reserve	When a Back Office Operator presses the Reserve button and a Select radio Button was selected for a batch	<p>Populate The Batch Reserved Date with current date AND</p> <p>Populate the Reserved By field with the Operator ID of the operator logged in.</p>
52	21005 21077	CI-790159 - DSD BR IO 52 IMPLEMENTED	Direct Deposit Batches - Unreserve	When a Back Office Operator presses the Unreserve button and a Select radio Button was selected for a batch	<p>Clear the Batch Reserved Date AND</p> <p>Clear the Reserved By field</p>
53	21005 21077	CI-790160 - DSD BR IO 53 IMPLEMENTED	Direct Deposit Batches – Batch Name Hyperlink	When a Back Office Operator presses the Batch Name hyperlink for any batch	<p>If a Direct Deposit Batches List screen is currently opened in a tab - Display that tab with the batch list that is currently open in that tab – regardless of which batch hyper link was pressed (to display a different batch list the current batch list tab must be first closed)</p> <p>If a Direct Deposit Batches List screen is not currently opened - Display the selected batch, on the Direct Deposit Batches List screen in a new tab with the Save button active</p> <p>AND</p> <p>Display check marks in the Rejected and Processed Check boxes, Processed Date and OperatorID for those items that were previously processed.</p>
54	21005 21077	CI-790161 - DSD BR IO 54 IMPLEMENTED	Direct Deposit Batches List – Save button	When a Direct Deposit Batches List screen is saved	<p>For those items that have the Processed check box checked and the Processed check box has not been previously been checked</p> <p>Save the Processed indicator to the database and display a check in the Processed check box on the screen</p> <p>AND</p> <p>Save the current date to the database as Processed Date and display the Processed Date on the screen</p> <p>AND</p> <p>Save the ID of the operator currently logged on, to the database as OperatorID and display on the screen in the OperatorID field</p> <p>AND</p> <p>Save the Processed indicator to the database and display on the screen as Processed</p> <p>AND</p> <p>If the Rejected check box was Checked save the rejected indicator to the database and display check in the Rejected check box on the screen</p> <p>For those items where the Processed check box was previously checked</p> <p>Do not update the Rejected check box, Processed check box, Processed Date or Operator IDs on the database</p> <p>NOTE: once the Processed box is checked and the save button has been pressed that row is locked and cannot be unprocessed and the Rejected indicator will not be updated either</p>
55	21093 21094	CI-790567 - DSD BR IO 55 IMPLEMENTED	Display Sick Leave Claim Manual Entry – Time Entries screen	When the Continue link is selected on the Sick Leave Claim Manual Entry screen	<p>Display the Sick Leave Claim – Manual Entry – Time Entries screen with the following designations in the Details Cluster from the Sick Leave Manual Entry indications:</p> <ul style="list-style-type: none"> • Provider Name • Recipient Name • Pay Period <p>All days in the specified pay period are editable.</p>
56	21093 21094 21095	CI-790568 - DSD BR IO 56 IMPLEMENTED	Claimed Sick Leave Hours exceed Remaining	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen OR the Modify Sick Leave Claim Manual Entry – Time Entries screen AND the Claimed Hours exceed the Sick Leave Hours Remaining Hours for the provider for the fiscal year in which the hours are claimed	<p>Change the Save link to a Continue link</p> <p>Display the informational message, "Claimed Hours exceed providers Sick Leave Remaining Hours HH:MM" for fiscal year YYYY-YYYY^."</p> <p>*HH:MM = Sick Leave Hours – Remaining Hours for fiscal year YYYY – YYYY (Fiscal Year for which the sick hours are being claimed).</p>

