

1. DSD - Section 4	8
1.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal	15
1.1.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/IHSS ESP Topic Area	16
1.1.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process	17
1.1.2.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow	18
1.1.2.1.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/IHSS ESP Register	19
1.1.2.1.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/Provider Enroll in E-Timesheets	20
1.1.2.1.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/Recipient Enroll in E-Timesheets	21
1.1.2.1.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/E-Timesheet Entry	22
1.1.2.1.5 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/E-Timesheet Review	23
1.1.2.1.6 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/Provider Stop E-Timesheets	24
1.1.2.1.7 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/Recipient Stop E-Timesheets	25
1.1.2.1.8 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/IHSS ESP Password Reset	26
1.1.2.1.9 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/IHSS ESP Hire Provider	27
1.1.2.1.10 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/Career Pathways	28
1.1.2.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions	29
1.1.2.2.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions /Additional Overtime Business Process Functions	30
1.1.2.2.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/IHSS ESP Accessibility	31
1.1.2.2.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/IHSS ESP User	32
1.1.2.2.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions /Provider Electronic Services Portal (ESP) Activity	33
1.1.2.2.5 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions /Recipient Electronic Services Portal (ESP) Activity	35
1.1.2.2.6 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/CDSS Privacy Policy Notification	36
1.1.2.2.7 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Online Direct Deposit	37
1.1.2.2.8 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions /Provider Sick Leave Electronic Claim	38
1.1.2.2.9 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Career Pathways	39
1.1.2.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Initiation, Triggers, Pre-Conditions and Post Conditions	41
1.1.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows	42
1.1.3.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP	43
1.1.3.1.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Login Functions	44
1.1.3.1.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Register with Electronic Services Portal	45
1.1.3.1.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Time Entry	46
1.1.3.1.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Timesheet Review	47
1.1.3.1.5 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Provider Landing Page and Menu	50
1.1.3.1.6 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Recipient Landing Page and Menu	52
1.1.3.1.7 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Check-In/Out	53
1.1.3.1.8 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Career Pathways	54
1.1.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs	55
1.1.4.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Login	57
1.1.4.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Login with Internet Explorer Browser	61
1.1.4.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Timesheet Signatory Login	62
1.1.4.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/User Assistance	65
1.1.4.5 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Registration – Introduction	66
1.1.4.6 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 1	70
1.1.4.7 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 2	76
1.1.4.8 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 3	80
1.1.4.9 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 4	83
1.1.4.10 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 5	85
1.1.4.11 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Home	90
1.1.4.12 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recipient Menu	94
1.1.4.13 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Header	98
1.1.4.14 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Footer	106
1.1.4.15 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Enroll in Electronic Timesheets	108
1.1.4.16 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Entry Recipient Selection	109
1.1.4.17 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Entry	113

1.1.4.18 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Validation Messages	127
1.1.4.19 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Electronic Signature	129
1.1.4.20 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Payment History (Provider View)	133
1.1.4.21 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Payment History Detail (Provider View)	134
1.1.4.22 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Request Supplemental Timesheet	135
1.1.4.23 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Supplemental Timesheet Generated	140
1.1.4.24 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Supplemental Timesheet Not Generated	141
1.1.4.25 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Stop Electronic Timesheets: Recipient Selection	142
1.1.4.26 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Stop E-Timesheets Confirmation	143
1.1.4.27 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recipient Enroll in Electronic Timesheets	144
1.1.4.28 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Timesheets: Provider Selection	145
1.1.4.29 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Timesheets (Timesheet Review)	147
1.1.4.30 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet History (Recipient View)	155
1.1.4.31 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet History Detail (Recipient View)	159
1.1.4.32 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Recipient Electronic Signature	168
1.1.4.33 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Reject Timesheet	171
1.1.4.34 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recipient Stop E-Timesheets	175
1.1.4.35 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Get User Name or Password Reset	176
1.1.4.36 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Receive User Name	184
1.1.4.37 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Complete Password Reset	185
1.1.4.38 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Password Reset – Create New Password	186
1.1.4.39 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Change Password – Create New Password	189
1.1.4.40 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Password Expiration	193
1.1.4.41 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/General FAQs	197
1.1.4.42 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Contact Us	198
1.1.4.43 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Submit Help Desk Request	199
1.1.4.44 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Maintenance Page	200
1.1.4.45 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Update Security Questions	202
1.1.4.46 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit	207
1.1.4.47 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit Recipient Selection	210
1.1.4.48 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit Bank Details	215
1.1.4.49 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Direct Deposit Electronic Signature	219
1.1.4.50 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit Enrollment History	226
1.1.4.51 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/What's New	230
1.1.4.52 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/What's New: Direct Deposit	244
1.1.4.53 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/What's New: Tax Year 2019	245
1.1.4.54 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Sick Leave	246
1.1.4.55 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/What's New: Changes to ESP	249
1.1.4.56 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Text Notifications	250
1.1.4.57 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training My Preferences	254
1.1.4.58 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Hire Provider	259
1.1.4.59 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Email Timesheet Copy	262
1.1.4.60 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim	265
1.1.4.61 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim Time Entry	271
1.1.4.62 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Edit Sick Leave Entry – Pop-up	277
1.1.4.63 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Electronic Signature	278
1.1.4.64 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim Electronic Signature Confirmation	282
1.1.4.65 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim History – Recipient Selection	283
1.1.4.66 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim History	289
1.1.4.67 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recipient Home	296
1.1.4.68 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Menu	299
1.1.4.69 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Account Information	311
1.1.4.70 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recent Payments	314
1.1.4.71 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training	318
1.1.4.72 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Contact Information	322
1.1.4.73 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/My Preferences - Provider	327
1.1.4.74 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/My Preferences - Recipient	335
1.1.4.75 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/EVV Payment History Detail (Provider View)	343
1.1.4.76 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/EVV Timesheet Entry	344
1.1.4.77 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Screen Utility - Loading Spinner	345
1.1.4.78 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Payment Search	347
1.1.4.79 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Payment Details	353
1.1.4.80 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Email Timesheet Copy Pop-up	386
1.1.4.81 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Step 1	387
1.1.4.82 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Step 2	390

1.1.4.83 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Step 3	394
1.1.4.84 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Step 4	398
1.1.4.85 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Live-In Certification	404
1.1.4.86 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Cancel Live-In Certification	412
1.1.4.87 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Travel Claim Recipient Selection	420
1.1.4.88 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Travel Claim Time Entry	423
1.1.4.89 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Travel Claim Validation Messages	432
1.1.4.90 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Travel Claim Electronic Signature	436
1.1.4.91 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Download Pay Stub	439
1.1.4.92 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Contact Information	440
1.1.4.93 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/W-2 Forms	455
1.1.4.94 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training W-2 Forms	459
1.1.4.95 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Enable Location Services	462
1.1.4.96 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In and Check-Out Screen	468
1.1.4.97 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In Recipient Selection Screen	472
1.1.4.98 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In Confirmation Screen	480
1.1.4.99 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In Confirmation Pop-up	483
1.1.4.100 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In Failed Pop-up	486
1.1.4.101 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-Out Recipient Selection Screen	487
1.1.4.102 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-Out Confirmation Screen	496
1.1.4.103 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-Out Confirmation Pop-up	499
1.1.4.104 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-Out Failed Pop-up	502
1.1.4.105 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Verify Cell Phone Number	503
1.1.4.106 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Share of Cost Hours Details	506
1.1.4.107 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Add Training Time Claim	511
1.1.4.108 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Electronic Signature (Training Time Claim)	517
1.1.4.109 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Career Pathways Claim Type	520
1.1.4.110 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Incentive Claim Entry	524
1.1.4.111 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Message Center	535
1.1.4.112 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Message Center	547
1.1.4.113 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Session Timeout Pop-Up	550
1.1.4.114 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Career Pathways Training Report	554
1.1.4.115 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Career Pathways Training Report Screen	558
1.1.4.116 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/View W-2	561
1.1.4.117 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Action Requires Verification Code	564
1.1.4.118 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Enter Verification Code	569
1.1.4.119 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Two-Step Verification	573
1.1.4.120 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Enter Verification Code (2)	579
1.1.4.121 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit - Action Requires Verification Code	580
1.1.4.122 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Contact Information - Action Requires Verification Code	588
1.1.4.123 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Electronic Forms	596
1.1.4.124 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Request Employment/Wage Verification	599
1.1.4.125 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Employment/Wage Verification	603
1.1.4.126 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Employment And Wage Verification	606
1.1.5 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Navigation Elements	609
1.1.6 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages	610
1.1.6.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website	611
1.1.6.1.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (1-20)	639
1.1.6.1.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (21-40)	642
1.1.6.1.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (41-60)	645
1.1.6.1.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (61-80)	648
1.1.6.1.5 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (81-100)	651
1.1.6.1.6 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (101-120)	654
1.1.6.1.7 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (121-140)	657
1.1.6.1.8 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (141-160)	661
1.1.6.1.9 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (161-180)	664
1.1.6.1.10 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (181-200)	667
1.1.6.1.11 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (201-220)	670
1.1.6.1.12 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (221-240)	673
1.1.6.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/E-Timesheets	675
1.1.6.2.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/E-Timesheets (1-20)	683
1.1.6.2.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/E-Timesheets (21-40)	685
1.1.6.2.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/E-Timesheets (41-60)	688
1.1.6.2.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/E-Timesheets (61-80)	691
1.1.6.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Travel Claims	692
1.1.6.3.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Travel Claims (1-20)	694
1.1.6.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Training Time Claims	696
1.1.6.4.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Training Time Claims (1-20)	701
1.1.6.4.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Training Time Claims (21-40)	704
1.1.7 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules	706
1.1.7.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website	707

1.1.7.1.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (1-10)	747
1.1.7.1.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (11-20)	750
1.1.7.1.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (21-30)	753
1.1.7.1.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (31-40)	756
1.1.7.1.5 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (41-50)	758
1.1.7.1.6 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (51-60)	760
1.1.7.1.7 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (61-70)	761
1.1.7.1.8 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (71-80)	763
1.1.7.1.9 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (81-90)	764
1.1.7.1.10 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (91-100)	766
1.1.7.1.11 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (101-110)	768
1.1.7.1.12 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (111-120)	770
1.1.7.1.13 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (121-130)	772
1.1.7.1.14 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (131-140)	774
1.1.7.1.15 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (141-150)	776
1.1.7.1.16 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (151-160)	778
1.1.7.1.17 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (161-170)	780
1.1.7.1.18 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (171-180)	782
1.1.7.1.19 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (181-190)	784
1.1.7.1.20 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (191-200)	787
1.1.7.1.21 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (201-210)	792
1.1.7.1.22 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (211-220)	794
1.1.7.1.23 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (221-230)	796
1.1.7.1.24 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (231-240)	798
1.1.7.1.25 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (241-250)	800
1.1.7.1.26 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (251-260)	802
1.1.7.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets	804
1.1.7.2.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (1-10)	821
1.1.7.2.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (11-20)	824
1.1.7.2.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (21-30)	826
1.1.7.2.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (31-40)	828
1.1.7.2.5 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (41-50)	831
1.1.7.2.6 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (51-60)	833
1.1.7.2.7 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (61-70)	836
1.1.7.2.8 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (71-80)	838
1.1.7.2.9 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (81-90)	840
1.1.7.2.10 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (91-100)	842
1.1.7.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Timesheet Validation	844
1.1.7.3.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Timesheet Validation (1-10)	847
1.1.7.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Travel Claims	850
1.1.7.4.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Travel Claims (1-10)	854
1.1.7.4.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Travel Claims (11-20)	857
1.1.7.5 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Career Pathways	859
1.1.7.5.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Career Pathways (1-10)	861
1.1.8 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Tasks/Notifications	863
1.1.9 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Internal Interfaces	864
1.1.9.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Internal Interfaces/Send Electronic EFT Requests (600ZINDS)	865
1.1.9.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Internal Interfaces/Generate Career Pathways Training Report (AARE991A)	867
1.1.9.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Internal Interfaces/Retrieve Career Pathways Training Report (AARE991B)	868
1.1.10 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces	869
1.1.10.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Provider Timesheets (PRNE880D)	871
1.1.10.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Timesheet History Provider Request (PRNE880E)	875
1.1.10.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Timesheet Preferences (PRNE880F)	876
1.1.10.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Validate E-Timesheet (PRNE880G)	879
1.1.10.5 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit E-Timesheet (PRNE880H)	882
1.1.10.6 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Approve E-Timesheet (PRNE880I)	885
1.1.10.7 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Request Supplemental E-Timesheet (PRNE880J)	888
1.1.10.8 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Reject E-Timesheet (PRNE880P)	890
1.1.10.9 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Modify Submitted E-Timesheet (PRNE880Q)	893
1.1.10.10 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Timesheet Consolidation (PRNE880S)	895
1.1.10.11 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Direct Deposit Request Data (PRNE880Y)	897
1.1.10.12 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Timesheet History Recipient Request (PRNE880Z)	899
1.1.10.13 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Website Registration – Validate User (CMNE880A)	900
1.1.10.14 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Website Registration – Register User (CMNE880B)	903
1.1.10.15 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Providers For Recipient (CMNE880C)	906

1.1.10.16 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Sick Leave Eligibility Details (CMNE880D)	908
1.1.10.17 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Validate Sick Leave Claim (CMNE880E)	911
1.1.10.18 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Sick Leave Claim (CMNE880F)	913
1.1.10.19 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Sick Leave Claim History (CMNE880G)	915
1.1.10.20 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipients For Provider (CMNE880K)	919
1.1.10.21 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Provider E-Timesheet Enroll (CMNE880L)	922
1.1.10.22 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Recipient E-Timesheet Enroll (CMNE880M)	923
1.1.10.23 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get User Email Address (CMNE880R)	924
1.1.10.24 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/No Recipient Enroll Action 15 Days (CMDS880T)	926
1.1.10.25 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/No Recipient Enroll Action 30 Days (CMDS880U)	928
1.1.10.26 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Confirm Support User Access (CMNE880W)	930
1.1.10.27 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Create ESP Service Request (AANE880X)	932
1.1.10.28 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Send CMIPS Email (894DINDN) (CMNE881A)	933
1.1.10.29 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Payment Summary (CMNE882A)	935
1.1.10.30 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Provider Hours (CMNE882C)	940
1.1.10.31 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipient Info (CMNE882D)	943
1.1.10.32 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Recipient Stop E-Timesheets (CMNE880N)	945
1.1.10.33 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Provider Stop E-Timesheets (CMNE880O)	946
1.1.10.34 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipient Timesheets to Review Summary (PRNE882C)	947
1.1.10.35 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Submittable Timesheets Summary (PRNE882D)	950
1.1.10.36 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Preference Info (CMNE882E)	954
1.1.10.37 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipient Timesheet Summary (CMNE882F)	956
1.1.10.38 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipient Timesheet Details (CMNE882G)	958
1.1.10.39 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Find Provider Details (CMNE882H)	960
1.1.10.40 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Assign Provider (CMNE882I)	962
1.1.10.41 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Check Hire Provider (CMNE882J)	964
1.1.10.42 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Single Timesheet (PRNE882K)	966
1.1.10.43 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipients For Live In Provider (CMNE882Q)	969
1.1.10.44 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Certify or Cancel Live In Provider Status (CMNE882R)	971
1.1.10.45 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Travel Claim Recipients for Provider (CMNE882L)	973
1.1.10.46 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Submittable Travel Claim Summary (CMNE882M)	975
1.1.10.47 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Travel Claim (CMNE882N)	978
1.1.10.48 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Validate Travel Claim (CMNE882O)	981
1.1.10.49 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Travel Claim Details (CMNE882P)	983
1.1.10.50 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get User Address & Phone Details (CMNE882S)	986
1.1.10.51 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Provider Address Details (CMNE882T)	988
1.1.10.52 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save User Phone Details (CMNE882U)	991
1.1.10.53 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Timesheet Live-In Detail (CMNE882V)	993
1.1.10.54 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Provider Travel Claim Hours (CMNE882W)	995
1.1.10.55 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Default Timesheet (CMNE882X)	997
1.1.10.56 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Direct Deposit Request Routing Number Data (IWMR988A)	999
1.1.10.57 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Payment Search Details (CMNE882Y)	1001

1.1.10.58 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Payment Search Summary (CMNE882Z)	1006
1.1.10.59 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recent Payment Summary (CMNE883A)	1010
1.1.10.60 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Verify Verification Code (CMNE883B)	1015
1.1.10.61 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get W2 Summary (CMNE883C)	1017
1.1.10.62 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Send Verification Code (CMNE883D)	1019
1.1.10.63 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get W2 Summary Details (CMNE883E)	1021
1.1.10.64 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get W2 PDFs (CMNE883F)	1023
1.1.10.65 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Share of Cost Search Details (CMNE883G)	1025
1.1.10.66 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Read Messages For User (CMNE883H)	1027
1.1.10.67 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Training Claim Pay Period Details (CMNE883I)	1029
1.1.10.68 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Career Pathways Claim Type and Recipient Details (CMNE883J)	1031
1.1.10.69 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Training Time Claim (CMNE883K)	1033
1.1.10.70 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Read Receipt For ESP (CMNE883L)	1035
1.1.10.71 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Career Pathways Incentive Claim (CMNE883L)	1037
1.1.10.72 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Check Career Pathways Incentive Claim Count (CMNE883M)	1039
1.1.10.73 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Check Career Duplicate Training Time Class (CMNE883S)	1041
1.1.10.74 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Delete Message (CMNE883O)	1043
1.1.10.75 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Career Pathways Training Hours and Course Details (CMNE883R)	1045
1.1.10.76 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Validate MFA Code (CMNE883N)	1047
1.1.10.77 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Generate And Send MFA Code (CMNE883P)	1049
1.1.10.78 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get User Phone Email Details (CMNE883Q)	1051
1.1.10.79 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Eforms For User (CMNE883T)	1053
1.1.10.80 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Employment Wage Verification Info (CMNE883U)	1055
1.1.10.81 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipients For Wage Verification (CMNE883V)	1057
1.1.10.82 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Employment Wage Info (CMNE883W)	1058
1.1.10.83 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Employment Wage Request (CMNE883W)	1060
1.1.10.84 DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Employment And Wage Verification Form (CMNE883X)	1062
1.1.11 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Batch Processing	1064
1.1.12 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Reporting	1066
1.1.13 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Forms	1067
1.1.14 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions	1068
1.1.14.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Stop ETimesheet Reason	1069
1.1.14.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Security Questions	1070
1.1.14.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Website Language	1071
1.1.14.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/ETimesheet Email	1072
1.1.14.5 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/WebsiteETimesheetStatus	1075
1.1.14.6 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Website Timesheet Preferences	1077
1.1.14.7 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/ETimesheet Error Messages	1078
1.1.14.8 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Live In Provider Operation	1081
1.1.14.9 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Electronic Timesheet Reject Reason	1082
1.1.14.10 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/IHSS Website User Type	1083
1.1.14.11 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Request Type	1084
1.1.14.12 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/E Timesheet Type Description	1085
1.1.14.13 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Timesheet Entry Type	1086
1.1.14.14 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Provider Direct Deposit Request Type	1087
1.1.14.15 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Provider Direct Deposit Account Type	1088
1.1.14.16 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/E Sick Leave Claim Error Messages	1089
1.1.14.17 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Website Sick Leave Claim Status	1090
1.1.14.18 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Source System	1091

1.1.14.19 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/EVV Location	1092
1.1.14.20 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/TTS Provider Timesheet History Status	1093
1.1.14.21 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Special Transaction Status ..	1094
1.1.14.22 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Recipient Relationship to Provider	1095
1.1.14.23 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Career Pathways Claim Type ..	1096
1.1.14.24 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Career Pathways Type	1097
1.1.14.25 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Person Messages	1098
1.1.14.26 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/ESP Travel Claim Status	1100
1.1.14.27 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Electronic Travel Claim Error Messages	1102
1.1.14.28 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Career Pathways Claim Status ..	1103
1.1.15 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities	1104
1.1.15.1 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETIMESHEET TRANSACTION LOG ..	1105
1.1.15.2 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETIMESHEET RESPONSE CODE ..	1106
1.1.15.3 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Email Notification Trigger ..	1107
1.1.15.4 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETIMESHEET CODE MAP	1108
1.1.15.5 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Submitted Details	1109
1.1.15.6 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Submitted Snapshot Details ..	1110
1.1.15.7 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Website ETS History	1111
1.1.15.8 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Configuration	1112
1.1.15.9 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Configuration Values	1113
1.1.15.10 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/URL Identifier Details	1114
1.1.15.11 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Provider Direct Deposit Lookup ..	1115
1.1.15.12 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/EST Messages	1116
1.1.15.13 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Message Log	1117
1.1.15.14 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/IVR Campaign Details	1118
1.1.15.15 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Case Provider EVV Details	1119
1.1.15.16 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/EVV Details	1120
1.1.15.17 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/EVV Details Snapshot	1121
1.1.15.18 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Recipient Header Info	1122
1.1.15.19 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Provider Header Info	1123
1.1.15.20 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Case Provider ESP Details	1124
1.1.15.21 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ESP Users	1125
1.1.15.22 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Failed Login Attempt	1126
1.1.15.23 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Locked User	1127
1.1.15.24 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Timesheet Submission Device Details ..	1128
1.1.15.25 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Live-In Provider Trigger	1129
1.1.15.26 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Travel Claim Submitted Details ..	1130
1.1.15.27 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Travel Claim Submitted Details Snapshot	1131
1.1.15.28 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/W-2 Form Details	1132
1.1.15.29 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Check In Out	1133
1.1.15.30 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Text Opt Out	1134
1.1.15.31 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/esp_<env>_mfa_verification	1135
1.1.15.32 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Hire Provider Trigger	1136
1.1.15.33 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Verification Info	1137
1.1.15.34 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Employment Wage Verification Trigger ..	1138
1.1.15.35 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/User ID Logs	1139
1.1.15.36 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Invalid User ID Logs	1140
1.1.15.37 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Forgot User ID Log	1141
1.1.16 DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Class Definitions	1142

DSD - Section 4



CMIPS

D-4.2-03 – IHSS CMIPS Detailed System Design (DSD) (R2025.03.01) Section 4

Version 1.0

03/28/2025

Table of Contents

- DSD 4/IHSS Provider/Recipient Electronic Services Portal
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/IHSS ESP Topic Area
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/IHSS ESP Register
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/Provider Enroll in E-Timesheets
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/Recipient Enroll in E-Timesheets
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/E-Timesheet Entry

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/E-Timesheet Review
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/Provider Stop E-Timesheets
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/Recipient Stop E-Timesheets
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/IHSS ESP Password Reset
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/IHSS ESP Hire Provider
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Flow/Career Pathways
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Additional Overtime Business Process Functions
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/IHSS ESP Accessibility
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/IHSS ESP User
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Provider Electronic Services Portal (ESP) Activity
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Recipient Electronic Services Portal (ESP) Activity
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/CDSS Privacy Policy Notification
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Online Direct Deposit
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Provider Sick Leave Electronic Claim
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Career Pathways
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Initiation, Triggers, Pre-Conditions and Post Conditions
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Login Functions
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Register with Electronic Services Portal
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Time Entry
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Timesheet Review
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Provider Landing Page and Menu
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Recipient Landing Page and Menu
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Check-In/Out
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Flows/IHSS ESP/Career Pathways
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Login
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Login with Internet Explorer Browser
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Timesheet Signatory Login
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/User Assistance
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Registration – Introduction
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 1
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 2
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 3
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 4
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 5
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Home
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recipient Menu
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Header
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Footer
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Enroll in Electronic Timesheets
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Entry Recipient Selection
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Entry
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Validation Messages
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Electronic Signature
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Payment History (Provider View)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Payment History Detail (Provider View)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Request Supplemental Timesheet
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Supplemental Timesheet Generated
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Supplemental Timesheet Not Generated
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Stop Electronic Timesheets: Recipient Selection
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Stop E-Timesheets Confirmation
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recipient Enroll in Electronic Timesheets
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Timesheets: Provider Selection
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Timesheets (Timesheet Review)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet History (Recipient View)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet History Detail (Recipient View)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Recipient Electronic Signature
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Reject Timesheet
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recipient Stop E-Timesheets
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Get User Name or Password Reset

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Receive User Name
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Complete Password Reset
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Password Reset – Create New Password
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Change Password – Create New Password
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Password Expiration
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/General FAQs
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Contact Us
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Submit Help Desk Request
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Maintenance Page
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Update Security Questions
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit Recipient Selection
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit Bank Details
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Direct Deposit Electronic Signature
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit Enrollment History
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/What's New
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/What's New: Direct Deposit
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/What's New: Tax Year 2019
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Sick Leave
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/What's New: Changes to ESP
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Text Notifications
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training My Preferences
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Hire Provider
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Email Timesheet Copy
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim Time Entry
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Edit Sick Leave Entry – Pop-up
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Electronic Signature
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim Electronic Signature Confirmation
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim History – Recipient Selection
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim History
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recipient Home
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Menu
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Account Information
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recent Payments
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Contact Information
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/My Preferences - Provider
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/My Preferences - Recipient
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/EVV Payment History Detail (Provider View)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/EVV Timesheet Entry
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Screen Utility - Loading Spinner
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Payment Search
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Payment Details
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Email Timesheet Copy Pop-up
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Step 1
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Step 2
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Step 3
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Step 4
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Live-In Certification
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Cancel Live-In Certification
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Travel Claim Recipient Selection
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Travel Claim Time Entry
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Travel Claim Validation Messages
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Travel Claim Electronic Signature
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Download Pay Stub
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Contact Information
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/W-2 Forms
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training W-2 Forms
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Enable Location Services
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In and Check-Out Screen
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In Recipient Selection Screen
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In Confirmation Screen
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In Confirmation Pop-up
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In Failed Pop-up
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-Out Recipient Selection Screen
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-Out Confirmation Screen
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-Out Confirmation Pop-up
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-Out Failed Pop-up
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Verify Cell Phone Number
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Share of Cost Hours Details
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Add Training Time Claim
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Electronic Signature (Training Time Claim)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Career Pathways Claim Type
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Incentive Claim Entry
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Message Center
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Message Center
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Session Timeout Pop-Up
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Career Pathways Training Report

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Travel Claims
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Travel Claims (1-10)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Travel Claims (11-20)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Career Pathways
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Career Pathways (1-10)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Tasks/Notifications
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Internal Interfaces
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Internal Interfaces/Send Electronic EFT Requests (600ZINDS)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Internal Interfaces/Generate Career Pathways Training Report (AARE991A)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Internal Interfaces/Retrieve Career Pathways Training Report (AARE991B)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Provider Timesheets (PRNE880D)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Timesheet History Provider Request (PRNE880E)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Timesheet Preferences (PRNE880F)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Validate E-Timesheet (PRNE880G)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit E-Timesheet (PRNE880H)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Approve E-Timesheet (PRNE880I)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Request Supplemental E-Timesheet (PRNE880J)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Reject E-Timesheet (PRNE880P)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Modify Submitted E-Timesheet (PRNE880Q)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Timesheet Consolidation (PRNE880S)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Direct Deposit Request Data (PRNE880Y)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Timesheet History Recipient Request (PRNE880Z)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Website Registration – Validate User (CMNE880A)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Website Registration – Register User (CMNE880B)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Providers For Recipient (CMNE880C)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Sick Leave Eligibility Details (CMNE880D)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Validate Sick Leave Claim (CMNE880E)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Sick Leave Claim (CMNE880F)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Sick Leave Claim History (CMNE880G)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipients For Provider (CMNE880K)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Provider E-Timesheet Enroll (CMNE880L)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Recipient E-Timesheet Enroll (CMNE880M)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get User Email Address (CMNE880R)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/No Recipient Enroll Action 15 Days (CMDS880T)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/No Recipient Enroll Action 30 Days (CMDS880U)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Confirm Support User Access (CMNE880W)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Create ESP Service Request (AANE880X)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Send CMIPS Email (894DINDN) (CMNE881A)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Payment Summary (CMNE882A)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Provider Hours (CMNE882C)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipient Info (CMNE882D)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Recipient Stop E-Timesheets (CMNE880N)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Provider Stop E-Timesheets (CMNE880O)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipient Timesheets to Review Summary (PRNE882C)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Submittable Timesheets Summary (PRNE882D)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Preference Info (CMNE882E)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipient Timesheet Summary (CMNE882F)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipient Timesheet Details (CMNE882G)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Find Provider Details (CMNE882H)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Assign Provider (CMNE882I)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Check Hire Provider (CMNE882J)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Single Timesheet (PRNE882K)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipients For Live In Provider (CMNE882Q)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Certify or Cancel Live In Provider Status (CMNE882R)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Travel Claim Recipients for Provider (CMNE882L)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Submittable Travel Claim Summary (CMNE882M)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Travel Claim (CMNE882N)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Validate Travel Claim (CMNE882O)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Travel Claim Details (CMNE882P)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get User Address & Phone Details (CMNE882S)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Provider Address Details (CMNE882T)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save User Phone Details (CMNE882U)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Timesheet Live-In Detail (CMNE882V)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Provider Travel Claim Hours (CMNE882W)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Default Timesheet (CMNE882X)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Direct Deposit Request Routing Number Data (IWMR988A)
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Payment Search Details (CMNE882Y)

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Payment Search Summary (CMNE882Z)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recent Payment Summary (CMNE883A)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Verify Verification Code (CMNE883B)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get W2 Summary (CMNE883C)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Send Verification Code (CMNE883D)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get W2 Summary Details (CMNE883E)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get W2 PDFs (CMNE883F)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Share of Cost Search Details (CMNE883G)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Read Messages For User (CMNE883H)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Training Claim Pay Period Details (CMNE883I)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Career Pathways Claim Type and Recipient Details (CMNE883J)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Training Time Claim (CMNE883K)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Read Receipt For ESP (CMNE883L)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Career Pathways Incentive Claim (CMNE883L)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Check Career Pathways Incentive Claim Count (CMNE883M)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Check Career Duplicate Training Time Class (CMNE883S)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Delete Message (CMNE883O)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Career Pathways Training Hours and Course Details (CMNE883R)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Validate MFA Code (CMNE883N)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Generate And Send MFA Code (CMNE883P)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get User Phone Email Details (CMNE883Q)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Eforms For User (CMNE883T)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Employment Wage Verification Info (CMNE883U)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipients For Wage Verification (CMNE883V)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Employment Wage Info (CMNE883W)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Employment Wage Request (CMNE883W)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Employment And Wage Verification Form (CMNE883X)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Batch Processing
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Reporting
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Forms
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Stop ETimesheet Reason
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Security Questions
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Website Language
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/ETimesheet Email
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/WebsiteETimesheetStatus
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Website Timesheet Preferences
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/ETimesheet Error Messages
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Live In Provider Operation
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Electronic Timesheet Reject Reason
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/IHSS Website User Type
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Request Type
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/E Timesheet Type Description
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Timesheet Entry Type
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Provider Direct Deposit Request Type
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Provider Direct Deposit Account Type
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/E Sick Leave Claim Error Messages
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Website Sick Leave Claim Status
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Source System
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/EVV Location
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/TTS Provider Timesheet History Status
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Special Transaction Status
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Recipient Relationship to Provider
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Career Pathways Claim Type
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Career Pathways Type
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Person Messages
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/ESP Travel Claim Status
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Electronic Travel Claim Error Messages
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Code Table Definitions/Career Pathways Claim Status
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETIMESHEET TRANSACTION LOG
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETIMESHEET RESPONSE CODE
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Email Notification Trigger
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETIMESHEET CODE MAP
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Submitted Details
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Submitted Snapshot Details
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Website ETS History
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Configuration
 - DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Configuration Values

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/URL Identifier Details
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Provider Direct Deposit Lookup
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/EST Messages
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Message Log
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/IVR Campaign Details
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Case Provider EVV Details
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/EVV Details
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/EVV Details Snapshot
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Recipient Header Info
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Provider Header Info
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Case Provider ESP Details
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ESP Users
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Failed Login Attempt
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Locked User
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Timesheet Submission Device Details
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Live-In Provider Trigger
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Travel Claim Submitted Details
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/ETS Travel Claim Submitted Details Snapshot
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/W-2 Form Details
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Check In Out
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Text Opt Out
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/esp_<env>_mfa_verification
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Hire Provider Trigger
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Verification Info
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Employment Wage Verification Trigger
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/User ID Logs
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Invalid User ID Logs
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Database Entities/Forgot User ID Log
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Class Definitions

DSD 4/IHSS Provider/Recipient Electronic Services Portal

DSD 4/IHSS Provider/Recipient Electronic Services Portal /IHSS ESP Topic Area

The IHSS Electronic Services Portal (ESP) topic area provides details of the IHSS ESP functionality as well as the details of the interaction between Case Management and the IHSS ESP.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process

Electronic Timesheets

The IHSS Electronic Service Portal (ESP) provides a location for Providers and Recipients to access some self-service features associated with the IHSS and WPCS programs. The following functionality is available on the ESP for Providers:

- Payment/Timesheet History
- Submit Sick Leave Claim
- Start/Stop/Cancel Direct Deposit
- Electronic Timesheets (E-Timesheets) – Requires Recipient Registration
 - Time Entry
 - Timesheet Submission
- Other features to be determined

The following functionality is available on the ESP for Recipients:

- Timesheet History
- Electronic Timesheets (E-Timesheets) – Requires Provider Registration
 - Timesheet Review
 - Timesheet Approval/Rejection

The E-Timesheet functions on the ESP support both standard timesheets and EVV timesheets. In order to access the E-Timesheet functions of the ESP the Provider must be registered for the ESP and their Recipient must be registered to the ESP and/or to the Telephone Timesheet System (TTS). When both individuals are registered for a method of completing E-Timesheets, the Provider will have access to the time entry functions within the ESP. A Provider and Recipient will continue to receive standard paper timesheets until they have either (1) successfully submitted (via ESP) and approved (via ESP or TTS) a timesheet electronically or (2) reached their CaseProviderEVVEffectiveDate. Once either of these conditions are met, paper timesheets will no longer be automatically issued.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Flow

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Flow/IHSS ESP Register

CI	Document Name
CI-753430 - DSD BP IHSS Website Register IMPLEMENTED	DSD_BP_IHSS_Website_Register.docx

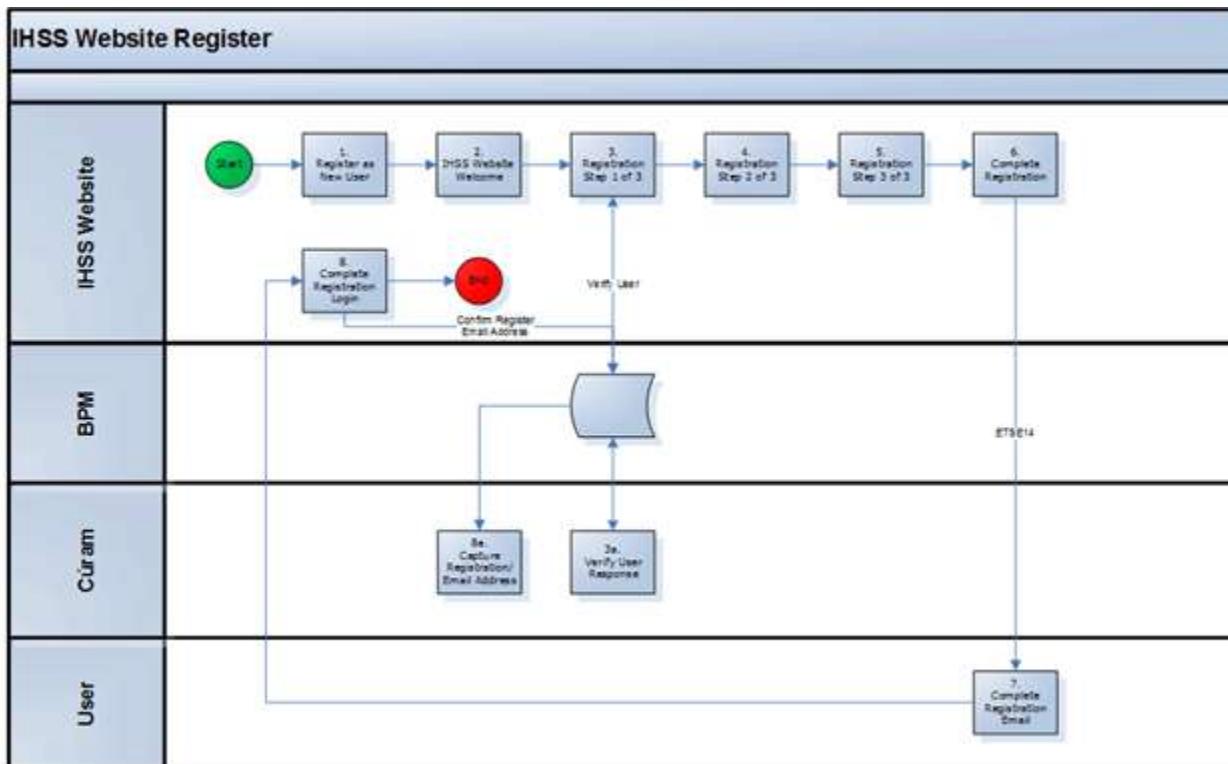


Figure - IHSS ESP Register

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Flow/Provider Enroll in E-Timesheets

CI	Document Name
 CI-753431 - DSD BP Provider Enroll in E Timesheets CANCELLED	DSD_BP_Provider_Enroll_in_E_Timesheets.docx

Cancelled by [CR115 CGI M&O – PSR – EVV Simplification](#)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Flow/Recipient Enroll in E-Timesheets

CI	Document Name
 CI-753432 - DSD BP Recipient Enroll in E Timesheets CANCELLED	DSD_BP_Recipient_Enroll_in_E_Timesheets.docx

Cancelled by [CR115 CGI M&O – PSR – EVV Simplification](#)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Flow/E-Timesheet Entry

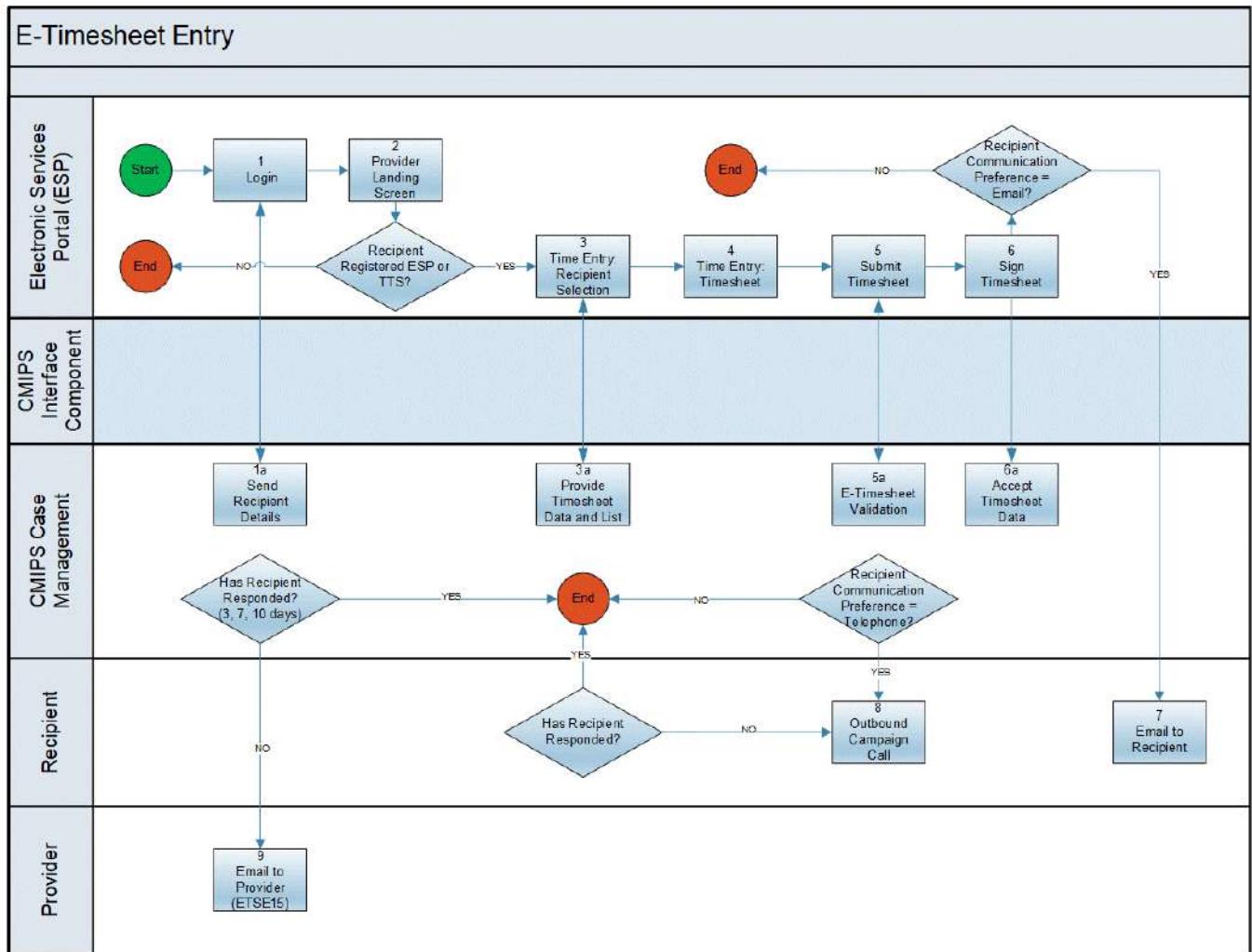
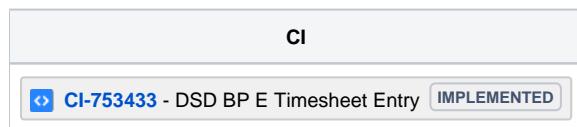


Figure - E-Timesheet Entry

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Flow/E-Timesheet Review

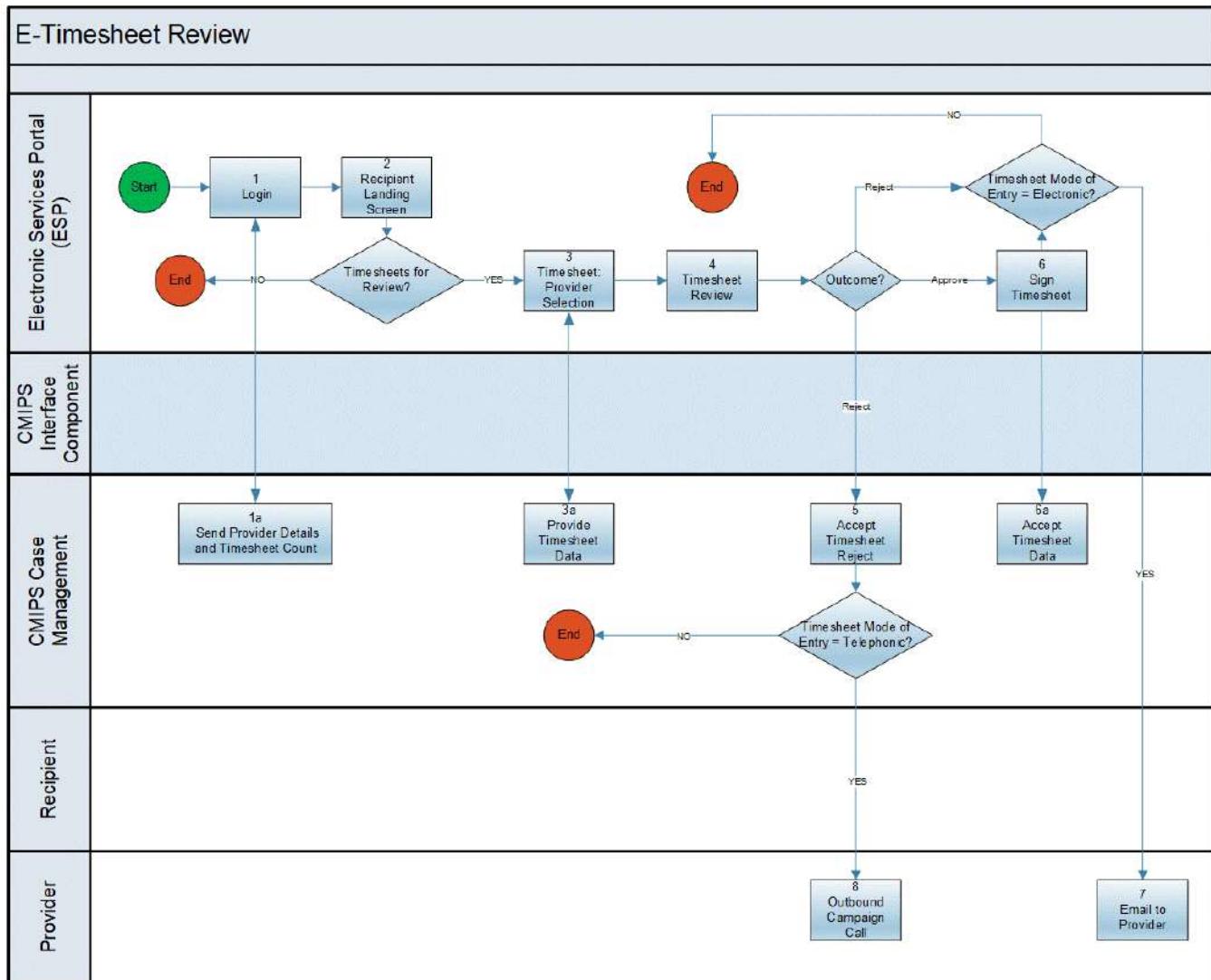
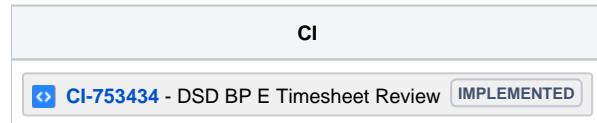


Figure - E-Timesheet Review

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Flow/Provider Stop E-Timesheets

CI	Document Name
 CI-753435 - DSD BP Provider Stop E Timesheets	DSD_BP_Provider_Stop_E_Timesheets.docx

Cancelled by ASR 40 Sprint 40 (CR 1287)

DSD 4/IHSS Provider/Recipient Electronic Services Portal

/Business Process/Business Process Flow/Recipient Stop E-Timesheets

CI	Document Name
 CI-753436 - DSD BP Recipient Stop E Timesheets CANCELLED	DSD_BP_Recipient_Stop_E_Timesheets.docx

Cancelled by ASR 40 Sprint 40 (CR 1287)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Flow/IHSS ESP Password Reset

CI	Document Name
CI-753437 - DSD BP IHSS Website Password Reset IMPLEMENTED	DSD_BP_IHSS_Website_Password_Reset.docx

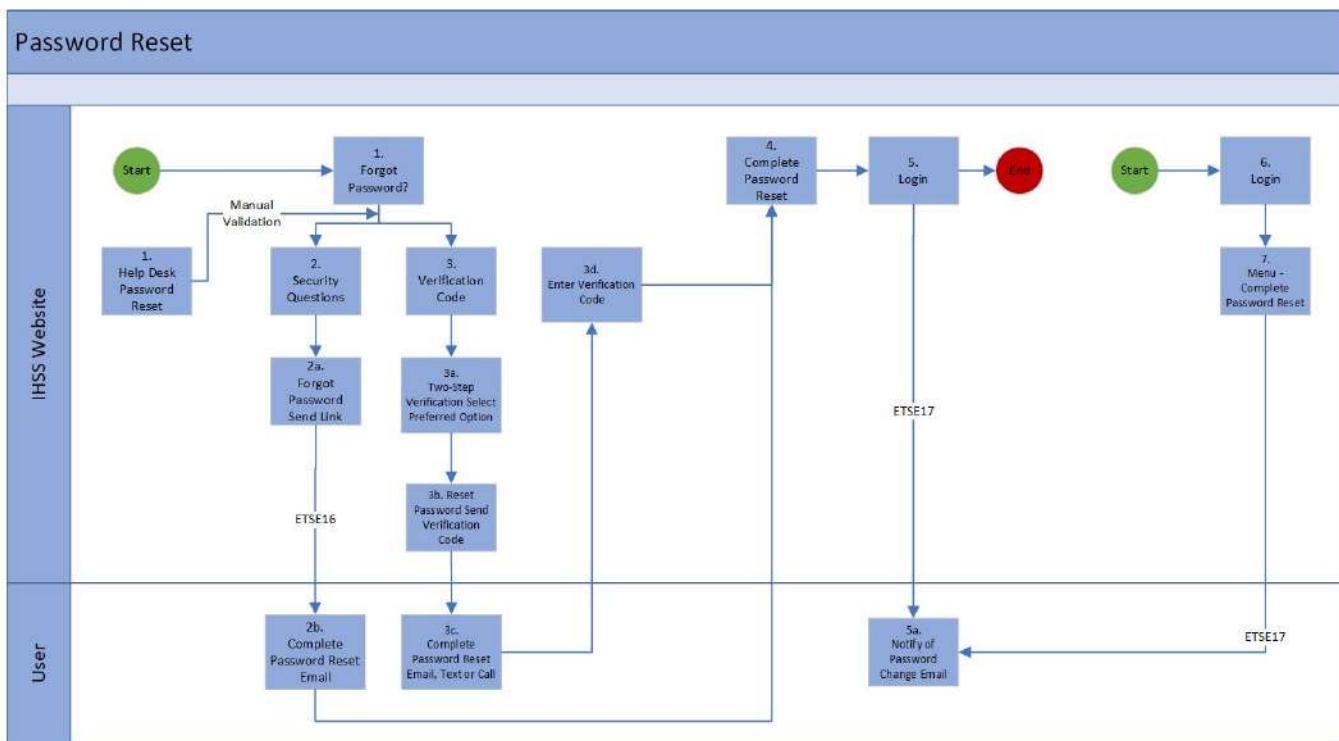


Figure - IHSS ESP Password Reset

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Flow/IHSS ESP Hire Provider

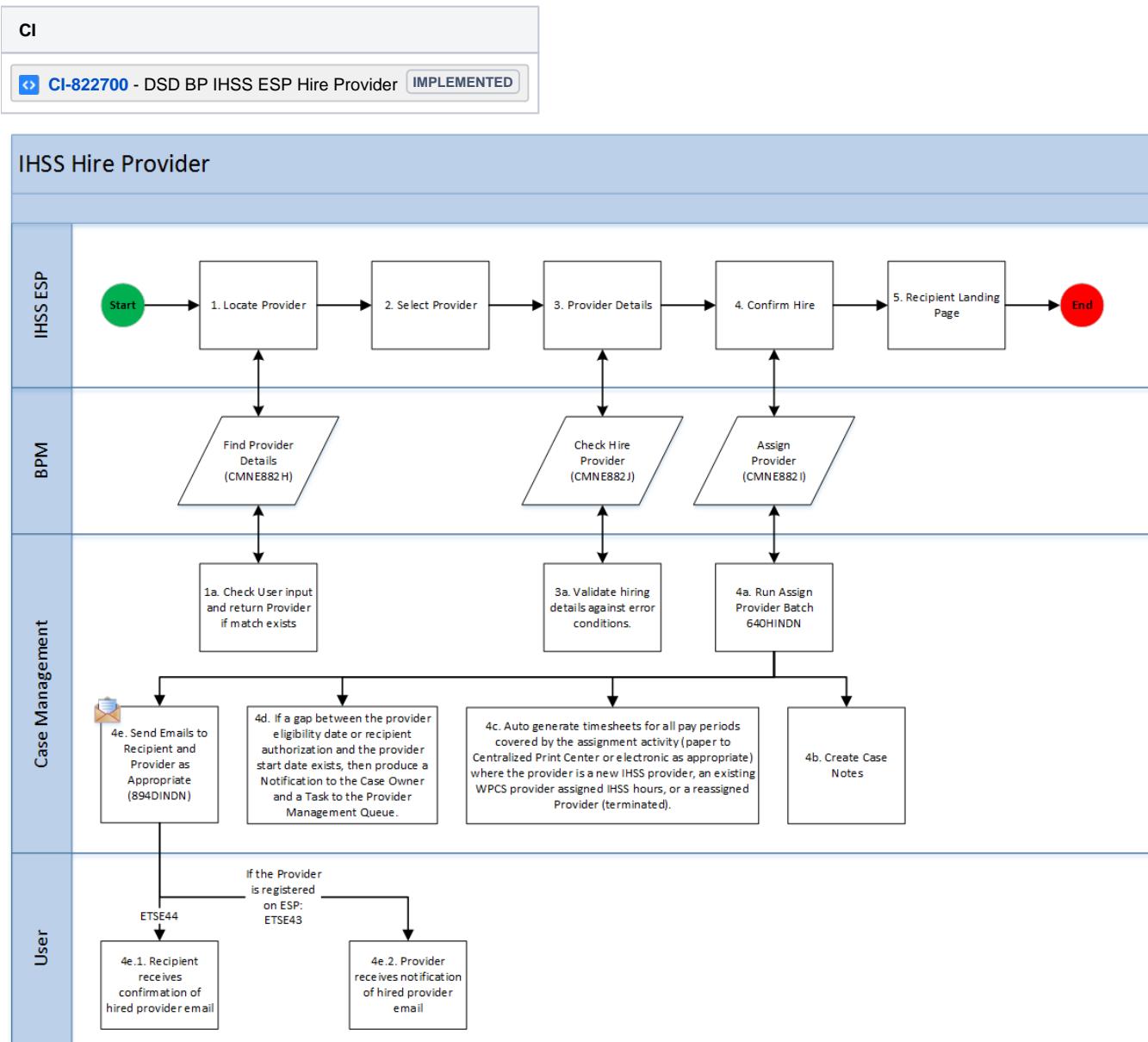


Figure - IHSS ESP Hire Provider

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Flow/Career Pathways

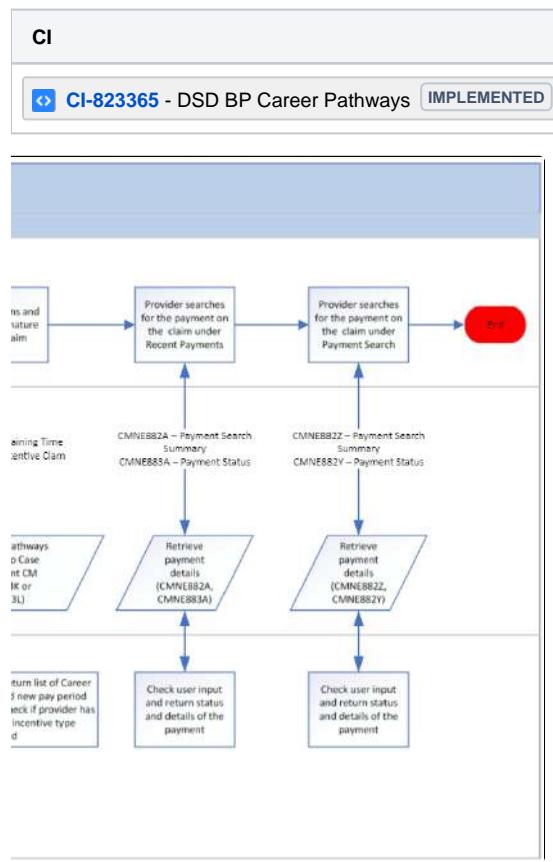


Figure - Career Pathways

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Functions

- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Additional Overtime Business Process Functions](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/IHSS ESP Accessibility](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/IHSS ESP User](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Provider Electronic Services Portal \(ESP\) Activity](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Recipient Electronic Services Portal \(ESP\) Activity](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/CDSS Privacy Policy Notification](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Online Direct Deposit](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Provider Sick Leave Electronic Claim](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Process/Business Process Functions/Career Pathways](#)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Functions/Additional Overtime Business Process Functions

Please review DSD Sections 23A (Provider Management), 24 (Time and Attendance) and 25A (Case Maintenance) for Business Process Functions related to Overtime functionality and any impact associated with E-Timesheets.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Functions/IHSS ESP Accessibility

CI
CI-822643 - DSD BF IHSS ESP Accessibility IMPLEMENTED

California Code 7405 states that California governmental entities, in developing, procuring, maintaining, or using electronic or information technology, either indirectly or through the use of state funds by other entities will comply with the accessibility requirements of section 508 of the federal Rehabilitation Act of 1973. Section 508 declares that products and services should be accessible so people can be self-sufficient. The Electronic Services Portal (ESP) must adhere to this code given that recipients, providers, or users may fall into the category of needing to use assistive technology. People must have equal access to services on the ESP without having to disclose or ask for assistance due to the technology not working due to the use of assistive technology.