57	21093 21094 21095	 CI-790569 - DSD BR IO 57 IMPLEMENTED	Claimed Sick Leave Hours exceed Remaining – Continue	<p>When the "Continue" link is selected on the Sick Leave Claim Manual Entry – Time Entries screen</p> <p>OR</p> <p>the Modify Sick Leave Claim Manual Entry – Time Entries screen</p>	<p>Allow the save action.</p> <p>CM: Takes a snapshot of original Sick Leave claim data and stores in history table.</p> <p>Validates Claimed Hours and Remaining Hour:</p> <p>IF</p> <p>Claimed Hours are greater than Remaining Hours, cutback the excess</p> <p>ELSE</p> <p>Claimed Hours are equal to or less than Remaining hours, increase the Sick Leave Claimed hours by the number of hours:minutes to be paid</p> <p>Decrease the Sick Leave Remaining Hours by the number of hours:minutes to be paid</p> <p>Funding Source should match recipient case Funding Source for the service month</p> <p>Sick Leave claim will be save with Pending Payroll status.</p> <p>**Test Notes: Sick Leave hours paid should be verified on Person Sick Leave Hours screen "Claimed Hours" and "Remaining Hours", both before and after, payment processing.</p> <p>Cutback Hours should be verified on the View Payment Details screen as "Sick Leave Hours Not Paid"</p>
58	21093 21094 21095	 CI-790570 - DSD BR IO 58 IMPLEMENTED	Claimed Sick Leave Hours exceed Remaining – Cancel	<p>When the "Cancel" link is selected on the Sick Leave Claim Manual Entry – Time Entries screen</p> <p>OR</p> <p>The Modify Sick Leave Claim Manual Entry – Time Entries screen</p>	<p>Do not save the data and return the user to the screen of origin, either the Sick Leave Manual Entry –screen</p> <p>OR</p> <p>The Sick Leave Claim screen</p>
59	21093	 CI-790571 - DSD BR IO 59 IMPLEMENTED	Flag for nightly Batch Job (PRDS943A)	When the Save link is selected on the Sick Leave Manual Entry – Time Entries screen	Flag the record for processing the nightly Batch Job (PRDS943A).
60	21093 21098	 CI-790572 - DSD BR IO 60 IMPLEMENTED	Display Edit and Cancel links on Sick Leave Claim list screen	When the current date is equal to the Claim Entered Date for any record listed on the Sick Leave Claim list screen	Display the Edit and Cancel links for a record

DSD 32/Internal Operations/Business Process/Business Rules (61-70)