Desktop and Mobile Browser Accessibility

Recipient-facing screens on ESP are navigable by both common desktop and smart phone screen reader tools that accurately identify all screen elements needed to navigate and use the ESP. Recipient-facing screens also allow for up to 200% magnification for visually impaired individuals without losing screen functionality. This functionality only applies to English.

Keyboard Only Navigation

Recipient-facing screens on ESP are accessible to users who are not able to operate a computer mouse and exclusively use the keyboard to navigate web applications. These screens are entirely navigable by a standard keyboard – tabbing through input fields and other content as well as operating all controls. The user can perform all the same functions with the keyboard as with a mouse. This functionality only applies to English.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Functions/IHSS ESP User

CI	Document Name
 CI-753427 - DSD BF IHSS Website User IMPLEMENTED	DSD_BF_IHSS_Website_User.docx

IHSS and WPCS Providers and Recipients can register with the IHSS ESP and this registration will be identified within CMIPS Case Management even if the individual is not utilizing any of the current functionality. This registration process will be utilized to capture current email addresses for Recipients and Providers.

With current functionality a Provider that is also a Recipient would need to have (2) User Names within the Website to access the variation in functionality.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Functions/Provider Electronic Services Portal (ESP) Activity

CI
 CI-753428 - DSD BF Provider ESP Activity IMPLEMENTED

IHSS and WPCS Providers can register with the IHSS Electronic Services Portal (ESP). Once registered with ESP a Provider will be able to:

1. Sign and submit timesheets through ESP or the telephone if the Recipient is registered for ESP or Telephone Timesheet System (TTS) for timesheet review.
2. View the status and progress of timesheets that are received through TPF or that are submitted through ESP or TTS. Providers are also able to view the history and detail of timesheets and their associated payments for the prior three (3) months. (For more detail, please see DSD Section 4 /IHSS Provider/Recipient Electronic Services Portal/Business Process.)
 - a. Once a Provider has access to timesheets within ESP any outstanding timesheets that were printed and mailed to the Provider can be submitted electronically. The Provider will only be paid for the first version submitted.
 - b. When subject to Electronic Visit Verification (EVV) reporting, a Provider must submit their time using an electronic method.
 - c. ESP and TTS can be used interchangeably for EVV timesheets; however only ESP can be used for E-Timesheets that are not subject to EVV regulations.
3. Submit a new Live-In Certification or cancel a current and active Live-In Certification through the ESP.
4. Submit a new direct deposit enrollment request, update current direct deposit account information, and/or cancel a current direct deposit set up through the ESP.
5. Submit travel claims through ESP.
6. When sick leave is available to the Provider, submit sick leave claims through ESP. If the Provider is eligible for sick leave, the Provider can view the number of hours available and claimed for the current and/or prior fiscal year.

Screens within CMIPS Case Management will capture and manage the Provider's timesheet registration information. In addition, if the Provider requires assistance while using ESP or TTS, the IHSS Service Desk is available to provide support.

Actions/Functions

The following actions are associated with the Provider ESP Activity:

System	Activity
Timesheet	
ESP	Providers can submit timesheets through the ESP. Timesheet history and details are present in ESP.
TTS	Providers can submit timesheets through TTS.
Recipient Review	Recipients must review and approve timesheets for them to be processed and paid.
Financial	
ESP	Providers can submit Live-In certification or cancellation through ESP.
TTS	Providers can self-certify at the timesheet level that they are a Live-In Provider through TTS.
Recipient Review	Recipients do not approve Live-In Certification or cancellation.
Direct Deposit	
ESP	Providers can submit direct deposit new enrollment, change of account, and/or cancellation requests through ESP.
TTS	Providers cannot submit direct deposit requests through TTS.
Recipient Review	Recipients do not approve direct deposit requests.
Travel Claim	
ESP	Providers can submit travel claims through ESP. Travel claim history and details are not present in ESP.

TTS	Providers cannot submit travel claims through TTS.
Recipient Review	Recipients do not approve travel claims.
Sick Leave Claim	
ESP	Providers can submit sick leave claims through ESP. If a Provider is eligible, sick leave history and details are present in ESP.
TTS	Providers cannot submit sick leave claims through TTS.
Recipient Review	Recipients do not approve sick leave claims.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Functions/Recipient Electronic Services Portal (ESP) Activity



IHSS and WPCS Recipients have two options available for electronic registration and timesheet review:

1. The recipient may register with the IHSS ESP. The Provider, for this Recipient, must also be registered for an electronic method for submitting timesheets in order for the Recipient to review electronically. The Recipient will be notified based on their Timesheet Communication Preference (Email or Telephone) when a timesheet is ready for review.
2. The Recipient may contact their Social Worker and request to register to use the Telephone Timesheet System (TTS) or if they have a registration code for the TTS they can use the TTS self register feature. The Recipient will be notified based on their Timesheet Communication Preference (Email or Telephone) when a timesheet is ready for review.
 - a. Based on the Recipient's Timesheet Accommodation, the Recipient may use one of two TTS lines. The TTS Press or Say line is only available in English and Spanish for Recipients who have an indicated Timesheet Accommodation of Press or Say on the View Recipient Timesheet Preferences Screen in CM. The DIALEVV TTS line may be used by all other Recipients.

The Recipient Timesheet Communication Preference determines how a Recipient will be notified of a timesheet ready for review. If a Recipient is registered for both methods available for electronic timesheet review (ESP and TTS) they will be able to use either method to review and take action on the timesheet regardless of how they were notified.

Screens within CMIPS Case Management will capture and manage the Recipient's Timesheet Communication Preference and registration information. In addition, if the Recipient requires assistance while using either method, the IHSS Service Desk is available to provide support. Please see DSD Section 24 – Time and Attendance for more details on the CMIPS Recipient Timesheet Preferences screen and the Telephone Timesheet System (TTS).

Recipients who are age 18 or older whose case is in eligible or presumptive eligible status have the option to hire a provider to their case. The Hire Provider screens can be accessed from the Recipient Menu and allow a Recipient to search, select, and hire an eligible provider to their case (see DSD Section 4 Error Messages for restrictions). This functionality is also available to help desk users up to, but not including the ability to hire a provider so the help desk user may assist the Recipient with the hiring process. When a Recipient successfully hires a provider to their case, they will receive an email verification letting them know the hire was successful.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Functions/CDSS Privacy Policy Notification

CI	Document Name
CI-754693 - DSD BF CDSS Privacy Policy Notification IMPLEMENTED	DSD_BF_CDSS_Privacy_Policy_Notification.docx

The "Personal Information Collected on Internet – California Government Code section 11015.5" requires that users of a public facing website be notified of the policies regarding information and data privacy as well as provided with information on the collection of data. The IHSS ESP will send an email notification (ETSE22) to each individual that completes the registration process with the website by using the 'Register as a New User' link on the Login page, completing all steps and logging into the system with their new credentials. In addition to the initial email, all Providers and Recipients registered with the website will receive the Privacy Statement email (ETSE57) annually at the start of each calendar year, or annually, as requested by CDSS. Links to the CDSS Privacy Policy and Notice on Collection are available as menu options within the application.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Functions/Online Direct Deposit

CI	Document Name
 CI-789989 - DSD BF Online Direct Deposit IMPLEMENTED	DSD_BF_Online_Direct_Deposit.docx

IHSS and WPCS Providers can access the IHSS ESP and can enroll in, change or cancel Direct Deposit with any of their current Recipients. The Provider can apply an online request to one or more Recipient cases at the same time.

A nightly batch process is executed to generate a series of XML files containing the Direct Deposit requests (New, Change and Cancel) entered on the IHSS ESP for that day. The XML files will be placed on the ProcServer for retrieval and processing by MAS with a batch job.

A daily email will be generated to the CMIPS Back Office email address containing counts for each New, Change and Cancel request generated in the batch program.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Functions/Provider Sick Leave Electronic Claim

CI	Document Name
 CI-790629 - DSD BP Provider Sick Leave Electronic Claim IMPLEMENTED	DSD_BP_Provider_Sick_Leave_Electronic_Claim.docx

California Senate Bill No. 3 provides a new benefit for IHSS and WPCS providers in the form of paid sick leave. This benefit will allow IHSS and WPCS providers to submit sick leave claims in instances when they are ill and unable to care for their recipients. This benefit commenced on a fiscal year bases beginning July 1, 2018. Fiscal years run from July 1 through June 30 of the subsequent year.

Electronic Sick Leave Claim

Providers who are registered to the IHSS ESP may submit Sick Leave claims electronically through the IHSS ESP. Providers may also review prior Sick Leave claims, submitted electronically or via paper claim, as well as the payment details associated to those claims on the IHSS ESP by selecting Sick Leave Claim History from the menu.

To claim Sick Leave on the IHSS ESP, a provider must have available Sick Leave hours to claim and were assigned to an eligible recipient for either the current month or the prior month as determined by processes and business rules within Case Management (DSD Section 23 Provider Management.)

When signed on to the IHSS ESP, a provider may navigate to the Sick Leave Claim screen by selecting the corresponding link from the menu. On this screen, the provider is given the number of Sick Leave hours available and the number of Sick Leave hours claim in the current fiscal. Because the fiscal year begins July 1st, during the month of July the provider may be able to claim Sick Leave for both the current as well as prior fiscal year – depending on eligibility and available Sick Leave hours. Thus, the Sick Leave Claim screen may display Sick Leave availability and usage for both current and prior fiscal years, but only when the provider is accessing the screen during the month of July.

Because a sick leave claim cannot span a pay period, to initiate an electronic Sick Leave claim, using the Sick Leave Claim screen, the provider must first select, from a drop down list, a pay period from the current month or most recent prior month. Then the provider must select a recipient, from a drop down list, for whom they were eligible to work for during the selected pay period.

If the provider selects Sick Leave Claim from the menu and is not eligible to claim Sick Leave or has already claimed all available Sick Leave for the fiscal year, they will be presented the Sick Leave Claim screen with applicable message(s) stating why they are not able to initiate a Sick Leave claim electronically.

Once the desired pay period and recipient have been selected, pressing the Next button will navigate the provider to the Sick Leave Claim Time Entry screen. On this screen the provider will enter the dates, hours and minutes for when they were absent during the selected pay period, not exceeding the hours indicated as available to claim.

After the provider has entered at least one date on the Sick Leave claim, the Submit Claim button will become active, which, when selected, will navigate the provider to Sick Leave Electronic Signature screen where the provider must acknowledge their claim is true and accurate before they can submit the claim for payment.

Please refer to DSD section 23 – Provider Management for Business Process Functions and Business Rules related to the eligibility and accrual of provider Sick Leave; DSD Section 32 – Internal Operations for processing of paper sick leave forms; and, DSD Section 16 – Pay Rate Management for Sick Leave payroll configuration.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Business Process Functions/Career Pathways



Under [California Senate Bill No. 172](#), CDSS implemented a new Career Pathways Program that will offer training opportunities for career advancement in the home care and health care industries. This program will allow IHSS and WPCS providers to receive compensation for time-based claims for the training and dollar-based incentive claims for completing 15 hours of training, or for applying the skills learned from the training over a period of time. Providers submit these claims via the IHSS Electronic Services Portal (ESP). These claims will be sent to the Managed Advantage Service (MAS) payroll system from Case Management once they have gone through the CDSS Career Pathways approval process. The Provider Training Time Entry Report is generated through the daily and monthly DDL files and will be processed once the approval process has been completed.

To submit a claim in the IHSS ESP, a provider will select the Career Pathways option from the Time Entry menu on the home screen. The portal will allow providers to submit four types of Career Pathways claims:

- **Training Time** - As providers complete training, they can submit claims for payment for all Career Pathways courses completed within a given pay period. If the courses span across multiple pay periods, providers will need to submit a separate claim for each pay period in which they completed courses. ESP neither limits the number of courses a provider can enter on a given claim nor limits the number of total training time claims a provider can submit for payment. Each course documented on a claim must indicate the Career Pathway, Class Number, Class Name, Training Date, and the number of Hours/Minutes aligned with the course completed. When entering a single course entry on the claim, the system will only allow one career pathway selection. However, a provider can enter multiple courses on a single claim that span all career pathway options.
 - There are five career pathway type class options from which a provider can select on a training time claim:
 - Two basic skills pathways: (1) General Health and Safety; and (2) Adult Education
 - Three specialized skills pathways: (3) Cognitive Impairments and Behaviors Health; (4) Complex Physical Care Needs; and (5) Transitioning to Home and Community-Based Living from Out-of-Home Care or Homelessness
 - A provider may view the Career Pathways Training Time Report to check their total number of previously approved training hours in each Career Pathway category prior to submitting a new claim. After a submitted Training Time Claim in review is approved, the report is updated so it reflects the correct number of completed hours.
- **Training Incentive** - Once a provider has completed at least 15 hours of training in any of the 5 Career Pathways, they qualify for a paid training incentive.

To submit a training incentive in the IHSS ESP, a provider will select the 'training' incentive type and a recipient. For training incentives, the provider can select any recipient from the list. Entry of the training incentive claim only requires selection of the career pathway in which provider completed the 15 course hours. Only one career pathway selection is allowed per this claim type per claim. The CDSS Career Pathways Unit will limit payment authorization to a total of two claims, therefore ESP will limit the number of training incentive claims to two submissions in pending or processed status. Providers may submit two 15 hour claims if different career pathways are selected or two 15 hour claims for a cumulative 30 hour total if the claims are in the same career pathway. Once the provider has submitted the training incentive claim in the IHSS ESP, the portal will send a web service to Case Management with the relevant details on the claim to create a corresponding record.

- **One-Month Assignment Incentive** - Providers can qualify for a One-Month Assignment Incentive payment if they have met the following requirements:
 - Completed 15 hours of training in a specialized skills pathway
 - Worked for a recipient that needs the specialized care indicated by the pathway selected
 - Provided 40 hours of authorized care to the recipient in the first month of service

To submit the one-month assignment incentive claim in the IHSS ESP, a provider will select the one-month assignment incentive type and the recipient for which the provider worked in the service month that needed the specialized care. Entry of the one-month assignment incentive claim only requires selection of the career pathway in which the provider completed 15 course hours. Only one career pathway selection is allowed per this claim type. Per policy, CDSS will limit payment authorization to one one-month incentive claim, therefore ESP will limit the number of claims to a single submission in pending or processed status. Once the provider has submitted the one-month incentive assignment claim in the IHSS ESP, the portal will send a web service to Case Management with the relevant details on the claim to create a corresponding record.

- **Six-Month Assignment Incentive** - Providers will qualify for a Six-Month Assignment Incentive payment if they have met the following requirements:
 - Completed 15 hours of training in a specialized skills pathway
 - Worked for a recipient that needs the specialized care indicated by the pathway selected
 - Provided 40 hours of authorized care to the recipient per month for at least six months of service

To submit the six-month assignment incentive claim in the IHSS ESP, a provider will select the six-month assignment incentive type and the recipient for which the provider worked in the service month that needed the specialized care. Entry of the six-month assignment incentive claim only requires selection of the career pathway in which the provider completed 15 course hours. Only one career pathway selection is allowed per this claim type. Per policy, CDSS will limit payment authorization to one six-month incentive claim, therefore ESP will limit the number of claims to a single submission in pending or processed status. Once the provider has submitted the six-month incentive assignment claim in the IHSS ESP, the portal will send a web service to Case Management with the relevant details on the claim to create a corresponding record.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Process/Initiation, Triggers, Pre-Conditions and Post Conditions

There are no Initiation/Triggers, Pre-Conditions and Post Conditions associated with the IHSS ESP.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Flows

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Flows/IHSS ESP

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Flows/IHSS ESP/Login Functions

CI	Document Name
 CI-763413 - DSD SF Login Functions	IMPLEMENTED

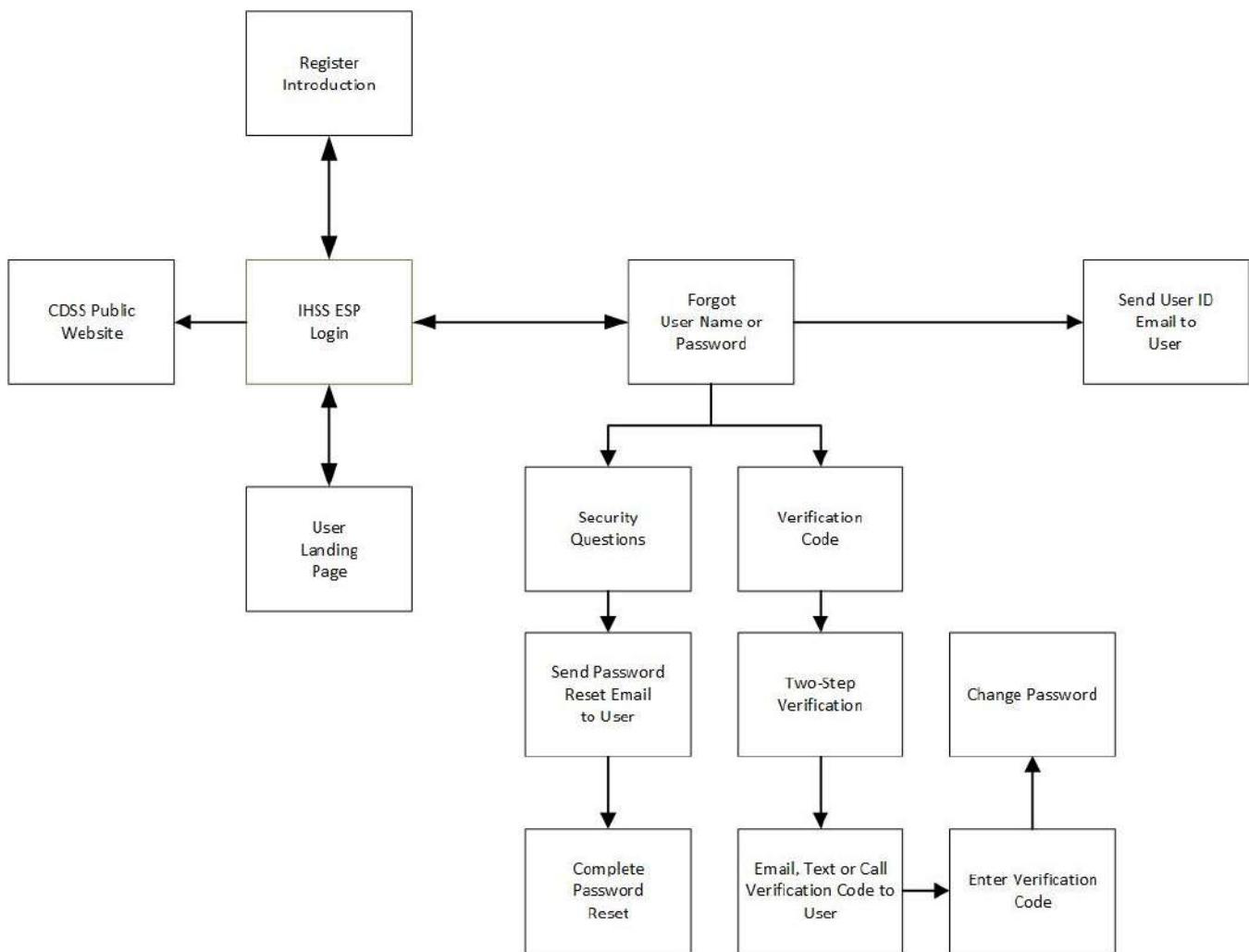


Figure - Login Page

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Flows/IHSS ESP/Register with Electronic Services Portal

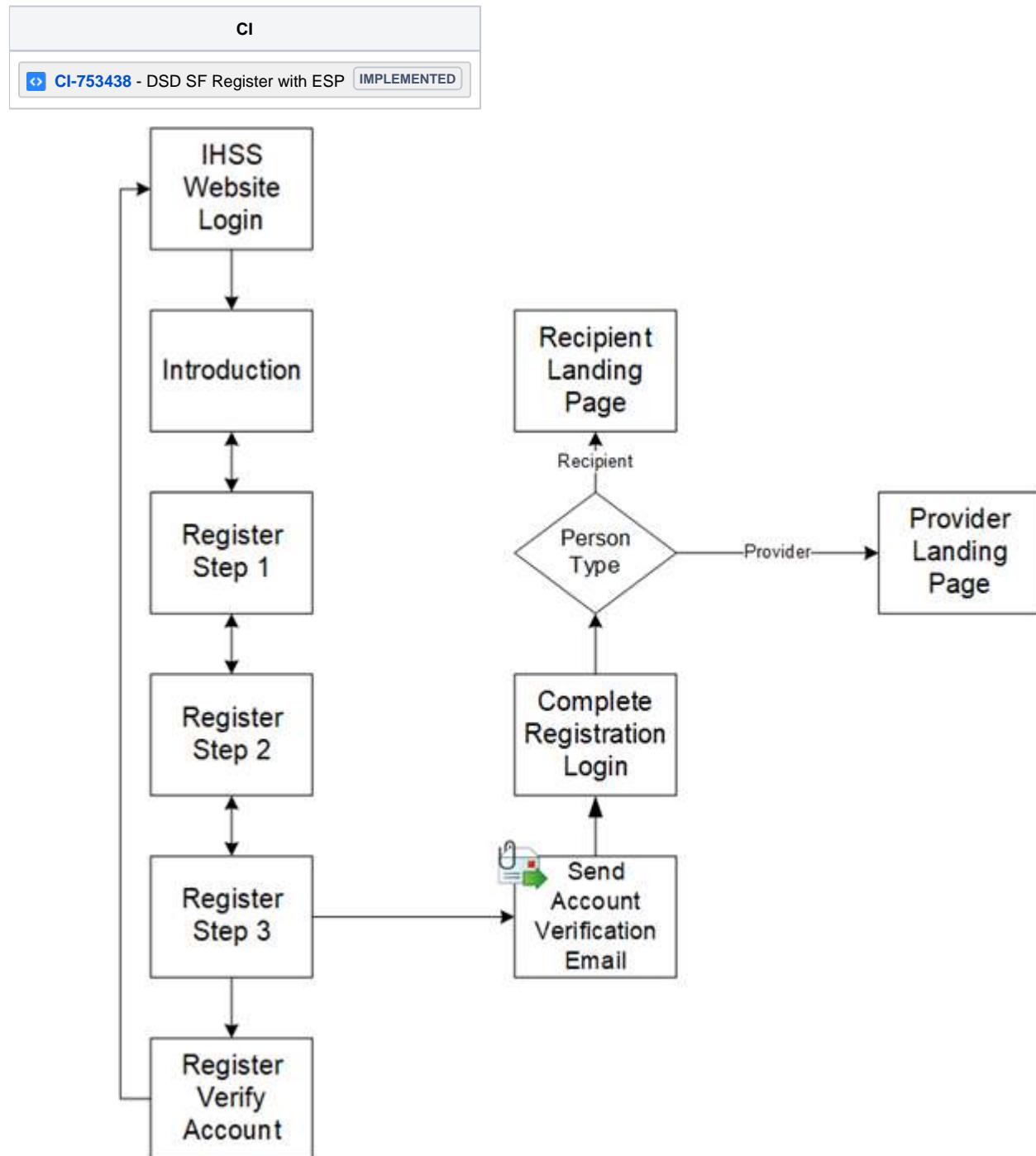


Figure - Register with Electronic Services Portal

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Flows/IHSS ESP/Time Entry

CI	Document Name
CI-753439 - DSD SF Time Entry IMPLEMENTED	DSD_SF_Time_Entry.docx

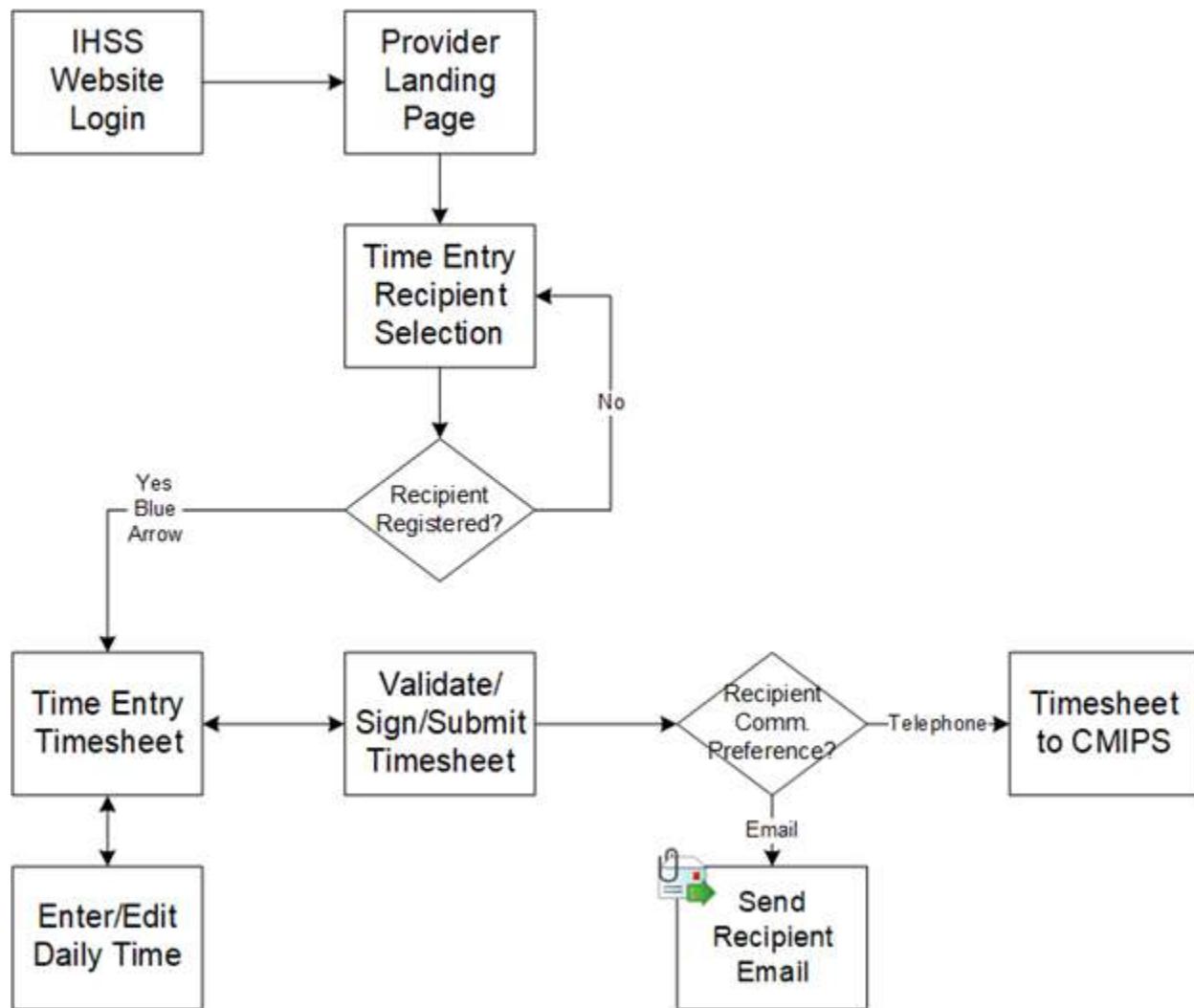


Figure - Time Entry

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Flows/IHSS ESP/Timesheet Review

CI	Document Name
 CI-753440 - DSD SF Timesheet Review IMPLEMENTED	DSD_SF_Timesheet_Review.docx

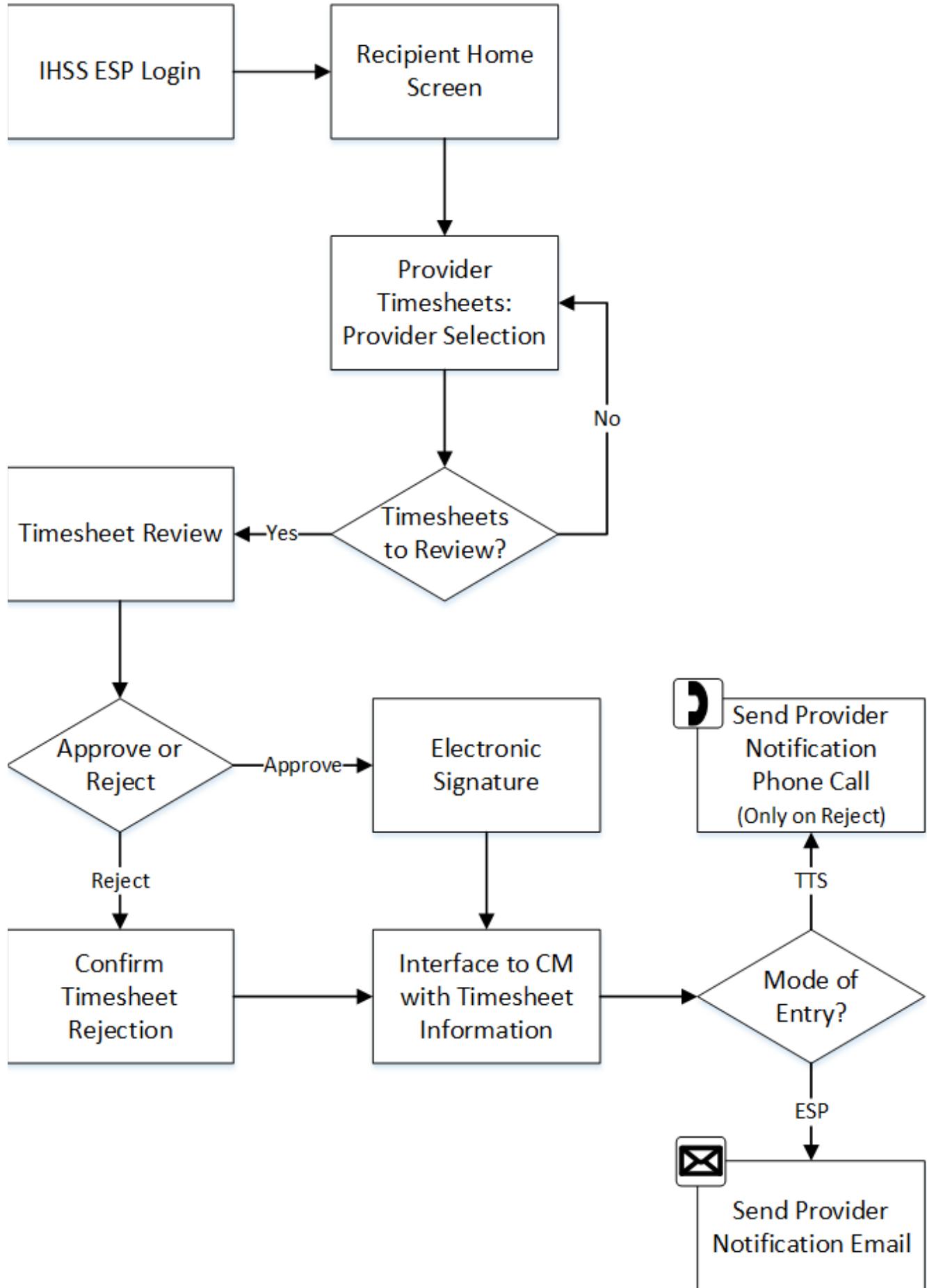


Figure - Timesheet Review

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Flows/IHSS ESP/Provider Landing Page and Menu

CI	Document Name	
CI-753441 - DSD SF Provider Landing Page and Menu	IMPLEMENTED	DSD_SF_Provider_Landing_Page_and_Menu.docx

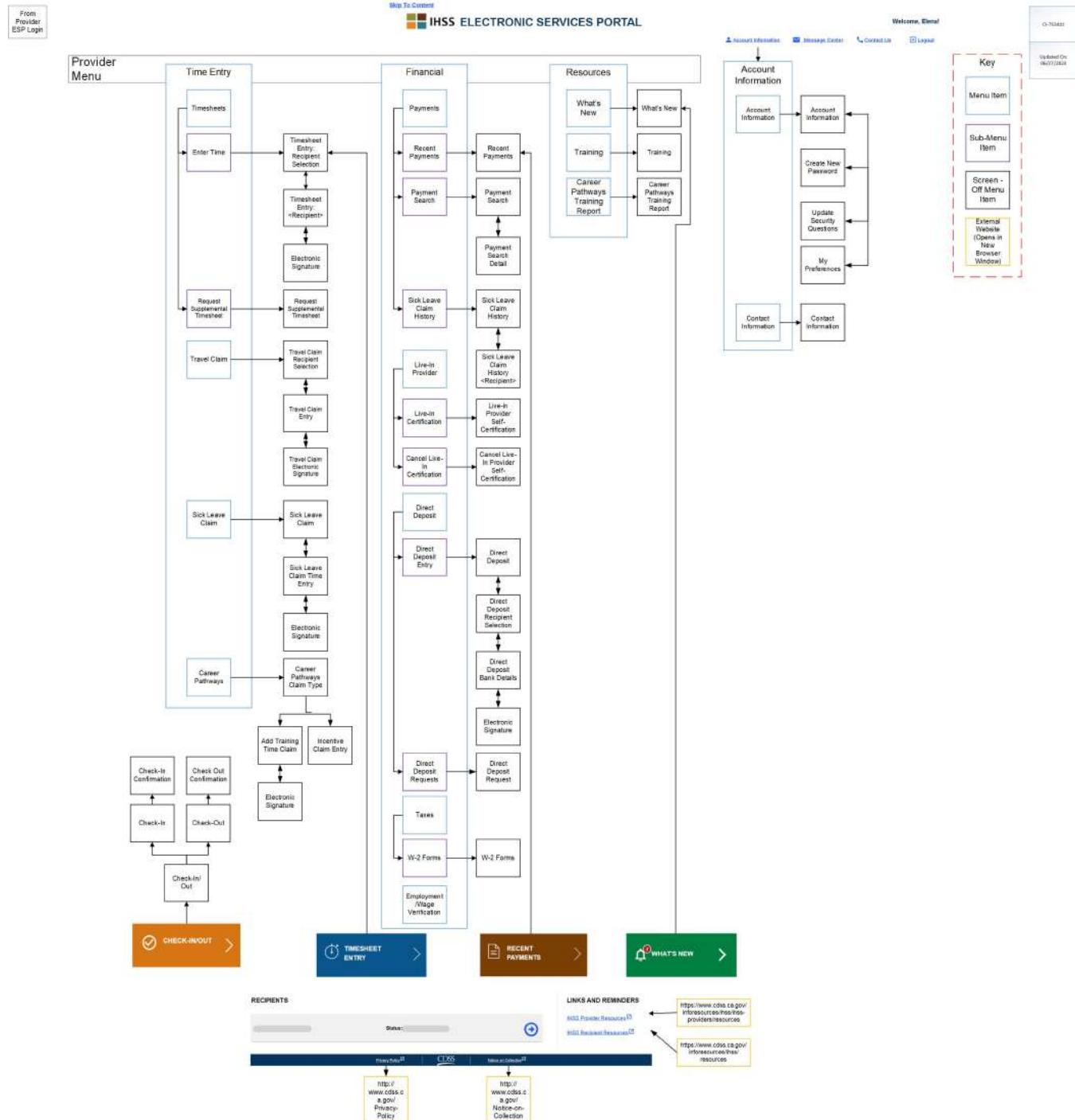


Figure - ESP Provider Landing Page and Menu

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Flows/IHSS ESP/Recipient Landing Page and Menu

CI	Document Name
CI-753442 - DSD SF Recipient Landing Page and Menu IMPLEMENTED	DSD_SF_Recipient_Landing_Page_and_Menu.docx

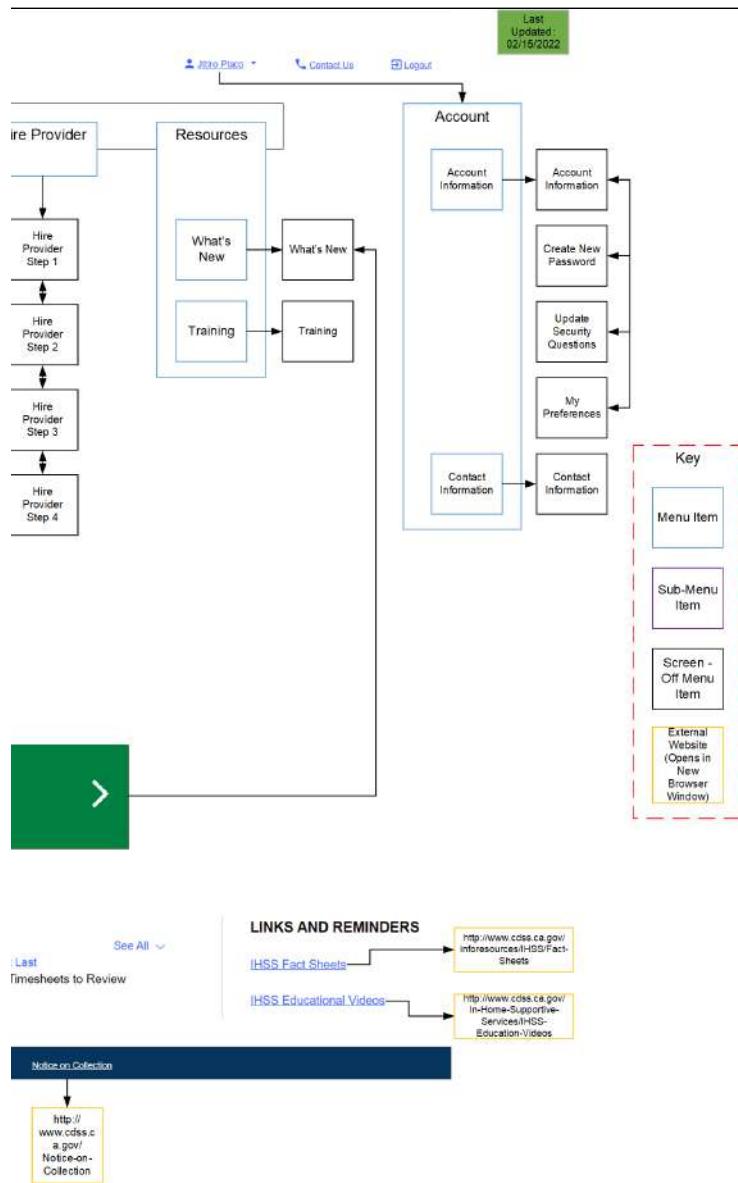


Figure - Recipient Landing Page and Menu

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Flows/IHSS ESP/Check-In/Out

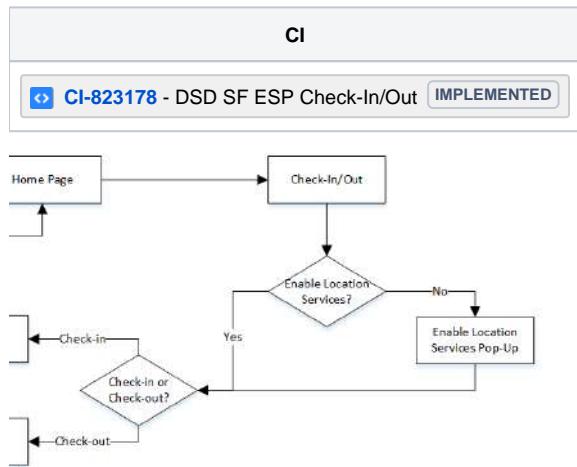


Figure - Check-In/Out

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Flows/IHSS ESP/Career Pathways

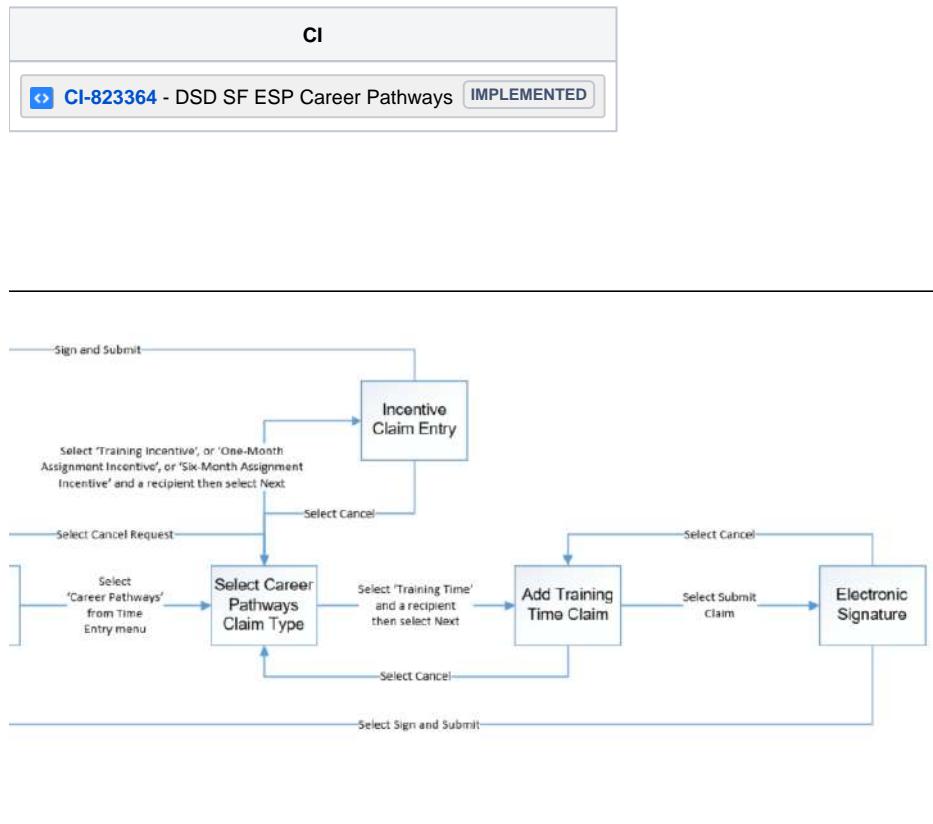


Figure - Career Pathways

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs

This section describes all application screens associated with the IHSS ESP.

- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Login](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Login with Internet Explorer Browser](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Timesheet Signatory Login](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/User Assistance](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Registration – Introduction](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 1](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 2](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 3](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 4](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP – Register Step 5](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Home](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recipient Menu](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Header](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Footer](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Enroll in Electronic Timesheets](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Entry Recipient Selection](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Entry](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Validation Messages](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Electronic Signature](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Payment History \(Provider View\)](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Payment History Detail \(Provider View\)](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Request Supplemental Timesheet](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Supplemental Timesheet Generated](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Supplemental Timesheet Not Generated](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Stop Electronic Timesheets: Recipient Selection](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Stop E-Timesheets Confirmation](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recipient Enroll in Electronic Timesheets](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Timesheets: Provider Selection](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Timesheets \(Timesheet Review\)](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet History \(Recipient View\)](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet History Detail \(Recipient View\)](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Timesheet Recipient Electronic Signature](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Reject Timesheet](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recipient Stop E-Timesheets](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Get User Name or Password Reset](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Receive User Name](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Complete Password Reset](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Password Reset – Create New Password](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Change Password – Create New Password](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Password Expiration](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/General FAQs](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Contact Us](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Submit Help Desk Request](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Maintenance Page](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Update Security Questions](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit Recipient Selection](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit Bank Details](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Direct Deposit Electronic Signature](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit Enrollment History](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/What's New](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/What's New: Direct Deposit](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/What's New: Tax Year 2019](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Sick Leave](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/What's New: Changes to ESP](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Text Notifications](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training My Preferences](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Hire Provider](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Email Timesheet Copy](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim Time Entry](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Edit Sick Leave Entry – Pop-up](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Electronic Signature](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim Electronic Signature Confirmation](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim History – Recipient Selection](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Sick Leave Claim History](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recipient Home](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Provider Menu](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Account Information](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Recent Payments](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Contact Information](#)

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/My Preferences - Provider
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/My Preferences - Recipient
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/EVV Payment History Detail (Provider View)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/EVV Timesheet Entry
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Screen Utility - Loading Spinner
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Payment Search
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Payment Details
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Email Timesheet Copy Pop-up
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Step 1
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Step 2
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Step 3
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Step 4
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Live-In Certification
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Cancel Live-In Certification
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Travel Claim Recipient Selection
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Travel Claim Time Entry
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Travel Claim Validation Messages
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Travel Claim Electronic Signature
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Download Pay Stub
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Contact Information
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/W-2 Forms
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training W-2 Forms
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Enable Location Services
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In and Check-Out Screen
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In Recipient Selection Screen
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In Confirmation Screen
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In Confirmation Pop-up
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-In Failed Pop-up
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-Out Recipient Selection Screen
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-Out Confirmation Screen
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-Out Confirmation Pop-up
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Check-Out Failed Pop-up
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Verify Cell Phone Number
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Share of Cost Hours Details
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Add Training Time Claim
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Electronic Signature (Training Time Claim)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Career Pathways Claim Type
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Incentive Claim Entry
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/IHSS ESP Message Center
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Message Center
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Session Timeout Pop-Up
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Career Pathways Training Report
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Career Pathways Training Report Screen
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/View W-2
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Hire Provider - Action Requires Verification Code
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Enter Verification Code
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Two-Step Verification
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Enter Verification Code (2)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Direct Deposit - Action Requires Verification Code
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Contact Information - Action Requires Verification Code
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Electronic Forms
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Request Employment/Wage Verification
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Employment/Wage Verification
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Screen Designs/Training Employment And Wage Verification

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/IHSS ESP Login

CI	Document Name
 CI-753443 - DSD SC IHSS Website Login IMPLEMENTED	DSD_SC_IHSS_Website_Login.docx

When the web address for the IHSS ESP is accessed with an internet enabled browser, the user is taken to the IHSS ESP Login screen.

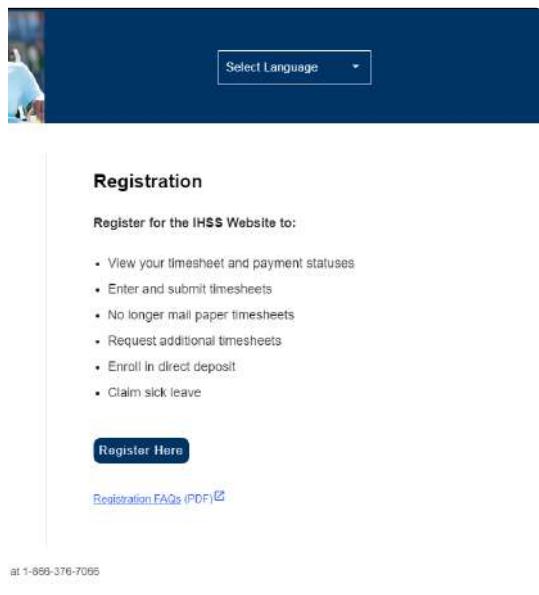


Figure - IHSS ESP Login (Desktop View)

[Forgot User Name or Password?](#)

[Login](#)

Registration

Register for the IHSS Website to:

- View your timesheet and payment statuses
- Enter and submit timesheets
- No longer mail paper timesheets
- Request additional timesheets
- Enroll in direct deposit
- Claim sick leave

[Register Here](#)

[Registration FAQs \(PDF\)](#)

If you need additional assistance, contact the Electronic Timesheet Help Desk at 1-866-376-7066

Figure - IHSS ESP Login (Mobile View)

Static Text

The following static text is associated with the IHSS ESP Login screen. For translations see DSD Appendix D - Login.

Text
ELECTRONIC SERVICES PORTAL
Login to Your Account
User Name is case sensitive
Password is case sensitive
Apply for In-Home Supportive Services
Are you in need of in-home support? Click below to complete your application today!
Registration
Register for the IHSS Website to:
View your timesheet and payment status
Enter and submit timesheets
No longer mail paper timesheets

Request additional timesheets
Enroll in direct deposit
Claim sick leave
If you need additional assistance, contact the Electronic Timesheet Help Desk at 1-866-376-7066

Actions/Functions

The following actions are associated with the IHSS ESP Login screen:

Action	Function	Label Translated
Forgot User Name or Password?	Hyperlink to Get User Name screen or Reset Password screen.	Yes
Login	Button that allows authentication of Username and Password to access the IHSS ESP. Button is enabled after User Name and Password fields are populated.	Yes
Apply for IHSS Now	Hyperlink to the Online Application landing screen.	No
Application Information	Hyperlink to the CDSS IHSS web page: https://cdss.ca.gov/in-home-supportive-services .	No
Register Here	Hyperlink that takes the user to the IHSS ESP Registration – Introduction screen.	Yes
Registration FAQs (PDF)	This hyperlink opens a new browser window and navigates to the CDSS public website's FAQ page.	Yes

Data Elements

The following data elements are specific to the IHSS ESP Login screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Select Language	Dropdown that allows user to select from available languages. Based on selected language, any fields that are applicable to the Recipient display in the selected language. If the user is a Provider, then any translated fields display in the selected language. Fields only applicable to the Provider only display in English.	Dropdown	No	English	Yes	Yes
User Name	Field for the user to enter their selected IHSS ESP Username. NOTE: User cannot paste copied information into this field.	String	No	User Name – Only when a registered user returns to this screen with a device that was previously used to log in and the Remember me checkbox was selected during that Login	Yes	Yes
Remember me	Checkbox that allows the user's device to remember their Username.	String	No	Blank	Yes	Yes
Password	Field for the user to enter their selected IHSS ESP Password. NOTE: User cannot paste copied information into this field.	String	No	Blank	Yes	Yes
Show Password	Checkbox that when selected displays the password in plain text rather than masked text.	Checkbx	No	Blank	Yes	Yes

Additional Information

No fields on the IHSS ESP – Login screen are designated with an .

Structure

Structure Item	Applied to this Screen	Link

Skip to Content	No	N/A
IHSS Logo	Yes (Not Hyperlinked)*	
Header	No	
Menu	No	N/A
Footer	Yes	IHSS ESP Footer

*Logo part of the greater ESP Login Banner. See screenshots above.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/IHSS ESP Login with Internet Explorer Browser

CI	Document Name
CI-823278 - DSD SC IHSS ESP Login with Internet Explorer IMPLEMENTED	DSD SC IHSS ESP Login with Internet Explorer

When the web address for the IHSS ESP is launched with Internet Explorer browser, a red banner warning message will be displayed in all four threshold languages. This applies to desktop version only.



Figure - IHSS ESP Login with Internet Explorer (Desktop View)

Static Text

The following static text is associated with the IHSS ESP Login with Internet Explorer Browser screen. For translations see DSD Appendix D - Login.

Text
As of 02/18/2022 this website no longer supports Microsoft Internet Explorer. Please use another web browser. Learn more about switching to another free web browser: ESP-Help .

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/IHSS ESP Timesheet Signatory Login

CI
CI-822560 - DSD SC IHSS ESP Timesheet Signatory Login IMPLEMENTED

When both a Recipient and Timesheet Signatory are registered on a case to approve a Provider's timesheet, the user is taken to the IHSS ESP Timesheet Signatory Login (User Identification) screen after logging in on the IHSS ESP Login screen. This screen is not accessible for Providers.

The screenshot shows the IHSS Electronic Services Portal. At the top, there is a header bar with the text "CI" and a link "CI-822560 - DSD SC IHSS ESP Timesheet Signatory Login" followed by a button labeled "IMPLEMENTED". Below the header, a main content area has a title "User Identification". It contains instructions: "Please confirm who is accessing this account by selecting one of the required user roles below, then select continue to complete your login. If you don't want to continue, select the cancel button to return to the login screen." Below these instructions, there is a question "Please confirm who is accessing this account:" followed by two radio button options: "I am the Recipient:" and "I am the Timesheet Signatory:". At the bottom right of the form are two buttons: "Continue" and "Cancel".

Figure - IHSS ESP Timesheet Signatory Login (Desktop View)

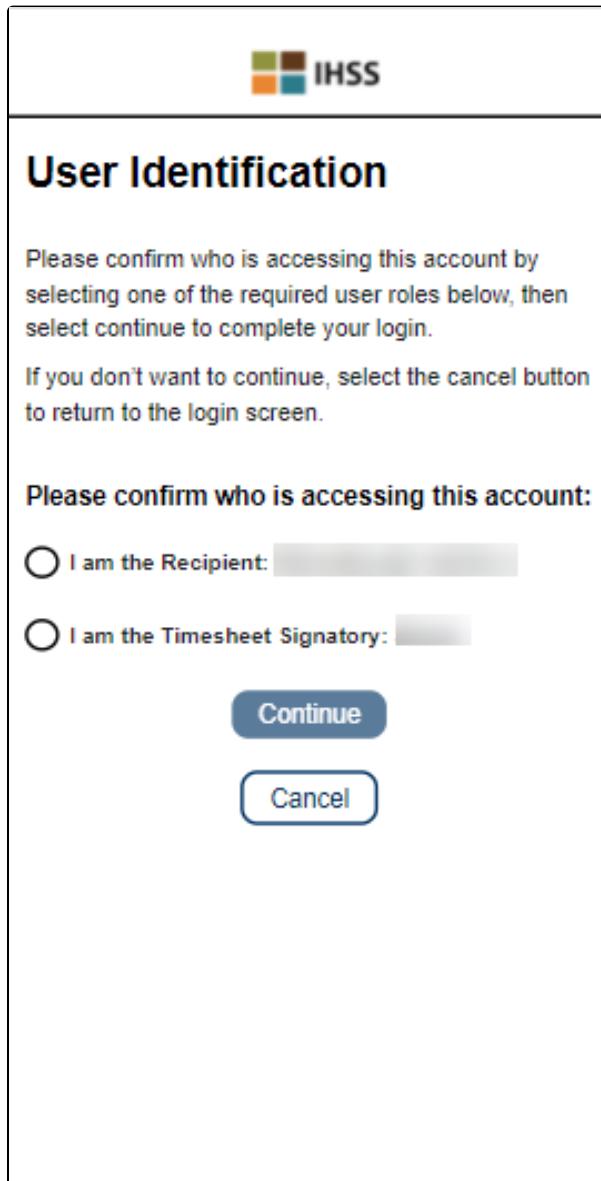


Figure - IHSS ESP Timesheet Signatory Login (Mobile View)

Static Text

The following static text is associated with the IHSS ESP Timesheet Signatory Login screen. For translations see DSD Appendix D - Login.

Text
User Identification
Please confirm who is accessing this account by selecting one of the required user roles below, then select continue to complete your login.
If you don't want to continue, select the cancel button to return to the login screen.
Please confirm who is accessing this account:
<ul style="list-style-type: none">• I am the Recipient:• I am the Timesheet Signatory:

Actions/Functions

The following actions are associated with the IHSS ESP Login screen:

Action	Function	Label Translated
Continue	This button logs the Recipient or Timesheet Signatory user into the IHSS ESP. Note: This button is disabled if no radio button is selected.	Yes
Cancel	This button returns the Recipient or Timesheet Signatory user to the IHSS ESP Login screen.	Yes

Data Elements

The following data elements are specific to the IHSS ESP Login screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
I am the Recipient (First Name) (Last Name)	This radio button will identify the person type approving the provider's timesheet as a Recipient.	Radio Button	Yes	No	Yes	Yes
I am the Timesheet Signatory (First Name) (Last Name)	This radio button will identify the person type approving the provider's timesheet as a Timesheet Signatory.	Radio Button	Yes	No	Yes	Yes

Additional Information

No fields on the IHSS ESP – Login screen will be designated with a .

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/User Assistance

CI	Document Name
 CI-766458 - DSD SC User Assistance CANCELLED	DSD_SC_User_Assistance.docx

Cancelled by SCF-34.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/IHSS ESP Registration – Introduction

CI	Document Name
 CI-753446 - DSD SC IHSS Website Registration Introduction IMPLEMENTED	DSD_SC_IHSS_Website_Registration_Introduction.docx

The IHSS ESP Registration – Introduction screen provides the user with information on access to the site and allows the user to indicate if they are registering as an Applicant, a Recipient, or a Provider for the In-Home Supportive Services (IHSS) and/or the Waiver Personal Care Services (WPCS) Program. This information will be used to tailor field names on later registration screens to the individual registrant.

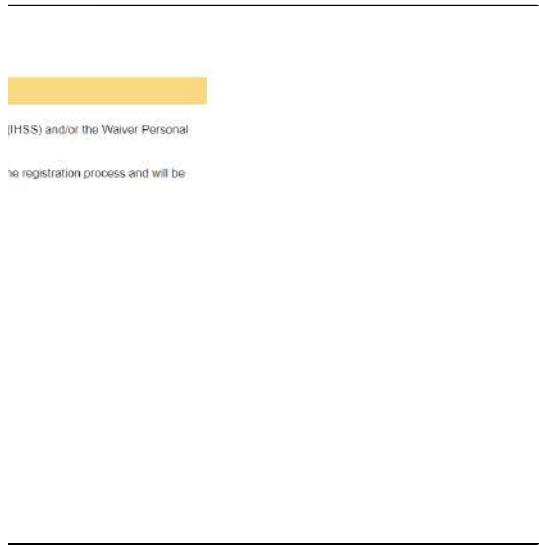


Figure - IHSS ESP Registration – Introduction

Welcome

 Note: Registering for ESP does not guarantee approval of your IHSS application.

To register with this website you must be an applicant, recipient, or provider of In-Home Supportive Services for the In-Home Supportive Services (IHSS) and/or the Waiver Personal Care Services (WPCS) program.

Information collected by this website will be used for managing IHSS and WPCS program processes. Your email address will be collected during the registration process and will be used to send you reminders and notices.

To get started, tell us if you are an applicant, a recipient, or a provider.

Select your User Type

- I am an Applicant or Recipient
- I am a Provider

[Begin Registration](#)

[Cancel Registration](#)

Figure - IHSS ESP Registration – Introduction (Handheld)

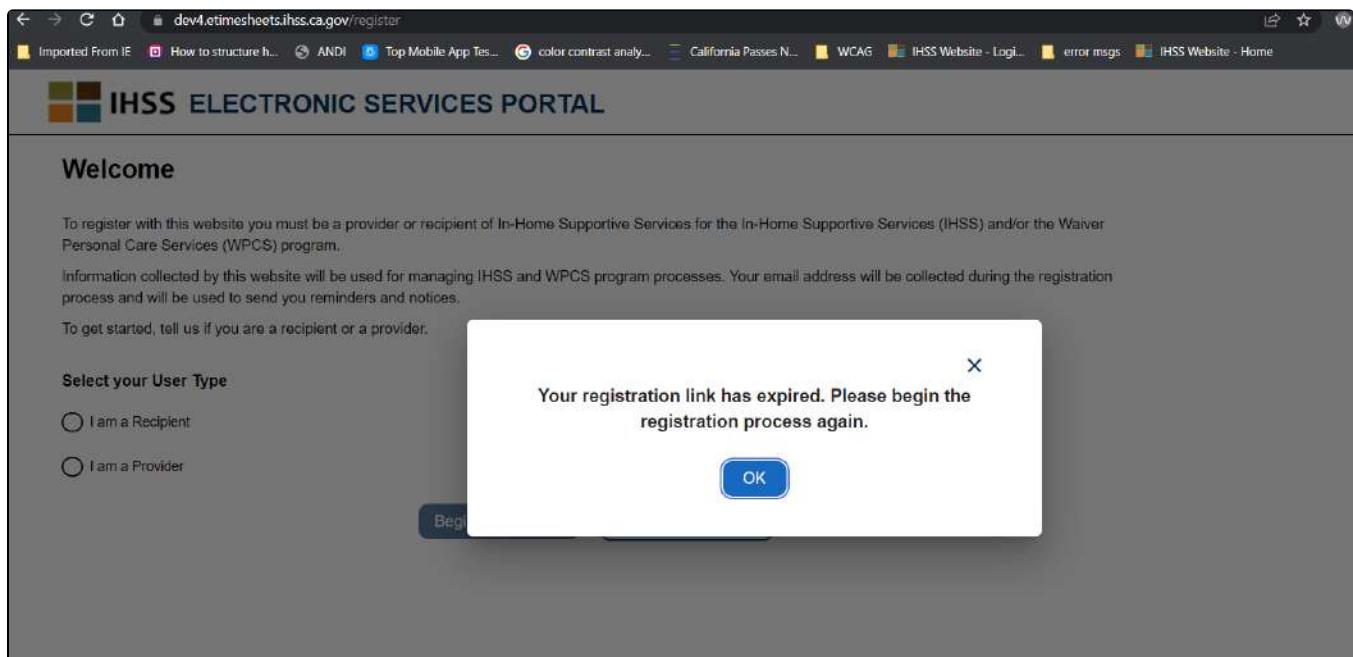


Figure – IHSS ESP – Register Step 5 (Expired Registration Link Pop-up)

Static Text

The following static text is associated with the IHSS ESP Registration - Introduction screen. For translations see DSD Appendix D - Registration.

Text
Welcome
⚠ Note: Registering for ESP does <u>not</u> guarantee approval of your IHSS application.
To register with this website you must be an applicant, recipient, or provider of In-Home Supportive Services for the In-Home Supportive Services (IHSS) and/or the Waiver Personal Care Services (WPCS) program or be a recipient of either program. Information viewed on this website is only related to IHSS and/or WPCS cases.
Information collected by this website will be used for managing IHSS and WPCS program processes. Your email address will be collected during the registration process and will be used to send you reminders and notices.
To get started, tell us if you are a an applicant, a recipient or a provider?
Your registration link has expired. Please begin the registration process again.

Actions/Functions

The following actions are associated with the IHSS ESP Registration - Introduction screen:

Action	Function	Label Translated
Begin Registration	Button is enabled after the user has selected a radio button. This button will take the user to the Registration Step 1 screen.	Yes
Cancel Registration	Button clears the form and returns user to the IHSS ESP Login screen.	Yes
OK	Button returns the user to IHSS ESP Registration - Introduction screen.	Yes

Data Elements

The following data elements are specific to the IHSS ESP Registration - Introduction screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
I am an Applicant or Recipient	Radio button that allows the user to indicate they are an Applicant or Recipient.	String	One Selection Required	No	Yes	Yes
I am a Provider	Radio button that allows the user to indicate they are a Provider.	String	One Selection Required	No	Yes	Yes

Additional Information

No fields on the IHSS ESP Registration – Introduction screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	IHSS ESP Header
IHSS Logo	Yes (Not Hyperlinked)	
Header	Pre-Login Header	
Menu	No	N/A
Footer	No	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/IHSS ESP – Register Step 1

CI	Document Name
 CI-753444 - DSD SC IHSS Website Register Step 1 IMPLEMENTED	DSD_SC_IHSS_Website_Register_Step_1.docx

The IHSS ESP – Register Step 1 screen allows the user to enter details for registration with the IHSS ESP. These details will be validated against CMIPS Case Management to confirm eligibility for registration with this Website.



An asterisk (*) indicates a required field

Register

1 User Information 2 Account Information 3 Security Questions 4 Email Verification 5 6 Confirm Registration

Enter your name, provider number, date of birth and SSN number. Your provider number should be 9-digits and can be located on any provider paperwork you have received, such as, a previous paystub. You must enter all 9 digits of your Provider Number including the leading zeros. We ask for the last four digits of your Social Security Number so that we can verify who you are.

First Name*

Last Name*

Date of Birth* MM/DD/YYYY 

Provider Number*

SSN (Last 4 Digits)*

Next **Back**

Figure - IHSS ESP Register – Step 1 – Provider

An asterisk (*) indicates a required field

 IHSS

Register

1 of 5

User Information

Enter your name, provider number, date of birth and SSN number. Your provider number should be 9-digits and can be located on any provider paperwork you have received, such as, a previous paystub. You must enter all 9 digits of your Provider Number including the leading zeros. We ask for the last four digits of your Social Security Number so that we can verify who you are.

First Name*

Last Name*

Date of Birth*

MM/DD/YYYY

Provider Number*

SSN (Last 4 Digits)*

Next

Back

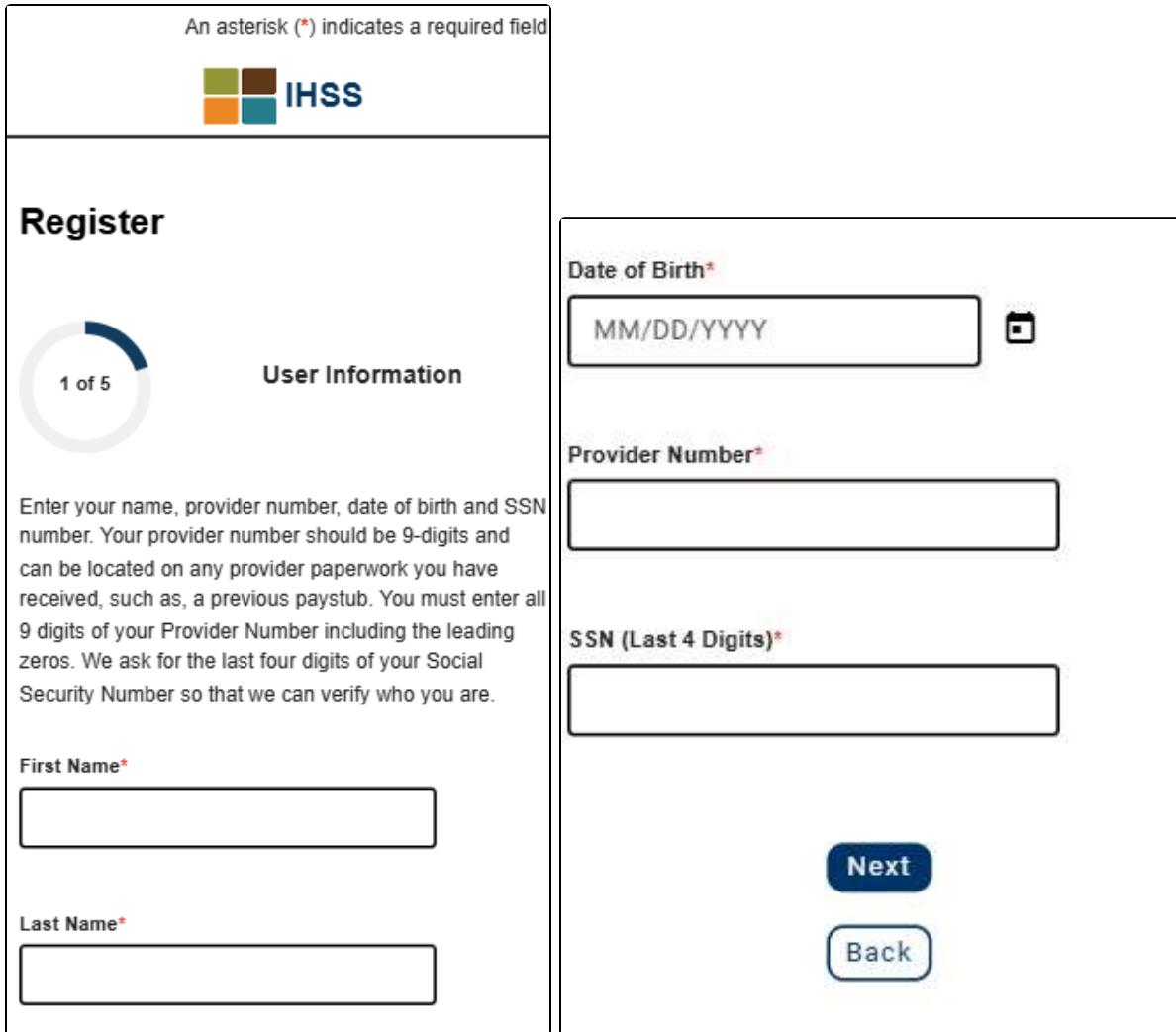


Figure - IHSS ESP Register – Step 1 – Provider (Handheld)

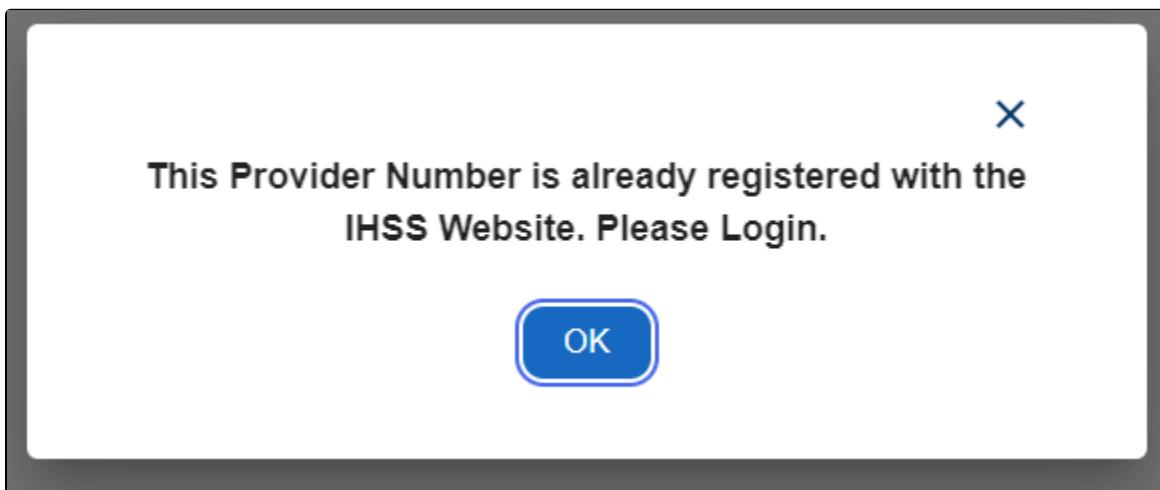


Figure - IHSS ESP Register – Step 1 – Provider (2)

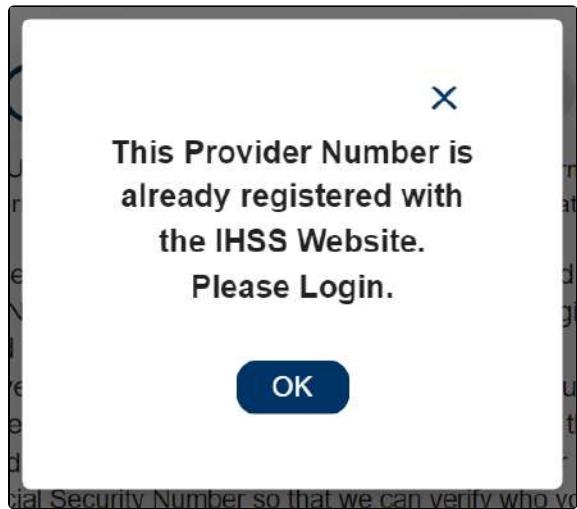


Figure - IHSS ESP Register – Step 1 – Provider (2) (Handheld)

An asterisk (*) indicates a required field

Register

User Information Account Information Security Questions Email Verification Confirm Registration

Enter your name, case number, date of birth and SSN number. Your case number should be 7-digits and can be located on any recipient paperwork you have received, such as, a Notice of Action. You must enter all 7 digits of your Case Number including the leading zeros. We ask for the last four digits of your Social Security Number so that we can verify who you are.

First Name:

Last Name*:

Date of Birth*: MM/DD/YYYY

Case Number:

SSN (Last 4 Digits)*:

[Next](#) [Back](#)

Figure - IHSS ESP Register – Step 1 – Recipient

An asterisk (*) indicates a required field

IHSS

Register

1 of 5

User Information

Enter your name, case number, date of birth and SSN. If you do not have an SSN, you may use your Individual Taxpayer Identification Number (ITIN) instead. Your case number should be 7 digits and can be located on any recipient paperwork you have received, such as a Notice of Action. You must enter all 7 digits of your Case Number including the leading zeros. We ask for the last 4 digits of your Social Security Number (or ITIN if you do not have an SSN) so that we can verify who you are.

First Name*

Last Name*

Date of Birth*

MM/DD/YYYY 

Case Number*

SSN (Last 4 Digits)*

Next

Back

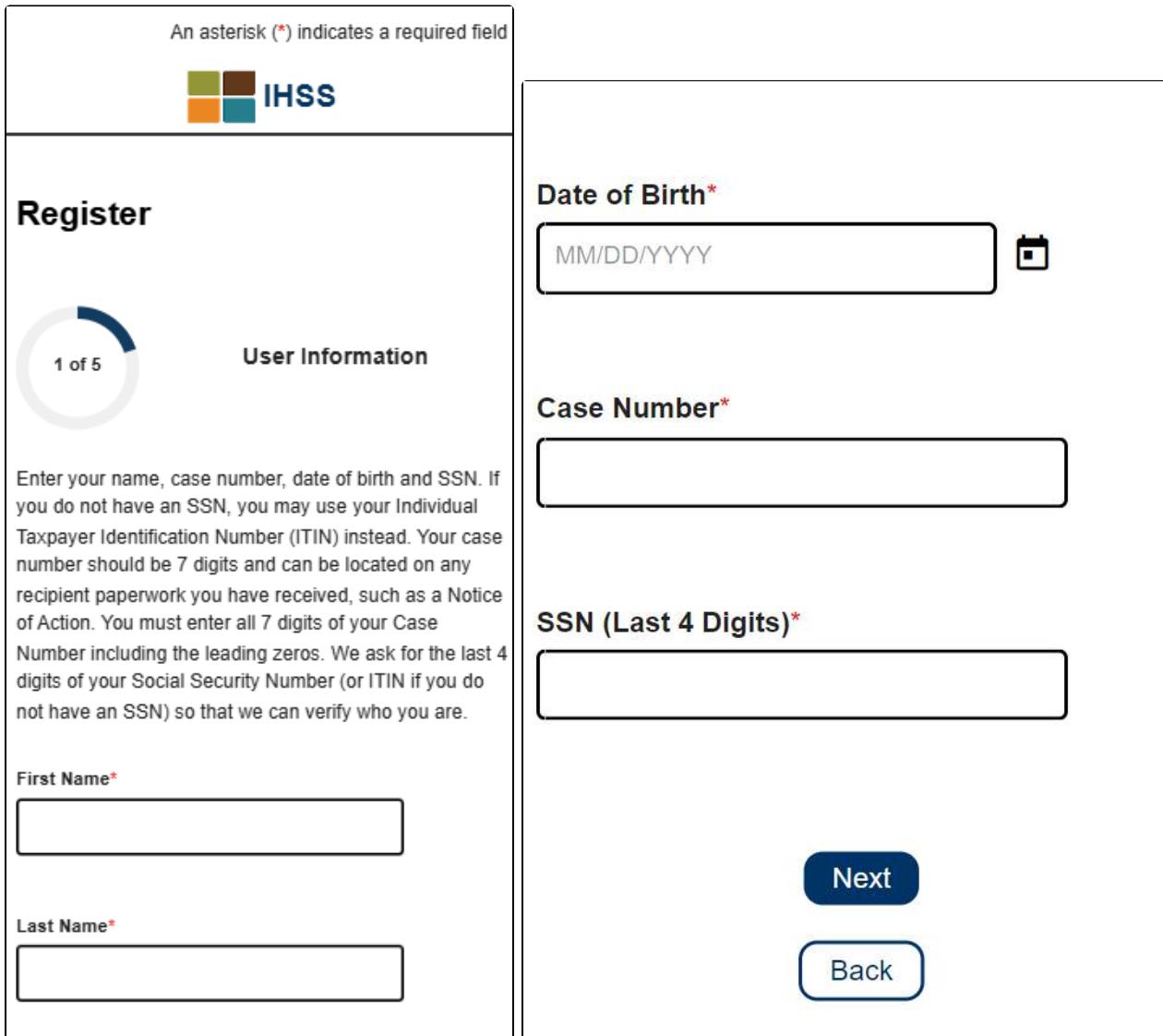


Figure - IHSS ESP Register – Step 1 – Recipient (Handheld)

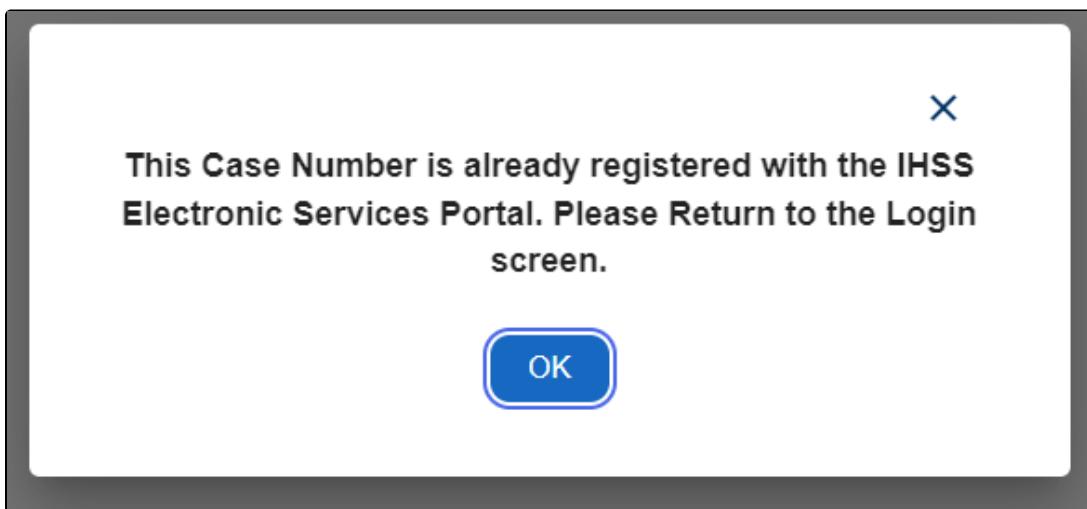


Figure - IHSS ESP Register – Step 1 – Recipient (2)

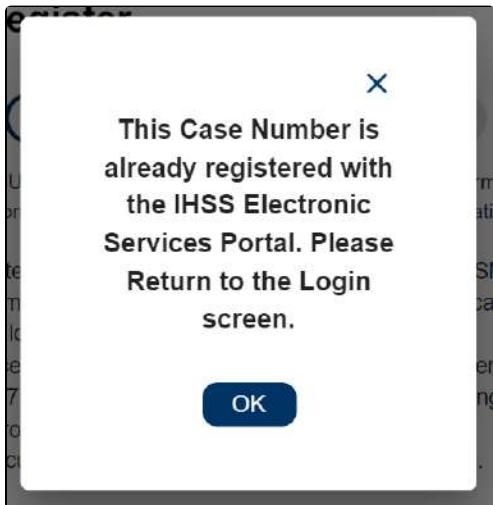


Figure - IHSS ESP Register – Step 1 – Recipient (2) Handheld

Static Text

The following static text is associated with the IHSS ESP – Register Step 1 screen. For translations see DSD Appendix D - Registration.

Text
1 User Information
2 Account Information
3 Security Questions
4 Email Verification
5 Confirm Registration
<p>Enter your name, provider number, date of birth and SSN number.</p> <p>Your provider number should be 9-digits and can be located on any provider paperwork you have received, such as, a previous paystub.</p> <p>You must enter all 9 digits of your Provider Number including the leading zeros.</p> <p>We ask for the last four digits of your Social Security Number so that we can verify who you are.</p> <p>OR</p> <p>Enter your name, case number, date of birth and SSN number.</p> <p>Your case number should be 7-digits and can be located on any recipient paperwork you have received, such as, a Notice of Action.</p> <p>You must enter all 7 digits of your Case Number including the leading zeros.</p> <p>We ask for the last four digits of your Social Security Number so that we can verify who you are.</p>
An asterisk (*) indicates a required field

Actions/Functions

The following actions are associated with the IHSS ESP – Register Step 1 screen:

Action	Function	Label Translated
Next	Button is enabled at all times and will take the user to IHSS ESP – Register Step 2 when all required fields have valid entries and no errors.	Yes
Back	Button clears the form and returns user to the IHSS ESP Registration – Introduction screen	Yes

OK	This button is present only on the informational popup messages "This Provider Number is already registered with the IHSS ESP. Please Login" (for provider) or "This Case Number is already registered with the IHSS ESP. Please Return to the Login screen" (recipient) Pressing OK will dismiss these information popup messages	Yes
----	--	-----

Data Elements

The following data elements are specific to the IHSS ESP – Register Step 1 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	Yes
1 User Information	N/A	String	N/A	Highlight (Blue)	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	N/A	No	Yes
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	Yes
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	Yes
Date of Birth (MM/DD/YYYY)	Field allows user to enter their date of birth NOTE: User cannot paste copied information into this field.	Date	Yes	No	Yes	Yes
Provider Number OR Case Number	Field name will be Provider Number if the user indicated at introduction that they are a Provider and field entry must be 9 digits. NOTE: User cannot paste copied information into this field. OR Field name will be Case Number if the user indicated at introduction that they are a Recipient and field entry must be 7 digits. NOTE: User cannot paste copied information into this field.	Numeric	Yes	No	Yes	Yes
SSN (Last Four Digits)	Field allows user to enter the last four digits of their Social Security Number NOTE: User cannot paste copied information into this field.	Numeric	Yes	No	Yes	Yes

Additional Information

No fields on the IHSS ESP – Register Step 1 screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Structure Item	Applied to this Screen	Link
Skip to Content	No	IHSS ESP Header
IHSS Logo	Yes (Not Hyperlinked)	
Header	Pre-Login Header	
Menu	No	N/A
Footer	No	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/IHSS ESP – Register Step 2

CI	Document Name
 CI-753445 - DSD SC IHSS Website Register Step 2 IMPLEMENTED	DSD_SC_IHSS_Website_Register_Step_2.docx

The IHSS ESP – Register Step 2 screen allows the validated user to create a user name and password for registration with the IHSS ESP and allows the ESP to obtain the current email address for the user.

Register

1 2 3 4 5

User Information Account Information Security Questions Email Verification Confirm Registration

Your user name is unique to you and is case sensitive and must be at least 6 characters in length. It cannot have blank spaces and only letters (A-Z or a-z) and numbers (0-9) are allowed to be entered. Your password is case sensitive and must contain a combination of letters (A-Z or a-z) and at least two numbers (0-9). It must be between 8 and 32 characters in length. It is recommended that providers and recipients each have their own separate email account. Email will be used for IHSS website emails, User Name retrieval and Password reset.

User Name*

Password*

Confirm Password*

Show Password

Email*

Confirm Email*

Next Back

Figure - IHSS ESP – Register Step 2 - Desktop

Register

1 — 2 — 3 — 4 — 5

User Account Security Email Confirm
Information Information Questions Verification Registration

Your user name is unique to you and is case sensitive and must be at least 6 characters in length. It cannot have blank spaces and only letters (A-Z or a-z) and numbers (0-9) are allowed to be entered. Your password is case sensitive and must contain a combination of letters (A-Z or a-z) and at least two numbers (0-9). It must be between 8 and 32 characters in length. It is recommended that providers and recipients each have their own separate email account. Email will be used for IHSS website emails, User Name retrieval and Password reset.

User Name*

Password*

Confirm Password*

Show Password

Email*

Confirm Email*

Next

Figure - Register Step 2 – Handheld

Static Text

The following static text is associated with the IHSS ESP – Register Step 2 screen. For translations see DSD Appendix D - Registration

Text
User Information
Account Information
Security Questions
Email Verification
Confirm Registration
Your user name is unique to you and is case sensitive and must be at least 6 characters in length. It cannot have blank spaces and only letters (A-Z or a-z) and numbers (0-9) are allowed to be entered.
Your password is case sensitive and must contain a combination of letters (A-Z or a-z) and at least two numbers (0-9). It must be between 8 and 32 characters in length.
It is recommended that providers and recipients each have their own separate email account. Email will be used for IHSS website emails, User Name retrieval and Password reset.
User Name is case sensitive and must be at least 6 characters in length. It cannot have blank spaces and cannot have the # or % or & or " or > or ? characters.

Actions/Functions

The following actions are associated with the IHSS ESP – Register Step 2 screen:

Action	Function	Label Translated

Next	Button is enabled on load	Yes
Back	Button clears the form and returns user to the IHSS ESP – Register Step 1 screen. The previously entered Date of Birth and SSN fields will be cleared from Step 1.	Yes

Data Elements

The following data elements are specific to the IHSS ESP – Register Step 2 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	Yes
1 User Information	N/A	String	N/A	Highlight (Solid blue circle with white "1")	No	Yes
2 Account Information	N/A	String	N/A	Highlight (Blue circle)	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	N/A	No	Yes
Accessible Fields						
User Name	Field allows the user to create a unique User Name that will be used to access the IHSS ESP NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	Yes
Password	Field allows the user to create a password that will be used with the User Name to access the IHSS ESP. Field is restricted to 32 characters. Mask entry. NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	Yes
Confirm Password	Field allows the user to confirm the password that will be used with the User Name to access the IHSS ESP Must match the Create Password field. Mask entry. 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
Email	Field allows the user to provide their current email address that will be used with to deliver notifications NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	Yes
Confirm Email	Field allows the user to confirm the email address that will be used with to deliver notifications Must match the Email field NOTE: User cannot paste copied information into this field.	String	Yes	No	Yes	Yes

Additional Information

No fields on the IHSS ESP – Register Step 2 screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	IHSS ESP Header
IHSS Logo	Yes (Not Hyperlinked)	
Header	Pre-Login Header	
Menu	No	N/A

Footer	No	N/A
--------	----	-----

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/IHSS ESP – Register Step 3

CI	Document Name
CI-753447 - DSD SC IHSS Website Register Step 3 IMPLEMENTED	DSD_SC_IHSS_Website_Registration_Step_3.docx

The IHSS ESP – Register Step 3 screen allows the validated 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.

Register

1 2 3 4 5

User Information Account Information Security Questions Email Verification Confirm Registration

It is important that the questions and answers that you choose are hard for others to guess, but easy for you to remember. Your responses are not case sensitive and cannot have special characters. You are only allowed to enter letters (A-Z or a-z) or numbers (0-9). Security questions and answers will be used to help you reset your Password.

Security Question 1*

Security Answer 1*

Security Question 2*

Security Answer 2*

Security Question 3*

Security Answer 3*

[Next](#) [Back](#)

Figure - IHSS ESP – Register Step 3

Register

1 — 2 — 3 — 4 — 5

User Account Security Email Confirm
Information Information Questions Verification Registration

It is important that the questions and answers that you choose are hard for others to guess, but easy for you to remember. Your responses are not case sensitive and cannot have special characters. You are only allowed to enter letters (A-Z or a-z) or numbers (0-9). Security questions and answers will be used to help you reset your Password.

Security Question 1*

Security Answer 1*

Security Question 2*

Security Answer 2*

Security Question 3*

Security Answer 3*

Next

Back

Figure - IHSS ESP – Register Step 3 – Handheld

Static Text

The following static text is associated with the IHSS ESP – Register Step 3 screen. For translations see DSD Appendix D - Registration.

Text
User Information
Account Information
Security Questions
Email Verification
Confirm Registration
It is important that the questions and answers that you choose are hard for others to guess, but easy for you to remember. Your responses are not case sensitive and cannot have special characters. You are only allowed to enter letters (A-Z or a-z) or numbers (0-9).
Security questions and answers will be used to help you reset your Password.

Actions/Functions

The following actions are associated with the IHSS ESP – Register Step 3 screen:

Action	Function	Label Translated
Next	Button is enabled after all fields have been entered and will take the user to the IHSS ESP Register –Step 4 screen This action will generate an email to the registrant with a link to be used to Login to validate and activate the account	Yes
Back	Button clears the form and returns user to the IHSS ESP – Register Step 2 screen	Yes

Data Elements

The following data elements are specific to the IHSS ESP Registration – Step 3 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	Yes
1 User Information	N/A	String	N/A	Highlight (Solid blue circle with white number)	No	Yes
2 Account Information	N/A	String	N/A	Highlight (Solid blue circle with white number)	No	Yes
3 Security Questions	N/A	String	N/A	Highlight (Open blue circle with blue number)	No	Yes
4 Email Verification	N/A	String	N/A	N/A	No	Yes
5 Confirm Registration	N/A	String	N/A	N/A	No	Yes
Accessible Fields						
Security Question 1	Allows user to select a security question from a dropdown list Question(s) that have been selected for other fields will not be available in the dropdown	Dropdown	Yes	N/A	Yes	Yes
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	N/A	Yes	Yes
Security Question 2	Allows user to select a security question from a dropdown list Question(s) that have been selected for other fields will not be available in the dropdown	Dropdown	Yes	N/A	Yes	Yes
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	N/A	Yes	Yes
Security Question 3	Allows user to select a security question from a dropdown list Question(s) that have been selected for other fields will not be available in the dropdown	Dropdown	Yes	N/A	Yes	Yes
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	N/A	Yes	Yes

Additional Information

No fields on the IHSS ESP – Register Step 3 screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	IHSS ESP Header
IHSS Logo	Yes (Not Hyperlinked)	
Header	No	
Menu	No	N/A
Footer	No	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/IHSS ESP – Register Step 4

CI	Document Name
 CI-753448 - DSD SC IHSS Website Register Step 4 IMPLEMENTED	DSD_SC_IHSS_Website_Register_Step_4.docx

The IHSS ESP – Register Step 4 screen provides instructions to the user for completing the registration process.

Register

1 ————— 2 ————— 3 ————— 4 ————— 5

User Information Account Information Security Questions Email Verification Confirm Registration

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 or click the Return to Login button.

[Return to Login](#)

Figure - IHSS ESP – Register Step 4

Register

1 ————— 2 ————— 3 ————— 4 ————— 5

User Account Security Email Confirm
Information Information Questions Verification Registration

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 or click the Return to Login button.

[Return to Login](#)

Figure - IHSS ESP – Register Step 4 – Handheld

Static Text

The following static text is associated with the IHSS ESP – Register Step 4 screen. For translations see DSD Appendix D - Registration.

Text
User Information

Account Information
Security Questions
Email Verification
Confirm Registration
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 <xx> minutes remaining to complete this final step. You may close this browser tab or click the Return to Login button.

Actions/Functions

The following actions are associated with the IHSS ESP – Register Step 4 screen:

Action	Function	Label Translated
Return to Login	Button is enabled on load	Yes

Data Elements

The following data elements are specific to the IHSS ESP Registration – Step 4 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	Yes
1 User Information	N/A	String	N/A	Highlight (Solid blue circle with white number)	No	Yes
2 Account Information	N/A	String	N/A	Highlight (Solid blue circle with white number)	No	Yes
3 Security Questions	N/A	String	N/A	Highlight (Solid blue circle with white number)	No	Yes
4 Email Verification	N/A	String	N/A	Highlight (Blue circle)	No	Yes
5 Confirm Registration	N/A	String	N/A	N/A	No	Yes

Additional Information

No fields on the IHSS ESP – Register Step 4 screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	IHSS ESP Header
IHSS Logo	Yes (Not Hyperlinked)	
Header	Pre-Login Header	
Menu	No	N/A
Footer	No	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/IHSS ESP – Register Step 5

CI	Document Name
CI-753449 - DSD SC IHSS Website Register Step 5 IMPLEMENTED	DSD_SC_IHSS_Website_Register_Step_5.docx

The IHSS ESP – Register Step 5 screen is accessed by selecting the IHSS ESP 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.

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?

User Verification
 By clicking this box, you are verifying that you are the recipient, or a representative who is authorized to act on behalf of the recipient.

Figure - IHSS ESP – Register Step 5 - Recipient Variation

Register

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?

Forgot User Name or Password?