ID	Requirement ID	CI	Description	When	Action
61	21093 21098	CI-790573 - DSD BR IO 61 IMPLEMENTED	Do not display Edit or Cancel link on Sick Leave Claim list screen	When the current date is not equal to the Claim Entered Date for a record listed on the Sick Leave Claim list screen	Do not display the Edit or Cancel links for the record
62	21093 21098	CI-790574 - DSD BR IO 62 IMPLEMENTED	Display Modify Sick Leave Claim Entry Manual Entry screen	When the Edit link is selected for a record on the Sick Leave Claim list screen	Display the Modify Sick Leave Claim Manual Entry – Time Entries screen
63	21093 21098	CI-790575 - DSD BR IO 63 IMPLEMENTED		When the Cancel link is selected for a record on the Sick Leave Claim list screen	Display the Confirm Sick Leave Cancellation pop-up
64	21093 21098	CI-790576 - DSD BR IO 64 IMPLEMENTED	Confirm Sick Leave Claim Cancellation – Yes	When the Yes action is selected from the Confirm Sick Leave Claim Cancellation screen	<p>Cancels the Sick Leave Claim entry and display the Sick Leave Claim list screen. The cancelled row should no longer display.</p> <p>Takes a snapshot of original Sick Leave claim data and stores in the history table.</p> <p>Decreases the Sick Leave Claimed hours by the number of HH:MM claimed.</p> <p>Increases the Sick Leave Remaining Hours by the number of HH:MM Claimed</p>
65	21093 21098	CI-790577 - DSD BR IO 65 IMPLEMENTED	Confirm Sick Leave Claim Cancellation – No	When the No action is selected from the Confirm Sick Leave Claim Cancellation screen	Cancel the Cancel Sick Leave Claim Confirmation and display the Sick Leave Claim list screen. The row should still display.
66	21093	CI-790578 - DSD BR IO 66 IMPLEMENTED	Display Provider Type on Sick Leave Claim Manual Entry – Time Entries	When the Continue link is selected on the Sick Leave Claim Manual Entry screen	<p>Display the Sick Leave Claim Manual Entry – Time Entries screen Provider Type as follows:</p> <p>IF</p> <p>The current date is on or after the [FLSAConfiguration /IHSSickLeaveStartDate] and the provider has only an "Active" Provider Hours segment for the pay period display the Provider Type as "IHSS"</p> <p>ELSE IF</p> <p>The current date is on or after the [FLSAConfiguration /WPCSSickLeaveStartDate] and the provider has both an "Active" Provider Hours and an "Active" WPCS Hours segment for the pay period display the Provider Type as "IHSS"</p> <p>ELSE</p> <p>The current date is on or after the [FLSAConfiguration /WPCSSickLeaveStartDate] and the provider has only an "Active" WPCS Hours segment for the pay period display the Provider Type as "WPCS"</p>
67	21093 21094	CI-822240 - DSD BR IO 67 IMPLEMENTED	Review Sick Leave Claim	When the Sick Leave Claim entry /update is saved successfully	<p>Update the details of the TPF record on the SickLeaveClaimData staging table</p> <p>AND</p> <p>Set the Process Status in the ProviderPayrollISClaimData database table to PENDING</p> <p>AND</p> <p>Close the Task</p>
68	21093 21094	CI-822241 - DSD BR IO 68 IMPLEMENTED	Reject Sick Leave Claim	When the Yes button is selected on Reject Sick Leave Claim	<p>Update the Process Status in the ProviderSickLeaveClaimData database table to REJECTED</p> <p>AND</p> <p>Close the Task</p>
69	21109	CI-822391 - DSD BR IO 69 IMPLEMENTED	Screen Utility – Loading Spinner	WHEN A Service Desk User in Provider View accesses the Time Entry: Timesheet screen OR A Service Desk User in Provider View leaves the Time Entry: Timesheet screen	An animated loading spinner screen utility will display during the transition.

70	21154	 <p>CI-822392 - DSD BR IO 70 IMPLEMENTED</p>	<p>Screen Utility – Loading Spinner</p> 	<p>WHEN</p> <p>A Service Desk User in Recipient View accesses the Timesheet Recipient Electronic Signature screen</p> <p>OR</p> <p>A Service Desk User in Recipient View leaves the Timesheet Recipient Electronic Signature screen</p>	An animated loading spinner screen utility will display during the transition.
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DSD 32/Internal Operations/Business Process/Business Rules (71-80)

No	R eq ID	CI	Description	When	Action
71	21 154	 CI-822393 - DSD BR IO 71 IMPLEMENTED	Screen Utility – Loading Spinner	WHEN A Service Desk User in Recipient View accesses the Reject E-Timesheet screen OR A Service Desk User in Recipient View leaves the Reject E-Timesheet screen	An animated loading spinner screen utility will display during the transition.
72	20 874 21 147 21 148	 CI-822309 - DSD BR IO 72 IMPLEMENTED	Review Travel Claim – Update /Save Data	When the Save button is selected on the Review Travel Claim screen AND No error messages are encountered	Update the details of the TPF record on the TravelClaimData staging table AND Set TravelClaimData.ProcessStatus to PENDING AND Close the Task
73	20 874 21 147 21 148	 CI-822310 - DSD BR IO 73 IMPLEMENTED	Reject TPF Travel Claim	When the Save button is selected on the Reject Travel Claim Confirmation screen AND No error messages are encountered	Update the TravelClaimData.ProcessStatus to REJECTED AND Close the Task
74	21 375 21 378	 CI-824068 - DSD BR IO 74 IMPLEMENTED	AEM Adaptive Forms/PDF	WHEN A Help Desk User selects a link to a Pending AEM Adaptive Form OR A Help Desk User selects a link to download a rendered AEM form as a PDF	The Help Desk User will not be directed to the AEM Adaptive Form or be able to download/view the PDF of a rendered AEM form.