Login

Figure - IHSS ESP – Register Step 5 - Provider Variation

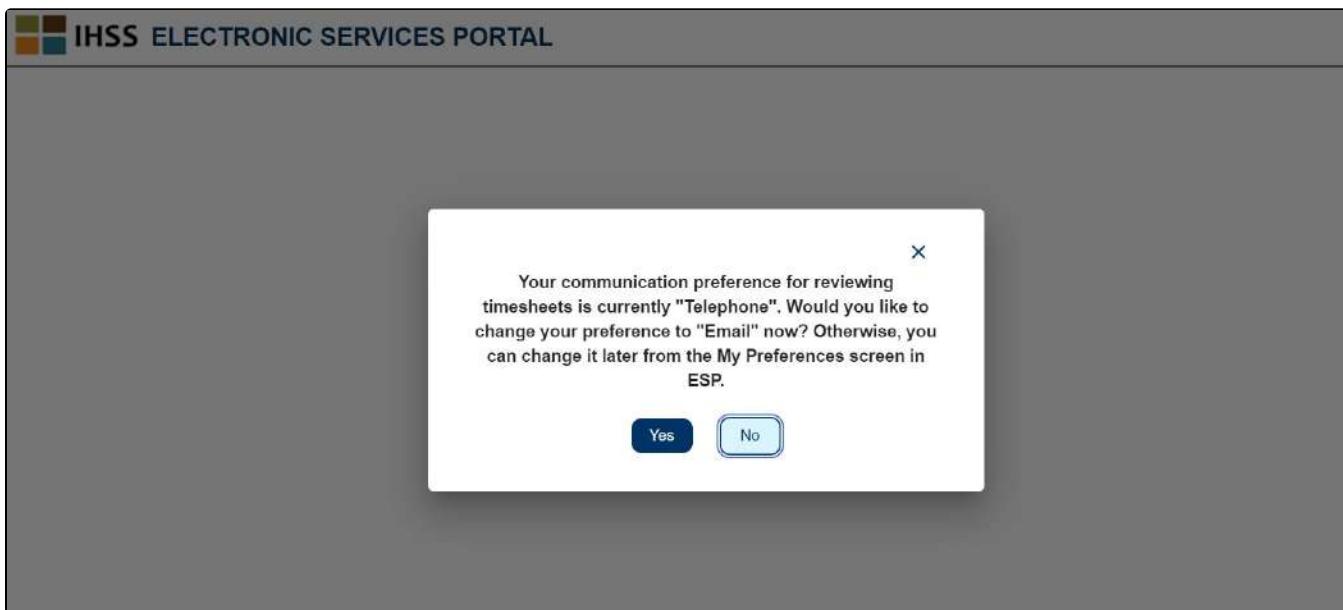


Figure – IHSS ESP – Register Step 5 (Change Communication Preference Pop-up)

Register

1 — 2 — 3 — 4 — 5

User Account Security Email Confirm
Information Information Questions Verification Registration

User Name*
User Name is case sensitive
Carshow07

Password*
Password is case sensitive
.....

Show Password

What was the name of your first pet?*

User Name*
User Name is case sensitive
Carshow07

Password*
Password is case sensitive
.....

Show Password

What was the name of your first pet?*

Login

Figure - IHSS ESP – Register Step 5 – Handheld

Static Text

The following static text is associated with the IHSS ESP – Register Step 5 screen. For translations see DSD Appendix D - Registration.

Text
User Information
Account Information
Security Questions
Email Verification
Confirm Registration
User Name
User Name is case sensitive
Password
Password is case sensitive
User Verification
By clicking this box, you are verifying that you are the recipient, or a representative who is authorized to act on behalf of the recipient.
Your communication preference for reviewing timesheets is currently "Telephone". Would you like to change your preference to "Email" now? Otherwise, you can change it later in the Preferences Screen in ESP.

Actions/Functions

The following actions are associated with the IHSS ESP – Register Step 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 or allow the recipient to change their communication preference. If the user is a recipient and has a communication preference of 'Telephone', the Change Recipient Communication Preference Upon ESP Registration pop-up screen will display. If the user is a recipient who does not have a communication preference of 'Telephone' or is a provider, the user will be logged into ESP. Button is enabled once all fields are entered	Yes
Yes	Will log the recipient into the IHSS ESP and change the recipient's communication preference to email. Only visible on the change communication preference pop-up	Yes
No	Will log the recipient into the IHSS ESP without changing the recipient's communication preference. Only visible on the change communication preference pop-up	Yes

Data Elements

The following data elements are specific to the IHSS ESP – Register Step 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	Highlight (Green with green circle and check mark)	No	Yes
2 Account Information	N/A	String	N/A	Highlight (Green with green circle and check mark)	No	Yes
3 Security Questions	N/A	String	N/A	Highlight (Green with green circle and check mark)	No	Yes
4 Email Verification	N/A	String	N/A	Highlight (Green with green circle and check mark)	No	Yes
5 Confirm Registration	N/A	String	N/A	Highlight (Orange)	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
User Verification	Allows user to verify their authorization as a recipient or a timesheet signatory. NOTE: This is only available for recipient registration.	Checkbx	Yes	Unchecked	Yes	Yes

Additional Information

No fields on the IHSS ESP – Register Step 5 screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	IHSS ESP Header
IHSS Logo	Yes (Not Hyperlinked)	
Header	Pre-Login Header	
Menu	No	N/A
Footer	No	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Provider Home

CI	Document Name
CI-800279 - DSD SC Provider Home IMPLEMENTED	DSD_SC_Provider_Home.docx

When a Provider first logs on onto the IHSS ESP, they will be taken to the landing screen where the Provider may select from several actions such as Timesheet Entry, Recent Payments or view What's New, which are all also available from the menu.

This screen also displays the name of each Recipient the Provider is assigned to when the Provider is Active, Leave or Terminated (with outstanding timesheets) status. Under the Recipient's name is the status of the most recent payment for that Provider or indication that the Recipient is not registered for ESP or TTS.

On the right side of the page, there is a list of Links and Reminders that may have important information pertinent the Provider population.

The screenshot shows the Provider Home page on a desktop. At the top, there are three main navigation buttons: 'TIMESHEET ENTRY >' (blue), 'RECENT PAYMENTS >' (brown), and 'WHAT'S NEW >' (green). Below these are four recipient status cards, each with a '+' icon to expand details. To the right is a sidebar titled 'LINKS AND REMINDERS' containing two links: 'IHSS Provider Resources' and 'IHSS Recipient Resources'. The recipient status cards show: 'Status: No Pending Payments' (repeated three times), and 'Status: Not Registered in ESP or TTS'.

Figure - Provider Home – Desktop

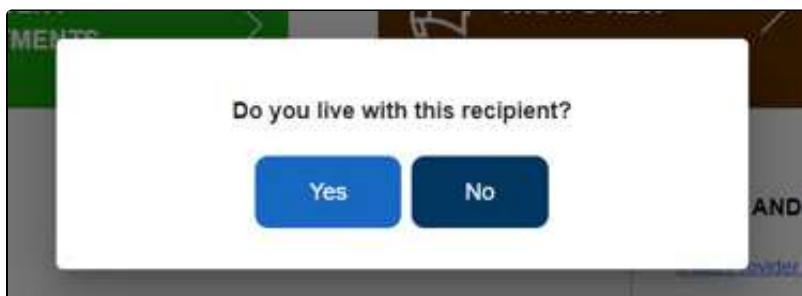


Figure - Provider Home Pop-Up (Desktop View)

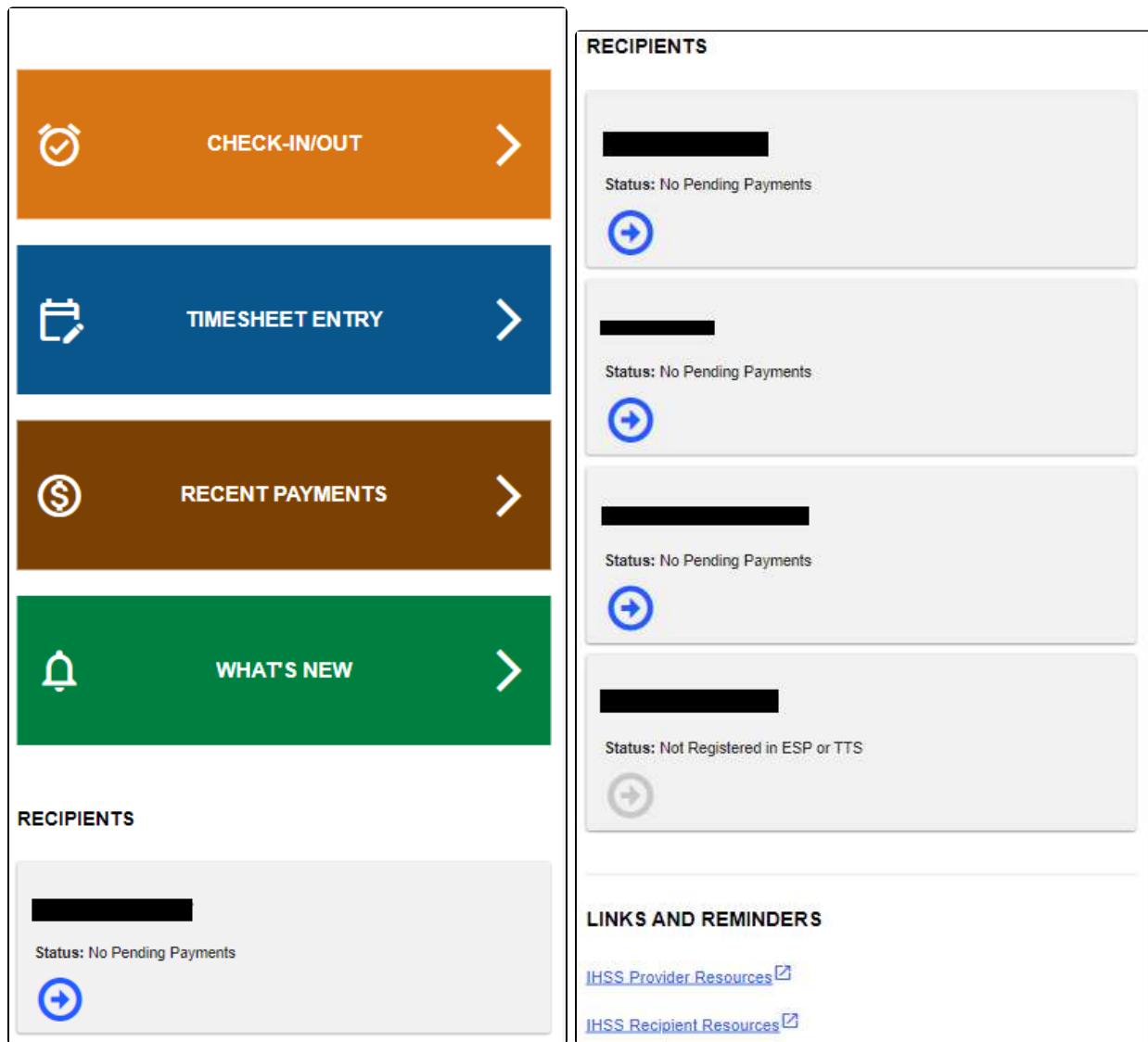


Figure - Provider Home – Handheld

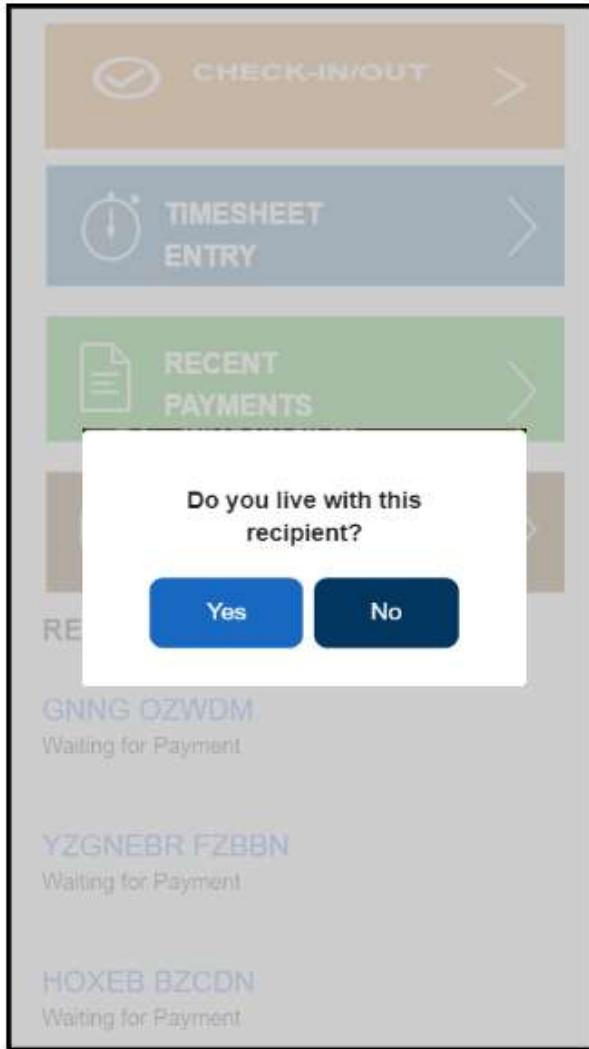


Figure - Provider Home Pop-Up (Handheld View)

Static Text

The following static text is associated with the Provider Home screen. For translations see DSD Appendix D - Provider Home.

Text
RECIPIENTS
LINKS AND REMINDERS
<Recipient Name>
Status

Actions/Functions

The following actions are associated with the Provider Home screen:

Action	Function	Label Translated
CHECK-IN/OUT	This hyperlink card will navigate the user to the Check In and Check Out screen	Yes

TIMESHEET ENTRY	This hyperlink card will navigate the user to the Time Entry: Recipient Selection screen	Yes
RECENT PAYMENTS	This hyperlink card will navigate the user to the Recent Payments screen	Yes
WHAT'S NEW	<p>This hyperlink card will navigate the user to the What's New screen</p> <p>Note: Users are presented with an accessible red notification on the What's New card with a count of the unread messages on the ESP Landing page. If all messages are read, the notification icon does not appear on the What's New card. The notification will remain on the What's New card until the user has visited all unread entries on the What's New screen, and will decrease in count accordingly.</p>	Yes
See All ▼	This control will expand the list of recipients that the provider works for. This control will not appear if there are 3 or less recipient to list.	Yes
See Less ^	This control will contract the list of recipients that the provider works for to only 3	Yes
IHSS Provider Resources	This hyperlink opens a new browser window to the external CDSS website: http://www.cdss.ca.gov/inforesources/IHSS/IHSS-Providers/Resources	Yes
IHSS Recipient Resources	This hyperlink opens a new browser window to the external CDSS website: https://www.cdss.ca.gov/inforesources/ihs/resources	Yes
Live-In Pop-up - The following only display on the pop-up.		
Yes	If the Yes button is selected, the Provider user is taken to the default timesheet on the Timesheet Entry screen for the selected Recipient. Note: The appropriate timesheet is updated as isEVV = False and thus displays as a non-EVV timesheet.	Yes
No	If the No button is selected, the user is taken to the default timesheet on the Timesheet Entry screen for the selected Recipient.	Yes

Data Elements

The following data elements are specific to the Provider Landing screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Status (listed by Recipient name)	Displays invitation to enrollment into e-timesheets, the status of pending Recipient enrollment into e-timesheets, or the status of the most recent payment	String	No	No	No	Yes
Short Message (listed by Recipient name where appropriate)	"An informational message that displays if the Recipient is not registered on ESP or TTS and does not have an approved EVV Exception" "Not Registered in ESP or TTS"	String	No	No	No	Yes

Additional Information

No fields on the Provider Home screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Recipient Menu

CI	Document Name
CI-753470 - DSD SC Recipient Menu IMPLEMENTED	DSD_SC_Recipient_Menu.docx

Once a Recipient logs into the IHSS ESP, the Recipient menu is visible on all screens.

The Recipient menu is responsive and switches between a global navigation style for desktop browsers and a "hamburger" (☰) style menu icon for handheld devices. For desktop browsers, the menu is below the header across the top of each screen. For handheld devices, the menu icon is to the left of the IHSS icon. Items on the mobile menu are expandable and collapsible upon selection.

For desktop browsers, the menu also changes to the hamburger style icon when the user narrows the browser window below 768 pixels by 1024 pixels.

Both menu styles contain items that provide access to other functionality that is available to a Recipient. The user can either tab into, click into or hover over each menu section to expand and scroll through sub items.



Figure - Recipient Menu - Collapsed (Desktop View)

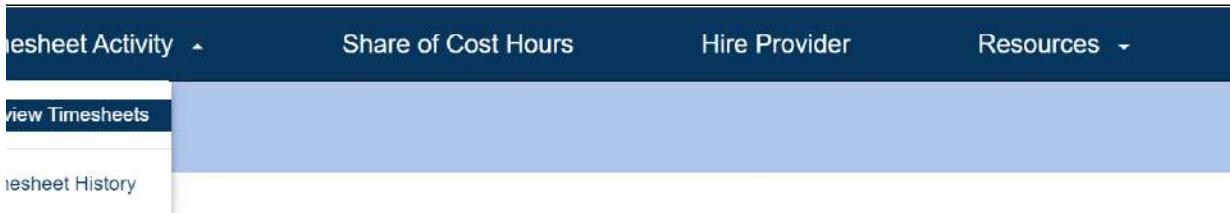


Figure - Recipient Menu – Timesheet Activity Expanded (Desktop View)

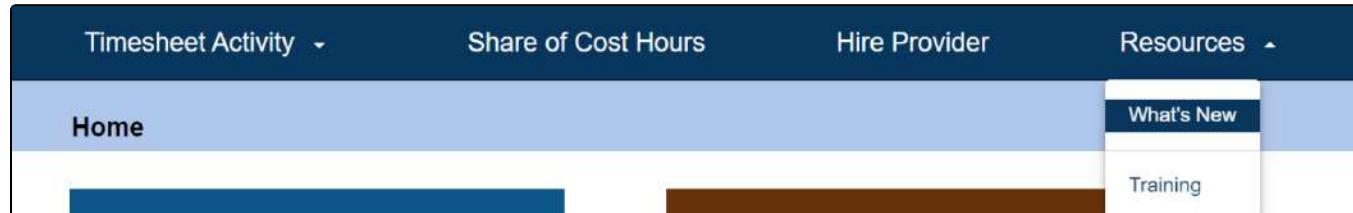


Figure - Recipient Menu – Resources Expanded (Desktop View)

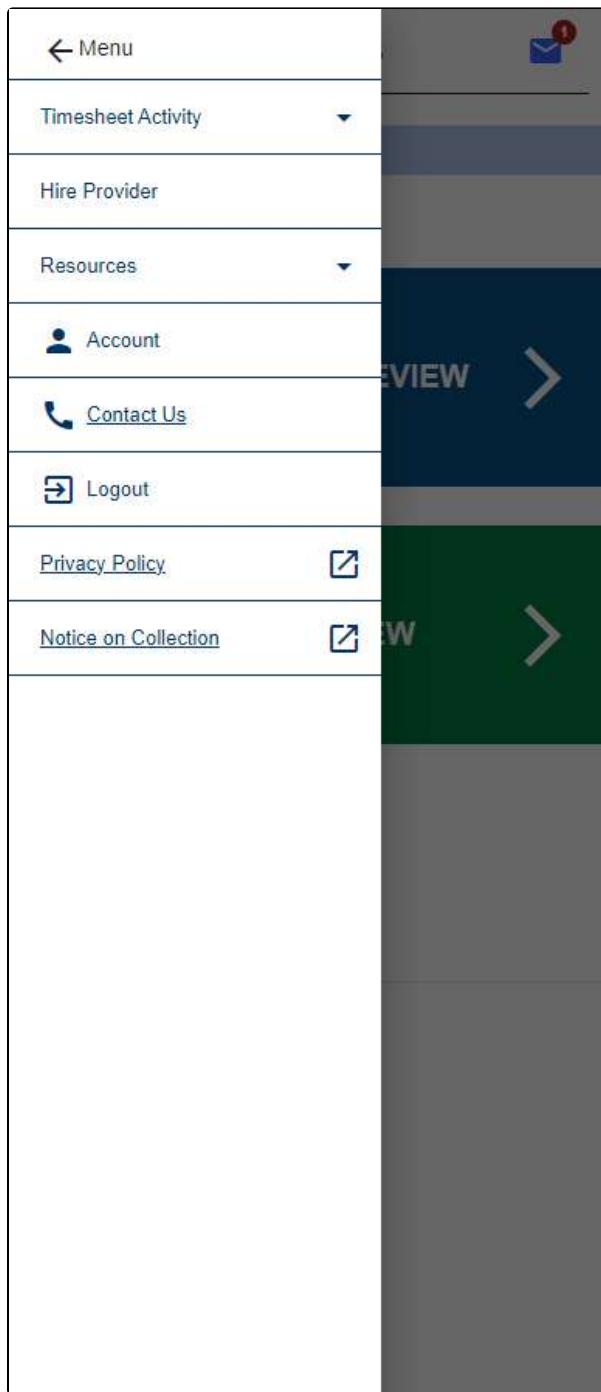


Figure - Recipient Menu – Collapsed (Mobile View)

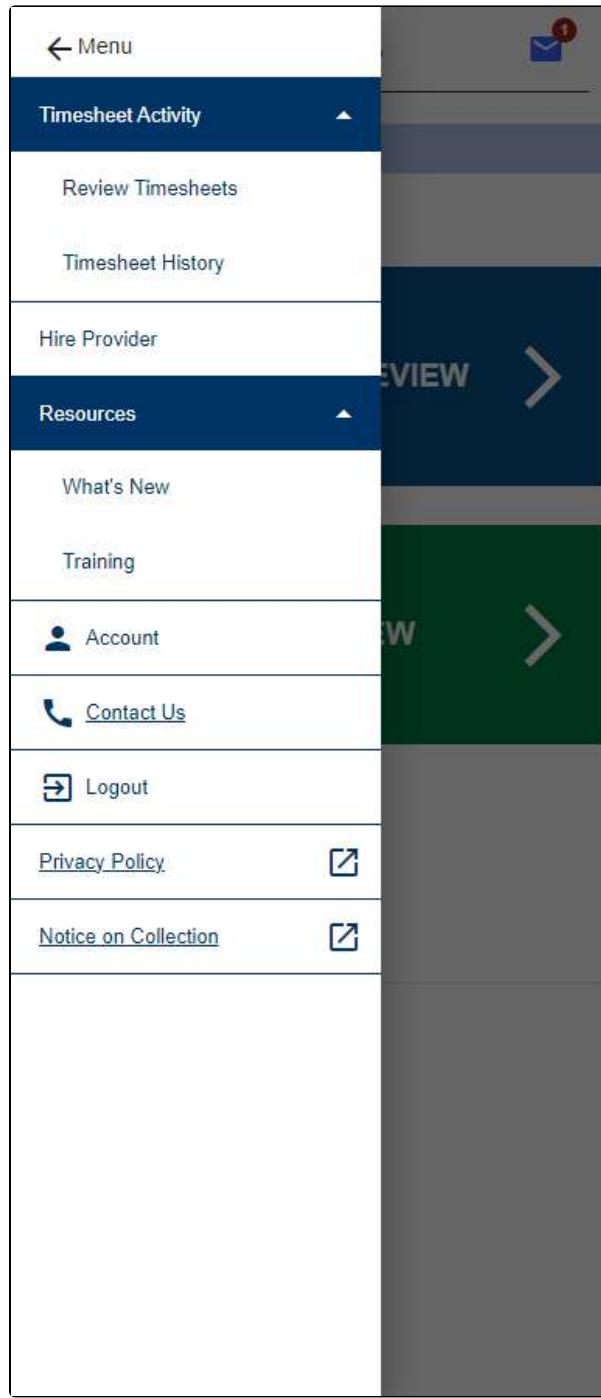


Figure - Recipient Menu – Expanded (Mobile View)

Static Text

There is no static text associated with the Recipient Menu.

Actions/Functions

The following actions are associated with the Recipient Menu:

Action	Function	Label Translated
Timesheet Activity		
Review Timesheets	This menu item takes the user to the Provider Timesheets: Provider Selection screen.	Yes
Timesheet History	This menu item takes the user to the Timesheet History screen.	Yes
Share of Cost Hours		
Share of Cost Hours	This top-level menu item takes the user to the Share of Cost Hours Detail screen.	Yes
Hire Provider		
Hire Provider	This top-level menu item takes the user to the Hire Provider Step 1 screen.	Yes
Resources		
What's New	This menu item takes the user to the What's New screen.	Yes
Training	This menu item takes the user to the Training screen.	Yes
Note: <i>The Account and Contact Us menu items are documented as part of the header. Please refer to the Header screen design for more information. The Privacy Policy and Notice on Collection menu items are documented as part of the footer. Please refer to the Footer screen design for more information.</i>		

Data Elements

No data elements are specific to the Recipient Menu.

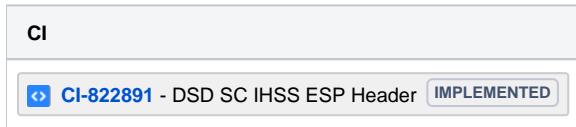
Additional Information

No fields on the Recipient Menu screen are designated with a .

Structure

The Structure section is not applicable to the Recipient Menu.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/IHSS ESP Header



Once a user logs into the IHSS ESP, the screen header displays at the top of the screen.

The header is responsive and switches between a full display for desktop browsers and a "refined" display for handheld devices that shows only a

"hamburger" () style menu icon, the IHSS logo, and a logout button. This "refined" display also appears on desktop browsers when the user reduces the browser window to less than 1024 pixels. When in this "refined" view, the header items that are removed from the display are moved to the bottom of the "hamburger" menu display.

When a Help Desk user accesses the header, the user drop-down also includes the "Support User" section.

When the user selects the IHSS icon from any screen within the IHSS ESP, the action on that screen is canceled and the system displays the user's landing page (either the Provider or Recipient home screen).



Figure - Header (Pre-Login) - Desktop View



Figure - Header (Recipient/Provider Post-Login) - Desktop View

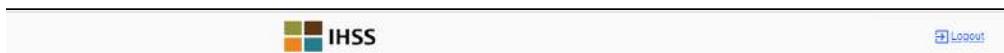


Figure - Header (Help Desk User Post-Login) - Desktop View



Figure - Header (Help Desk User) - Collapsed Desktop View after user search

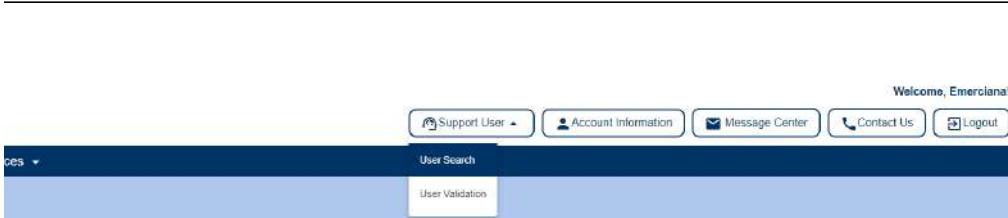


Figure - Header (Help Desk User) - Expanded Desktop View after user search



Figure - Header (Pre-Login) – Mobile View

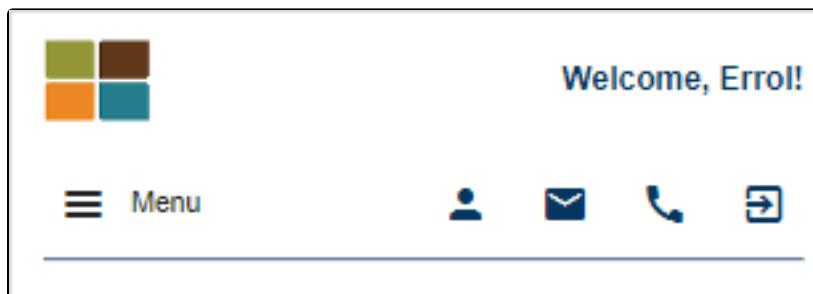
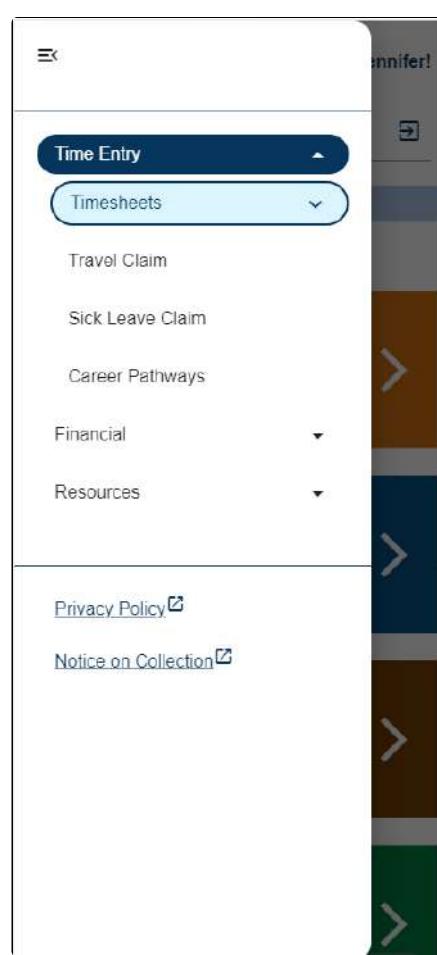
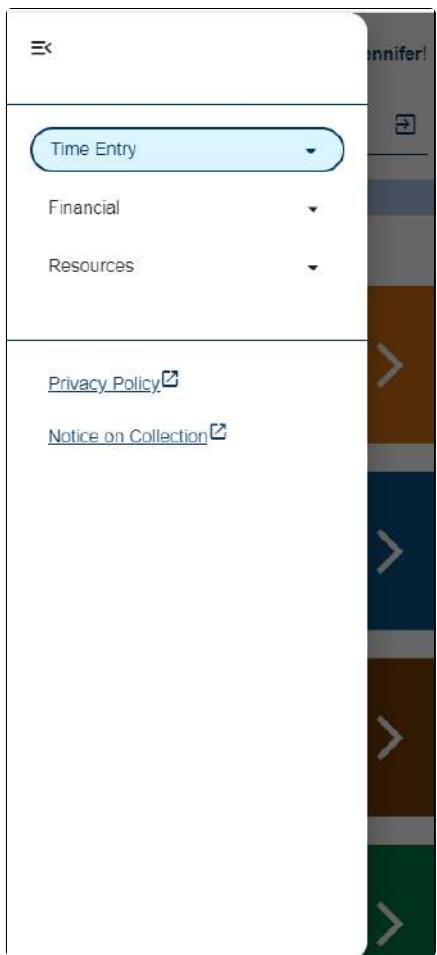


Figure - Header (Recipient/Provider Post-Login) - Mobile View



Figure - Header (Help Desk user Post-Login) - Mobile View



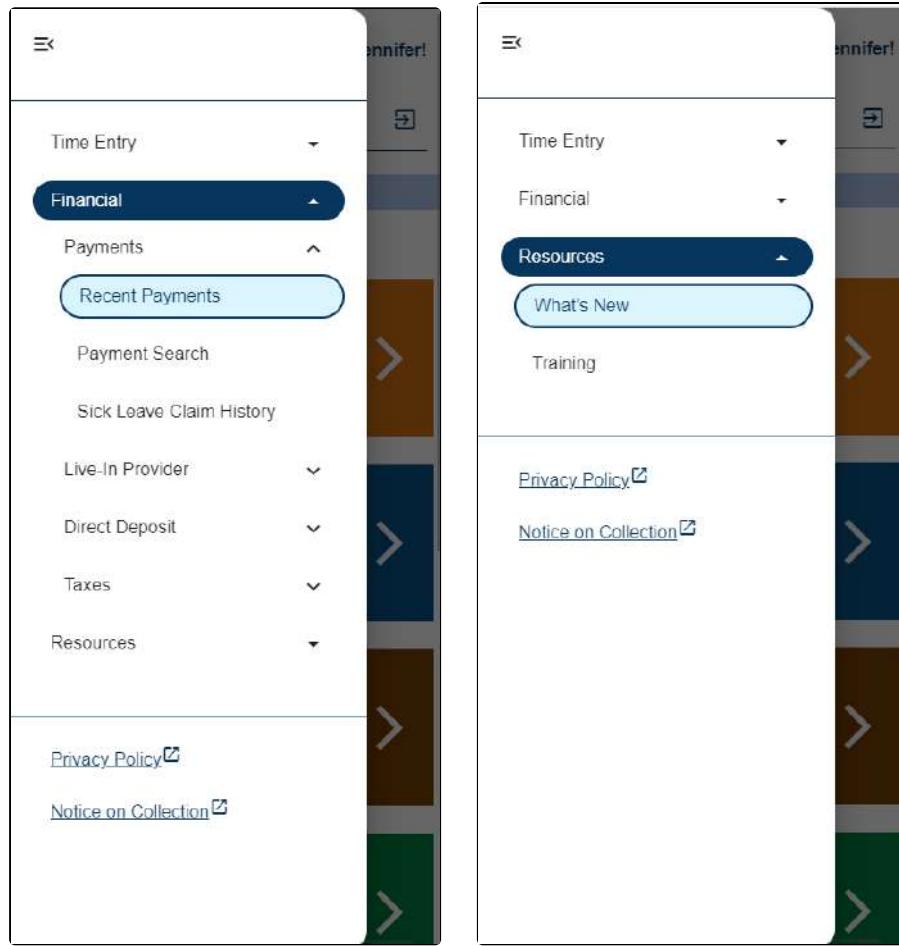


Figure - Provider Items moved to the Menu - Mobile View (Collapsed and Expanded)

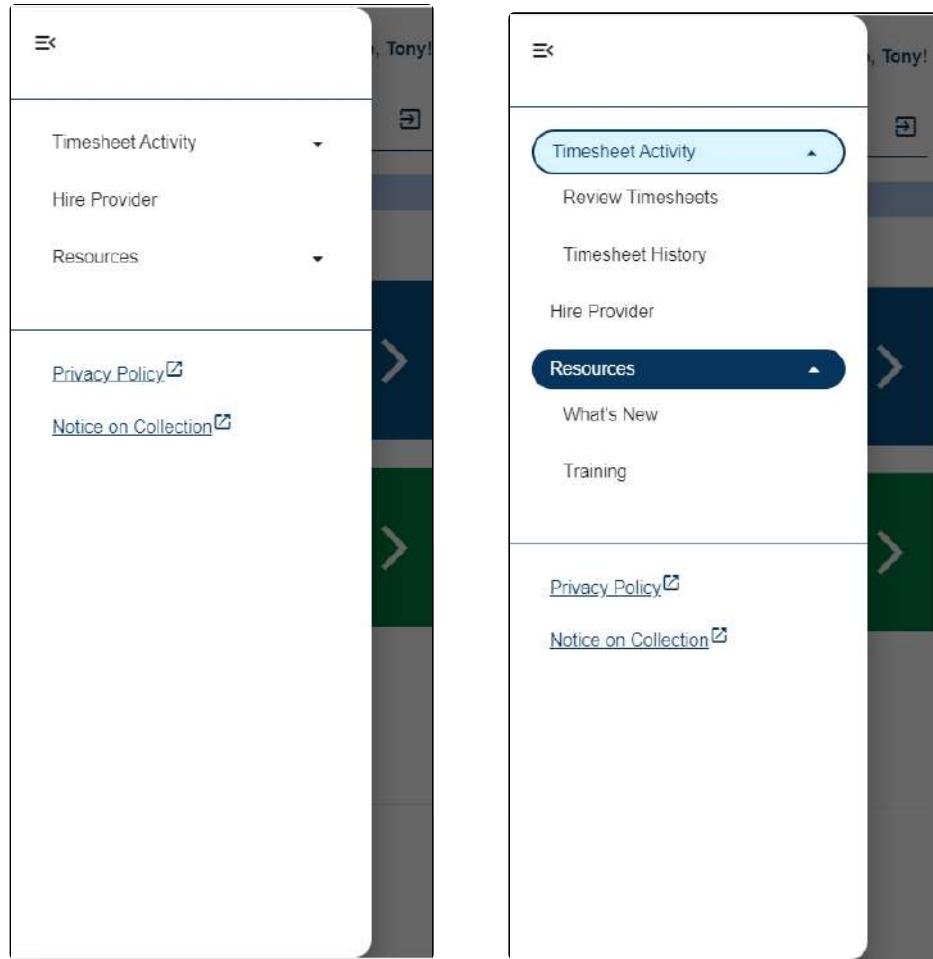


Figure - Recipient Items moved to the Menu - Mobile View (Collapsed and Expanded)

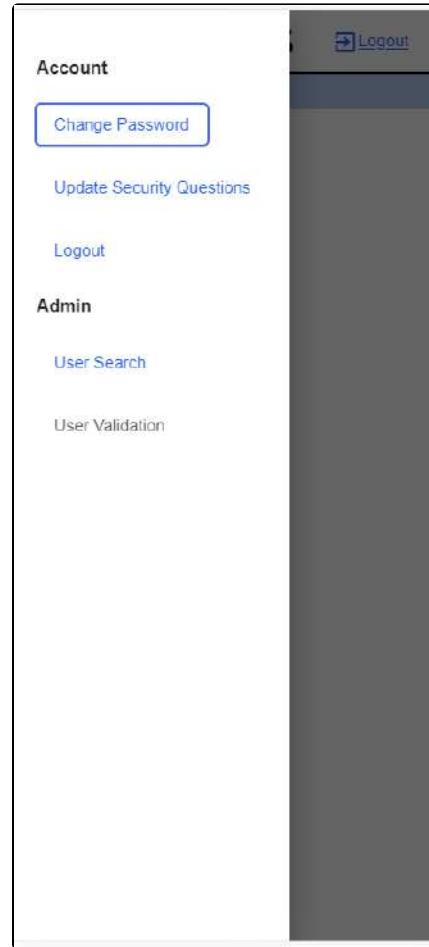


Figure - Header - (Help Desk User Items moved to the Menu) - Mobile View (Collapsed and Expanded)

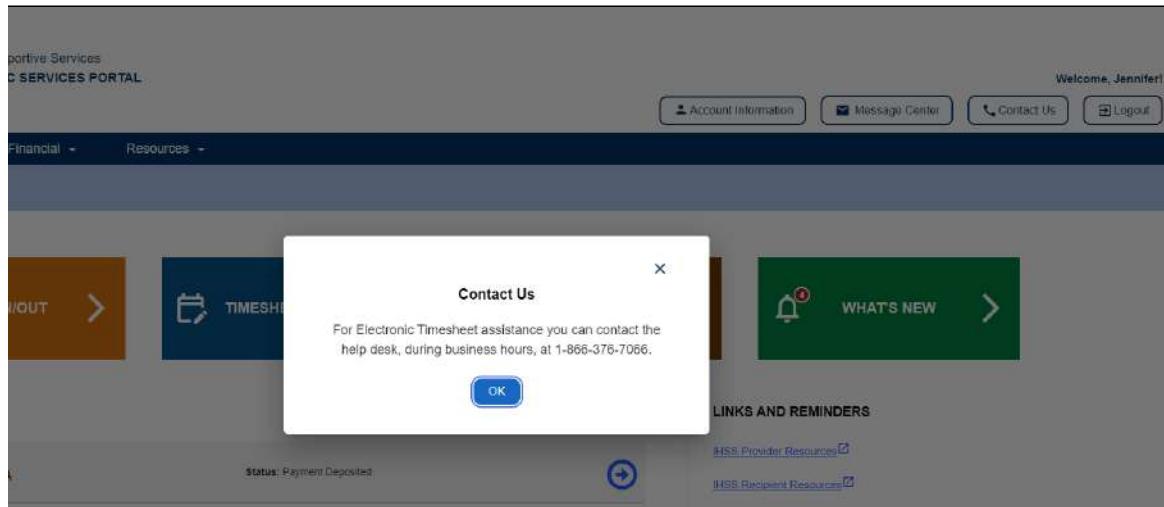


Figure - Contact Us - Desktop View

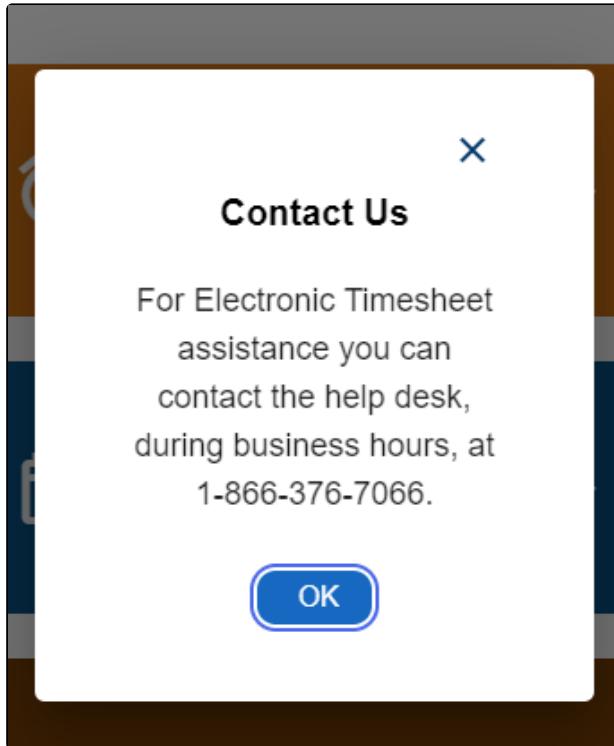


Figure - Contact Us - Mobile View

Static Text

The following static text is associated with the IHSS ESP Header screen. For translations see DSD Appendix D - IHSS ESP Header & Footer.

English
IHSS
In-Home Supportive Services ELECTRONIC SERVICES PORTAL <i>(Not seen with mobile view)</i>
Welcome, <Variable: Person's Name>!

Actions/Functions

The following actions are associated with the ESP Header:

Action	Function	Label Translated
Header		
Skip To Content	<p>This link navigates the user to an anchor at the start of the main content of the page to allow screen readers to skip over the navigation menu.</p> <p>Notes:</p> <ul style="list-style-type: none"> • This link is independent of the header and only displays on screens in which it is applied to. Please refer to the Structure section in each screen design document for information whether it is present on a specific screen. • This button does not navigate the user to a different screen. • This button is only visible on desktop view. 	No
≡ Menu	<p>Selecting this icon will open the appropriate Menu based on the user type (Provider or Recipient and the menu will include Admin options if the User type is Help Desk)</p> <p>Note: This only displays in the Handheld view.</p>	No

	When selected, the IHSS icon takes the user to the user's landing page (either the Provider or Recipient home screen). This only occurs on screens once the user is logged in.	No
	This Menu only displays for Help Desk users.	No
Support User Sub-Menu	User Search	This link takes the user to the Help Desk ESP space User Search screen.
	User Validation	This link returns the user to the Help Desk ESP space User Validation screen with the Information displaying for the Provider that was just accessed.
	This link navigates the user to the Account Information Screen in ESP. Note: This link displays in the menu drop-down as 'Account' in Handheld view.	Yes
	This link displays the Message Center screen in ESP. Note: The message center link only displays the envelope icon in Handheld view. Note: Real time count of unread messages, if any, displays as a red badge on the message center icon.	Yes
	This link displays the Contact Us Pop-up. Note: This displays in the menu drop-down in Handheld view.	Yes
	This link logs the user out of the application and takes them to the Login screen. Note: This displays in the menu drop-down in Handheld view.	Yes
Contact Us Pop-up		
	This button closes the Contact Us pop-up. Note: This button only displays on the Contact Us pop-up.	Yes

Data Elements

No data elements are specific to the ESP Header.

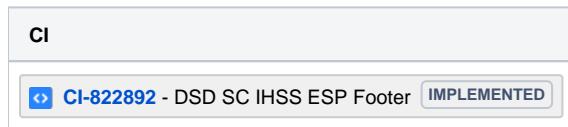
Additional Information

No fields on the ESP Header are designated with an .

Structure

The Structure section is not applicable to the ESP Header.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/IHSS ESP Footer



At the Login screen and after a user logs into the IHSS ESP, the screen footer displays at the bottom of the screen.

The footer is responsive and switches between a full display for desktop browsers and is hidden in the display for handheld devices or when the user reduces the browser window to less than 1024 pixels. When the footer is hidden due to the handheld view, the two links 'Privacy Policy' and 'Notice on Collection' are displayed at the bottom of the "hamburger" (≡) style menu.



Figure - Footer – Desktop



Figure - Footer– Handheld View - Items that are moved to the Menu

Static Text

There is no static text associated with the ESP Footer.

Actions/Functions

The following actions are associated with the ESP Footer:

Action	Function	Label Translated
Privacy Policy	This hyperlink opens a new browser window and navigates to the CDSS public website's Privacy Policy web page: https://www.cdss.ca.gov/privacy-policy Note: The symbol only displays in handheld view.	Yes
Notice on Collection	This hyperlink opens a new browser window and navigates to the CDSS public website's Notice on Collection web page: https://www.cdss.ca.gov/notice-on-collection Note: The symbol only displays in handheld view.	Yes

Data Elements

No data elements are specific to the ESP Footer.

Additional Information

No fields on the ESP Footer are designated with an  .

Structure

The Structure section is not applicable to the ESP Footer.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Provider Enroll in Electronic Timesheets

CI	Document Name
 CI-753451 - DSD SC Provider Enroll in Electronic Timesheets	CANCELLED

Cancelled by ASR Sprint 20 Team 1&2.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Timesheet Entry Recipient Selection

CI	Document Name
CI-753450 - DSD SC Timesheet Entry Recipient Selection IMPLEMENTED	DSD_SC_Time_Entry_Recipient_Selection.docx

The (Timesheet Entry) Recipient Selection screen is accessed when a Provider selects Timesheet Entry from the Provider Landing Page. The screen will provide a detail card for each recipient that the Provider is serving or has served. If the Recipient is not registered for an electronic method of reviewing timesheets, the time entry functions will not be available. This does not apply for an EVV Exception Recipient.

If a provider accesses a timesheet by selecting the blue arrow next to a Recipient's name on the Recipient Selection screen and the Provider's Live-In status with the Recipient in CMIPS is No or Blank, the Provider will receive a pop-up message asking if the Provider lives with the Recipient.

The screenshot shows a list of recipients for a provider. At the top, there is a header bar with the provider's name and a blue arrow icon. Below the header, there is a summary section with payment information: Pay Period: 03/01/2022 - 03/15/2022 and Timesheet Type: IHSS. The list of recipients is as follows:

- 536774 (with a blue arrow icon)
- Payment
Not Deposited
03 (with a blue arrow icon)
- na TestFritzel
015058 (with a blue arrow icon)
- INEZGAR TESTSHINDLE
015002 (with a grey arrow icon)
- elder TestOctave
099907 (with a blue arrow icon)
- I
136065 (with a grey arrow icon)
In ESP or TTS

Figure - Timesheet Entry Recipient Selection (Desktop View)

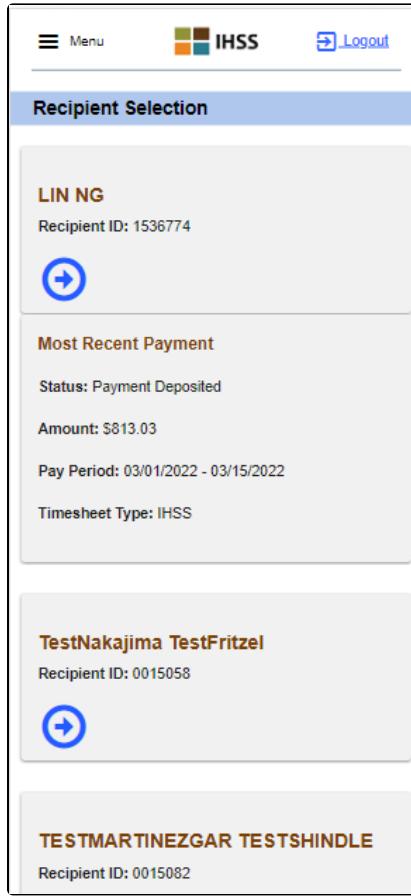


Figure - Timesheet Entry Recipient Selection (Mobile View)

Static Text

The following static text is located on the Time Entry: Recipient Selection screen if there are no Recipients to display based on Business Rules.

Language	Text
English	There are currently no recipients to display.
English	Do you Live with the recipient?

Actions/Functions

The following actions are associated with the Time Entry: Recipient Selection screen:

Action	Function	Label Translated
Recipient Selection		
	<p>The right facing blue arrow within a blue circle will either display the Live-In pop-up (see Timesheet Entry related business rules) or navigates the user to the default timesheet on the Timesheet Entry screen for that Recipient. The arrow displays on each Recipient card where the Recipient is registered with either the ESP or TTS or has an EVV Exception.</p> <p>Note: This access is available to a user type of Help Desk</p> <p>Note: The right facing blue arrow is grayed out if a recipient is not registered with ESP, TTS, or does not have an EVV Exception.</p>	No

Live-In Pop-up - The following only display on the pop-up.

Note: If the Provider chooses not to answer the live-in question, by escaping from the pop-up, and does not save or submit the default timesheet, then the Provider will be prompted with the pop-up when opening the timesheet entry screen again.

Yes	If the Yes button is selected, the Provider user is taken to the default timesheet on the Timesheet Entry screen for the selected Recipient. Note: The appropriate timesheet is updated as EVV = False and thus displays as a non-EVV timesheet.	Yes
No	If the No button is selected, the user is taken to the default timesheet on the Timesheet Entry screen for the selected Recipient.	Yes

Data Elements

The following data elements are specific to the Time Entry: Recipient Selection screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Recipient Card – Header						
<Recipient Name (First Last)>	This displays the name of a Recipient that the Provider is serving	String	No	No	No	No
Recipient ID:	This displays the Case Number of that Recipient	String (7)	No	No	No	Yes
Recipient Card – Detail – Electronic Timesheet Invitation Pending						
Sent On	Date the Electronic Timesheet Invitation was sent.	Date MM/DD/YYYY	No	No	No	No
Status	Displays the status of Pending recipient enrollment	String	No	No	No	No
Recipient Card – Detail – Most Recent Payment						
Amount	The net pay amount of the most recent payment made to the Provider for this Recipient – will be blank if payment is pending If the Recipient is Advance Pay this field will display "Advance Pay"	String	No	No	No	Yes
Status	Status of the listed payment If the Recipient is Advance Pay this field will display "Not Applicable" Note: This is not timesheet status	String	No	No	No	Yes
Pay Period	The pay period for this payment If the Recipient is Advance Pay this field will display the last reconciled timesheet	String MM/DD – MM/DD/YYYY (First day and last day of the payment pay period)	No	No	No	Yes
Timesheet Type	The Timesheet Type for this payment: IHSS or WPCS	String	No	No	No	Yes

Additional Information

No fields on the Time Entry – Recipient Selection screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	

Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Timesheet Entry

CI	Document Name
 CI-753452 - DSD SC Timesheet Entry IMPLEMENTED	DSD_SC_Time_Entry_Timesheet.docx



When a user clicks the right facing chevron (

Once the field level edits have been addressed, selecting the 'Save' button will save the data entered, placing the timesheet in 'Time Entry in Progress' status and execute weekly maximum and overtime maximum violation edits. Any violation informational messages triggered from these edits will display in red text just below the screen title.

Violation informational messages will occur if when, processing the current timesheet for payment, the total number of hours for the workweek across all programs and Recipients may potentially incur a violation. The potential for violation exists in the following situations:

1. A Provider who has only one "Active" Provider Hours segment for only one IHSS Recipient and the claimed hours in any workweek exceeds the amount of overtime allowed.
2. A Provider who has multiple "Active" Provider or WPCS Hours segments associated with two or more Recipients and the claimed hours in any workweek across all Recipients and programs exceed of 66:00 per week.
3. A Provider who has either one "Active" WPCS Hours segment for one Recipient or has one "Active" Provider Hours and "Active" WPCS Hours segment for one Recipient and the claimed hours in any workweek exceeds of 70:45 per week.

These informational message will not occur in the following situations even if any of the criteria above are met:

1. The Provider has a violation exemption applicable with the specific Recipient or all Recipients.
2. If the Provider's current Next Possible Violation date is future to this pay period.

Selecting the Submit Timesheet button will save any data entries and will navigate the Provider to the Timesheet Validation Screen when there are timesheet informational messages to be displayed. If there are no timesheet informational messages to be displayed, selecting the Submit Timesheet button will navigate the Provider directly to the Timesheet Provider Electronic Signature screen.

Timesheet Entry

WBQJBZ WZDRJX

Period - Payment Type

Nov 1, 2021 - Nov 15, 2021 | IHSS

Sheet Number: [REDACTED]
Status: Time Entry in Progress
Date: 11/23/2021

Workable Hours for November: 90(H) 37(M)

Workweek 1

Workweek 2

Workweek 3

Timesheet Total: 145(H) 00(M)

Submit Timesheet

Figure - Timesheet Entry - Collapsed (Desktop View)

← Timesheet Entry

RBNWBQJBZ WZDRJX

Pay Period - Payment Type

Nov 1, 2021 - Nov 15, 2021 | IHSS ▾

Timesheet Number: [REDACTED]
Status: Time Entry in Progress
Status Date: 11/23/2021

Available Hours for November: 90(H) 37(M)

Workweek 1 ▾

Workweek 2 ▾

Workweek 3 ▾

Timesheet Total: 145(H) 00(M)

Submit Timesheet

Figure - Timesheet Entry - Collapsed (Mobile View)

Timesheet Entry

WBQJBZ WZDRJX

Period - Payment Type

Nov 1, 2021 - Nov 15, 2021 | IHSS

Sheet Number: [REDACTED]

Status: Time Entry in Progress

Date: 11/23/2021

Total Hours for November: 90(H) 37(M)

Workweek 1

Sunday 31 Oct

Hours Worked: 24(H) 00(M)

Monday 1 Nov

Hours	Minutes	Start Time	End Time	Location	X
1	00	12:00 AM ⏱	01:00 AM ⏱	Home	X

Tuesday 2 Nov

Hours	Minutes	Start Time	End Time	Location	X
0	00	—:— — ⏱	—:— — ⏱		X

Wednesday 3 Nov

Hours	Minutes	Start Time	End Time	Location	X
4	00	12:00 AM ⏱	11:59 PM ⏱	Home	X

Thursday 4 Nov

Hours	Minutes	Start Time	End Time	Location	X
4	00	12:00 AM ⏱	11:59 PM ⏱	Home	X

Friday 5 Nov

Hours	Minutes	Start Time	End Time	Location	X
4	00	12:00 AM ⏱	11:59 PM ⏱	Home	X

Saturday 6 Nov

Hours	Minutes	Start Time	End Time	Location	X
4	00	12:00 AM ⏱	11:59 PM ⏱	Home	X

Previously Claimed Hours: 24(H) 00(M)

Workweek Total: 121(H) 00(M)

Save

Workweek 2



Workweek 3



Timesheet Total: 145(H) 00(M)

Submit Timesheet

Figure - Timesheet Entry – Workweek Expanded EVV-Single Location (Desktop View)

Timesheet Entry

RBNWBQJBZ WZDRJX

Pay Period - Payment Type

Nov 1, 2021 - Nov 15, 2021 | IHSS

Timesheet Number: [REDACTED]
Status: Time Entry in Progress
Status Date: 11/23/2021

Available Hours for November: 90(H) 37(M)

Workweek 1

Sunday 31 Oct

Hours Worked: 24(H) 00(M)

Monday 1 Nov

Hours	Minutes	Start Time
01	00	12:00 AM ⏺
End Time		Location
01:00 AM ⏺		Home ⏺ ✕

Tuesday 2 Nov

Hours	Minutes	Start Time
00	00	--:-- -- ⏺
End Time		Location
--:-- -- ⏺		Home ⏺ ✕

Wednesday 3 Nov

Hours	Minutes	Start Time
24	00	12:00 AM ⏺
End Time		Location
11:59 PM ⏺		Home ⏺ ✕

Thursday 4 Nov

Hours	Minutes	Start Time
24	00	12:00 AM ⏺
End Time		Location
11:59 PM ⏺		Home ⏺ ✕

Friday 5 Nov

Hours	Minutes	Start Time
24	00	12:00 AM ⏺
End Time		Location
11:59 PM ⏺		Home ⏺ ✕

Saturday 6 Nov

Hours	Minutes	Start Time
24	00	12:00 AM ⏺
End Time		Location
11:59 PM ⏺		Home ⏺ ✕

Previously Claimed Hours: 24(H) 00(M)
Workweek Total: 121(H) 00(M)

Save

Workweek 2

Workweek 3

Timesheet Total: 145(H) 00(M)

Submit Timesheet

Figure - Timesheet Entry – Workweek Expanded EVV-Single Location (Mobile View)

Timesheet Entry

Period - Payment Type

Nov 16, 2021 - Nov 30, 2021 | WPCS ▾

sheet Number: [REDACTED]

: Time Entry in Progress

Date: 11/19/2021

Possible Hours for November: 100(H) 00(M)

orkweek 1 ^

unday 14 Nov

Hours Worked: 00(H) 00(M)

Monday 15 Nov

Hours Worked: 00(H) 00(M)

esday 16 Nov

Hours	Minutes	Start Time	Start Location	End Time	End Location
1	00	10:00 AM ⓘ	Home ▾	11:00 AM ⓘ	Home ▾ X

Wednesday 17 Nov

Hours	Minutes	Start Time	Start Location	End Time	End Location
0	00	08:00 PM ⓘ	Home ▾	09:01 PM ⓘ	Home ▾ X

ursday 18 Nov

Hours	Minutes	Start Time	Start Location	End Time	End Location
0	00	-:-:- ⓘ	▼	-:-:- ⓘ	▼ X

iday 19 Nov

Hours	Minutes	Start Time	Start Location	End Time	End Location
0	00	-:-:- ⓘ	▼	-:-:- ⓘ	▼ X

turday 20 Nov

Hours	Minutes	Start Time	Start Location	End Time	End Location
0	00	-:-:- ⓘ	▼	-:-:- ⓘ	▼ X

Previously Claimed Hours: 06(H) 46(M)

Workweek Total: 07(H) 46(M)

Save

Workweek 2

Workweek 3

Timesheet Total: 01(H) 00(M)

Submit Timesheet

Figure - Timesheet Entry – Workweek Expanded EVV-Dual Location (Desktop View)

Timesheet Entry

[REDACTED]

Pay Period - Payment Type

Nov 16, 2021 - Nov 30, 2021 | IHSS

Timesheet Number: [REDACTED]
Status: Time Entry in Progress
Status Date: 12/14/2021

Available Hours for November: 68(H) 43(M)

Workweek 1

Sunday 14 Nov

Hours Worked: 00(H) 00(M)

Monday 15 Nov

Hours Worked: 00(H) 00(M)

Tuesday 16 Nov

Hours	Minutes	Start Time
00	00	—:-- --

Start Location	End Time
[REDACTED]	—:-- --

Start Location

End Time

End Location

Wednesday 17 Nov

Hours	Minutes	Start Time
00	00	11:00 AM

Start Location

End Time

End Location

Thursday 18 Nov

Start Location

Home

End Time

11:30 AM

End Location

Home

Friday 19 Nov

Hours	Minutes	Start Time
00	00	—:-- --

Start Location	End Time
[REDACTED]	—:-- --

Start Location

End Time

End Location

Previously Claimed Hours: 07(H) 46(M)
Workweek Total: 07(H) 46(M)

Save

Workweek 2

Workweek 3

Timesheet Total: 00(H) 00(M)

Submit Timesheet

Figure - Timesheet Entry – Workweek Expanded EVV-Dual Location (Mobile View)

BNWBQJBZ WZDRJX

Pay Period - Payment Type

Dec 1, 2021 - Dec 15, 2021 | IHSS

Timesheet Number: [REDACTED]

Status: Time Entry in Progress

Status Date: 12/03/2021

Available Hours for December: 90(H) 37(M)

Workweek 1



Sunday 28 Nov

Hours Worked: 00(H) 00(M)

Monday 29 Nov

Hours Worked: 00(H) 00(M)

Tuesday 30 Nov

Hours Worked: 00(H) 00(M)

Wednesday 1 Dec

Hours

Minutes

Thursday 2 Dec

Hours

Minutes

Friday 3 Dec

Hours

Minutes

Saturday 4 Dec

Hours

Minutes

Previously Claimed Hours: 00(H) 00(M)

Workweek Total: 00(H) 00(M)

Save

Workweek 2



Workweek 3



mesheet Total: 24(H) 00(M)

Submit Timesheet

Figure - Timesheet Entry – Workweek Expanded Non-EVV (Desktop View)

RBNWBQJBZ WZDRJX

Pay Period - Payment Type

Dec 1, 2021 - Dec 15, 2021 | IHSS

Timesheet Number: [REDACTED]

Status: Time Entry in Progress

Status Date: 12/03/2021

Available Hours for December: 90(H) 37(M)

Workweek 1

Sunday 28 Nov

Hours Worked: 00(H) 00(M)

Monday 29 Nov

Hours Worked: 00(H) 00(M)

Tuesday 30 Nov

Hours Worked: 00(H) 00(M)

Wednesday 1 Dec

Hours 00 Minutes 00

Thursday 2 Dec

Hours 00 Minutes 00

Friday 3 Dec

Hours 00 Minutes 00

Saturday 4 Dec

Hours 00 Minutes 00

Previously Claimed Hours: 00(H) 00(M)

Workweek Total: 00(H) 00(M)

Save

Workweek 2

Workweek 3

Timesheet Total: 24(H) 00(M)

Submit Timesheet

Figure - Timesheet Entry – Workweek Expanded Non-EVV (Mobile View)



Figure - Timesheet Saved Successfully Banner



Figure - Timesheet Entry Live-in Pop-Up

Static Text

There is no static text associated with the Timesheet Entry screen.

Actions/Functions

The following actions are associated with the Timesheet Entry screen:

Action	Function	Label Translated
Time Entry: Timesheet		
	The arrow available by the screen name will return the user to the Timesheet Entry – Recipient Selection screen.	No
Save	This button will check for field level errors and save the timesheet in 'Time Entry in Progress' status, when all edits are passed. There is a 'Save' button located at the bottom of each workweek, however, pressing any of these will save the entered timesheet regardless of which one was press. Successfully saving the timesheet will also trigger workweek maximum and overtime warning edits which will display at the top of the screen. Note: This button is visible but disabled if the User type of Help Desk is viewing this screen	Yes
Submit Timesheet	This button will validate the timesheet data being submitted with Case Management and will take the user to the Timesheet Validation Information screen if any edits are encountered or if there are no edits encountered the user will be taken to the Timesheet – Provider Electronic Signature screen. Note: This button is visible but disabled if the User type of Help Desk is viewing this screen	Yes
	The down chevron will expand the workweek to display the days and details of that workweek.	No
	The up chevron will collapse the workweek to display.	No
	The X icon at the end of the day row will remove all entries inputted for that day. Note: This icon only displays for EVV time entry.	No
Live-in Pop-up - The following only display on the pop-up.		
Yes	If the Yes button is selected, the Provider user is taken to the Timesheet Entry screen for the selected timesheet. Note: The appropriate timesheet is updated as isEVV = False and thus displays as a non-EVV timesheet.	Yes
No	If the No button is selected, the Provider user is taken to the Timesheet Entry screen for the selected timesheet.	Yes

Data Elements

The following data elements are specific to the Timesheet Entry screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
<Recipient Name>	Recipient Name selected on the Recipient Selection screen First Name Last Name format	String	No	No	No	No
Timesheet Overview						
Pay Period – Payment Type	This dropdown displays the current unsubmitted timesheet pay period and timesheet type. If the user has other unsubmitted timesheets, they can be accessed by selecting them from the dropdown.	Dropdown	No	Current pay period timesheet based on the calendar date of access OR If no timesheet for current pay period then the most recent un-submitted timesheet available	Yes	Yes
Timesheet Number:	Displays the Timesheet Number for this timesheet	String	No	N/A	No	Yes
Status:	Current Status of this timesheet	String	No	Draft	No	Yes
Status Date:	Date the current timesheet status began	MM/DD/YYYY	No	N/A	No	Yes
Available Hours for <Month>:	Displays the Provider's Assigned Hours or the number of available hours that the IHSS program has been designated to pay the Provider, whichever is the lesser amount. <00(H) 00(M)>	String	No	No	No	Yes
Workweek <#>	The number for the workweek displays There are 2 to 4 workweeks based on how the weeks fall on the calendar (Sunday – Saturday workweek)	String	No	00h 00m	No	Yes
EVV and Non-EVV Timesheet – Workweek Detail						
SUN – SAT <DD Mon>	The month and day display based on the applicable workweek	String	No	No	No	Yes
Hours Worked:	The total hours and minutes the Provider worked for the workweek <00(H) 00(M)>	Numeric	No	00	Yes	Yes
Hours	The hours the Provider worked for the day	Numeric	No	00	Yes	Yes
Minutes	The minutes the Provider worked for the day	Numeric	No	00	Yes	Yes
Previously Claimed Hours: <XX>(H) <XX>(M)	The sum of hours and minutes for the workweek across all processed timesheet for the Provider for all Recipients, including saved hours on the current timesheet.	String	No	00(H) 00(M)	No	Yes
Workweek Total: <XX>(H) <XX>(M)	The sum of hours and minutes entered on a single workweek on the current timesheet.	String	No	00(H) 00(M)	No	Yes
Timesheet Total: <XX>(H) <XX>(M)	The sum of hours and minutes entered on the current timesheet across all workweeks.	String	No	00(H) 00(M)	No	Yes
EVV Timesheet Only – Workweek Detail						
Start Time	The hour, minutes and time of day the Provider started working for the day. The field consists of a drop-down selector that allows the user to type in a value as well as select it from a drop-down. Note: This field does not allow entry of values outside of the following: <ul style="list-style-type: none">• Hours range is 1-12• Minutes range is 00-59• Time of day options AM or PM	Drop-Down Selection + String	No	No	Yes	No
Start Location	The location the Provider started the work day (Home or Community)	Drop-Down Selection + String	No	No	Yes	No

End Time	The hour and minutes the Provider stopped working for the day. The field consists of a drop-down selector that allows the user to type in a value as well as select it from a drop-down. Note: This field does not allow entry of values outside of the following: <ul style="list-style-type: none">• Hours range is 1-12• Minutes range is 00-59• Time of day options AM or PM	Drop-Down Selection + String	No	No	Yes	No
End Location	The location the Provider ended the work day (Home or Community)	Drop-Down Selection + String	No	No	Yes	No
Location	The location the Provider worked the Recipient for the majority of the time that date (Home, Community, Both) Note: This field does not display if the Start and End Location fields are present.	Drop-Down Selection	No	No Select displays before entry	Yes	Yes
Timesheet Saved Successfully						
Timesheet Saved Successfully	Success banner at the top of the screen displays upon the Provider saving a timesheet successfully.	String	No	N/A	No	Yes

Additional Information

No fields on the Timesheet Entry screen are designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Timesheet Validation Messages

CI	Document Name
CI-753455 - DSD SC Timesheet Validation Messages IMPLEMENTED	DSD_SC_Timesheet_Validation_Messages.docx

When a user clicks the Submit Timesheet button on the Time Entry – Timesheet screen, Case Management will return messages for that timesheet. These messages will display in a window to allow the user to review the messages and modify the timesheet if they choose. The Provider will be taken directly to the Timesheet Electronic Provider Signature screen if there are no messages to display.

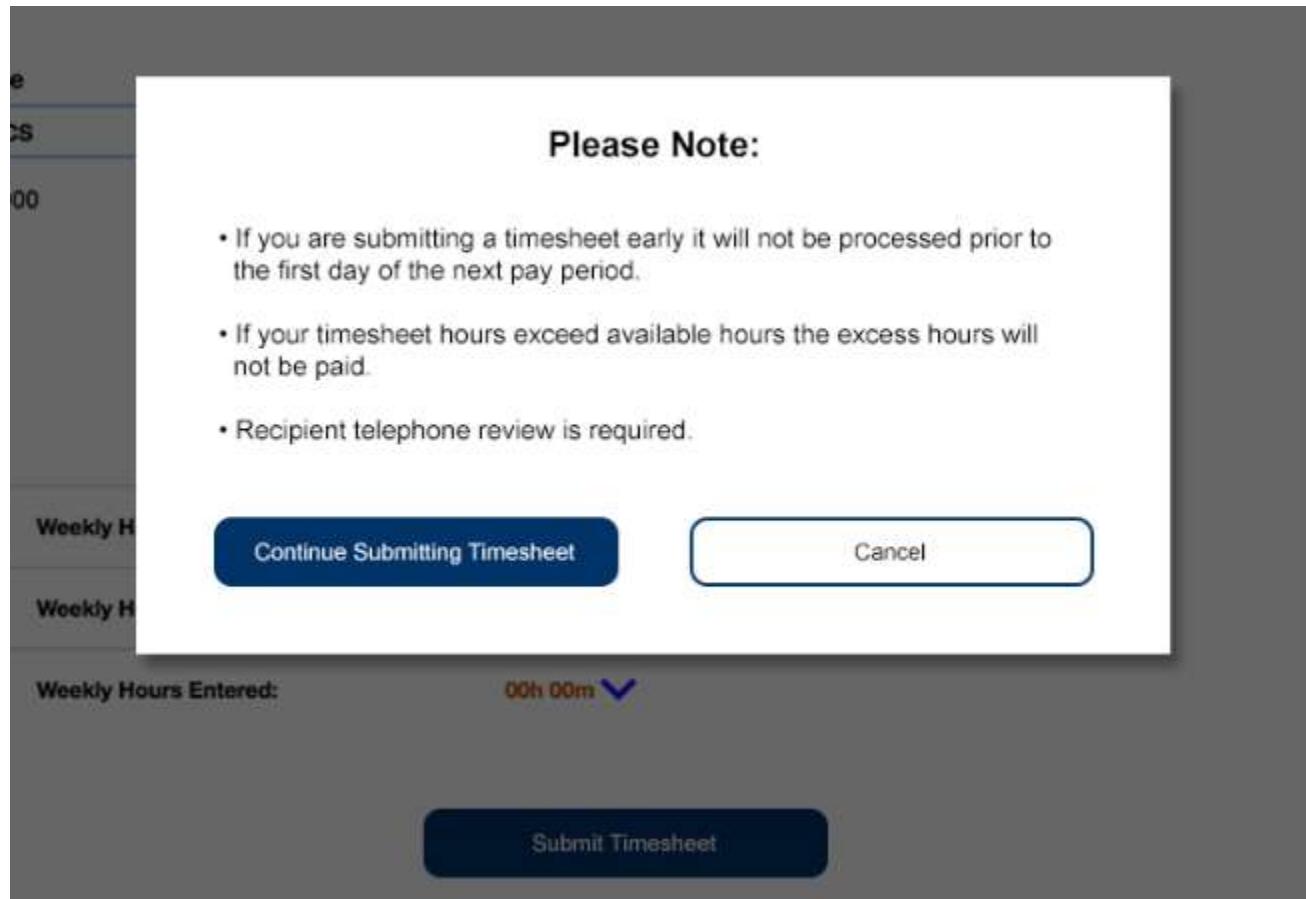


Figure - Timesheet Validation Messages

Static Text

The following static text is associated with the Timesheet Validation Messages screen. For translations see DSD Appendix D - Electronic TS - Timesheet Entry.

Text
Please Note: You can continue submitting your timesheet or you can cancel submit to edit the timesheet.

Actions/Functions

The following actions are associated with the Timesheet Validation Messages screen:

Action	Function	Label Translated

Continue Submitting Timesheet	This button will take the user to the Timesheet Provider Electronic Signature screen Note: This button is available to a user type of Help Desk	Yes
Cancel	This button will return the user to the Time Entry: Timesheet screen Note: This button is available to a user type of Help Desk	Yes

Data Elements

The following data elements are specific to the Timesheet Validation Messages screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
<message>	Message displayed based on code value returned from Case Management.	String	No	No	No	Yes

Additional Information

No fields on the Timesheet Validation Messages screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	N/A
IHSS Logo	No	
Header	No	
Menu	No	N/A
Footer	No	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Timesheet Electronic Signature

CI	Document Name
 CI-753456 - DSD SC Timesheet Electronic Signature IMPLEMENTED	DSD_SC_Timesheet_Provider_Electronic_Signature.docx

This screen is accessed when a user clicks the Submit Timesheet button on the Timesheet Entry screen and no edit messages are returned by Case Management or if the user clicks the Continue Submitting Timesheet button on the Timesheet Validations Message screen. This screen is used to capture the Provider's electronic signature.

1 - 03/31/2021

I declare under penalty of perjury that any false claim may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties.

Electronically Sign Timesheet & Submit for Recipient Review Cancel Submit

Figure - Timesheet Electronic Signature (Desktop View)

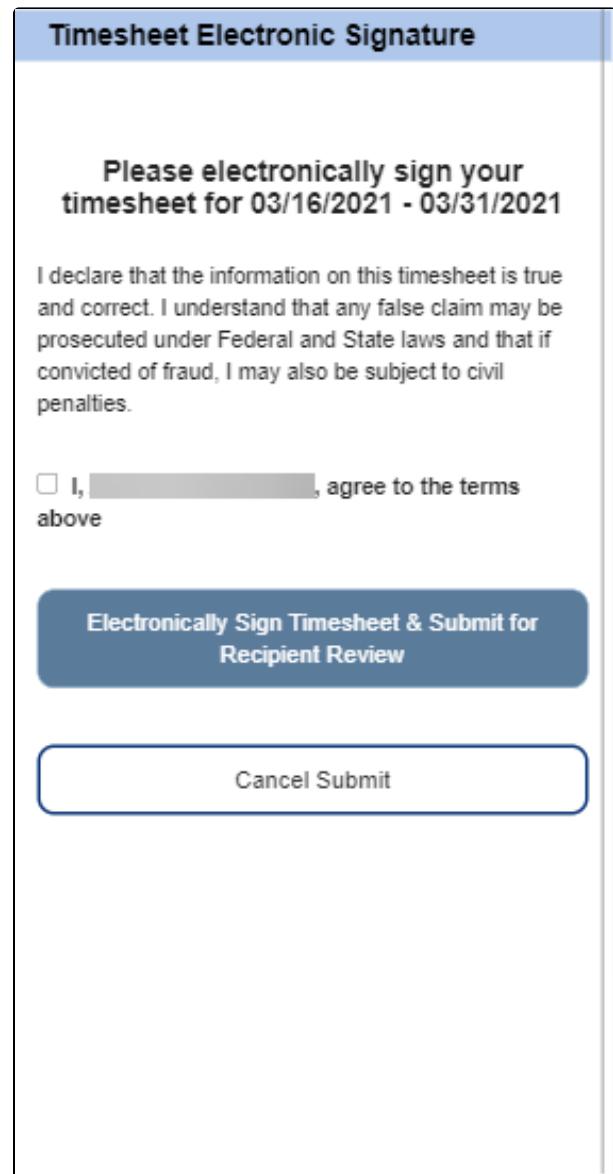


Figure - Timesheet Electronic Signature (Mobile View)

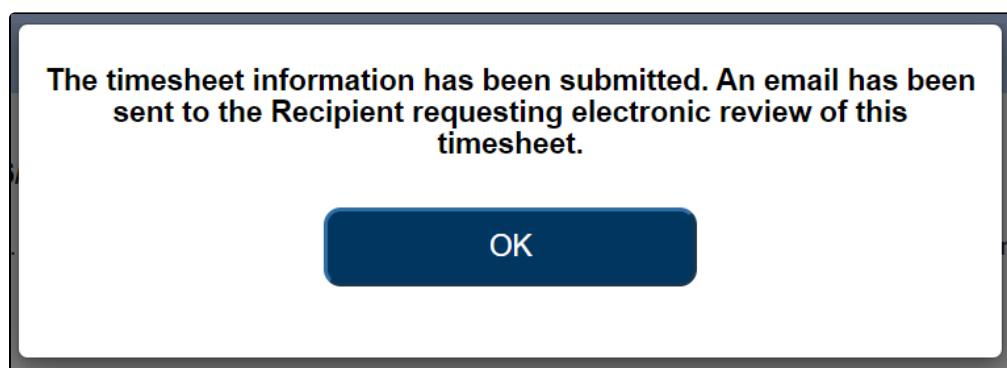


Figure - Timesheet Electronic Signature Pop-up - Recipient does not have an EVV Exception / Email

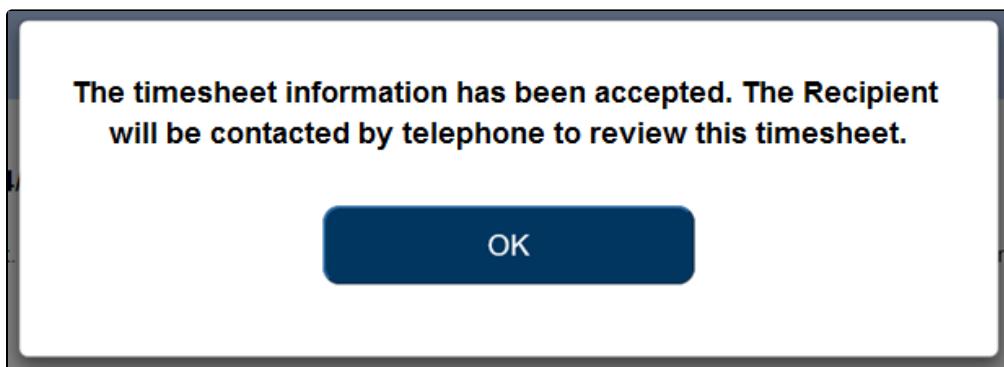


Figure - Timesheet Electronic Signature Pop-up - Recipient does not have an EVV Exception / Telephone

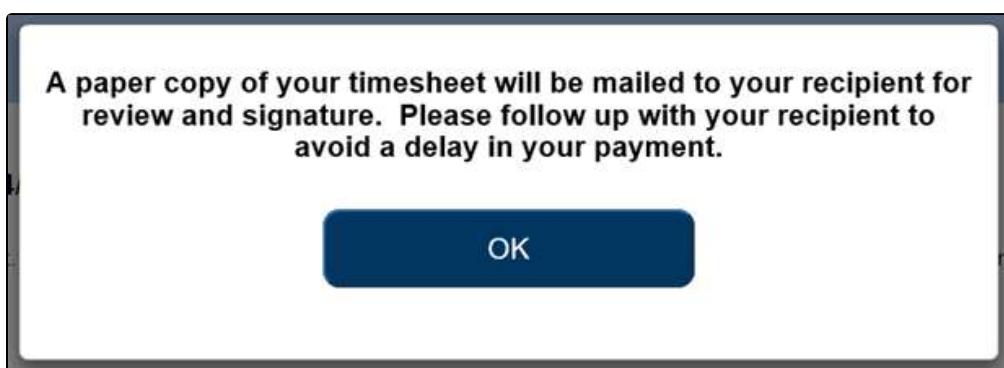


Figure - Timesheet Electronic Signature Pop-up - Recipient has an EVV Exception

Static Text

The following static text is associated with the Timesheet Electronic Signature screen. For translations see DSD Appendix D - Timesheet Entry.

Text
Please electronically sign your timesheet for <variable pay period: MM/DD/YYYY – MM/DD/YYYY> <variable: TimesheetType>
I declare that the information on this timesheet is true and correct. I understand that any false claim may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties.

Actions/Functions

The following actions are associated with the Timesheet Provider Electronic Signature screen:

Action	Function	Label Translated
Electronically Sign Timesheet & Submit for Recipient Review	This button captures the Provider's electronic signature and returns the user to the Timesheet – Recipient Selection screen. If the Recipient is using the IHSS ESP for timesheet review an email is generated to the Recipient and the timesheet data is passed to Case Management. If the Recipient is using the TTS for timesheet review an outbound campaign will be initiated to the Recipient and the timesheet data is passed to Case Management. If the Recipient has an approved EVV Exception, a paper copy of the timesheet is generated and mailed to the recipient for review and signature and the timesheet data is passed to Case Management. Note: This button is visible and remains <u>disabled</u> if the User type of Help Desk is viewing this screen	Yes
Cancel Submit	This button returns the user to the Timesheet Entry screen. If the Recipient has stopped E-Timesheets during the submit process this button takes the user to the Time Entry: Recipient Selection screen. Note: This button is <u>available</u> to a user type of Help Desk	Yes

OK	This button is present only on the informational pop-up messages. Pressing OK dismisses the informational pop-up message and returns the user to the Provider Home screen.	Yes
----	--	-----

Data Elements

The following data elements are specific to the Timesheet Provider Electronic Signature screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
I, <FirstName LastName>, agree to the terms above	Selection of this checkbox enables the Electronically Sign Timesheet & Submit for Recipient Review button and constitutes the electronic Provider signature for the timesheet. Note: This checkbox is visible but <u>disabled</u> if the User type of Help Desk is viewing this screen	Checkbx	Yes	Blank	Yes	Yes

Additional Information

No fields on the Timesheet Provider Electronic Signature screen are designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Payment History (Provider View)

CI	Document Name
 CI-753458 - DSD SC Payment History Provider View CANCELLED	DSD_SC_Payment_History_Provider_View.docx

Cancelled by ASR Sprint 56 Team 1&2.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Payment History Detail (Provider View)

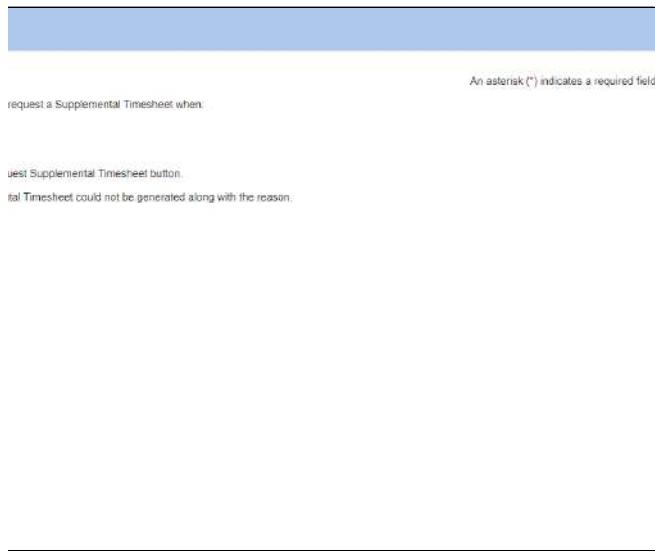
CI	Document Name
 CI-753459 - DSD SC Payment History Detail Provider View CANCELLED	DSD_SC_Payment_History_Detail_Provider_View.docx

Cancelled by ASR Sprint 56 Team 1&2.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Request Supplemental Timesheet

CI	Document Name
 CI-753460 - DSD SC Request Supplemental Timesheet IMPLEMENTED	DSD_SC_Request_Supplemental_Timesheet.docx

This screen will allow a Provider to request an electronic supplemental timesheet for a prior pay period when additional hours are available and need to be submitted for payment. Recipients will display in the drop-down if the Case Provider ETS value = True or if the current date is equal to or greater than the Case Provider EVV Effective Date.



An asterisk (*) indicates a required field

Figure - Request Supplemental Timesheet

Request Supplemental Timesheet

An asterisk (*) indicates a required field

A supplemental timesheet allows you to claim additional hours when your timesheet for a pay period has already been processed. You can request a Supplemental Timesheet when:

- A timesheet for the requested pay period and Recipient has already been processed.
- You are owed additional pay for hours worked during the pay period.

To request a supplemental timesheet, select a Supplemental Timesheet Type, then select a Recipient and Pay Period. Then select the Request Supplemental Timesheet button.

If everything was entered correctly your Supplemental Timesheet will be generated; otherwise, you will get a message that your Supplemental Timesheet could not be generated along with the reason. Please contact your county IHSS office if you need assistance.

Supplemental Timesheet Type

IHSS

WPCS

Recipient*

Pay Period*

Request Supplemental Timesheet

Cancel Request

Figure - Request Supplemental Timesheet – Handheld

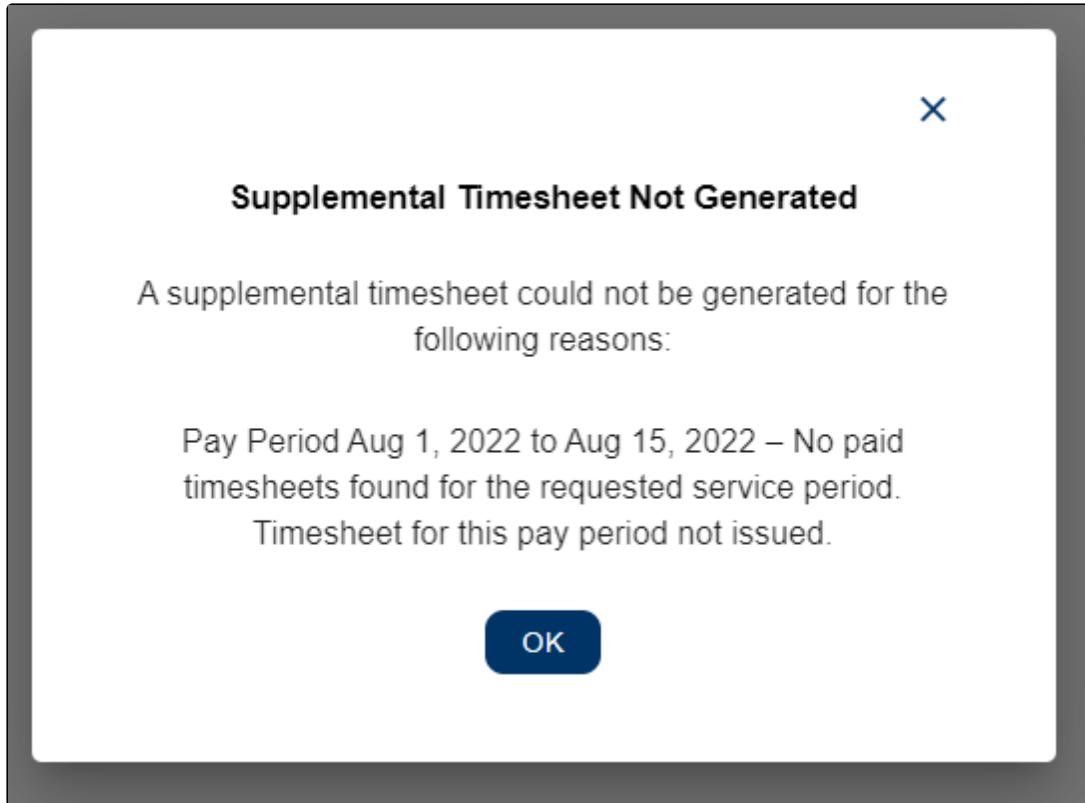


Figure - Supplemental Timesheet Not Generated Popup

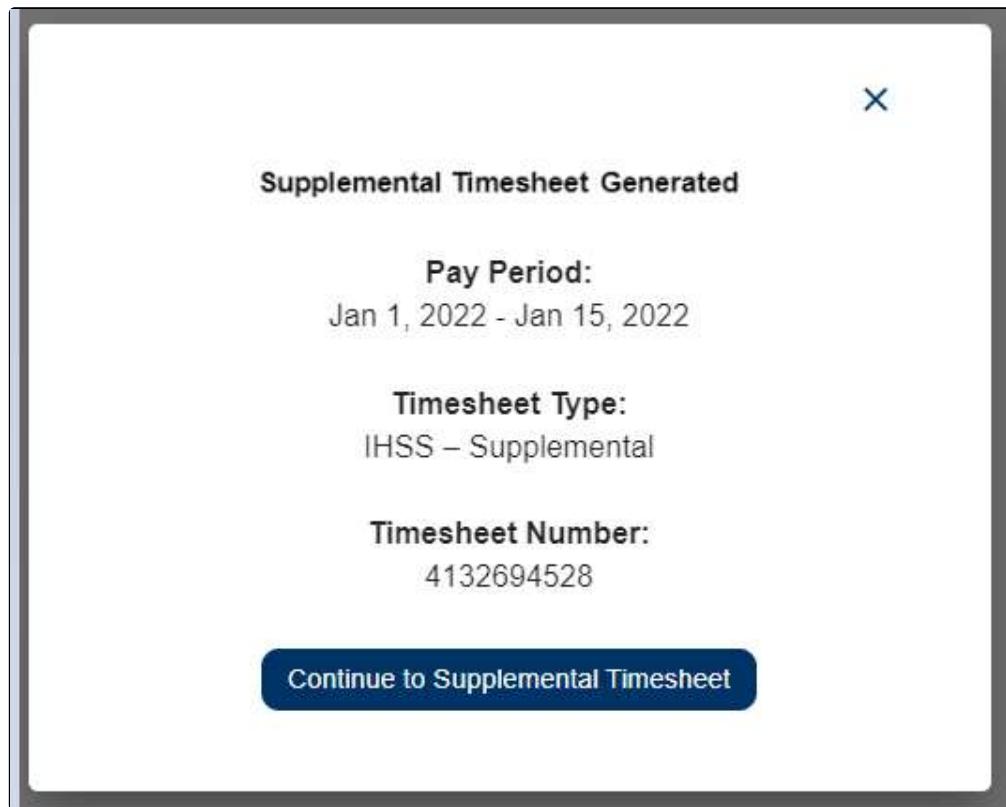


Figure - Supplemental Timesheet Generated Popup

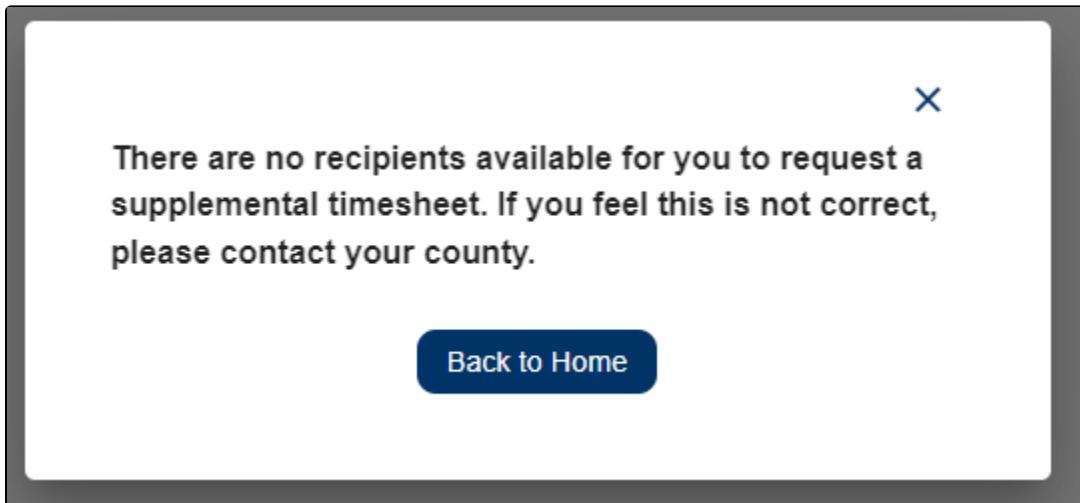


Figure - No Recipients Available Popup

Static Text

The following static text is associated with requesting a Supplemental Timesheet.

Text
A supplemental timesheet allows you to claim additional hours when your timesheet for a pay period has already been processed. You can request a Supplemental Timesheet when:
<ul style="list-style-type: none">• A timesheet for the requested pay period and Recipient has already been processed.• You are owed additional pay for hours worked during the pay period.
To request a supplemental timesheet, select a Supplemental Timesheet Type, then select a Recipient and Pay Period. Then select the button "Request Supplemental Timesheet".
If everything was entered correctly your Supplemental Timesheet will be generated; otherwise, you will get a message that your Supplemental Timesheet could not be generated along with the reason. Please contact your county if you need assistance.
There are no recipients available for you to request a supplemental timesheet. If you feel this is not correct, please contact your county.
An asterisk (*) indicates a required field

Actions/Functions

The following actions are associated with the Request Supplemental Timesheet screen:

Action	Function	Label Translated
Request Supplemental Timesheet	This button will send a request to Case Management to determine if a supplemental timesheet is appropriate and to generate the timesheet if it is. Button is hidden until a Supplemental Timesheet Type is selected. After Supplemental Timesheet Type is selected, button displays and is enabled. Note: This button is visible and remains disabled if the User type of Help Desk is viewing this screen	Yes
Cancel Request	This button will return the user to the Home screen. Note: This button is available to a Help Desk user.	Yes
Continue to Supplemental Timesheet	This button will take the user to the Time Entry – Timesheet screen for the supplemental timesheet that was generated. Note: This button only displays on the Supplemental Timesheet Generated popup.	Yes

Return to Request Supplemental Timesheet	This button will return the user to the Request Supplemental Timesheet screen. Note: This button only displays on the Supplemental Timesheet Not Generated popup.	Yes
Back to Home	This button will return the user to the Home screen. Note: This button only displays on the "no recipients available" popup.	Yes

Data Elements

The following data elements are specific to the Request Supplemental Timesheet screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Supplemental Timesheet Type	This radio group allow the Provider to select the program (IHSS or WPCS) associated with the request	String	Yes	N/A	No	Yes
Recipient	This dropdown allows the Provider to select any Recipient from whom this Provider has previously received payment and provided service. The Recipient's case number is attached to the end of their name. This field remains hidden until a Supplemental Timesheet Type is selected.	String	Yes	No	Yes	Yes
Pay Period	This date field allows the Provider to select the first day of the service period for which the supplemental timesheet is being requested (Current and prior 3). The date picker highlights the 1st and 16th days of the month. Format <MM/DD/YYYY> This field remains hidden until a Supplemental Timesheet Type is selected.	String	Yes	No	Yes	Yes
Pay Period:	Displays the start and end date and program for the generated timesheet Format: MM/DD/YYYY – MM/DD/YYYY Note: This field only displays on the Supplemental Timesheet Generated popup.	String	No	No	No	Yes
Timesheet Type	Displays the timesheet type for the generated timesheet Note: This field only displays on the Supplemental Timesheet Generated popup.	String	No	No	No	Yes
Timesheet Number:	Displays the timesheet number for this timesheet Note: This field only displays on the Supplemental Timesheet Generated popup.	Numeric	No	No	No	Yes

Additional Information

No fields on the Request Supplemental Timesheet screen are designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Supplemental Timesheet Generated

CI	Document Name
 CI-753461 - DSD SC Supplemental Timesheet Generated CANCELLED	DSD_SC_Supplemental_Timesheet_Generated.docx

Cancelled by ASR Sprint 16 Team 5.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Supplemental Timesheet Not Generated

CI	Document Name
 CI-753462 - DSD SC Supplemental Timesheet Not Generated CANCELLED	DSD_SC_Supplemental_Timesheet_Not_Generated.docx

Cancelled by ASR Sprint 16 Team 5.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Stop Electronic Timesheets: Recipient Selection

CI	Document Name
 CI-753464 - DSD SC Stop E Timesheets Recipient Selection CANCELLED	DSD_SC_Stop_E_Timesheets_Recipient_Selection.docx

Cancelled by ASR Sprint 20 Team 1&2.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Provider Stop E-Timesheets Confirmation

CI	Document Name
 CI-753477 - DSD SC Provider Stop E Timesheets Confirmation CANCELLED	DSD_SC_Provider_Stop_E_Timesheets_Confirmation.docx

Cancelled by ASR 40 (CR1287).

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Recipient Enroll in Electronic Timesheets

CI	Document Name
 CI-753465 - DSD SC Recipient Enroll in Electronic Timesheets CANCELLED	DSD_SC_Recipient_Enroll_in_Electronic_Timesheets.docx

Cancelled by ASR Sprint 20 Team 1&2.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Provider Timesheets: Provider Selection

CI	Document Name
 CI-753466 - DSD SC Provider Timesheets Provider Selection IMPLEMENTED	DSD_SC_Provider_Timesheets_Provider_Selection.docx

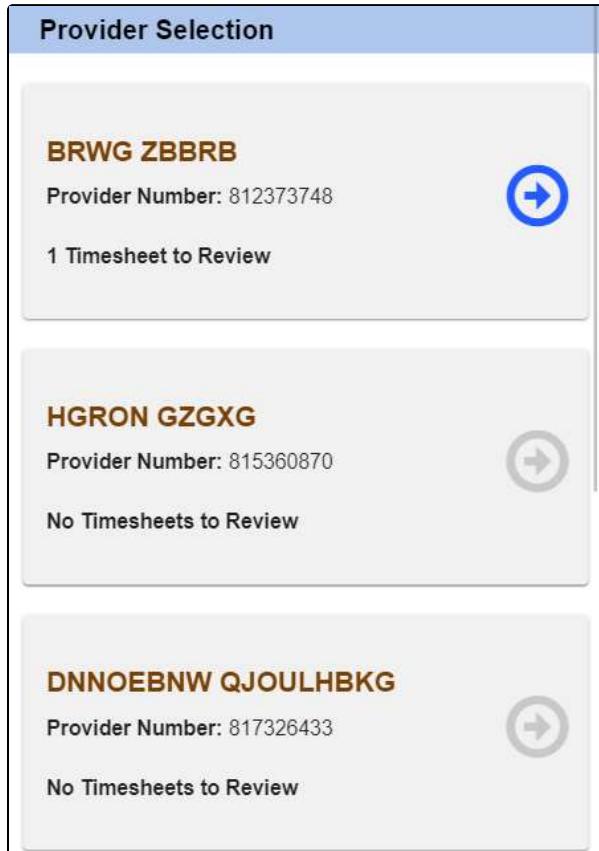
The Provider Timesheets: Provider Selection screen displays a list of Active, Leave, or Terminated (with outstanding timesheets) Providers that are assigned to that Recipient. The screen will also list Providers who have been hired by the Recipient (including Terminated Providers) where the hire has not yet been processed as Pending Hires.



The screenshot shows a "Provider Selection" interface. It lists two providers: BRWG ZBBRB and HGRON GZGXG. Each provider entry includes their name, provider number, and a status indicator (blue arrow icon). Below each entry, it indicates the number of timesheets to review (1 for BRWG ZBBRB, 0 for HGRON GZGXG).

Provider Name	Provider Number	Status	Timesheets to Review
BRWG ZBBRB	812373748		1 Timesheet to Review
HGRON GZGXG	815360870		No Timesheets to Review

Figure - Provider Timesheets: Provider Selection



The screenshot shows the same "Provider Selection" interface as the desktop version, but it is displayed on a smaller screen, likely a smartphone or tablet. The provider entries and their details (name, provider number, status, and timesheets to review) are identical to the desktop version.

Provider Name	Provider Number	Status	Timesheets to Review
BRWG ZBBRB	812373748		1 Timesheet to Review
HGRON GZGXG	815360870		No Timesheets to Review
DNNOEBNW QJOUHLBKG	817326433		No Timesheets to Review

Figure - Provider Timesheets: Provider Selection – Handheld

Static Text

The following static text is associated with the Provider Timesheets: Provider Selection screen. For translations see DSD Appendix D - Recipient Home.

This text displays only if there are no Providers, for this Recipient, currently enrolled in or requesting use of E-Timesheets.

Text
There are currently no electronic timesheet providers to display.

Actions/Functions

The following actions are associated with the Provider Timesheets – Provider Selection screen:

Action	Function	Label Translated
	The right facing chevron takes the user to the Timesheet Review screen for timesheets awaiting Recipient review.	No
	The disabled right facing chevron displays when there are no timesheets to review.	No

Data Elements

The following data elements are specific to the Provider Timesheets – Provider Selection screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Provider Timesheets: Provider Selection	Screen Name	String	No	No	No	No
<Provider Name>	The name of the Provider enrolled in E-Timesheets.	String	No	No	No	No
Provider Number:	The CMIPS Provider Number for this Provider.	String	No	No	No	No
<Message>	"<x> Timesheets to Review" – This displays the number of timesheets available for review for this Provider (chevron is displayed) or indicates "No Timesheets to Review" "Awaiting Recipient Enrollment" – This displays if the Provider has requested E-Timesheets but the Recipient is not yet enrolled. "Timesheet Review using Telephonic System" – Currently the Recipient is enrolled in E-Timesheet using TTS review.	String	No	No	No	No

Additional Information

No fields on the Provider Timesheets – Provider Selection screen are designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Provider Timesheets (Timesheet Review)

CI	Document Name
CI-822231 - DSD SC Provider Timesheets Timesheet Review IMPLEMENTED	DSD_SC_Provider_EVV_Timesheets_Timesheet_Review.docx

When a Recipient selects the chevron on the Provider Timesheets: Provider Selection screen, they are taken to the Provider Timesheets screen for the selected Provider to perform timesheet review. Upon landing on this screen, the recipient sees the oldest timesheet displayed in the Pay Period – Payment Type select list with the timesheets sorted in ascending pay period order – from oldest to most recent pay period. When an EVV timesheet is selected from the dropdown, the EVV details display on the Workweek segments.