DSD 32/Internal Operations/Business Process/Tasks /Notifications

See DSD Section 30 for all CMIPS Tasks and Notifications.

DSD 32/Internal Operations/Business Process/Internal Interfaces

There are no Internal Interfaces associated with Internal Operations.

DSD 32/Internal Operations/Business Process/External Interfaces

DSD 32/Internal Operations/Business Process/External Interfaces/Interface Name – Direct Deposit Enrollment Requests (SOC 404 and SOC 829) (CMDS992A)

CI	Document Name
 CI-291870 - DSD EINTF Direct Deposit Enrollment Requests Print File CMDS992A IMPLEMENTED	DSD_EINTF_Direct_Deposit_Enrollment_Requests_Print_File_CMDS992A.doc

Internal Layout/System Mapping

Source: Case Management		Target: Interface File			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
n/a					

This is a print file containing forms SOC 404 and SOC 829 and as such does not have a data element component. It is only transferred through interfaces. These forms can be found in Section 31A of the DSD.

Transaction Trigger Events

N/A

Processing Criteria

All Recipient and Provider direct deposit enrollment letters requested by the CMIPS Direct Deposit Help Desk will be spooled to a PDF file for Print Center Processing.

Error Processing

N/A

Related Components

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

N/A

Reports

N/A

DSD 32/Internal Operations/Business Process/External Interfaces/Interface Name – Provider EFT Reject Letters (CMDS992B)

CI	Document Name
 CI-291871 - DSD EINTF EFT Reject Letters Print File CMDS992B IMPLEMENTED	DSD_EINTF_EFT_Reject_Letters_Print_File_CMDS992B.doc

Internal Layout/System Mapping

Source: Case Management		Target: Interface File			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
n/a					

The Interface Name – Provider EFT Reject Letters (CMDS992B) is a print file containing Provider and Recipient EFT Reject Letters and as such does not have a data element component. It is only transferred through interfaces. The EFT Letters and Electronic Funds Transfer (EFT) Rejection Letters can be found in Section 31A of the DSD.

Transaction Trigger Events

N/A

Processing Criteria

All Provider and Recipient direct deposit bank reject and enrollment prenote reject letters requested by the CMIPS Direct Deposit Help Desk or when process through batch job (CMDR995A) are spooled to a PDF for Print Center processing.

Error Processing

N/A

Related Components

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

N/A

Reports

N/A

DSD 32/Internal Operations/Business Process/External Interfaces/Interface Name – Recipient EFT Reject Letters (CMDS992C)

CI	Document Name
 CI-291872 - DSD EINTF Recipient EFT Reject Letters Print File CMDS992C CANCELLED	DSD_EINTF_Recipient_EFT_Reject_Letters_Print_File_CMDS992C.doc

Cancelled by CR24

DSD 32/Internal Operations/Business Process/External Interfaces/Support User Validation (CMNE880V)

CI	Document Name
CI-754676 - DSD EINTF Support User Validation CMNE880V IMPLEMENTED	DSD_EINTF_Support_User_Validation_CMNE880V.docx

Internal Layout/System Mapping

Transaction Data Elements – Event

Source: IHSS Website		Target: Cúram			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE880V Event	firstname	USERS.UPPERFIRSTNAME	STRING(25)	First Name of the Person	R
	lastname	USERS.UPPERSURNAME	STRING(30)	Last Name of the Person	R
	userid	USERS.USERNAME	STRING(30)	User Name of the Support User	R
	email	EMAILADDRESS.EMAILADDRESS	STRING(256)	Email Address of the Support User	R