The screenshot shows a user interface for reviewing provider timesheets. At the top left is a back arrow labeled "← Timesheet Review". Below it is the provider name "BRWG ZBBRB". A "Pay Period - Payment Type" dropdown menu is open, showing "Mar 16, 2021 - Mar 31, 2021 | IHSS". The "Timesheet Number" is listed as "4000437770". There are three expandable sections for "Workweek 1", "Workweek 2", and "Workweek 3", each with a downward chevron icon. At the bottom right, the "Timesheet Total" is shown as "57:51". At the bottom center are two buttons: "Approve Timesheet" (solid blue) and "Reject Timesheet" (outline).

Figure - Provider Timesheets – Timesheet Review

Get Review

Payment Type
30/2020 IHSS

From: [REDACTED]

▼
▲

	HOURS WORKED	START TIME	END TIME	LOCATION
DAY Sep	01:00	12:00 a.m.	01:00 p.m.	HOME
DAY Sep	00:00			
DAY Sep	00:00			
DAY Sep	00:00			
DAY Sep	00:00			
DAY Sep	00:00			
DAY Sep	00:00			
				WORKWEEK TOTAL: 01:00

▼
▲

TIMESHEET TOTAL: 01:00

[Approve Timesheet](#) [Reject Timesheet](#)

Figure - Timesheet Review Expanded - EVV (Desktop View) - Single Location

← Timesheet Review

Pay Period - Payment Type

07/16/2020 - 07/31/2020 IHSS

Timesheet Number: [REDACTED]

Workweek 1

Workweek 2

SUNDAY 19 Jul

HOURS WORKED 00 :00 START TIME
END TIME LOCATION

MONDAY 20 Jul

HOURS WORKED 00 :00 START TIME
END TIME LOCATION

TUESDAY 21 Jul

HOURS WORKED 00 :00 START TIME
END TIME LOCATION

WEDNESDAY 22 Jul

WEDNESDAY 22 Jul

HOURS WORKED	START TIME
00 :00	
END TIME	LOCATION

THURSDAY 23 Jul

HOURS WORKED	START TIME
00 :00	
END TIME	LOCATION

FRIDAY 24 Jul

HOURS WORKED	START TIME
00 :00	
END TIME	LOCATION

SATURDAY 25 Jul

HOURS WORKED	START TIME
00 :00	
END TIME	LOCATION

WORKWEEK TOTAL: 00 :00

Workweek 3

TIMESHEET TOTAL: 01 :00

Approve Timesheet

Reject Timesheet

Figure - Timesheet Review Expanded - EVV (Mobile View) - Single Location

HSS

5231

hrs Worked	Start Time	Start Location	End Time	End Location
08:00	09:00 AM	Home	5:00 PM	Home
08:00	09:00 AM	Community	5:00 PM	Home
00:00	N/A	N/A	N/A	N/A
00:00	N/A	N/A	N/A	N/A
00:00	N/A	N/A	N/A	N/A
00:00	N/A	N/A	N/A	N/A

Figure - Timesheet Review Expanded - EVV (Desktop View) - Start Location and End Location

← Timesheet Review

Provider One

Pay Period | Payment Type

02/01/2021 - 02/15/2021 | IHSS



Timesheet Number: 4000465231

Workweek 1



Sunday 07 Feb

Hours Worked

08:00

Start Time

09:00 am

Start Location

Community

End Time

05:00 PM

End Location

Home

Monday 08 Feb

Hours Worked

08:00

Start Time

09:00 am

Start Location

Community

End Time

05:00 PM

End Location

Home

Tuesday 09 Feb

Figure - Timesheet Review Expanded - EVV (Mobile View) - Start Location and End Location

← Timesheet Review

Pay Period - Payment Type

Apr 1, 2021 - Apr 15, 2021 | IHSS

Timesheet Number: 4000438041

Workweek 1		Hours Worked
Date		
Sunday 28 Mar		00:00
Monday 29 Mar		00:00
Tuesday 30 Mar		00:00
Wednesday 31 Mar		00:00
Thursday 1 Apr		05:00
Friday 2 Apr		05:00
Saturday 3 Apr		05:00

Workweek Total: 15:00

Workweek 2		Hours Worked
------------	--	--------------

Workweek 3		Hours Worked
------------	--	--------------

Timesheet Total: 15:00

Approve Timesheet **Reject Timesheet**

Figure - Provider Timesheets – Timesheet Review (Expanded Non-EVV)

← Timesheet Review

Pay Period - Payment Type

Apr 1, 2021 - Apr 15, 2021 | IHSS

Timesheet Number: 4000438041

Workweek 1		Hours Worked
Date		
Sunday 28 Mar		00:00
Monday 29 Mar		00:00
Tuesday 30 Mar		00:00
Wednesday 31 Mar		00:00
Thursday 1 Apr		05:00
Friday 2 Apr		05:00
Saturday 3 Apr		05:00

Workweek Total: 15:00

Workweek 2		Hours Worked
------------	--	--------------

Workweek 3		Hours Worked
------------	--	--------------

Timesheet Total: 15:00

Approve Timesheet **Reject Timesheet**

Figure - Provider Timesheets – Timesheet Review – Handheld (Non-EVV)

Static Text

There is no static text associated with the Provider EVV Timesheets – Timesheet Review screen.

Actions/Functions

The following actions are associated with the Provider Timesheets – Timesheet Review screen:

Action	Function	Label Translated
	The arrow returns the user to the Time Entry: Provider Selection screen.	No
	The down chevron expands the workweek to display the days and details of that workweek.	No
	The up chevron collapses the displayed workweek.	No
Approve Timesheet	This button is used to approve the timesheet and access the Timesheet Recipient Electronic Signature screen. Note: This button is <u>available</u> to a user type of Help Desk.	Yes
Reject Timesheet	This hyperlink takes the user to the Reject E-Timesheet screen. Note: This button is <u>available</u> to a user type of Help Desk.	Yes

Data Elements

The following data elements are specific to the Provider Timesheets – Timesheet Review screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Provider Timesheets: <Provider FirstName LastName>	Screen name and Provider associated with the timesheets.	String	No	No	No	Yes
Timesheet Overview						
Pay Period – Timesheet Type	This dropdown displays the oldest Pending Recipient Review timesheet pay period and timesheet type. If the user has other timesheets to review, they can be accessed by selecting them from the dropdown.	Dropdown	No	Timesheet with oldest pay period first – sorted in pay period ascending order.	Yes	Yes
Timesheet Number:	This displays the Timesheet Number for this timesheet.	String	No	N/A	No	No
Workweek <#> Weekly Hours Entered:	The hours and minutes entered for the workweek on this timesheet. This displays 2 to 4 workweeks based on how the weeks fall on the calendar (Sunday – Saturday workweek).	String	No	00h 00m	No	No
Timesheet – Workweek Detail						
SUNDAY – SATURDAY XX MON	The month and day display based on the applicable workweek. Dates from a prior pay period display with the entered or paid hours as well as the current pay period entries for this Provider /Recipient relationship – Display only.	String	No	No	No	No
Start Time	EVV Start Time entered including AM or PM Note: This field only displays for EVV Timesheets	String	No	No	No	Yes
End Time	EVV End Time entered including AM or PM Note: This field only displays for EVV Timesheets	String	No	No	No	Yes

Location	EVV Location entered. Note: This field only displays for EVV Timesheets	String	No	No	No	Yes
Start Location	EVV Location entered. Note: This field only displays for EVV Timesheets	String	No	No	No	Yes
End Location	EVV Location entered. Note: This field only displays for EVV Timesheets	String	No	No	No	Yes
HOURS WORKED	Displays the hours and minutes entered for that date. HH:MM format	String	No	00:00	No	No
WORKWEEK TOTAL:	Displays the total hours for the workweek, including hours from other timesheets (Initial & supplemental) for that Provider /Recipient. HHH:MM Format	String	No	00:00	No	No
Timesheet – Timesheet Total						
TIMESHEET TOTAL:	Total hours claimed on the current timesheet. HHH:MM format	String	No	00:00	No	No

Additional Information

No fields on the Provider Timesheets – Timesheet Review screen are designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Timesheet History (Recipient View)

CI	Document Name
 CI-766470 - DSD SC Timesheet History Recipient View IMPLEMENTED	DSD_SC_Timesheet_History_Recipient_View.docx

The Timesheet History (Recipient View) screen displays a search with the ability to retrieve the payment details for any one timesheet by entering any day of the pay period in the MM/DD/YYYY format. The search returns the payment details for timesheets in 'Processed' and 'Exception - Paid' status for the Provider assigned to the Recipient in the pay period of the specified date.

Timesheet History

Enter the first day of a pay period or use the calendar icon to select a date:

Date*

Search

Figure - Timesheet History-Recipient View (Desktop View)

Timesheet History

Enter the first day of a pay period or use the calendar icon to select a date:

Date*

MM/DD/YYYY

Search

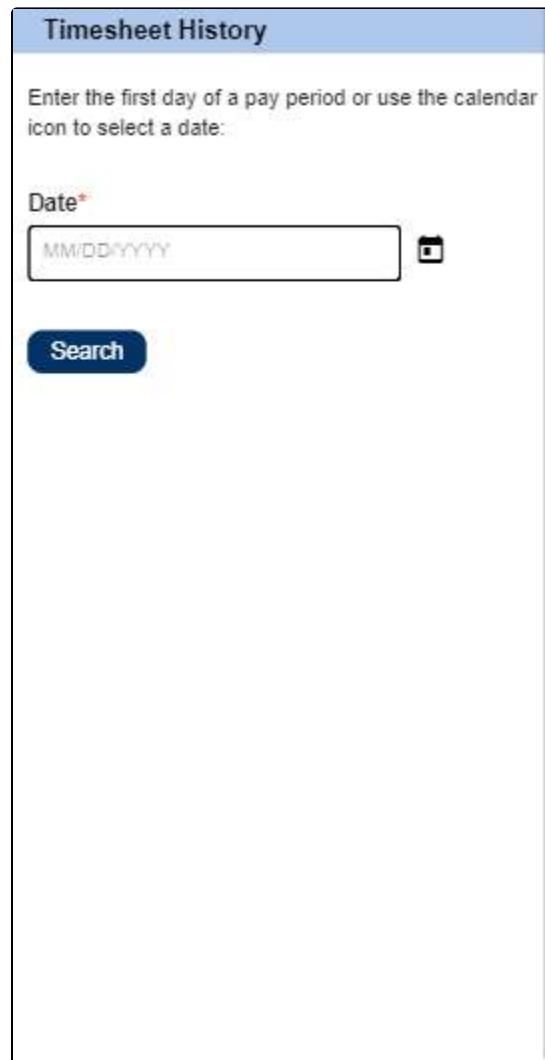


Figure - Timesheet History-Recipient View (Mobile View)

ay period or use the calendar icon to select a date:

pay period 1/16/2020 - 1/31/2020 :

Timesheet Number: [REDACTED]

Timesheet Type: IHSS

[View Timesheet Details](#)

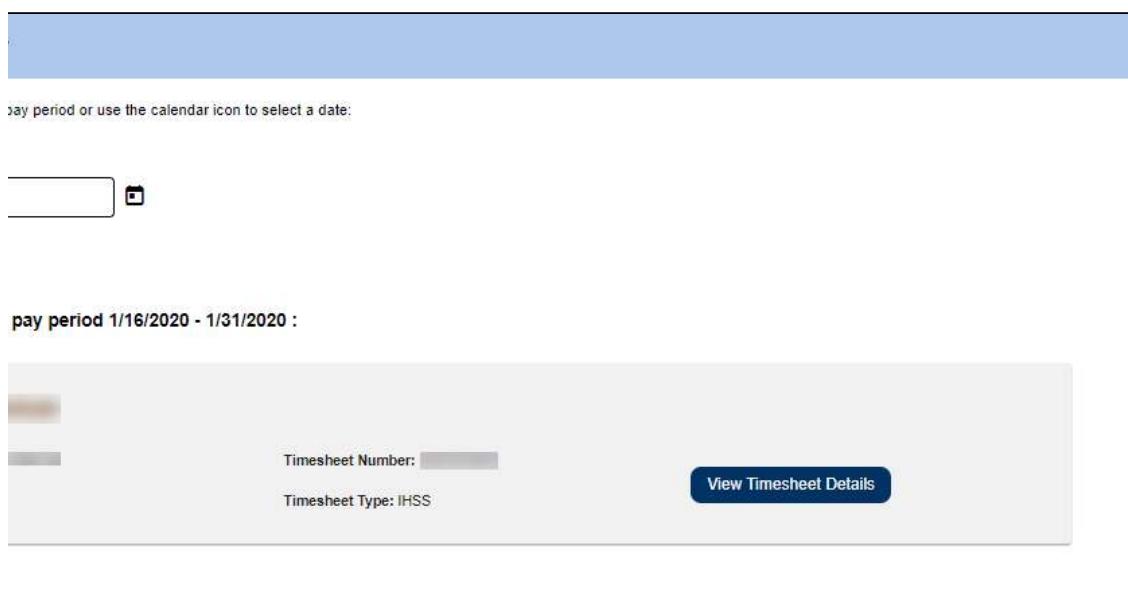


Figure - Timesheet History- Recipient View Search Results (Desktop View)

Timesheet History

Enter the first day of a pay period or use the calendar icon to select a date:

Date*
 

Search

Search results for pay period 1/16/2020 - 1/31/2020 :

[Redacted]

Provider Number: [Redacted]

Claimed: 01:00

Timesheet Number: [Redacted]

Timesheet Type: IHSS

View Timesheet Details

Figure - Timesheet History-Recipient View Search Results (Mobile View)

Static Text

The following static text is associated with the Timesheet History (Recipient View) screen. For translations see DSD Appendix D - Electronic TS - Timesheet History.

Text
Enter the first day of a pay period or use the calendar icon to select a date
Search results for pay period <MM/DD/YYYY - MM/DD/YYYY>
No timesheets found for pay period <MM/DD/YYYY - MM/DD/YYYY>, please try another pay period.

Actions/Functions

The following actions are associated with the Timesheet History (Recipient View) screen:

Action	Function	Label Translated
Search	Searches for timesheet details for every Provider assigned to the Recipient in the pay period of the specified date. Returns a list of timesheets in the specified pay period, for each Recipient, sorted alphabetically by Recipient first name then last name.	Yes
View Timesheet Details	Takes the Recipient to the Timesheet History Details screen which consists of two clusters (Overview and Timesheet Details) and the Recipient has the capability of emailing the timesheet.	Yes

Data Elements

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Date	Specific date associated with a timesheet Format: <MM/DD/YYYY>	Date	No	No	Yes	Yes
Provider Name	Displays the name of the Provider associated with the selected timesheet Format: <First Name Last Name>	String	No	No	No	Yes
Provider Number	Displays the Provider Number of the Provider associated to the selected timesheet	Number	No	No	No	Yes
Timesheet Number	Displays the unique and assigned number specific to the timesheet	Number	No	No	No	Yes
Claimed	Displays the claimed hours associated with the selected timesheet Format: <HH:MM>	String	No	No	No	Yes
Timesheet Type	Displays the specific type of timesheet <ETimesheetTypeDesc - transactions.type>	String	No	No	No	Yes

Additional Information

No fields on the Timesheet History (Recipient View) screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Timesheet History Detail (Recipient View)

CI	Document Name
 CI-766471 - DSD SC Timesheet History Detail Recipient View IMPLEMENTED	DSD_SC_Timesheet_History_Detail_Recipient_View.docx

The Timesheet History Details (Recipient View) screen is accessed by selecting the View Timesheet Details button for a specific timesheet on the Timesheet History (Recipient View) screen. The Timesheet History Details screen consists of two clusters: Overview and Timesheet Details. A user can see an overview of the timesheet, details of the payment associated with the timesheet and details of the time entered on the timesheet.



Figure - Timesheet History Details-Recipient View (Desktop View)



Figure - Timesheet History Details-Recipient View (Mobile View)

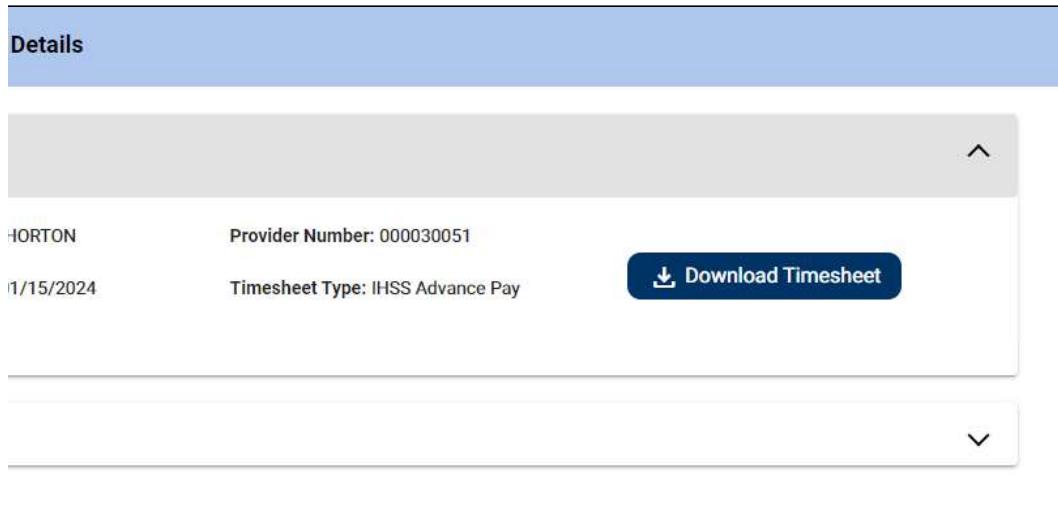


Figure - Timesheet History Details-Recipient View - Overview Cluster Expanded (Desktop View)

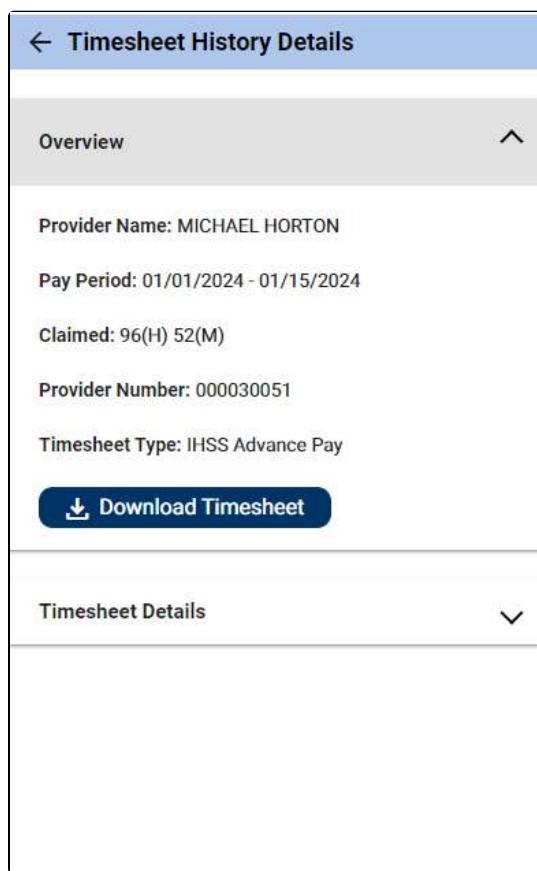


Figure - Timesheet History Details-Recipient View - Overview Cluster Expanded (Mobile View)



Figure - Timesheet History Details-Recipient View - Timesheet Details Cluster Expanded (Desktop View)

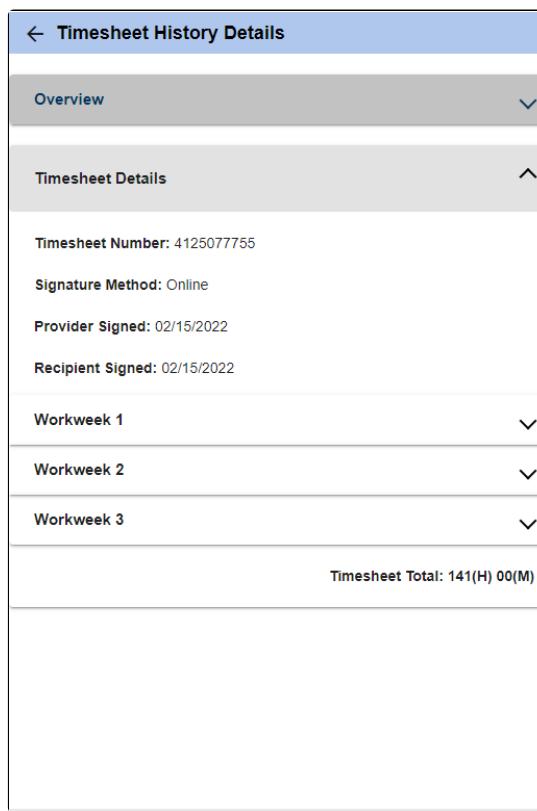


Figure - Timesheet History Details-Recipient View - Timesheet Details Cluster Expanded (Mobile View)

Recipient Signed: 02/15/2022

Date	Hours Worked
Sunday 30 Jan	00(H) 00(M)
Monday 31 Jan	00(H) 00(M)
Tuesday 1 Feb	10(H) 00(M)
Wednesday 2 Feb	10(H) 00(M)
Thursday 3 Feb	09(H) 00(M)
Friday 4 Feb	09(H) 00(M)
Saturday 5 Feb	09(H) 00(M)

Figure - Timesheet History Details-Recipient View - Timesheet Details Cluster Expanded (Desktop View) - Non-EVV

Signature Method: Online	
Provider Signed: 02/15/2022	
Recipient Signed: 02/15/2022	
Workweek 1	
Date	Hours Worked
Sunday 30 Jan	00(H) 00(M)
Monday 31 Jan	00(H) 00(M)
Tuesday 1 Feb	10(H) 00(M)
Wednesday 2 Feb	10(H) 00(M)
Thursday 3 Feb	09(H) 00(M)
Friday 4 Feb	09(H) 00(M)
Saturday 5 Feb	09(H) 00(M)
Workweek Total: 47(H) 00(M)	
Workweek 2	
Workweek 3	
Timesheet Total: 141(H) 00(M)	

Figure - Timesheet History Details-Recipient View - Timesheet Details Cluster Expanded (Mobile View) - Non-EVV

Recipient Signed: 04/12/2020			
^			
Hours Worked	Start Time	End Time	Location
00:00	N/A	N/A	N/A
00:00	N/A	N/A	N/A
00:00	N/A	N/A	N/A
00:00	N/A	N/A	N/A
01:00	01:11 AM	01:11 PM	Home
00:00	N/A	N/A	N/A
00:00	N/A	N/A	N/A
Workweek Total: 01:00			
^			
▼			
Timesheet Total: 01:00			
^			

Figure - Timesheet History Details-Recipient View - Workweek Expanded (Desktop View) - Single Location

← Timesheet History Details					
Overview					
Timesheet Details					
Timesheet Number: 4000294950					
Signature Method: Online					
Provider Signed: 04/10/2020					
Recipient Signed: 04/12/2020					
Workweek 1					
Date	Hours Worked	Start Time	End Time	Location	
Sunday 12 Jan	00:00	N/A	N/A	N/A	
Monday 13 Jan	00:00	N/A	N/A	N/A	
Tuesday 14 Jan	00:00	N/A	N/A	N/A	
					Workweek Total: 01:00
Workweek 2					
Workweek 3					
					Timesheet Total: 01:00

Figure - Timesheet History Details-Recipient View - Workweek Expanded (Mobile View) - Single Location

Recipient Signed: 08/27/2021				
Hours Worked	Start Time	Start Location	End Time	End Location
00:00	N/A	N/A	N/A	N/A
00:00	N/A	N/A	N/A	N/A
00:00	N/A	N/A	N/A	N/A
00:00	N/A	N/A	N/A	N/A
00:00	N/A	N/A	N/A	N/A
05:00	01:00 AM	Home	10:00 PM	Community
00:00	N/A	N/A	N/A	N/A
Workweek Total: 05:00				

Figure - Recipient View - Timesheet History Details - Workweek Expanded (Desktop View) - Start Location and End Location

End Time N/A	End Location N/A
Thursday 15 Jul	
Hours Worked 03:00	
Start Time 03:00 AM	Start Location Home
End Time 06:00 PM	End Location Home
Friday 16 Jul	
Hours Worked 00:00	
Start Time N/A	Start Location N/A
End Time N/A	End Location N/A
Saturday 17 Jul	
Hours Worked 00:00	
Start Time N/A	Start Location N/A
End Time N/A	End Location N/A
Workweek Total: 03:00	
Timesheet Total: 03:00	

Figure - Recipient View - Timesheet History Details - Workweek Expanded (Mobile View) - Start Location and End Location

Static Text

The following static text is associated with the Timesheet History Details (Recipient View) screen. For translations see DSD Appendix D - Electronic TS - Timesheet History.

Text

Timesheet History Details

Overview

Timesheet Details

Actions/Functions

The following actions are associated with the Timesheet History Details (Recipient View) screen:

Action	Function	Label Translated
	The arrow available by the screen name will return the user to the Timesheet History (Recipient View) screen.	No
Download Timesheet	Selecting this button allows the user to download a copy of a processed timesheet. Note: Only displays for processed EVV and Non-EVV timesheets approved by the Recipient using ESP or TTS or by the County on behalf of the Recipient. This does not display for timesheets approved through the EVV Exception process.	Yes
	The down chevron will expand the indicated section for viewing the detail.	No
	The up chevron will collapse the indicated section.	No

Data Elements

The following data elements are specific to the Timesheet History Details (Recipient View) screen:

Field Name	Data Type	Required Field	Default Value	Editable Field	Label Translated	
Overview Provides an overview of the timesheet details						
Provider Name	String	No	No	No	Yes	
Provider Number	Number	No	No	No	Yes	
Pay Period	Date	No	No	No	Yes	
Timesheet Type	String	No	No	No	Yes	
Claimed	String	No	No	No	Yes	
Timesheet Details Provides the timesheet details for this timesheet						
Timesheet Number	Number	No	No	No	Yes	
Signature Method	String	No	No	No	Yes	
Provider Signed	String	No	No	No	Yes	
Recipient Signed	String	No	No	No	Yes	
Workweek <#> Weekly Hours Entered: XXX(H) XX (M)	String	No	No	No	Yes	
Workweek Total HH:MM	String	No	No	No	Yes	

Timesheet Total HH:MM	Displays the total time claimed for the timesheet Format: <00(H) 00(M)>	String	No	00:00	No	No
-----------------------	--	--------	----	-------	----	----

Additional Information

No fields on the Timesheet History Details (Recipient View) screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Timesheet Recipient Electronic Signature

CI	Document Name
CI-753468 - DSD SC Timesheet Recipient Electronic Signature IMPLEMENTED	DSD_SC_Timesheet_Recipient_Electronic_Signature.docx

When a Recipient clicks the Approve Timesheet button on the E-Timesheet Review screen they are taken to the Timesheet Recipient Electronic Signature screen.

Figure - Timesheet Recipient Electronic Signature

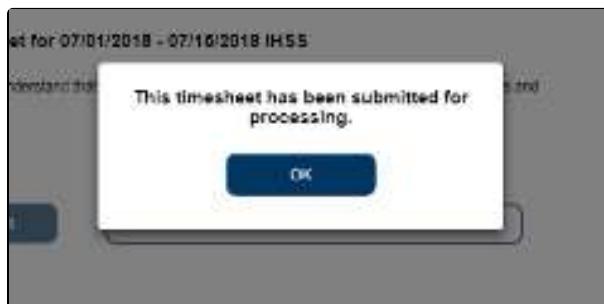


Figure - Timesheet Recipient Electronic Signature

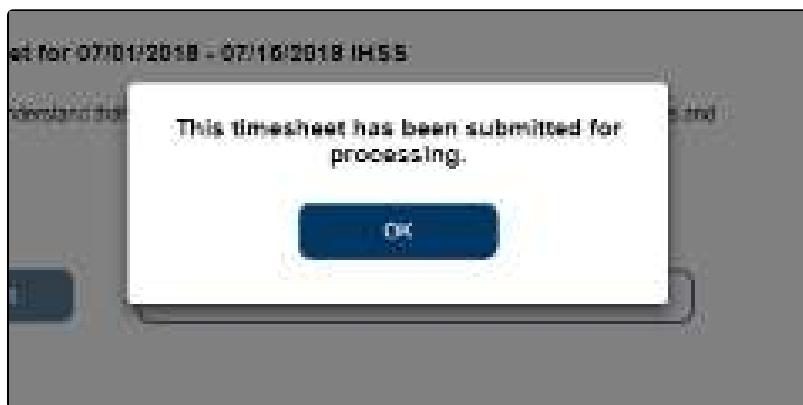


Figure - Timesheet Recipient Electronic Signature (2)

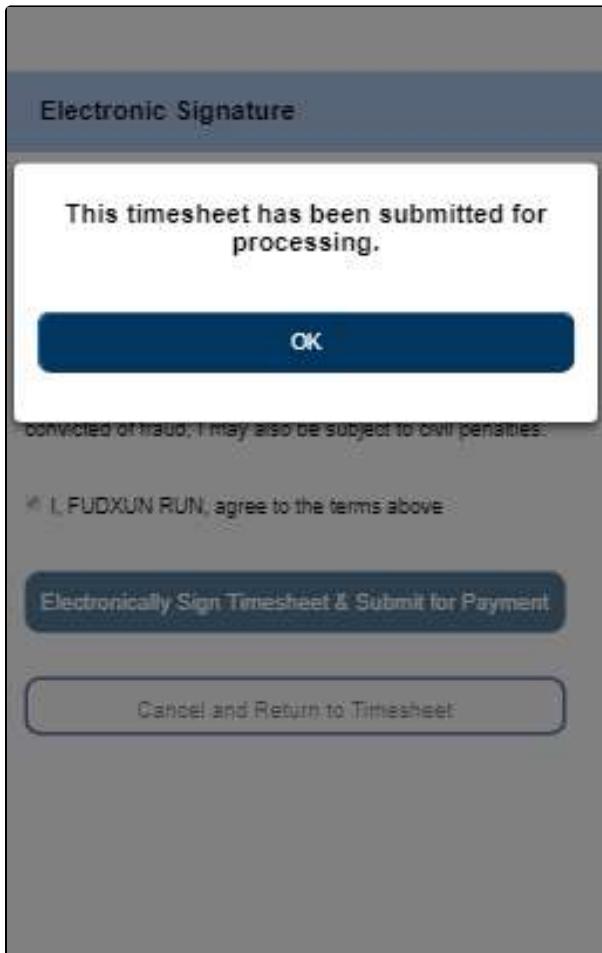


Figure - Timesheet Recipient Electronic Signature (2) – Handheld

Static Text

The following static text is associated with the Timesheet Recipient Electronic Signature screen. For translations see DSD Appendix D - Provider Timesheets.

Text
Please electronically sign <Provider FirstName LastName>'s timesheet for <MM/DD/YYYY –MM/DD/YYYY> <TimesheetType>
I declare that the information on this timesheet is true and correct. I understand that any false claim may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties.

Actions/Functions

The following actions are associated with the Timesheet Recipient Electronic Signature screen:

Action	Function	Label Translated
Electronically Sign Timesheet & Submit for Payment	This button is enabled once the checkbox has been selected. This button captures the Recipient's electronic signature and returns the user to the Timesheet Review screen if there are timesheets left to review, or to the Provider Timesheets: Provider Selection screen if there are no timesheets remaining to review. An email is generated to the Provider to notify them that the Recipient has approved the timesheet. Note: This button is visible and remains disabled if the User type of Help Desk is viewing this screen.	Yes
Cancel and Return to Timesheet	This button returns the user to the Timesheet Review screen. Note: This button is available to a user type of Help Desk.	Yes

OK	This button displays on the informational popup messages "Timesheet has been submitted for processing" or "Timesheet has already been reviewed." Clicking OK dismisses the information popup message.	Yes
----	---	-----

Data Elements

The following data elements are specific to the Timesheet Recipient Electronic Signature screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
I, <Recipient FirstName LastName>, agree to the terms above	Selection of this checkbox enables the Electronically Sign Timesheet & Submit for Payment button and constitutes the Recipient's electronic signature for the timesheet. Note: This checkbox is visible but <u>disabled</u> if the User type of Help Desk is viewing this screen.	Checkbx	Yes	Blank	Yes	Yes

Additional Information

No fields on the Timesheet Recipient Electronic Signature screen are designated with a .

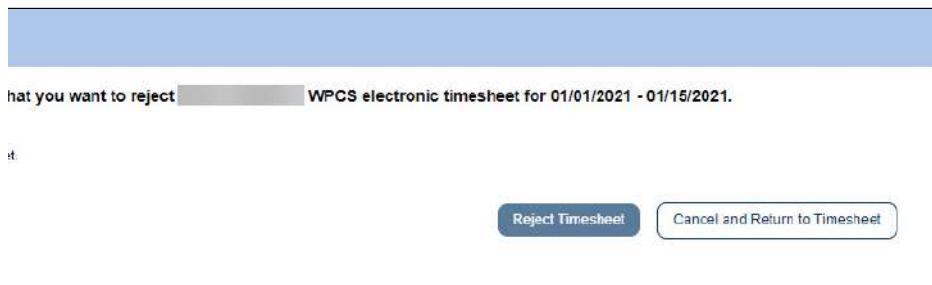
Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Reject Timesheet

CI	Document Name
 CI-753469 - DSD SC Reject Timesheet IMPLEMENTED	DSD_SC_Reject_E_Timesheet.docx

The Reject Timesheet screen is used by a Recipient or Timesheet Signatory to reject a timesheet that requires corrections to be made by the Provider.



The screenshot shows a blue header bar. Below it, a message reads: "What you want to reject [REDACTED] WPCS electronic timesheet for 01/01/2021 - 01/15/2021." At the bottom, there are two buttons: a blue "Reject Timesheet" button and a white "Cancel and Return to Timesheet" button.

Figure - Reject Timesheet (Desktop View)

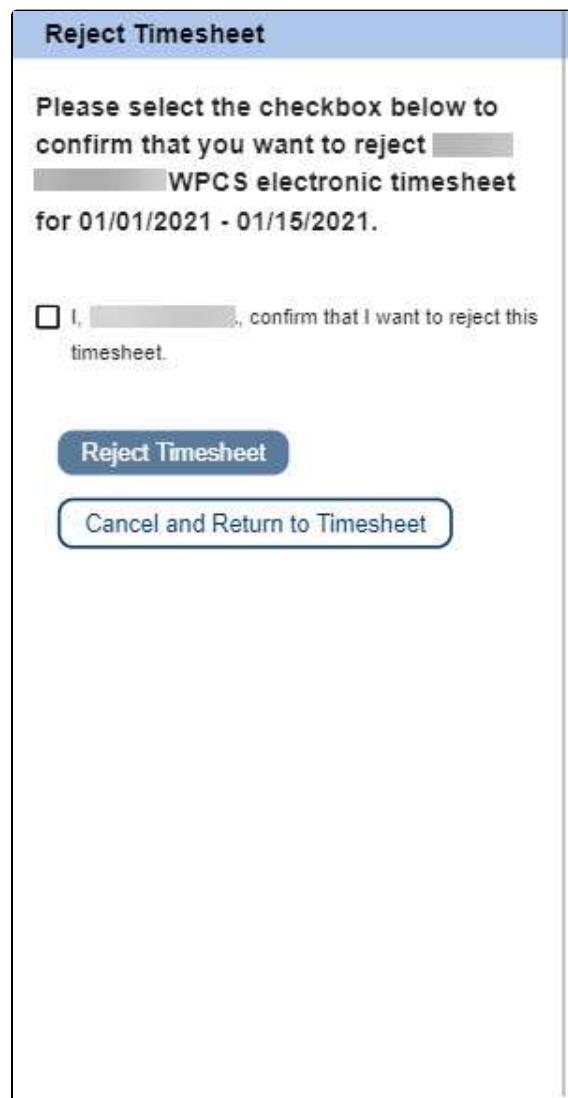


Figure - Reject Timesheet (Mobile View)

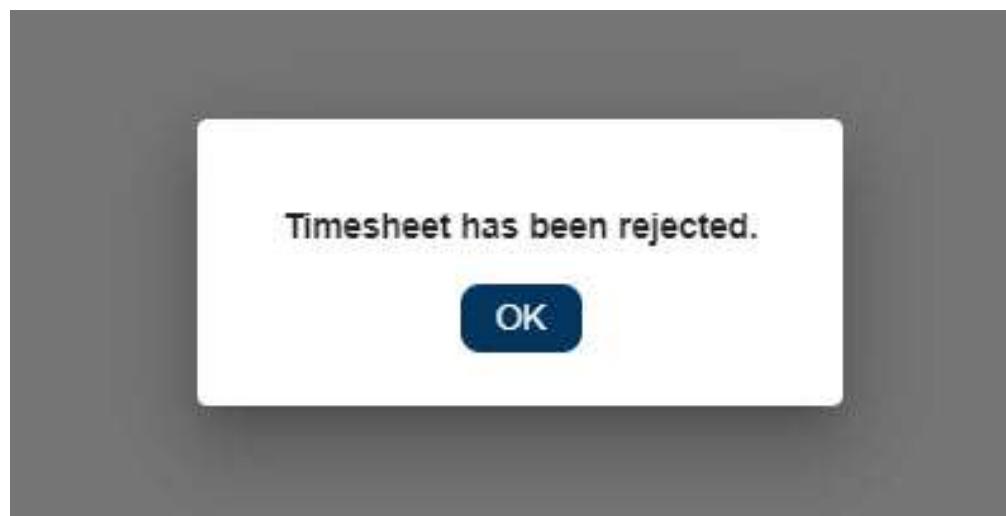


Figure - Reject Timesheet Confirmation Pop-Up (Desktop View)

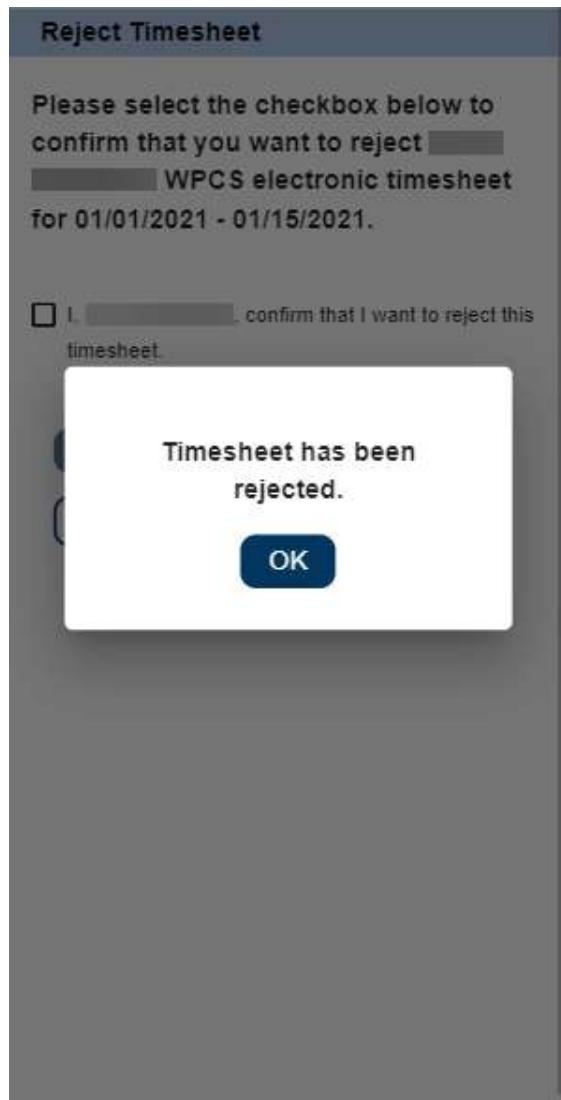


Figure - Reject Timesheet Confirmation Pop-Up (Mobile View)

Static Text

The following static text is associated with the Reject Timesheet screen. For translations see DSD Appendix D - Provider Timesheets.

Text
Please select the checkbox below to confirm that you want to reject <Provider FirstName LastName>'s <TimesheetType> electronic timesheet for <MM /DD/YYYY – MM/DD/YYYY>.
Pop-Up: Timesheet has been rejected.

Actions/Functions

The following actions are associated with the Reject E-Timesheet screen:

Action	Function	Label Translated

Reject Timesheet	Selection of this button initiates the confirmation pop-up message, "Timesheet has been rejected." This action updates the timesheet status and generates an email to the Provider to notify them of the rejected timesheet. Note: This button is visible but disabled for Help Desk users.	Yes
Cancel and Return to Timesheet	Selection of this button returns the user to the Timesheet Review screen. Note: This button is enabled and available to Help Desk users.	Yes
OK	This button displays on the confirmation pop-up message, "Timesheet has been rejected." Clicking OK dismisses the confirmation pop-up message and returns the Recipient or Timesheet Signatory user to Recipient Landing page.	Yes

Data Elements

The following data elements are specific to the Reject E-Timesheet screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
I, <Recipient FirstName LastName>, confirm that I want to reject this timesheet.	Selection of this checkbox by a Recipient or Timesheet Signatory user will enable the Reject Timesheet button.	Checkbox (Recipient name format – First Name Last Name)	Yes	Blank	Yes	Yes

Additional Information

No fields on the Reject E-Timesheet screen are designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Recipient Stop E-Timesheets

CI	Document Name
 CI-753471 - DSD SC Recipient Stop E Timesheets CANCELLED	DSD_SC_Recipient_Stop_E_Timesheets.docx

Cancelled by ASR Sprint 40 (CR1287)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Get User Name or Password Reset

CI	Document Name
CI-753472 - DSD SC Get User Name Or Password Reset IMPLEMENTED	DSD_SC_Get_User_Name_Or_Password_Reset.docx

The Get User Name or Password Reset screen is accessed by selecting the Forgot User Name or Password? Hyperlink on the IHSS Electronic Services Portal Login screen. This screen is used to retrieve a User Name or reset a forgotten password. When a user chooses to Get User Name an email (ETSE27) will be sent to the users email as entered in CMIPS which will contain the user's User name and link to the IHSS Electronic Services Portal Login screen.

The screenshot shows the IHSS Electronic Services Portal login screen. At the top, there is a logo consisting of four colored squares (blue, orange, green, red) followed by the text "IHSS ELECTRONIC SERVICES PORTAL". Below this, a heading says "Forgot your User Name or Password?". Underneath, there are two sections: "Get User Name" and "Select Your User Type". The "Get User Name" section contains a note: "Please select your User Type. Then enter your Case or Provider Number and the email address you currently use for the IHSS Website. Your User Name will be sent to you." Below this note are two radio buttons: "Provider" and "Recipient". At the bottom of this section are two buttons: "Send User Name" and "Cancel Request". The "Select Your User Type" section has two radio buttons: "Provider" and "Recipient". Below these sections is a horizontal line. Underneath the line, there is a "Password Reset" section with a note: "Please enter your User Name and the Email address you currently use for this website. User Name is case sensitive. Please select your preferred password reset options and then click on Next button.". This section includes fields for "Enter Your User Name*" and "Email*". Below these fields is a "Password Reset Options" section with a note: "There are two ways to reset your password. We can ask you to answer your security questions or send you a one-time verification code.". It includes a "Select your preferred method" section with two radio buttons: "Security Questions" and "Verification Code". At the bottom of this section are two buttons: "Next" and "Cancel Request".

Figure - Get User Name or Password Reset

The image shows two side-by-side screenshots of a handheld device's screen. Both screenshots are titled "Forgot your User Name or Password".

Screenshot 1 (Left): Get User Name

- Header:** IHSS
- Title:** Forgot your User Name or Password
- Section:** Get User Name
- Description:** Please select your User Type. Then enter your Case or Provider Number and the email address you currently use for the IHSS Website. Your User Name will be sent to you.
- Section:** Select Your User Type
- Options:** Provider (radio button), Recipient (radio button)
- Buttons:** Send User Name, Cancel Request

Screenshot 2 (Right): Enter Your User Name*

- Text:** Enter Your User Name*
- Text Input:** A text input field.
- Text:** Email*
- Text Input:** A text input field.
- Section:** Password Reset Options
- Description:** There are two ways to reset your password. We can ask you to answer your security questions or send you a one-time verification code.
- Section:** Select your preferred option
- Options:** Security Questions (radio button), Verification Code (radio button)
- Buttons:** Next, Cancel Request

Figure - Get User Name or Password Reset – Handheld



Forgot your User Name or Password

Get User Name

Please select your User Type. Then enter your Case or Provider Number and the email address you currently use for the IHSS Website. Your User Name will be sent to you.

Select Your User Type

Provider

Recipient

Enter Your Provider Number*

Email *

Send User Name

Cancel Request

Password Reset

Please enter your User Name and the Email address you currently use for this website. User Name is case sensitive. Please select your preferred password reset method and then click on Next button.

Enter Your User Name*

Email*

Password Reset Options

There are two ways to reset your password. We can ask you to answer your security questions or send you a one-time verification code.

Select your preferred option

Security Questions

Verification Code

Next

Cancel Request



Figure - Get User Name or Password – Provider



Forgot your User Name or Password

Get User Name

Please select your User Type. Then enter your Case or Provider Number and the email address you currently use for the IHSS Website. Your User Name will be sent to you.

Select Your User Type

Provider
 Recipient

Enter Your Provider Number*

Email *

Send User Name Cancel Request

Password Reset

Please enter your User Name and the Email address you currently use for this website. User Name is case sensitive. Please select your preferred password reset method and then click on Next button.

Enter Your User Name*

Email*

Password Reset Options
There are two ways to reset your password. We can ask you to answer your security questions or send you a one-time verification code.

Select your preferred option

Security Questions
 Verification Code

Next Cancel Request

Figure - Get User Name or Password Reset – Provider – Handheld

179



Forgot your User Name or Password

Get User Name

Please select your User Type. Then enter your Case or Provider Number and the email address you currently use for the IHSS Website. Your User Name will be sent to you.

Select Your User Type

Provider

Recipient

Enter Your Case Number*

Email *

Send User Name

Cancel Request

Password Reset

Please enter your User Name and the Email address you currently use for this website. User Name is case sensitive. Please select your preferred password reset method and then click on Next button.

Enter Your User Name*

Email*

Password Reset Options

There are two ways to reset your password. We can ask you to answer your security questions or send you a one-time verification code.

Select your preferred option

Security Questions

Verification Code

Next	Cancel Request
------	----------------

Figure - Get User Name or Password Reset – Recipient



Forgot your User Name or Password

Get User Name

Please select your User Type. Then enter your Case or Provider Number and the email address you currently use for the IHSS Website. Your User Name will be sent to you.

Select Your User Type

Provider
 Recipient

Enter Your Case Number*

Email *

Send User Name

Cancel Request

Password Reset

Please enter your User Name and the Email address you currently use for this website. User Name is case sensitive. Please select your preferred password reset method and then click on Next button.

Enter Your User Name*

Email*

Password Reset Options

There are two ways to reset your password. We can ask you to answer your security questions or send you a one-time verification code.

Select your preferred option

Security Questions
 Verification Code

Next

Cancel Request

Figure - Get User Name or Password Reset – Recipient – Handheld

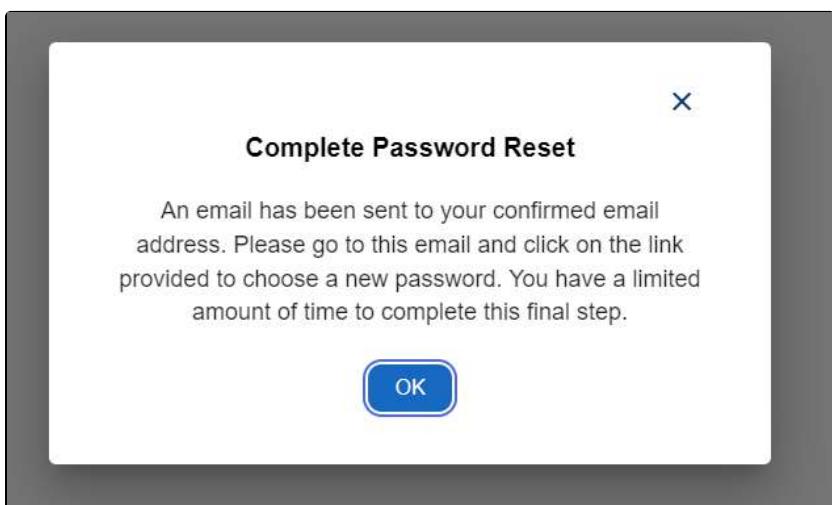


Figure - Complete Password Reset Popup

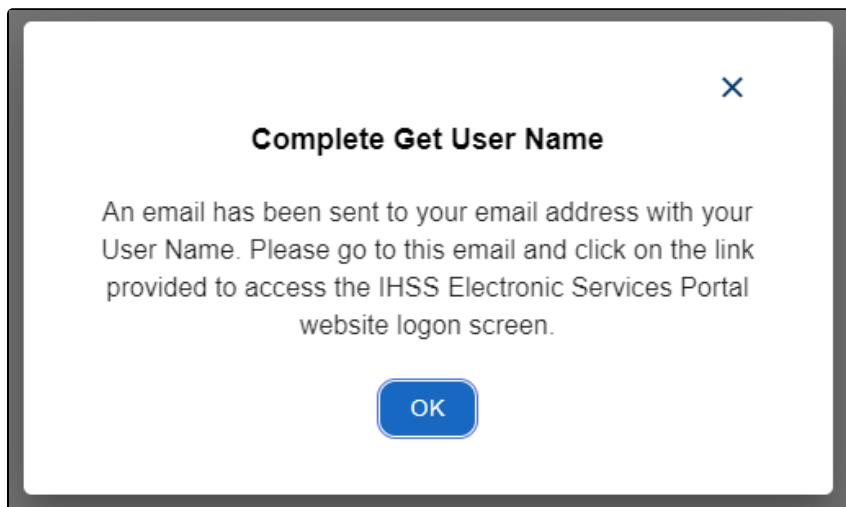


Figure - Complete User Name Reset Popup

Static Text

The following static text is associated with the Get User Name or Password Reset screen. For translations see DSD Appendix D - Forgot User Name or Password.