Transaction Data Elements – Response

Source: Cúram		Target: IHSS Website			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE880V Response	N/A	matchingsupportuserfound	STRING(5)	Matching Support User is found, includes true or false. Example: "matchingsupportuserfound": "true"	R
	N/A	success	STRING(5)	Response Code, includes true or false. Example: "success": "true"	R
	N/A	errors	STRING	Response Code based on Processing. <ul style="list-style-type: none"> • 200 - Success • 201- Failure – Invalid Request • 202 – Failure - Processing Error • 203 – CMIPS Unavailable Example: codevalue": "200", "codedescription": "success"	R
	N/A	logistics	STRING	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": "time": "250", "operation": "validateUser", "starttime": "2017-01-05T21:16:05.537Z", "endtime": "2017-01-05T21:16:05.537Z"	R

Transaction Trigger Events

This interface is called when a User enters validation information at step 1 of 3 in the Support User Registration process and selects Next.

Processing Criteria

Validate the following:

- User Information – all fields must be an exact match
 - First Name
 - Last Name
 - CMIPS User ID
 - CMIPS Email Address
- Acess = 'True' or 'False'
 - User ID must be currently active (not past the end date).
 - User ID with an active and appropriate security role
- User Type
 - ETimesheetHelpDesk = Help Desk
 - HDBVINOAANDTSMGMTROLE = Help Desk

Error Processing

When transaction is sent to Case Management and logging is enabled, transaction data is logged in the Case Management log file.

Related Components

Business Process Functions

E-Timesheet Help Desk

Business Flows

N/A

Business Rules

Website Registration for Support Users

Tasks/Notifications

N/A

Screens

Website Support User Registration Step 1 of 3

Reports

N/A

DSD 32/Internal Operations/Business Process/Batch Processing

The following batch processing is associated with Internal Operations.

#	Batch Process Name	CI	Description	Estimated Size (Records)	Frequency	Send /Receive /Maintenance
1	PDD Print File - Direct Deposit Informational Notices (CMDS992A)	 CI-291230 - DSD BTCH PRO CRM p cmds992a IMPLEMENTED	This batch job sends a print file containing Direct Deposit Recipient and Provider informational notices to the print center.	N/A	Daily	Send
2	PDD Print File - EFT Reject Letters (CMDS992B)	 CI-291242 - DSD BTCH PRO CRM p cmds992b IMPLEMENTED	This batch job sends a print file containing Provider and Recipient EFT Reject Letters to the print center.	N/A	Daily	Send
3	Send Manual Sick Leave Claim to Payroll (PRDS108AM)	 CI-818808 - DSD BTCH PRO CRM p prds108am IMPLEMENTED	This batch job sends Manual Sick Leave Claims to Payroll.	N/A	Daily	Send
4	Set Global Outbound Date	 CI-291184 - DSD BTCH PRO CRM p set outbound date IMPLEMENTED	This batch job creates the OUTBOUND_DATE global value based on the INBOUND_DATE global value.	N/A	Daily	Maintenance
5	Create Delay Between Outbound Date and Batch Date Jobs	 CI-291190 - DSD BTCH PRO CRM p outbound date sleep job IMPLEMENTED	This batch job creates a delay between set outbound date and update batch date batch jobs.	N/A	Daily	Maintenance
6	Update BATCDAT E Table with Current Batch Date.	 CI-818599 - DSD BTCH PRO CRM p update batchdate IMPLEMENTED	This batch job updates CRM BATCDATE table with current batch date.	N/A	Daily	Maintenance
7	Set Print Date	 CI-818782 - DSD BTCH PRO CRM p set print date IMPLEMENTED	This batch job sets the global variable PRINTING_DATE for autosys.	N/A	Daily	Maintenance
8	Print Date Sleep Job	 CI-818783 - DSD BTCH PRO CRM p print date sleep job IMPLEMENTED	This sleep command is used to create a delay between setting print dates and running print batch jobs.	N/A	Daily	Maintenance
9	Dummy Print Job	 CI-818784 - DSD BTCH PRO CRM p dummy print job IMPLEMENTED	This is a dummy job to meet conditions and then start actual printing jobs	N/A	Daily	Maintenance
10	Setup BAW Environment	 CI-291590 - DSD BTCH PRO BAW setenvbaw box IMPLEMENTED	Batch job that setup daily BAW environment variables.	N/A	Daily	Maintenance
11	Build Directory Structures in Procserver	 CI-291630 - DSD BTCH PRO BAW asmkbpsdirs IMPLEMENTED	Batch job builds directory structures in Procserver on Daily basis.	N/A	Daily	Maintenance