Text
Password Reset
Password Reset
Please enter your User Name and the email address you currently use for this website. User Name is case sensitive. A password reset link will be sent to you.
Complete Password Reset Popup
Complete Password Reset
An email has been sent to your confirmed email address. Please go to this email and click on the link provided to choose a new password. You have a limited amount of time to complete this final step.
Get User Name
Get User Name
Please select your User Type. Then enter your Case or Provider Number and the email address you currently use for the IHSS Website. Your User Name will be sent to you.
Complete User Name Reset Popup
Complete User Name Reset
An email has been sent to your email address with your User Name. Please go to this email and click on the link provided to access the IHSS ESP logon screen.

Actions/Functions

The following actions are associated with the Get User Name or Password Reset screen:

Action	Function	Label Translated
User Name	Hyperlink anchor to respective area	Yes

Password?	Hyperlink anchor to respective area	Yes
Send User Name	This button will generate an email containing the user's User Name and a link to the IHSS ESP Login screen. Button is disabled until user selects a User Type.	Yes
Cancel Request	This button will return the user to the IHSS ESP Login screen	Yes
Next	This button will take the user to Two-Step Verification screen if the user selects Verification Code.	Yes
Next	This button will display the Complete Password Reset Popup and send an email if the user selects Security Questions	Yes

Data Elements

The following data elements are specific to the Get User Name or Password Reset screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Get User Name						
Select Your User Type	User type of the individual requesting their User Name. Provider or Recipient	Dropdown	Yes	Blank	Yes	Yes
Enter Your Provider Number	Provider Number of the individual requesting the User Name. The field presented depends on the choice made in Select Your User Type and is only presented after that choice is made.	String	Yes	Blank	Yes	Yes
Enter Your Case Number	Case Number of the individual requesting the User Name. The field presented depends on the choice made in Select Your User Type and is only presented after that choice is made.	String	Yes	Blank	Yes	Yes
Email	Email address known to CMIPS	String	Yes	Blank	Yes	Yes
Password Reset						
Enter Your User Name	User name for the individual needing to reset their password NOTE: User cannot paste copied information into this field.	String	Yes	Blank	Yes	Yes
Email	Email address known to CMIPS NOTE: User cannot paste copied information into this field.	String	Yes	Blank	Yes	Yes
Password Reset Options						
Security Questions	User selects the preferred method of resetting their password. User answers the security questions.	String	Yes	Blank	Yes	Yes
Verification Code	User selects the preferred method of resetting their password. User receives a verification code.	Number	Yes	Blank	Yes	Yes

Additional Information

No fields on the Get User Name or Password Reset screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	IHSS ESP Header
IHSS Logo	Yes (Not Hyperlinked)	
Header	Pre-Login Header	
Menu	No	N/A
Footer	No	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Receive User Name

CI	Document Name
 CI-766221 - DSD SC Receive User Name CANCELLED	DSD_SC_Recieve_User_Name.docx

Cancelled by ASR Sprint 5 Team 5 (EMLS).

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Complete Password Reset

CI	Document Name
 CI-753473 - DSD SC Complete Password Reset CANCELLED	DSD_SC_Complete_Password_Reset.docx

Cancelled by ASR Sprint 5 Team 5 (EMLS)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Password Reset – Create New Password

CI	Document Name
CI-753474 - DSD SC Password Reset Create New Password IMPLEMENTED	DSD_SC_Password_Reset_Create_New_Password.docx

This screen is accessed by selecting the Verify Account and Create New Password hyperlink in the Password Reset email (ETSE16). This screen will allow the user to change their password and then use the updated password to log into the application.

Change Password

Your password is case sensitive and must contain a combination of letters (A-Z or a-z) and at least two numbers (0-9). It must be between 8 and 32 characters in length. You cannot reuse any of your 5 previous passwords.

Enter New Password*

Confirm New Password*

Show Password

Change Password Cancel Password Change

Figure - Password Reset – Create New Password

Change Password

Your password is case sensitive and must contain a combination of letters (A-Z or a-z) and at least two numbers (0-9). It must be between 8 and 32 characters in length. You cannot reuse any of your 5 previous passwords.

Enter New Password*

Confirm New Password*

Show Password

Change Password Cancel Password Change

Figure - Password Reset – Create New Password – Handheld

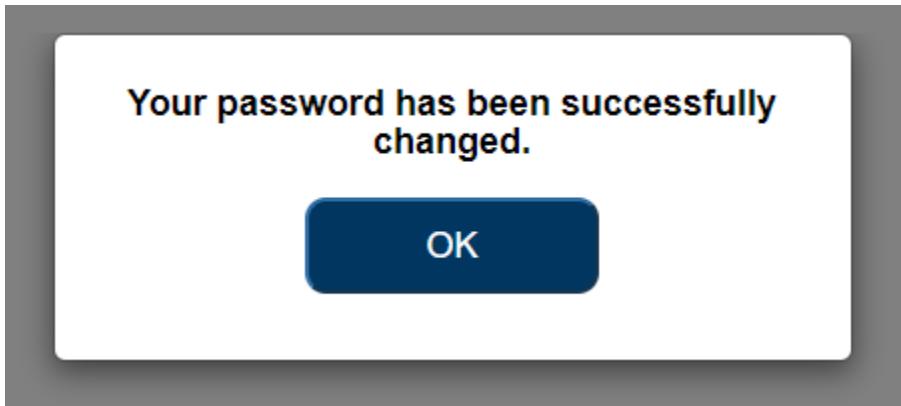


Figure - Password Reset – Create New Password (2)

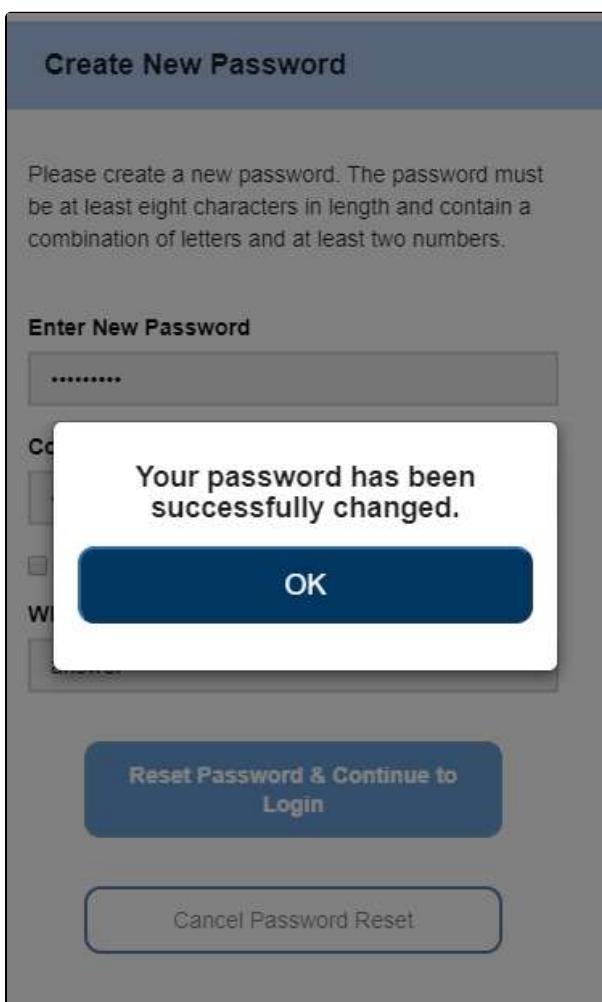


Figure - Password Reset – Create New Password (2) – Handheld

Static Text

The following static text is associated with the Password Reset – Create New Password screen. For translations see DSD Appendix D - Reset & Change Password .

Text
Create New Password

Your password is case sensitive and must contain a combination of letters (A-Z or a-z) and at least two numbers (0-9). It must be between 8 and 32 characters in length. You cannot reuse any of your 5 previous passwords.

Actions/Functions

The following actions are associated with the Password Reset – Create New Password screen:

Action	Function	Label Translated
Change Password	This button will complete the password change and will take the user to the IHSS ESP Login screen to log in using the new password.	Yes
Cancel Password Change	Cancels the password change and will return the user to the IHSS ESP Login screen.	Yes
OK	This button is present only on the informational popup message "Your Password has been successfully changed." Pressing OK will dismiss this information popup message	Yes

Data Elements

The following data elements are specific to the Password Reset – Create New Password screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Enter New Password	New password cannot match any of the prior (3) passwords Can be a combination of upper and lower case letters and numbers. Passwords cannot have special characters Must be a minimum length of 8 characters Must contain a minimum of 2 numbers Field is restricted to 32 characters NOTE: User cannot paste copied information into this field.	String	Yes	Blank	Yes	Yes
Confirm New Password	Must match the entry in the Enter New Password field NOTE: User cannot paste copied information into this field.	String	Yes	Blank	Yes	Yes
Show Password	Checkbox that when selected displays the password in plain text rather than masked text.	Checkbx	No	Blank	Yes	Yes
<Randomly Selected Security Question>	One of three (3) of the user's security questions that were selected during registration NOTE: User cannot paste copied information into this field.	String	Yes	Blank	Yes	Yes

Additional Information

No fields on the Password Reset – Create New Password screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	IHSS ESP Header
IHSS Logo	Yes (Not Hyperlinked)	
Header	Pre-Login Header	
Menu	No	N/A
Footer	No	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Change Password – Create New Password

CI	Document Name
CI-753475 - DSD SC Change Password Create New Password IMPLEMENTED	DSD_SC_Change_Password_Create_New_Password.docx

This screen is accessed by Providers and Recipients by selecting the Change My Password link from the Account Information screen. Help Desk users access this screen by selecting the Change Password option from the menu. This screen allows the user to change their password from within the application. When the user selects to change their password using Security Questions, the security question is displayed. But when the user selects to change the password using Verification Code, the security question is not displayed.

The screenshot shows the 'Change Password' page of the IHSS Electronic Services Portal. At the top, there is a navigation bar with the IHSS logo and the text 'IHSS ELECTRONIC SERVICES PORTAL'. Below this, the main title 'Change Password' is displayed. A descriptive message below the title instructs users to create a new password that is case sensitive and must contain a combination of letters (A-Z or a-z) and at least two numbers (0-9), with a length between 8 and 32 characters, and cannot reuse previous passwords. There is also a note about security questions. The form contains fields for 'Enter New Password*' and 'Confirm New Password*', both with red asterisks indicating they are required. There is a 'Show Password' checkbox. Below these fields is a question 'What school did you attend for sixth grade?' with a corresponding input field. At the bottom of the form are two buttons: 'Reset Password' and 'Cancel Password Reset'.

Figure - Change Password – Create New Password using Security Questions – Desktop

Change Password

Please create a new password. Your password is case sensitive and must contain a combination of letters (A-Z or a-z) and at least two numbers (0-9). It must be between 8 and 32 characters in length. You cannot reuse any of your 5 previous passwords. Then enter the answer for your security question and select Reset Password.

Enter New Password*

Confirm New Password*

Show Password

What school did you attend for sixth grade?*

Reset Password

Cancel Password Reset

Figure - Change Password – Create New Password using Security Questions – Mobile

Change Password

Please create a new password. Your password is case sensitive and must contain a combination of letters (A-Z or a-z) and at least two numbers (0-9). It must be between 8 and 32 characters in length. You cannot reuse any of your 5 previous passwords.

An asterisk (*) indicates a required field

Enter New Password*

Confirm New Password*

Show Password

Change Password **Cancel Password Change**

Figure - Change Password – Create New Password using Verification Code – Desktop



Figure - Change Password – Create New Password using Verification Code – Mobile



Figure - Password Change Confirmation Pop-up – Desktop

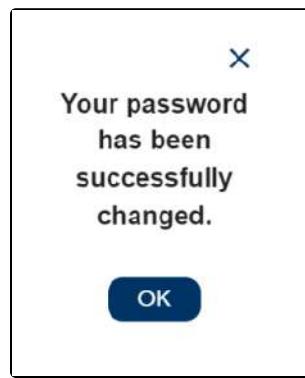


Figure - Password Change Confirmation Pop-up – Mobile

Static Text

The following static is associated with the Change Password – Create New Password screen. See DSD Appendix D - Reset & Change Password for translations.

Text

Change Password
Please create a new password. Your password is case sensitive and must contain a combination of letters (A-Z or a-z) and at least two numbers (0-9). It must be between 8 and 32 characters in length. You cannot reuse any of your 5 previous passwords.
Your password has been successful changed.
An asterisk (*) indicates a required field

Actions/Functions

The following actions are associated with the Change Password – Create New Password screen:

Action	Function	Label Translated
Change Password	Saves the new password entered. If successful, displays the password change confirmation pop-up. Note: This button is disabled if the Help Desk user accessed this screen from a Provider or Recipient Menu view.	Yes
Cancel Password Change	Cancels the password change and returns the user to their respective landing/home screen. Note: This button is enabled if the Help Desk user accessed this screen from a Provider or Recipient Menu view, and return the Help Desk user to the Provider or Recipient Landing page.	Yes
OK	Closes the password change confirmation pop-up and returns the user to their respective landing/home screen.	Yes

Data Elements

The following data elements are specific to the Change Password – Create New Password screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Enter New Password	The user-entered new password. The password must adhere to rules documented in error messages (see DSD 4/Error Messages/Website) and in the static text at the top of the screen. NOTE: User cannot paste copied information into this field.	String	Yes	Blank	Yes	Yes
Confirm New Password	Must match the entry in the Enter New Password field. NOTE: User cannot paste copied information into this field.	String	Yes	Blank	Yes	Yes
Security Question	This field allows the user to enter the answer to their security question.	String	Yes	Blank	Yes	Yes
Show Password	Checkbox that when selected displays the password in plain text rather than masked text.	Checkbx	No	Blank	Yes	Yes

Additional Information

No fields on the Change Password – Create New Password screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient or Provider	Recipient Menu Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Password Expiration

CI	Document Name
 CI-753476 - DSD SC Password Expiration IMPLEMENTED	DSD_SC_Password_Expiration.docx

When a user successfully logs in to the IHSS ESP and their password will expire in 14 days or less or their password has expired, the user will automatically be directed to this screen.

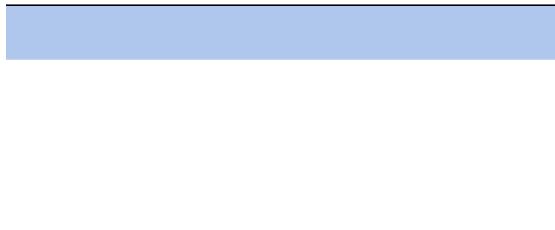


Figure - Password Expiration

Password Expiration

Your password will expire in 10 days. Please change your password.

Change Password

Maybe Later

Figure - Password Expiration – Handheld



Figure - Password Expired

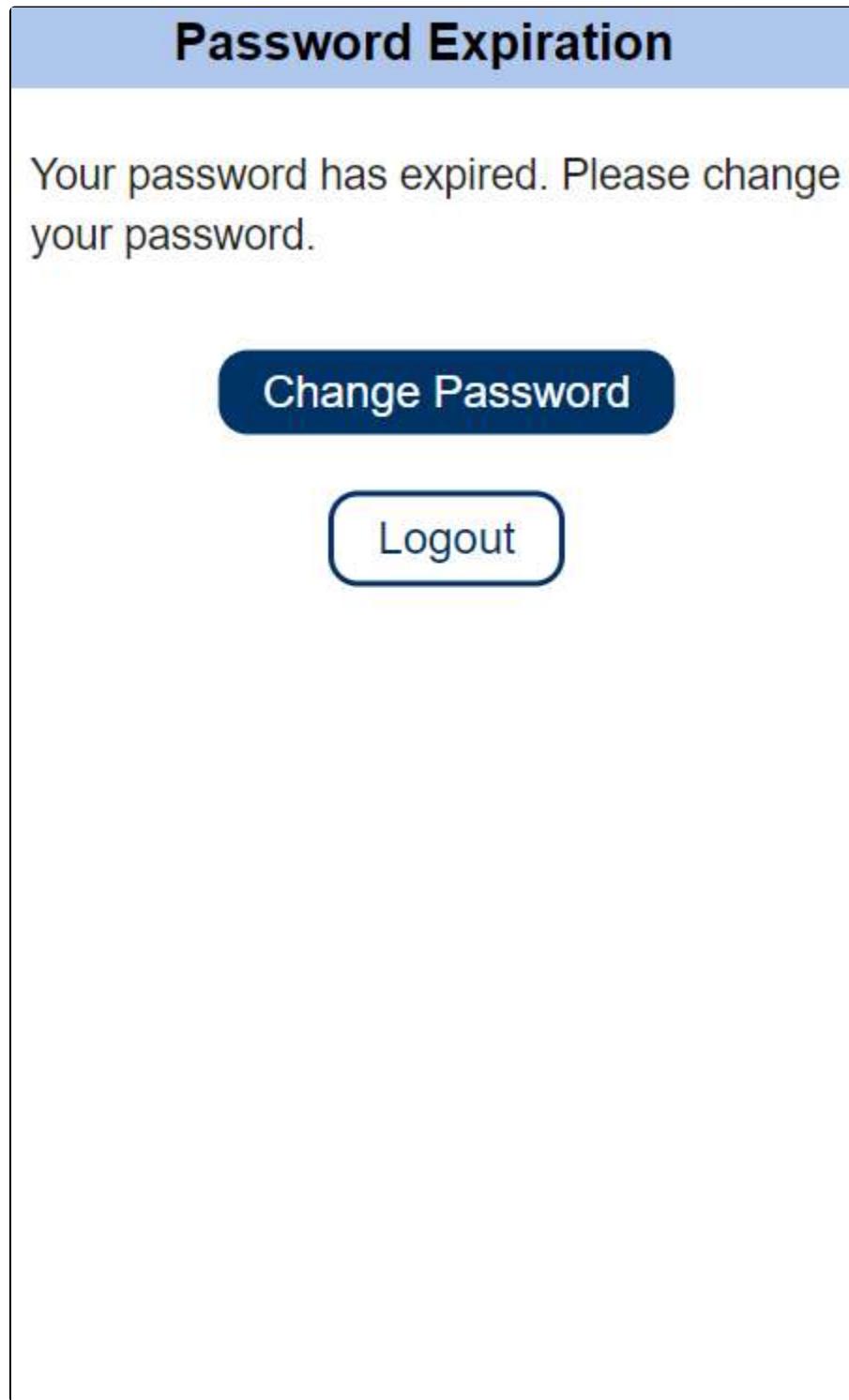


Figure - Password Expired - Handheld

Static Text

The following static text is associated with the Password Expiration screen. For translations see DSD Appendix D - Reset & Change Password.

Text

Password Expiration
Your password will expire in <XX> days. Please change your password.
OR
Your password has expired. Please change your password.

Actions/Functions

The following actions are associated with the Password Expiration screen:

Action	Function	Label Translated
Change Password	This button will take the user to the Create New Password screen	Yes
Maybe Later	If the user is a Recipient who does not have a Timesheet Signatory or a Provider, this button takes the user to their specific Landing Page. If the user is a Recipient with a Timesheet Signatory, this button will take the user to the ESP Timesheet Signatory Login screen. Note: This button will not display if the days = 0 (zero) or the expiration date has passed.	Yes
Logout	This button will return the user to the Login screen. Note: This button will only display if the days = 0 (zero) or the expiration date has passed.	Yes

Data Elements

There are no data elements specific to the Password Expiration screen.

Additional Information

No fields on the Password Expiration screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	IHSS ESP Header
IHSS Logo	Yes (Not Hyperlinked)	
Header	Pre-Login Header*	
Menu	No	N/A
Footer	No	N/A

*While this screen is accessed post-login, the header matches that of a pre-login screen.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/General FAQs

CI	Document Name
 CI-754608 - DSD SC General FAQs CANCELLED	DSD_SC_General_FAQs.docx

Cancelled by ASR Sprint 17 Team CM&AS

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Contact Us

CI	Document Name
 CI-754609 - DSD SC Contact Us CANCELLED	DSD_SC_Contact_Us.docx

Cancelled by ASR Sprint 41 Team 1&2.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Submit Help Desk Request

CI	Document Name
 CI-754610 - DSD SC Submit Help Desk Request CANCELLED	DSD_SC_Submit_Help_Desk_Request.docx

Cancelled by ASR Sprint 40 (CR1287).

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/IHSS ESP Maintenance Page

CI	Document Name
CI-754748 - DSD SC IHSS Website Maintenance Page IMPLEMENTED	DSD_SC_IHSS_Website_Maintenance_Page.docx

When the web address for the IHSS ESP is accessed with an internet enabled browser, the user is taken to the IHSS ESP Maintenance screen if there is an outage on the IHSS Website. The text on the screen is variable and may change depending on the maintenance being performed.

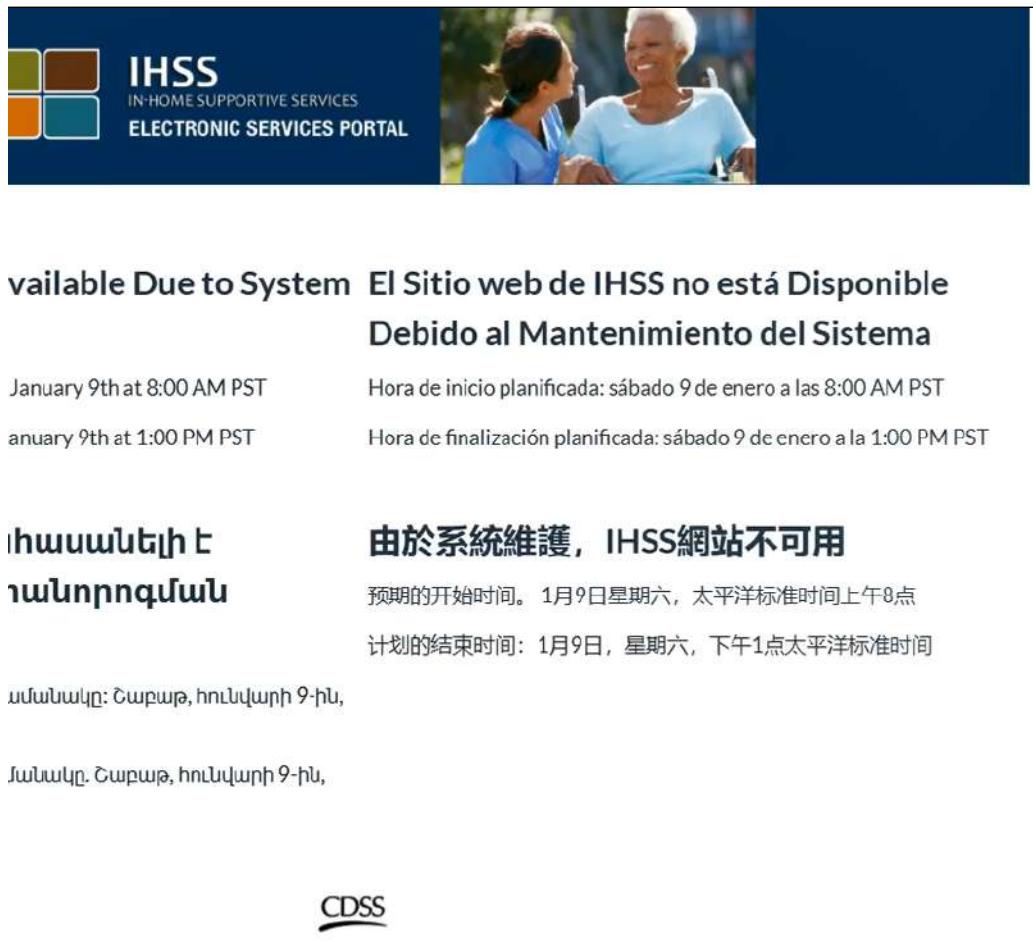


Figure - IHSS ESP Maintenance Page (Sample)

Static Text

The static text on this screen is variable depending on the maintenance being performed. Translations are provided in advance of the outage and all four languages display on the screen. The screenshot above shows a sample of what the screen may look like.

Actions/Functions

There are no actions associated with the IHSS ESP Maintenance page.

Data Elements

There are no data elements associated with the IHSS ESP Maintenance page.

Additional Information

There are no fields on the IHSS ESP Maintenance page that will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	N/A
IHSS Logo	Yes (Not Hyperlinked)*	
Header	No	
Menu	No	N/A
Footer	No	N/A

*IHSS Logo is part of the screen banner. See screenshots above.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Update Security Questions

CI	Document Name
CI-763376 - DSD SC Update Security Questions IMPLEMENTED	DSD_SC_Update_Security_Questions.docx

The Update Account Information screen allows a user to update their security question selections and provides answers to these updated questions. The questions and their responses are used to confirm password reset and help desk caller validation.

An asterisk (*) indicates a required field

member. Your responses are not case sensitive and cannot have special characters. You are only allowed to enter...

Cancel Updates

Figure - Update Security Questions - Desktop

Update Security Questions

An asterisk (*) indicates a required field

It is important that the questions and answers that you choose are hard for others to guess, but easy for you to remember. Your responses are not case sensitive and cannot have special characters. You are only allowed to enter letters (A-Z or a-z), numbers (0-9), and single spaces between characters.

Security Question 1*

Security Answer 1*

Security Question 2*

Security Answer 2*

Security Question 3*

Security Answer 3*

Save Updates

Cancel Updates

Figure - Update Security Questions – Mobile

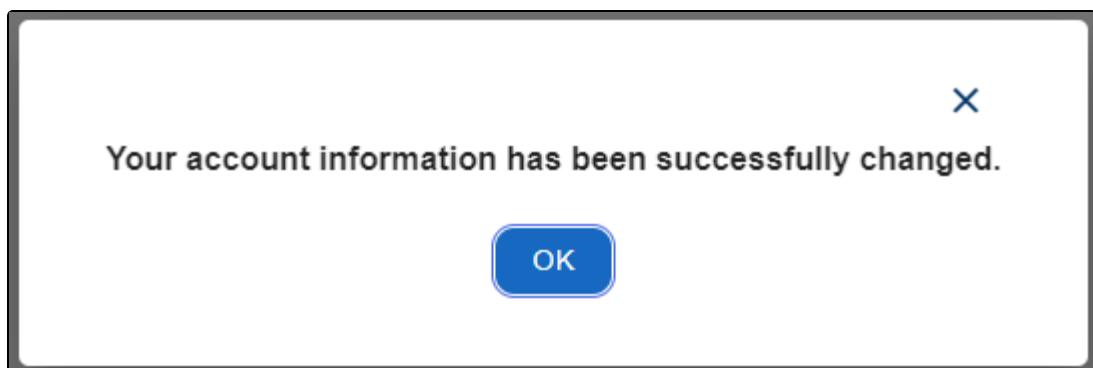


Figure - Update Security Questions Pop-up – Desktop

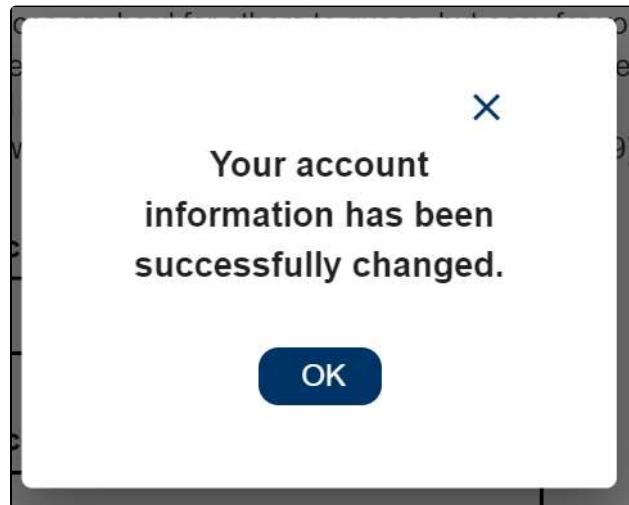


Figure - Update Security Questions Pop-up – Mobile

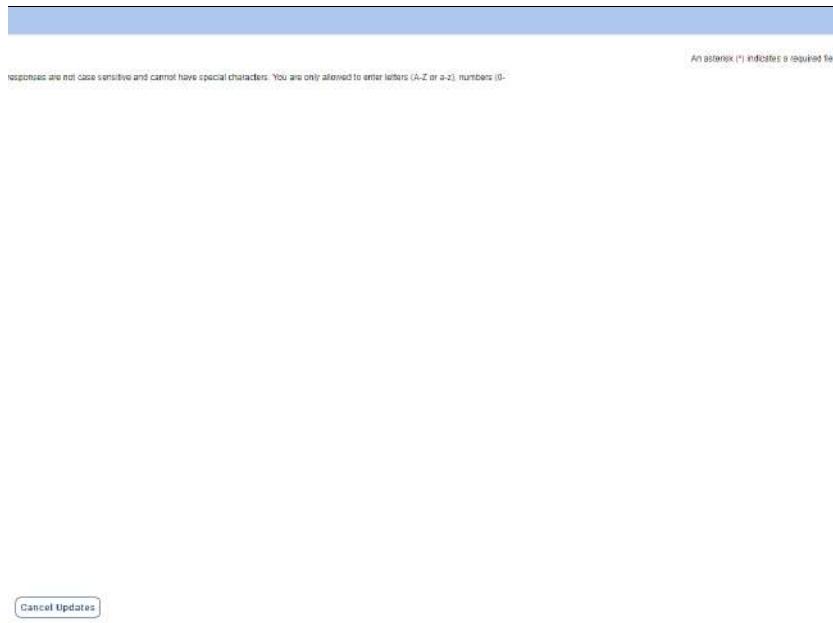


Figure - Update Security Questions- Error messages - Desktop

Update Security Questions

An asterisk (*) indicates a required field

It is important that the questions and answers that you choose are hard for others to guess, but easy for you to remember. Your responses are not case sensitive and cannot have special characters. You are only allowed to enter letters (A-Z or a-z), numbers (0-9), and single spaces between characters.

Security Question 1*

Security Question cannot be blank.

Security Answer 1*

Security Answer 1 cannot be blank.

Security Question 2*

Security Question cannot be blank.

Security Answer 2*

Security Answer 2 cannot be blank.

Security Question 3*

Security Question cannot be blank.

Figure - Update Security Questions- Error messages - Mobile

Static Text

The following static text is associated with the Update Security Questions screen. For translations, see DSD Appendix D - Update Security Questions for translation.

Text

It is important that the questions and answers that you choose are hard for others to guess, but easy for you to remember. Your responses are not case sensitive and cannot have special characters. You are only allowed to enter letters (A-Z or a-z) or numbers (0-9).

Your account information has been successfully changed.

An asterisk (*) indicates a required field

Actions/Functions

The following actions are associated with the Update Security Questions screen:

Action	Function	Label Translated
Save Updates	Button is enabled after all fields have been entered and takes the user to the Time Entry: Recipient Selection Screen for a Provider, the Provider Timesheets: Provider Selection screen for a Recipient, and the User Search screen for a Help Desk user. Note: This button is visible but disabled if the User type of Help Desk is viewing this screen and the screen was accessed from a Provider or Recipient Menu view.	Yes
Cancel Updates	Cancels the account information update and returns the user to the Time Entry: Recipient Selection screen for a Provider, the Provider Timesheets: Provider Selection screen for a Recipient, and the User Search screen for a Help Desk user. Note: This button is available to a user type of Help Desk.	Yes
OK	This button is present only on the informational popup messages "Your account information has been successfully changed." Selecting OK dismisses this information popup message.	Yes

Data Elements

The following data elements are specific to the Update Account Information screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Security Question 1	Allows user to select a security question from a dropdown list. Question(s) that have been selected for other fields are not available in the dropdown.	Dropdown	Yes	<Blank>	Yes	Yes
Security Answer 1	Allows the user to enter an answer to the selected security question.	String	Yes	<Blank>	Yes	Yes
Security Question 2	Allows the user to select a security question from a dropdown list. Question(s) that have been selected for other fields are not available in the dropdown.	Dropdown	Yes	<Blank>	Yes	Yes
Security Answer 2	Allows the user to enter an answer to the selected security question.	String	Yes	<Blank>	Yes	Yes
Security Question 3	Allows user to select a security question from a dropdown list. Question(s) that have been selected for other fields are not available in the dropdown.	Dropdown	Yes	<Blank>	Yes	Yes
Security Answer 3	Allows the user to enter an answer to the selected security question.	String	Yes	<Blank>	Yes	Yes

Additional Information

No fields on the Update Security Questions screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient or Provider	Recipient Menu Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Direct Deposit

CI	Document Name
 CI-790002 - DSD SC Direct Deposit IMPLEMENTED	DSD_SC_Direct_Deposit.docx

This screen is accessed when a user clicks the Verify button on Enter Verification Code screen after successfully entering and verifying the verification code. This screen is used to start direct deposit, change direct deposit or stop direct deposit.

Direct Deposit Enrollment

⚠ To prevent fraudulent transactions this system captures and tracks system information about the users who add or make changes to their Direct Deposit accounts. If you do not want your information to be recorded, please complete and mail the IHSS Provider Direct Deposit Enrollment/Change/Cancellation Form (SOC 829).

Please select one of the options below to begin. Select **NEW** to enroll in Direct Deposit, **CHANGE** to change your Direct Deposit Account, or **CANCEL** to stop receiving Direct Deposit. You will need your Account Number and Routing Number to request a new or change an existing Direct Deposit. After selecting a Direct Deposit Option, an authorization checkbox will be displayed. Select the authorization checkbox to confirm your option and select Next to continue. To learn more about Direct Deposit, visit [Direct Deposit FAQ. \(PDF\)](#).

Select Your Direct Deposit Option

NEW - Enroll in Direct Deposit
 CHANGE - Change Direct Deposit Account
 CANCEL - Cancel Direct Deposit

Authorization

I, DIANA BUENDIA, hereby authorize the State Controller's Office to directly deposit my pay warrants to my personal bank account

Next Cancel

Figure - Direct Deposit (Desktop View)

<p>Direct Deposit</p> <p>⚠ To prevent fraudulent transactions this system captures and tracks system information about the users who add or make changes to their Direct Deposit accounts. If you do not want your information to be recorded, please complete and mail the IHSS Provider Direct Deposit Enrollment/Change/Cancellation Form (SOC 829).</p> <p>Please select one of the options below to begin. Select NEW to enroll in Direct Deposit, CHANGE to change your Direct Deposit Account, or CANCEL to stop receiving Direct Deposit. You will need your Account Number and Routing Number to request a new or change an existing Direct Deposit. After making your selection, an authorization checkbox will be available to authorize your selected action. Check the checkbox then click Next Direct Deposit FAQ. (PDF).</p> <p>Select Your Direct Deposit Option</p> <p><input checked="" type="radio"/> NEW - Enroll in direct deposit</p> <p><input type="radio"/> CHANGE - Change Direct Deposit Account</p> <p><input type="radio"/> CANCEL - Change Direct Deposit Account</p>	<p>Select Your Direct Deposit Option</p> <p><input checked="" type="radio"/> NEW - Enroll in direct deposit</p> <p><input type="radio"/> CHANGE - Change Direct Deposit Account</p> <p><input type="radio"/> CANCEL - Change Direct Deposit Account</p> <p>Authorization</p> <p>After choosing your Direct Deposit Option, please select the authorization checkbox to verify your option and select Next to continue.</p> <p><input type="checkbox"/> I, Arnedia Wilson, hereby authorize the State Controller's Office to directly deposit my pay warrants to my personal bank account.</p> <p style="text-align: center;">Next Cancel</p>
--	---

Figure - Direct Deposit (Mobile View)

Static Text

Language	Text
English	<p>To prevent fraudulent transactions, this system captures and tracks system information about the users who add or make changes to their Direct Deposit accounts. If you do not want your information to be recorded, please complete and mail the IHSS Provider Direct Deposit Enrollment/Change/Cancellation Form (SOC 829).</p> <p>Please select one of the options below to begin. Select NEW to enroll in Direct Deposit, CHANGE to change your Direct Deposit Account, or CANCEL to stop receiving Direct Deposit. You will need your Account Number and Routing Number to request a new or change an existing Direct Deposit. To learn more about Direct Deposit, visit Direct Deposit FAQ.</p> <p>Select Your Direct Deposit Option</p> <p>Direct Deposit Authorization</p> <p>After selecting your Direct Deposit Option, please check the authorization statement to verify your option and select Next to continue.</p>

Actions/Functions

The following actions are associated with the Direct Deposit screen:

Action	Function	Label Translated
Direct Deposit FAQ	Hyperlink, which when pressed navigates the user to the <i>Online Direct Deposit Frequently Asked Questions</i> pdf document in which the user can receive direct deposit information.	Yes
Next	This button will take the user to the Direct Deposit Recipient Selection screen with information appropriate to the selected action. Note: This access is available to a user type of Help Desk	Yes

Cancel	This button will cancel the action and return the user to the Time Entry: Recipient Selection screen. Note: This button is available to a user type of Help Desk	Yes
--------	--	-----

Data Elements

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

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
NEW: Enroll in Direct Deposit	Selection of this radio button will allow the user to initiate a new Direct Deposit request with a Recipient or Recipients with whom they are not currently using Direct Deposit. Note: This radio button is <u>available</u> to a user type of Help Desk	Radio Button	Yes (Only one option can be selected)	Blank	Yes	Yes
CHANGE: Change Direct Deposit Account	Selection of this radio button will allow the user to change the details of their Direct Deposit with a Recipient or Recipients with whom they are currently using Direct Deposit but wish to change bank accounts. Note: This radio button is <u>available</u> to a user type of Help Desk	Radio Button	Yes (Only one option can be selected)	Blank	Yes	Yes
CANCEL: Cancel Direct Deposit	Selection of this radio button will allow the user to Cancel their Direct Deposit with a Recipient or Recipients with whom they are currently using Direct Deposit. Note: This radio button is <u>available</u> to a user type of Help Desk	Radio Button	Yes (Only one option can be selected)	Blank	Yes	Yes
I, <Provider Name>, hereby authorize the State Controller's Office to directly deposit my pay warrants to my personal bank account.	Note: This checkbox displays only when "New" is selected from the radio group.	Checkbx	Yes	Blank	Yes	Yes
I, <Provider Name>, hereby authorize the State Controller's Office to change my direct deposit to my new personal bank account.	Note: This checkbox displays only when "Change" is selected from the radio group.	Checkbx	Yes	Blank	Yes	Yes
I, <Provider Name>, hereby cancel my Direct Deposit authorization.	Note: This checkbox displays only when "Cancel" is selected from the radio group.	Checkbx	Yes	Blank	Yes	Yes

Additional Information

No fields on the Direct Deposit screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Direct Deposit Recipient Selection

CI	Document Name
 CI-790004 - DSD SC Direct Deposit Recipient Selection IMPLEMENTED	DSD_SC_Direct_Deposit_Recipient_Selection.docx

This screen is accessed when a user clicks the Next button on the Direct Deposit screen or by clicking the Back button on the Direct Deposit Bank Details screen for NEW and CHANGE options. This screen is used to select the Recipient case to apply the request to.

For the NEW and CHANGE options, selected on the Direct Deposit screen after pressing the Next button, the user will navigate to the Direct Deposit Bank Details screen. For the CANCEL option the user will navigate directly to the CANCEL version of the electronic signature screen.

A notification popup displays if the user has no recipients available for the Direct Deposit option selected on the Direct Deposit screen.



Figure - Direct Deposit Recipient Selection

Direct Deposit Recipient Selection

Select one or more Recipients for your direct deposit request.
Your direct deposit request will only apply to the Recipient(s) you select.

Select Recipients

[REDACTED] - 1317125
 [REDACTED] - 1317131
 [REDACTED] - 1131142
 [REDACTED] - 1317262
 T [REDACTED] - 0028750
 [REDACTED] - 1317264

Next

Back

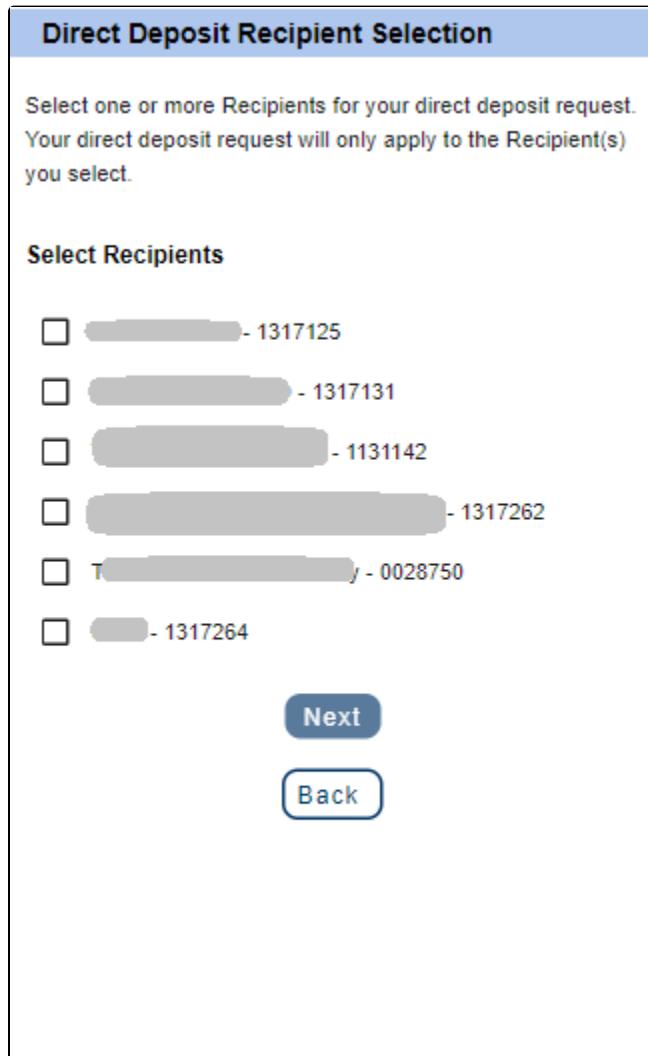


Figure - Direct Deposit Recipient Selection (Mobile View)

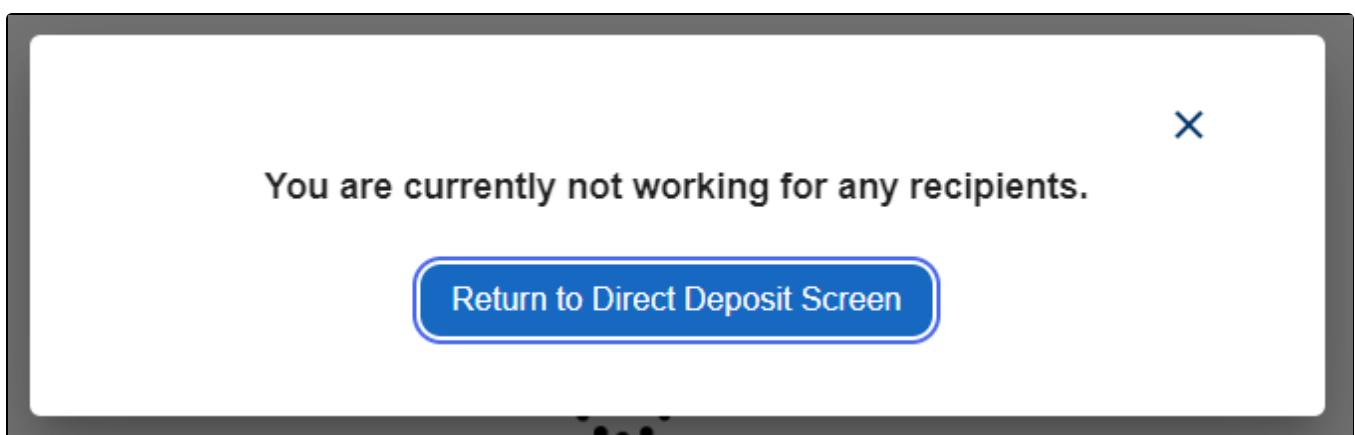


Figure - Direct Deposit Recipient Selection - No Recipients, New/Change Options

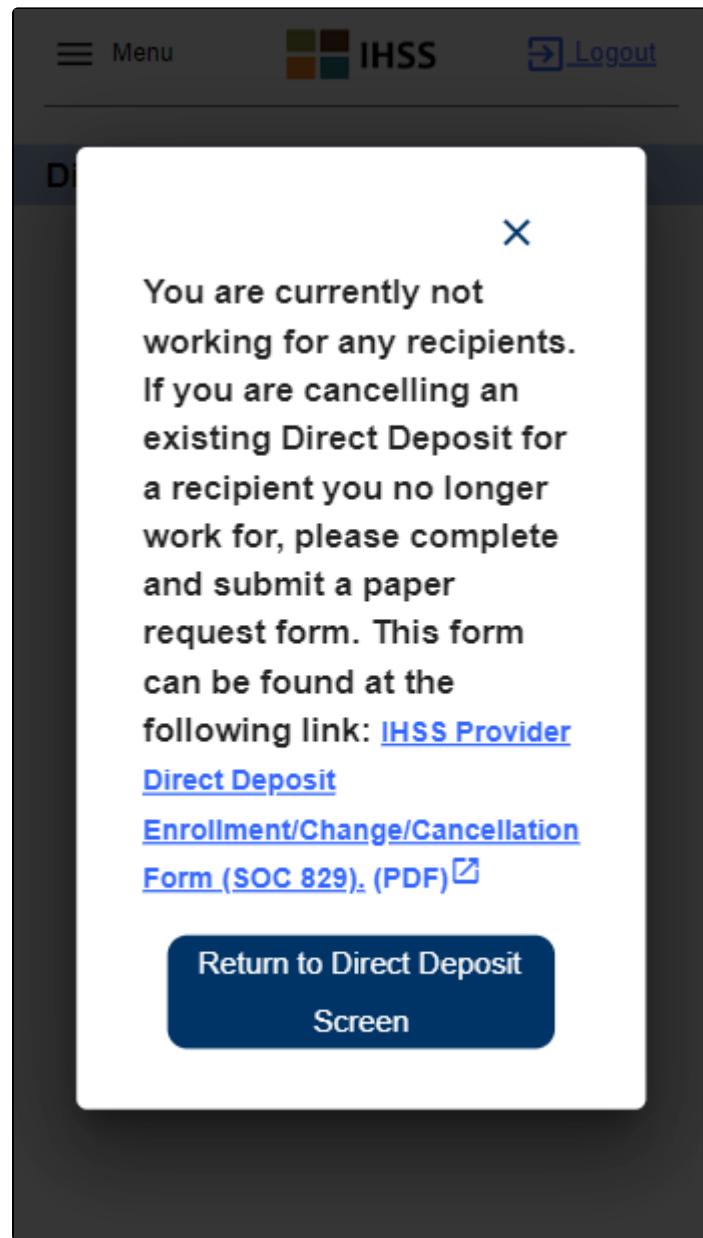


Figure - Direct Deposit Recipient Selection - No Recipients, Cancel Option

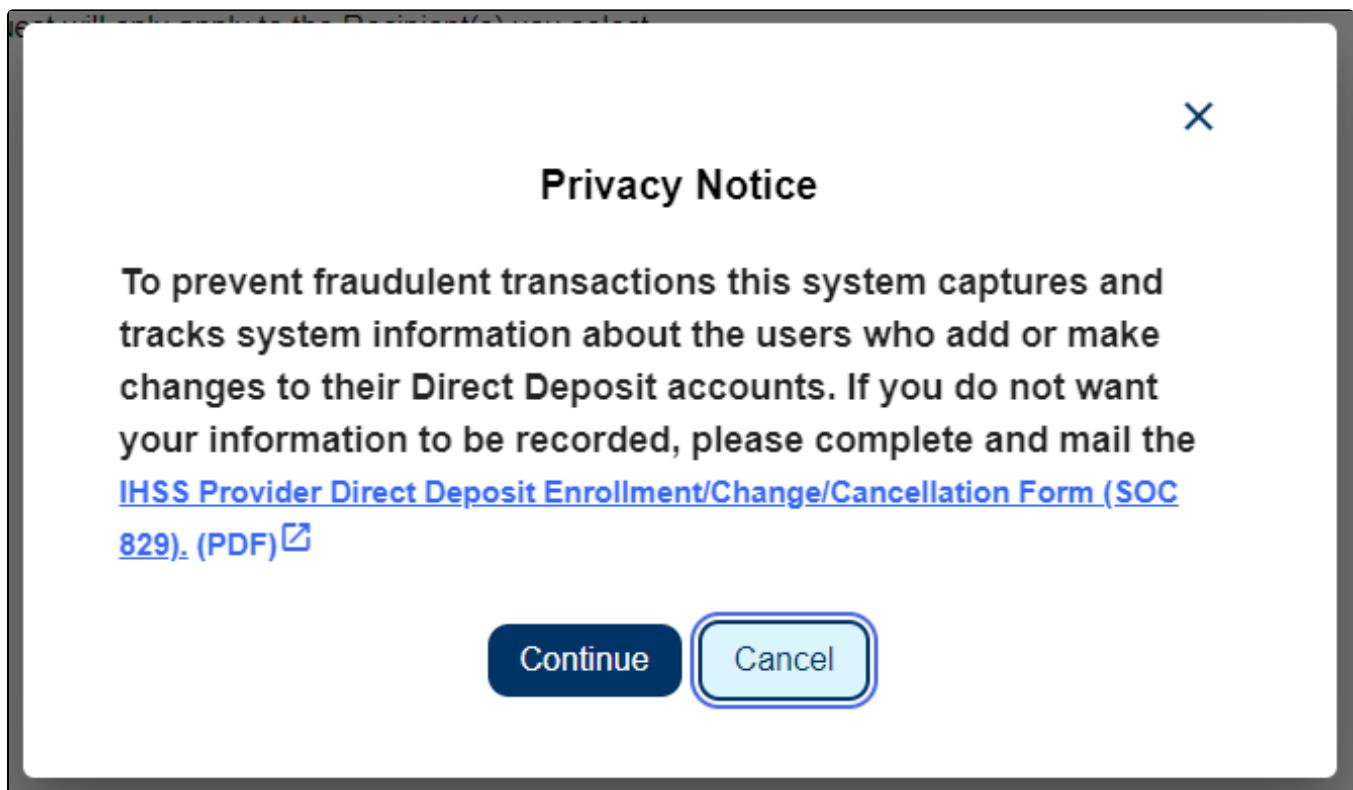


Figure - Direct Deposit Recipient Selection - Privacy Notice Message

Static Text

Language	Text
English	Select one or more recipients for your direct deposit request. Your direct deposit request will only apply to the recipient(s) you select. Select Recipients Message: You are currently not working for any recipients. If you are cancelling an existing Direct Deposit for a recipient you no longer work for, please complete and submit a paper request form. This form can be found at the following link: IHSS Provider Direct Deposit Enrollment/Change/Cancellation Form (SOC 829). (PDF)

Actions/Functions

The following actions are associated with the Direct Deposit Recipient Selection screen:

Action	Function	Label Translated
Next	This button will take the user to the Direct Deposit Bank Details screen for 'New' and 'Change' actions. This button will display the Privacy Notice confirmation popup for 'Cancel' action. Note: This access is available to a user type of Help Desk	Yes
Back	This button will cancel the action and return the user to the Direct Deposit screen. Note: This button is available to a user type of Help Desk	Yes

Continue	<p>This button is present only on the informational popup message "Privacy Notice To prevent fraudulent transactions this system captures and tracks system information about the users who add or make changes to their Direct Deposit accounts. If you do not want your information to be recorded, please complete and mail the IHSS Provider Direct Deposit Enrollment /Change/Cancellation Form (SOC 829).</p> <p>Pressing Continue will dismiss this informational pop-up message and take the user to the Direct Deposit Electronic Signature screen for 'Cancel' action.</p> <p>This button displays on the Privacy Notice popup and will take the user to the Provider Direct Deposit Electronic Signature screen for 'Cancel' action.</p>	Yes
Cancel	<p>This button is present only on the informational popup message "Privacy Notice To prevent fraudulent transactions this system captures and tracks system information about the users who add or make changes to their Direct Deposit accounts. If you do not want your information to be recorded, please complete and mail the IHSS Provider Direct Deposit Enrollment /Change/Cancellation Form (SOC 829).</p> <p>Pressing Cancel will take the user to the Provider Direct Deposit Electronic Signature screen.</p>	Yes
Return to Direct Deposit Screen	<p>This button is present only on the informational popup message that displays when the Provider does not have any active Recipients on file. Clicking this button will return the user to the Direct Deposit screen.</p>	Yes
Link	<p>IHSS Provider Direct Deposit Enrollment/Change/Cancellation Form (SOC 829) (PDF) links to a pdf of form SOC 829.</p> <p>Note: This button is displayed only on the pop-up that appears after selecting "Next".</p>	Yes

Data Elements

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

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
<Recipient Name>	<p>Lists each Recipient, the Provider is working for. Note: This checkbox is <u>available</u> to a user type of Help Desk</p> <p>Display Order: <First Name> <Last Name> - <Case Number></p>	Check box	Yes	Blank	Yes	NYes

Additional Information

No fields on the Direct Deposit Recipient Selection screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Direct Deposit Bank Details

CI	Document Name
CI-790003 - DSD SC Direct Deposit Bank Details IMPLEMENTED	DSD_SC_Direct_Deposit_Bank_Details.docx

The Direct Deposit Bank Details screen is accessed when a user selects the Next button on the Direct Deposit Recipient Selection screen when the action is 'New' or 'Change'. This screen is used to collect the bank Checking or Savings Account details by selecting the Direct Deposit Enrollment History sub-sub-menu from the Financial primary-menu and Direct Deposit sub-menu.