12	EFT Bank Reject Receive (CMDR995A)	 CI-824362 - DSD BTCH PRO CRM p cmdr995a IMPLEMENTED	This batch job will retrieve the cmdr995a XML file and import the following data fields into the IHSSEFTRejectTrigger table and set the status of each record to 'Pending', including records received on the email exception report that are data fixed and reset to pending status. Creates the EFT Enrollment Prenote Reject letter, the EFT Back Reject letter, SOC 829, or SOC 404 based on the Rejection Code and the presence of a Provider ID for each record in a 'Pending' status.	N/A	Daily	Receive
13	EFT Bank Reject Batch Report (CMDR995B)	 CI-824395 - DSD BTCH PRO CRM p cmdr995b IMPLEMENTED	This batch job creates an EFT Reject Form/Letter Reconciliation report and sends a corresponding email to a defined CMIPS team distribution group with the total number of EFT reject letter /forms that the system processed and failed to create.	N/A	Daily	Send

DSD 32/Internal Operations/Business Process/Reporting

See DSD Section 28 for all CMIPS Reports.

DSD 32/Internal Operations/Business Process/Forms

See DSD Section 31 for all CMIPS Forms.

DSD 32/Internal Operations/Code Table Definitions

There are no Code Tables associated with Internal Operations.

DSD 32/Internal Operations/Database Entities

There are no Database Entities associated with Internal Operations.

DSD 32/Internal Operations/Database Entities/IHSS EFT Reject Trigger

Table – Table: IHSS_EFT_REJECT_TRIGGER

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
IHSS_EFT_REJECT_TRIGGER_ID	BIGINT	9	No	N/A	
RECORD_NUMBER	CHARACTER	50	No	N/A	Unique ID that aligns the EFT rejection record in CM with the corresponding record in MA
CASE_NUMBER	CHARACTER	40	No	N/A	Recipient Case Number associated with EFT reject
PROVIDER_NUMBER	CHARACTER	18	Yes	N/A	Provider Number associated with EFT reject
REJECTION_CODE	CHARACTER	4	No	N/A	Rejection Code provided by Managed Advantage obtained from US Bank EFT Bank Reject file
ACCOUNT_NUMBER	CHARACTER	20	No	N/A	Bank account number associated with EFT reject
ROUTING_NUMBER	CHARACTER	9	No	N/A	Bank routing number associated with EFT reject
COMMENTS	VARCHAR	1000	Yes	N/A	Provided by Managed Advantage
STATUS	CHARACTER	10	No	N/A	<ul style="list-style-type: none"> • Pending - Trigger to be picked up by the batch • Processed - Trigger picked and processed; EFT record created in the system (post-batch run) • Exception - Trigger error
BATCH_DATE	DATE	8	No	N/A	Import - batch run date
CREATED_BY	CHARACTER	30	Yes	N/A	
CREATEDON	TIMESTAMP	8	Yes	N/A	
LAST_UPDATE_BY	CHARACTER	30	Yes	N/A	
LAST_UPDATE_ON	TIMESTAMP	8	Yes	N/A	
VERSION_NO	INT	2	No	N/A	