Your routing number and account number found on your personal check. The Bank Name will display based on the Routing Number you enter.

member will cause your Direct Deposit to be rejected.

0, 1, 2 or 3.

gits.

because the numbers can be different than your account and cause your Direct Deposit request to be rejected.

account number, please contact your bank.

different if you choose to use your savings account for Direct Deposit.

you can find this information.

Check NO. 4444

Next Back

Figure - Direct Deposit Bank Details (Desktop View)

Direct Deposit Bank Details	
Direct Deposit Instructions	<ul style="list-style-type: none"> Begin by selecting the Type of Account then enter your routing number and account number found on your personal check. The Bank Name will display based on the Routing Number you enter. Entering an incorrect routing number or account number will cause your Direct Deposit to be rejected. The routing number is 9 digits long and starts with 0, 1, 2 or 3. The account number must be between 4 and 17 digits. Do not use a deposit slip to provide this information because the numbers can be different than your account and cause your Direct Deposit request to be rejected. If you need help finding your routing number and account number, please contact your bank. Your routing number and account number may be different if you choose to use your savings account for Direct Deposit. Below is an example of a check that shows where you can find this information.
Check Example:	<p>Your Name _____ Check NO. 4444 Pay to the Order of _____ I112145678I: 5765432109812 4444 Routing No. Your Acct. No. Ck. No.</p>
Enter Your Bank Information Type of Account: <input type="radio"/> Checking <input type="radio"/> Savings Back	

Figure - Direct Deposit Bank Details (Mobile View)

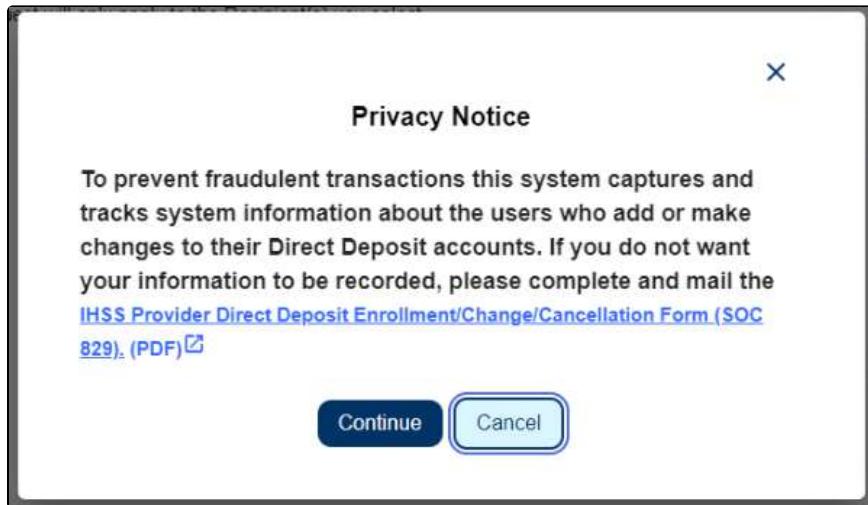


Figure - Direct Deposit Bank Details - Privacy Notice Pop-Up

Static Text

The following static text is associated with the Direct Deposit Bank Details screen:

Language	Text

<p>English</p> <p>Direct Deposit Instructions</p> <ul style="list-style-type: none"> • Begin by selecting the Type of Account then enter your routing number and account number found on your personal check. The Bank Name will display based on the Routing Number you enter. • Entering an incorrect routing number or account number will cause your Direct Deposit to be rejected. • The routing number is 9 digits long and starts with 0, 1, 2 or 3. • The account number must be between 4 and 17 digits. • Do not use a deposit slip to provide this information because the numbers can be different than your account and cause your Direct Deposit request to be rejected. • If you need help finding your routing number and account number, please contact your bank. • Your routing number and account number may be different if you choose to use your savings account for Direct Deposit. • Below is an example of a check that shows where you can find this information. <p>Check Example:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Your Name</td> <td style="width: 50%;">Check NO. 4444</td> </tr> <tr> <td colspan="2">Pay to the Order of _____</td> </tr> <tr> <td>I112145678I:</td> <td>5765432109812</td> </tr> <tr> <td style="text-align: center;">Routing No.</td> <td style="text-align: center;">Your Acct. No.</td> <td style="text-align: center;">Ck. No.</td> </tr> </table> </div> <p>Enter Your Bank Information</p>	Your Name	Check NO. 4444	Pay to the Order of _____		I112145678I:	5765432109812	Routing No.	Your Acct. No.	Ck. No.	
Your Name	Check NO. 4444									
Pay to the Order of _____										
I112145678I:	5765432109812									
Routing No.	Your Acct. No.	Ck. No.								

Actions/Functions

The following actions are associated with the Direct Deposit Bank Details screen:

Action	Function	Label Translated
Next	<p>This button displays the pop-up message regarding IP Address capture.</p> <p>This button is hidden until the user makes a selection from the Type of Account radio group.</p> <p>Note: This access is <u>available</u> to a user type of Help Desk</p>	Yes
Back	<p>This button cancels the action and return the user to the Direct Deposit Recipient Selection screen.</p> <p>Note: This button is <u>available</u> to a user type of Help Desk</p>	Yes
Continue	<p>This button is present only on the informational popup message "Privacy Notice" To prevent fraudulent transactions this system captures and tracks system information about the users who add or make changes to their Direct Deposit accounts. If you do not want your information to be recorded, please complete and mail the IHSS Provider Direct Deposit Enrollment /Change/Cancellation Form (SOC 829).</p> <p>Pressing Continue will dismiss this informational pop-up message and take the user to the Direct Deposit Electronic Signature screen.</p> <p>Note: This button is displayed only on the pop-up that appears after selecting "Next".</p> <p>Note: This button is <u>available</u> to a user type of Help Desk</p>	Yes
Cancel	<p>This button is present only on the informational popup message "Privacy Notice" To prevent fraudulent transactions this system captures and tracks system information about the users who add or make changes to their Direct Deposit accounts. If you do not want your information to be recorded, please complete and mail the IHSS Provider Direct Deposit Enrollment /Change/Cancellation Form (SOC 829)."</p> <p>Pressing Cancel will dismiss this informational pop-up message and navigate the user to the Provider Home screen.</p> <p>Note: This button is displayed only on the pop-up that appears after selecting "Next".</p> <p>Note: This button is <u>available</u> to a user type of Help Desk</p>	Yes
Link	<p>IHSS Provider Direct Deposit Enrollment/Change/Cancellation Form (SOC 829). (PDF) links to a pdf of form SOC 829.</p> <p>Note: This button is displayed only on the pop-up that appears after selecting "Next".</p>	Yes

Data Elements

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

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Type of Account	This is the title of the row that contains radio buttons for the two types of accounts allowed. Selections in this radio group will clear if the screen is reloaded.	String	No	No	No	No
Checking	This radio button allows the user to indicate the bank information is for a checking account Note: This radio button is <u>available</u> to a user type of Help Desk	Radio Button	Yes (Only one option can be selected)	Blank	Yes	No
Savings	This radio button allows the user to indicate the bank information is for a savings account Note: This radio button is <u>available</u> to a user type of Help Desk	Radio Button	Yes (Only one option can be selected)	Blank	Yes	No
Routing Number	This field allows the user to enter their bank routing number. This field is hidden until the user makes a selection from the Type of Account radio group. This field will clear if the screen is reloaded or if the Type of Account selection changes. Note: This field is <u>available</u> to a user type of Help Desk NOTE: User cannot paste copied information into this field.	Numeric	Yes	Blank	Yes	No
Account Number	This field allows the user to enter their bank account number This field is hidden until the user makes a selection from the Type of Account radio group. This field will clear if the screen is reloaded or if the Type of Account selection changes. Note: This field is <u>available</u> to a user type of Help Desk NOTE: User cannot paste copied information into this field.	Numeric	Yes	Blank	Yes	No
Confirm Account Number	This field allows the user to confirm their bank account number. Note: This field is <u>available</u> to a user type of Help Desk This field is hidden until the user makes a selection from the Type of Account radio group. This field will clear if the screen is reloaded or if the Type of Account selection changes. NOTE: User cannot paste copied information into this field.	Numeric	Yes	Blank	Yes	No
Bank Name	Bank Name displays the bank name on file corresponding to the value entered in the Routing Number field as static text. This field is hidden until the user makes a selection from the Type of Account radio group. This field will clear if the screen is reloaded or if the Type of Account selection changes.	String	Yes	Blank	No	No

Additional Information

No fields on the Direct Deposit Bank Details screen are designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Provider Direct Deposit Electronic Signature

CI	Document Name
 CI-790018 - DSD SC Direct Deposit Electronic Signature IMPLEMENTED	DSD_SC_Provider_Direct_Deposit_Electronic_Signature.docx

This screen is accessed when a user clicks the Next button on the Direct Deposit Bank Details for the 'New' or 'Change' actions or when a user clicks the Next button on the Direct Deposit screen for the 'Cancel' action and no edit messages are returned. This screen is used to capture the Provider's electronic signature for the Direct Deposit request.

Direct Deposit Electronic Signature

Please review your bank information and Recipient(s). If this information is correct, confirm by electronically signing your request to start direct deposit with the Recipient(s) listed below. By signing you acknowledge that you will not send 100% of funds deposited to your bank to another bank outside the US.

Recipients
TEODORA RANGEL

Bank Information

Type of Account: Checking

Routing Number: 322271627

Account Number: 95912345

Bank Name: JPMorgan Chase Bank, National Association

You will continue to receive paper checks by mail until your Direct Deposit account has been established. Please note, it can take up to 30 calendar days after the date of your request to start Direct Deposit with your bank. You will receive an email with more information.

Click the Sign and Submit button to electronically sign your request and submit it for processing.

I, DIANA BUENDIA, agree to the terms above.

Sign and Submit Cancel Submit

Figure - Provider Direct Deposit Electronic Signature – Start (NEW Option)

Direct Deposit Electronic Signature	
<p>Please review your bank information and Recipient(s). If this information is correct, confirm by electronically signing your request to start direct deposit with the Recipient(s) listed below. By signing you acknowledge that you will not send 100% of funds deposited to your bank to another bank outside the US.</p> <p>Recipients</p> <p>TEODORA RANGEL</p> <p>Bank Information</p> <p>Type of Account: Checking</p> <p>Routing Number: 322271627</p> <p>Account Number: 95912345</p> <p>Bank Name: JPMorgan Chase Bank, National Association</p> <p>You will continue to receive paper checks by mail until your Direct Deposit account has been established. Please note, it can take up to 30 calendar days after the date of your request to start Direct Deposit with your bank. You will receive an email with more information.</p> <p>Click the Sign and Submit button to electronically sign your request and submit it for processing.</p> <p><input type="checkbox"/> I, DIANA BUENDIA, agree to the terms above.</p>	
<input type="button" value="Sign and Submit"/>	

Figure - Provider Direct Deposit Electronic Signature – Start (NEW Option) – Handheld

Direct Deposit Electronic Signature	
<p>Please review your bank information and Recipient(s). If this information is correct, confirm by electronically signing your request to change direct deposit with the Recipient(s) listed below. By signing you acknowledge that you will not send 100% of funds deposited to your bank to another bank outside the US.</p> <p>Recipients</p> <p>TEODORA RANGEL</p> <p>Bank Information</p> <p>Type of Account: Checking</p> <p>Routing Number: 322271627</p> <p>Account Number: 95912345</p> <p>Bank Name: JPMorgan Chase Bank, National Association</p> <p>Your current account will be canceled within 5 business days after the date of your request. It may take up to 30 calendar days after the date of your request to start Direct Deposit with your new account. You will receive paper checks by mail until your new Direct Deposit account has been established. You will receive an email with more information.</p> <p>Click the Sign and Submit button to electronically sign your request and submit it for processing.</p> <p><input type="checkbox"/> I, DIANA BUENDIA, agree to the terms above.</p>	
<input type="button" value="Sign and Submit"/> <input type="button" value="Cancel Submit"/>	

Figure - Provider Direct Deposit Electronic Signature – Change

Direct Deposit Electronic Signature	
<p>Please review your bank information and Recipient(s). If this information is correct, confirm by electronically signing your request to change direct deposit with the Recipient(s) listed below. By signing you acknowledge that you will not send 100% of funds deposited to your bank to another bank outside the US.</p>	
Recipients	
TEODORA RANGEL	
Bank Information	
Type of Account: Checking	
Routing Number: 322271627	
Account Number: 95912345	
Bank Name: JPMorgan Chase Bank, National Association	
<p>Your current account will be canceled within 5 business days after the date of your request. It may take up to 30 calendar days after the date of your request to start Direct Deposit with your new account. You will receive paper checks by mail until your new Direct Deposit account has been established. You will receive an email with more information.</p>	
<p>Click the Sign and Submit button to electronically sign your request and submit it for processing.</p>	
<input type="checkbox"/> I, DIANA BUENDIA, agree to the terms above.	
Sign and Submit Cancel Submit	

Figure - Provider Direct Deposit Electronic Signature – Change – Handheld

Direct Deposit Electronic Signature	
<p>Please review the Recipient(s) below. Confirm your request to cancel your direct deposit authorization for the Recipient(s) listed below by electronically signing your request. By signing you are confirming your desire to cancel Direct Deposit.</p>	
Recipients	
TEODORA RANGEL	
<p>Your request will be processed within 5 business days after the date of your request. Once canceled you will begin to receive paper checks by mail for these recipients.</p>	
<p>Click the Sign and Submit button to electronically sign your request and submit it for processing.</p>	
<input type="checkbox"/> I, DIANA BUENDIA, agree to the terms above.	
Sign and Submit Cancel Submit	

Figure - Provider Direct Deposit Electronic Signature – Cancel

Direct Deposit Electronic Signature
<p>Please review the Recipient(s) below. Confirm your request to cancel your direct deposit authorization for the Recipient(s) listed below by electronically signing your request. By signing you are confirming your desire to cancel Direct Deposit.</p> <p>Recipients</p> <p>TEODORA RANGEL</p> <p>Your request will be processed within 5 business days after the date of your request. Once canceled you will begin to receive paper checks by mail for these recipients.</p> <p>Click the Sign and Submit button to electronically sign your request and submit it for processing.</p> <p><input type="checkbox"/> I, DIANA BUENDIA, agree to the terms above.</p> <p style="text-align: center;">Sign and Submit</p> <p style="text-align: center;">Cancel Submit</p>

Figure - Provider Direct Deposit Electronic Signature – Cancel – handheld



Figure - Provider Direct Deposit Electronic Signature – (Start Option) with OK pop-up

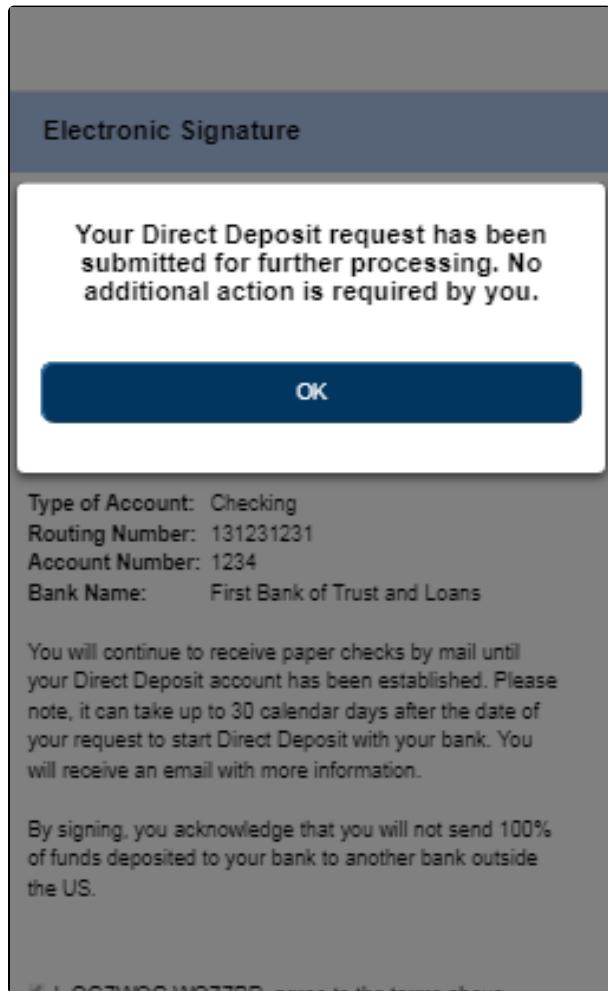


Figure - Provider Direct Deposit Electronic Signature – (Start Option) with OK pop-up – Handheld

Static Text

Language	Text
----------	------

English	<p>Please electronically sign your request to <variable: <start> or <change> or <cancel>> Direct Deposit for the below Recipient(s):</p> <p><variable: Recipient Name (First name Last name) (repeat as necessary for each Recipient)></p> <p><variable for NEW action:</p> <p>Please review your bank information and Recipient(s). If this information is correct, confirm by electronically signing your request to start direct deposit with the Recipient(s) listed below. By signing you acknowledge that you will not send 100% of funds deposited to your bank to another bank outside the US.</p> <p>Recipients</p> <p>Bank Information</p> <p>You will continue to receive paper checks by mail until your Direct Deposit account has been established. Please note, it can take up to 30 calendar days after the date of your request to start Direct Deposit with your bank. You will receive an email with more information.</p> <p>Click the Sign and Submit button to electronically sign your request and submit it for processing.></p> <p>OR</p> <p><variable for CHANGE action:</p> <p>Please review your bank information and Recipient(s). If this information is correct, confirm by electronically signing your request to change direct deposit with the Recipient(s) listed below. By signing you acknowledge that you will not send 100% of funds deposited to your bank to another bank outside the US.</p> <p>Recipients</p> <p>Bank Information</p> <p>Your current account will be canceled within 5 business days after the date of your request. It may take up to 30 calendar days after the date of your request to start Direct Deposit with your new account. You will receive paper checks by mail until your new Direct Deposit account has been established. You will receive an email with more information.</p> <p>Click the Sign and Submit button to electronically sign your request and submit it for processing.></p> <p>OR</p> <p><variable for CANCEL action:</p> <p>Please review the Recipient(s) below. Confirm your request to cancel your direct deposit authorization for these Recipient(s) by electronically signing your request. By signing you are confirming your desire to cancel Direct Deposit.</p> <p>Your request will be processed within 5 business days after the date of your request. Once canceled you will begin to receive paper checks by mail for these recipients.</p> <p>Click the Sign and Submit button to electronically sign your request and submit it for processing.></p>
---------	---

Actions/Functions

The following actions are associated with the Provider Direct Deposit Electronic Signature screen:

Action	Function	Label Translated
Sign & Submit	This button will capture the Provider's electronic signature and return the user to the Timesheet: Recipient Selection screen. Note: This button is visible and remains disabled if the User type of Help Desk is viewing this screen	Yes
Cancel Submit	This button will cancel the action and return the user to the Provider Home screen. Note: This button is available to a user type of Help Desk	Yes

Data Elements

The following data elements are specific to the Provider Direct Deposit Electronic Signature screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Bank Information You Entered (for New and Change Options)						

Type of Account	Type of bank account: 'Checking' or 'Savings' as chosen on the Bank Details screen	String	Yes	N/A	No	Yes
Routing Number	Routing Number for Checking or Savings the bank account as entered on the Bank Details screen	Numeric	Yes	N/A	No	Yes
Account Number	Account Number for Checking or Savings the bank account as entered on the Bank Details screen	Numeric	Yes	N/A	No	Yes
Bank Name	Displays the Bank Name associated to the Routing Number entered on the Bank Details screen.	String	Yes	N/A	No	Yes
(for all Options: New, Change and Cancel)						
I, <variable: Provider Name (First name Last name)>, agree to the terms above.	Selection of this checkbox will enable the Electronically Sign Request & Submit for Processing button and will constitute the electronic Provider signature for the direct deposit request. Note: This checkbox is visible but disabled if the User type of Help Desk is viewing this screen	Checkbx	Yes	Blank	Yes	Yes

Additional Information

No fields on the Provider Direct Deposit Electronic Signature screen will be designated with a .

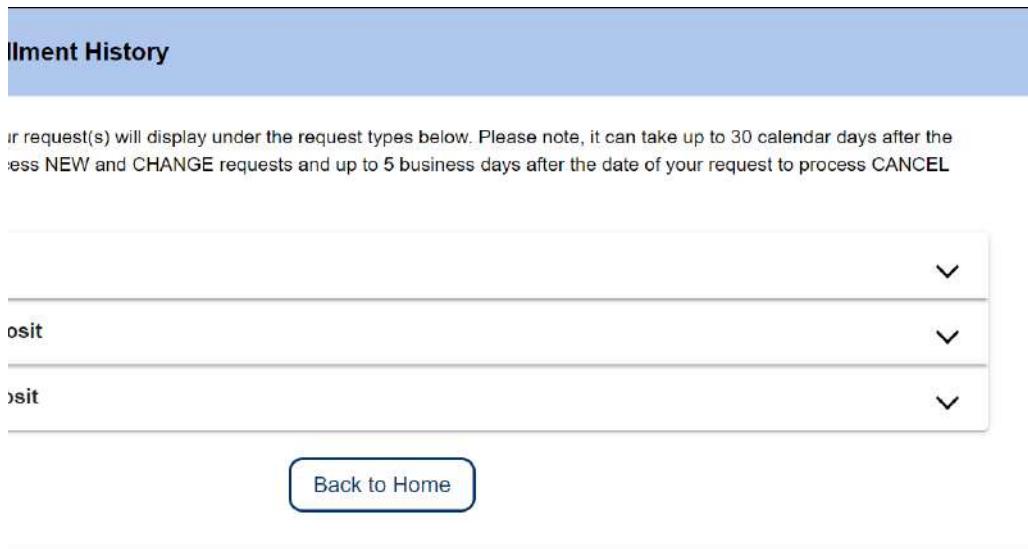
Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Direct Deposit Enrollment History

CI	Document Name
 CI-790040 - DSD SC Direct Deposit Enrollment History	IMPLEMENTED DSD_SC_Direct_Deposit_Requests.docx

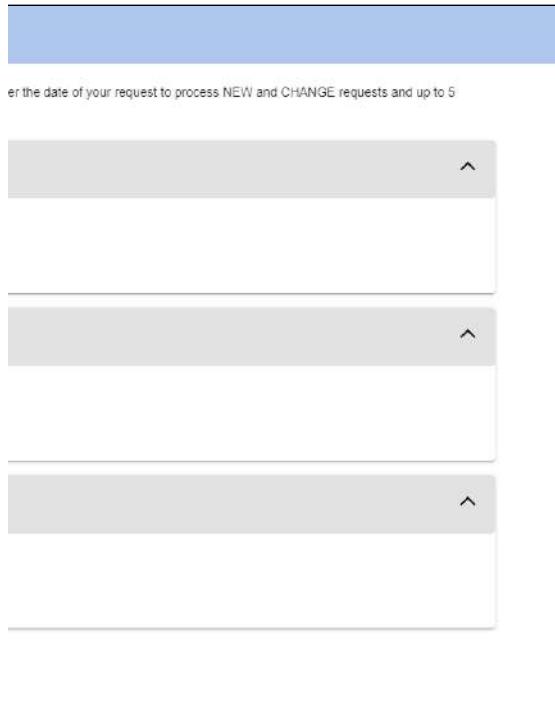
The Direct Deposit Enrollment History screen is accessed by selecting the Direct Deposit Enrollment History sub-sub-menu from the Financial primary-menu and Direct Deposit sub-menu. This screen displays all Direct Requests the provider has made, the name of the Case Recipient and the date of the request. Each request type (NEW, CHANGE, CANCEL) are grouped together displaying the most recent request first in the list. If no request is made then the list will be empty. The user can expand and contract each group by selecting the blue chevron to the right of the group name. Help Desk users can access this screen as well.



The screenshot shows a desktop view of the Direct Deposit Enrollment History screen. At the top, there's a header bar with the title 'Direct Deposit Enrollment History'. Below the header, a message states: 'Your request(s) will display under the request types below. Please note, it can take up to 30 calendar days after the date of your request to process NEW and CHANGE requests and up to 5 business days after the date of your request to process CANCEL'.

The main content area contains three collapsed request groups, each with a blue chevron icon on the right. The groups are labeled 'Deposit', 'Deposit', and 'Deposit'. At the bottom of the screen is a 'Back to Home' button.

Figure - Direct Deposit Enrollment History – Not Expanded (Desktop View)



This screenshot shows the same Direct Deposit Enrollment History screen as above, but with the three request groups expanded. Each expanded group reveals a list of items, indicated by a greyed-out placeholder area. The expanded groups are also labeled 'Deposit', 'Deposit', and 'Deposit'.

Figure - Direct Deposit Enrollment History – Expanded (Desktop View)

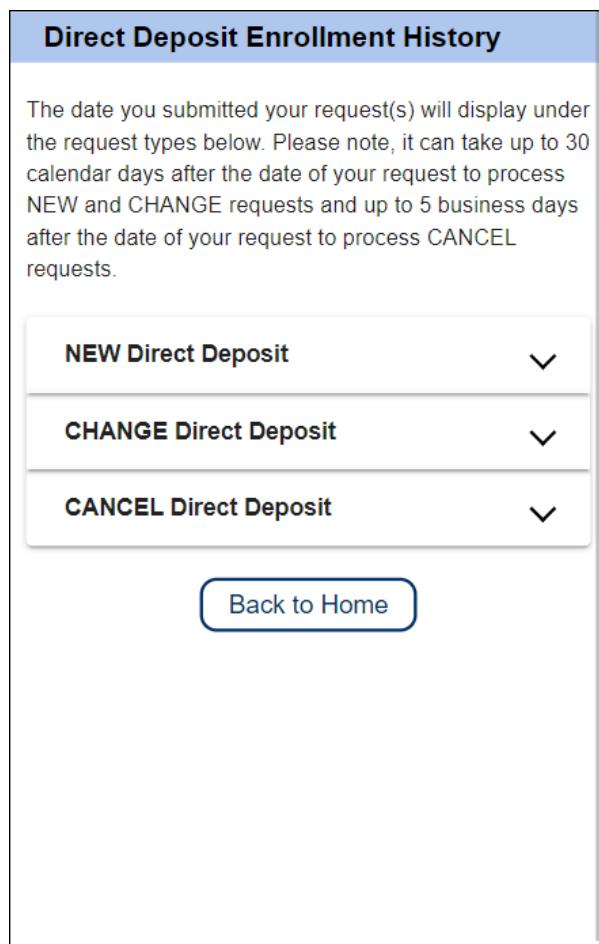


Figure - Direct Deposit Enrollment History – Not Expanded (Mobile View)

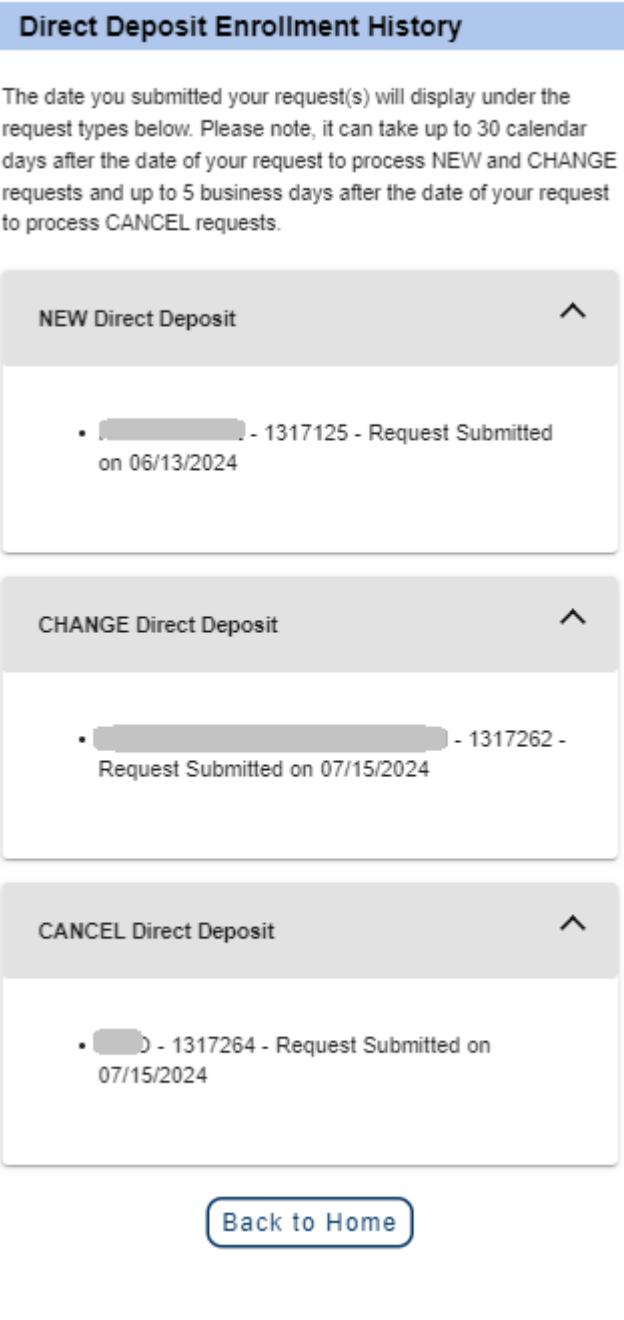


Figure - Direct Deposit Enrollment History – Expanded (Mobile View)

Static Text

The following static text is associated with the Direct Deposit Enrollment History screen. For translations see DSD Appendix D - Direct Deposit Request.

Text

The date you submitted your request(s) will display under the request types below. Please note, it can take up to 30 calendar days after the date of your request to process NEW and CHANGE requests and up to 5 business days after the date of your request to process CANCEL requests.

Actions/Functions

The following actions are associated with the Direct Deposit Enrollment History screen:

Action	Function	Label Translated
	The down chevron will expand the Direct Deposit Enrollment History list for the corresponding request type (NEW, CHANGE and CANCEL) This list will return the name of the recipient that the request was made for and the date the request was made with the most recent request on top. If there are no request for that group no list will display Note: This button is <u>available</u> to a user type of Help Desk	No
	The up chevron will collapse the request list. Note: This button is <u>available</u> to a user type of Help Desk	No
Back to Home	This button will cancel the action and return the user to the Provider Home screen. Note: This button is <u>available</u> to a user type of Help Desk	Yes

Data Elements

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

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
NEW Direct Deposit	Name for New Direct Deposit list group Note: If there is no data for this group, the following text will display, "There are no details to display."	String	No	No	No	Yes
CHANGE Direct Deposit	Name for Change Direct Deposit list group Note: If there is no data for this group, the following text will display, "There are no details to display."	String	No	No	No	Yes
CANCEL Direct Deposit	Name for Cancel Direct Deposit list group Note: If there is no data for this group, the following text will display, "There are no details to display."	String	No	No	No	Yes
Request Submitted on	Recipient Name (displayed as First Name Last Name - Case Number) and Date (displayed as MM/DD/YYYY) the request was submitted on.	String	No	No	No	Yes

Additional Information

No fields on the Direct Deposit Enrollment History screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/What's New



The Share of Cost What's New entry has been implemented in ESP; however, it is not yet enabled. This entry is not accessible to users. The entry shall show MM/DD/YYYY until it is enabled in a future release.

CI	Document Name
CI-790145 - DSD SC Whats New IMPLEMENTED	DSD_SC_Whats_New.docx

This screen is accessed when a user selects the What's New hyperlink from the Provider or Recipient Menu under the Account section. The screen displays a short sentence about each new major functionality that has been added to the IHSS ESP. As new items are added to this screen, the older items display below with the newest items display at the top. Depending on the What's New item, there may be a hyperlink imbedded in the informational sentence directing to another screen with additional information on that subject.

The screenshot shows a list of new features for the IHSS ESP. Each feature is listed with a small icon, a brief description, and a dropdown arrow to its right. The features include:

- Option
- ons
- i Code
- x (EVV) Information
- Report
- E&P Payment Screens
- Text Message
- s
- tion
- f Pay Stubs
- creens
- ation and Exclusion from EVV
- date

Figure – What's New – Provider - Not Expanded (Desktop View)

What's New	
02/23/2024: ESP Electronic Forms	✉ 10/21/2022: View Special Payments on ESP Payment Screens
12/22/2023: New ESP Password Reset Option	✉ 09/23/2022: IHSS Career Pathways
12/22/2023: CalSavers Payroll Deductions	✉ 09/23/2022: What's New Notifications
08/25/2023: New One-Time Verification Code	✉ 03/25/2022: ESP Notifications available via Text Message
07/01/2023: Electronic Visit Verification (EVV) Information	✉ 03/05/2022: View W-2 Tax Forms on ESP
02/23/2023: Career Pathways Training Report	✉ 11/19/2021: Update your Contact Information
01/27/2023: ESP Message Center	✉ 07/23/2021: Download duplicate copies of Pay Stubs
	✉ 07/23/2021: Changes to ESP Payment screens
	✉ 01/06/2021: Electronic Travel Claims
	✉ 01/06/2021: Live-In Provider Self-Certification and Exclusion from EVW
	✉ 09/25/2020: Email a copy of EVW Timesheets
	✉ 07/01/2020: Sick Leave
	✉ 04/01/2020: W-2s for Tax Year 2019

Figure – What's New – Provider - Not Expanded (Mobile View)

Log in through the ESP Message Center or an electronic form. An email notification and text message will be sent to you when you receive an electronic form in your Message Center. You can access your electronic forms by selecting the Message Center icon on the right side of the top right of your screen. The Message Center icon will display a count of how many messages you have. On the Message Center screen, you can view your messages by selecting or hovering each message by clicking the message subject. Your messages are displayed in bold until viewed. Only newly messages will be listed with a red notification mark. To learn more, visit [What's New Notifications](#).

If you forget your ESP password, the PWDQ (your User Name or Password) screen will allow you to securely reset your password using a one-time verification code sent via email, text message, or phone call.

Security Questions tool does not change how you reset your password using the Security Questions that ask you to replace it for ESP.

[Forgot Your PWD?](#)

If you completed one or both of an electronic retirement savings plan through their employer. As of January 2024, In-Home Supportive Services (IHSS) and Worker Protection Care Services (WPCS) members over 19 years of age can now participate in CalSavers by enrolling in an individual retirement savings account through member institutions. Previous members in the Supportive Services (SSCS) / Worker Protection Care Services (WPCS) Provider Collocated Payroll Decoupling Authorization - Changes (CalSavers Act) (CDC-002). Once signed documents are set up, providers will be able to law their contribution amounts on their payroll or statement details in the Electronic Resource Portal. For more information, please visit [CalSavers](#).

This page has resulted in completing a mandatory verification code process via email, text message, or a phone call to make changes through the IHSS Service Desk or ESR.

ESR:

These messages will be sent out to users in and out from their residence/home, at the start and the end of each day they work or not in. Identify providers are working or visiting in the home or the community.

EDP (Employee Data Processing System) ITIS to administer risk in providers to ensure efficient and cost of the beginning operation of their service.

For assistance, visit their provider's website immediately using the Eastern Services Portal (ESP) or Telephone Threshold System (TTS), call the Help Desk.

[Get Information About My Information Page](#)

See how approved clients are now submitted. To learn more, visit [What's New Submissions](#).

Log in through the ESP Message Center. An email notification will be sent to you when you receive a message in your Message Center. You can access this Message Center by selecting the Message Center icon on the right side of the top right of your screen.

Check messages you have. On the Message Center screen, you can view your messages by selecting or hovering each message by clicking the message subject. Your newest messages are displayed in bold until viewed. Only newly messages will be listed with a red notification mark. To learn more, visit [What's New Notifications](#).

Payments:

View Payments and Payment History screens. This includes CDSIS, W-2 related special payments such as CDSIS Supplemental Paid sick leave, CDSIS Medical Accommodation, and Early Economic Payments. The Recent Payments screen will display special payments for 14 days after processing. You can also find past special payments from the Payment Search screen by clicking.

Can now submit claims for Pathways Training and Inpatient payments on the ESR. This can be done by selecting the Global Pathways option from the Time Entry menu. To learn more, visit [What's New Pathways](#).

3/25/2022: What's New Notifications

You will now be notified on the ESP Landing page when What's New messages are added to ESP. You can access What's New messages by selecting the What's New card from the ESP Home screen or by selecting the Resources in the left menu. New messages are displayed on top and are shown in bold red text.

3/25/2022: ESP Notifications available via Text Message

You now have the ability to receive certain What's New notifications via a text message to your cell phone. To learn more, visit [Text Messaging](#).

3/25/2022: View W-2 Tax Forms on ESP

You now have the ability to view copies of your W-2 form directly through HSS-ESP or the W-2 Forms screen. This does not change how you receive original W-2 forms. You will continue to be mailed paper copies of your W-2 form if you entered taxable income. Visit the Training page to learn [how to view your W-2 forms](#).

1/19/2021: Update your Contact Information

You have the ability to update your contact information on the ESP. This can be done by accessing the **Contact Information** screen under the account menu item. Visit the Training page to learn [how to update your contact information](#).

3/25/2021: Download duplicate copies of Pay Stubs

You now have the ability to download duplicate copies of your Pay Stubs directly through HSS-ESP or the Report Payments and Payment Search screens. This does not change how you receive original pay stubs. This will continue to be mailed paper copies if your tax bills after your payment has been successfully processed. Visit the [Download Duplicate Copies of Pay Stubs](#).

3/25/2021: Changes to ESP Payment screens

Your Payee Client and Taxpayer side now display on the Report Payments and Payment Search screens. Please note we also had minor changes to provide a better user experience. This has been no change to how you access or use these screens.

The Payment History screen has been removed; however, all prior payments, including Past Due and Bill Status, can be found using the Payment Search screen.

3/16/2021: Electronic Travel Claims

You can now enter and submit Travel Claims through ESP. Providers who work for the IRS or more recipients living in separate households and have submitted their travel time agreement to their county office may submit their travel claims online instead of by submitting a paper travel claim form.

To learn more about Travel Claims visit [Travel Claims FAQ Page](#).

3/16/2021: Use In-Payer Self-Certification and Exclusions from SW

HSS and WPCS providers who live in the same home as the recipient for whom they provide services can now securely on the [Electronic Services Portal \(ESP\)](#) using the new [Use In-Payer Self-Certification Screen](#) found under the Financial menu tab. On March 1, 2016, CDEB received a ruling from the Internal Revenue Service (IRS) that HSS/WPCS wages claimed by providers who live in the same home as the recipient of HSS and WPCS services are excluded from gross income for purposes of Federal and State income tax. You can find more on the [CDEB Use In-Payer Self-Certification Information page](#).

In addition, CDEB providers who are self-certified are required to enter EVI data items, which include **Start Date**, **End Date** and **Location**, in their records, and these fields will no longer be displayed. For providers who do not have a Use In-Payer Self-Certification on the file, a new pop-up message will appear before time entry saving if they live with their recipient.

3/26/2020: Get a copy of EVI Thresholds

You now have the ability to request a copy of just EVI thresholds directly through the Electronic Services Portal (ESP). [Click here for additional information about requesting threshold copies.](#)

3/10/2020: SBA Lessor

You will get 18 hours of paid sick leave on July 1, 2020. Any unpaid sick leave hours you currently have will expire on June 30, 2020.

The number of paid sick leave hours has been increased from 8 to 10 due to the fact that the minimum wage is \$10 per hour as of January 1, 2020. Visit [HSS Provider Resources for paid sick leave program information](#).

3/03/2020: W-2s for Tax Year 2019

What you need to know:
Your wages recorded on your 2019 W-2 form will only reflect wages from **payments with an issue date** from January 1, 2019 to December 31, 2019. Payments issued to providers after January 1, 2020 are not reported on your 2019 W-2 form.

What you need to know: You are not your recipient!
You will enter your recipient, and you find the Lessor in our Comparison Form (SOC 2296), your W-2 will reflect the amount of wages paid to you as a lessor provider. Any wages paid to you after you find that your form will not be reported as wages (See 100% state wages (See 100% of the W-2), as they are not considered to be wages based on the IRS rules. If you were paid wages during the tax year 2019 after filling the SOC 2296, those wages will be reported in boxes 1 & 2.

If you have SOC 2296 you must continue to pay PICA and Medicare taxes. Your full wages for the year will be reported in box 3 (Box 3 Security Wages) and box 5 (Medicare wages and tips) on your W-2.

You cannot request a change in how the wages are reported on HSS after you have submitted an SOC 2296. If you no longer live with your recipient, you must file a Use-In-Self-Certification Comparison Form (SOC 2296). In addition, you should file SOC Form 840 (Change of Address) with the HSS City Office.

Providers who have general questions about their Use-In-Self-Certification Form (SOC 2296) and their 2019 W-2 can find additional information at the [CDEB Use-in-provider-self-certification page](#).

Figure – What's New – Provider - Expanded (Desktop View)

What's New

02/23/2024: ESP Electronic Forms

Your county can now send you IHSS program forms for electronic completion through the ESP Message Center as an electronic form. An email notification and/or text message will be sent to you when you receive an electronic form in your Message Center. You can access your electronic forms by selecting the Message Center link or the mail icon on the top right of your screen. The Message Center mail icon will display a count of how many unread messages you have.

On the Electronic Forms tab, you can view your electronic forms by selecting the message subject then selecting the link within the message. After selecting the link, your electronic form will be displayed in a new browser window. You will receive a new message allowing you to download a PDF of your completed form once it has been accepted by your county. Your newest electronic forms are displayed on top and will be shown in bold until viewed. High priority

electronic forms will be labeled with a red exclamation mark (!).

If you would like to learn more, please visit the [Electronic Forms Training screen](#).

12/22/2023: New ESP Password Reset Option

You now have a new option when resetting your IHSS ESP Password. If you forget your ESP password, the Forget your User Name or Password screen will allow you to securely reset your password using a one-time verification code sent via email, text message, or phone call.

This option can be used if you have forgotten the answers to your Security Questions but does not change how you reset your password using the Security Questions that you setup while registering for ESP.

To learn more, visit the [IHSS Electronic Services Portal Password Reset Guide \(PDF\)](#).

08/25/2023: New One-Time Verification Code

To better protect your privacy and account security, ESP users will now be required to complete a one-time verification code process, via email, text message, or a phone call to make changes through the IHSS Service Desk or ESP.

There are NO changes for recipients. Recipients will still review and approve or reject their provider's electronic timesheets using the Electronic Services Portal (ESP) or Telephone Timesheet System (TTS), just like they do today.

If you would like to learn more, please visit the [CDSS Electronic Visit Verification \(EVV\)](#) information page.

07/01/2023: Electronic Visit Verification (EVV) Information

Starting July 1, 2023, IHSS/WPCS providers who do not live with their recipients will be required to check in and out from their recipient's home at the start and the end of each day they work as well as identify if services are starting or ending in the home or the community.

Enhancements have been made to the Electronic Services Portal (ESP) and Telephone Timesheet System (TTS) to allow non-live-in providers to easily check-in and out at the beginning and end of their workday.

02/23/2023: Career Pathways Training Report

You now have the ability to view a report of Career Pathways classes from approved claims you have submitted. To learn more, visit [Career Pathways Training Report](#).

01/27/2023: ESP Message Center

Your county can now send you important IHSS messages electronically through the ESP

12/22/2023: CalSavers Payroll Deductions

The CalSavers Retirement Savings Program is a voluntary program for employees who do not have an available retirement savings plan through their employers. As of January 2024, In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS) providers over 18 years of age can now participate in CalSavers by contributing to an individual retirement savings account through payroll deductions. Providers interested in participating must first enroll at CalSavers, then submit the In-Home Supportive Services (IHSS) / Waiver Personal Care Services (WPCS) Provider CalSavers Payroll Deduction Authorization / Change / Cancellation Form (SOC 600). Once payroll deductions are set up, providers will be able to view their contribution amounts on their paystubs or payment details in the Electronic Services Portal. For more information, please visit [CalSavers](#) or [IHSS Provider Resources](#).

Message Center. An email notification will be sent to you when you receive a message in your Message Center. You can access the Message Center by selecting the Message Center link or the mail icon on the top right of your screen.

The Message Center mail icon will display a count of how many unread messages you have. On the Message Center screen, you can view your messages by expanding or collapsing each message by selecting the message subject. Your newest messages are displayed on top and will be shown in bold until viewed. High priority messages will be labeled with a red exclamation mark (!).

If you would like to learn more, please visit the [Message Center Training screen](#).

10/21/2022: View Special Payments on ESP Payment Screens

Your IHSS/WPCS special payments are now displayed on the Recent Payments and Payment Search screens. This includes COVID-19 related special payments such as COVID Supplemental

Paid Sick Leave, COVID Medical Accompaniment, and Care Economy Payments. The Recent Payments screen will display special payments for 14 days after processing. You can also find past special payments from the Payment Search screen by searching for any day in the pay period the special payment was issued.

You will now be notified on the ESP Landing page when What's New messages are added to ESP. You can access What's New messages by selecting the What's New card from the ESP Home screen or by selecting the Resources in the top menu then selecting What's New. Newest messages are displayed on top and are shown in **bold** until viewed.

receive original W-2 forms. You will continue to be mailed paper copies of your W-2 form if you earned taxable income.

Visit the Training page to learn [how to view your W-2 form](#).

09/23/2022: IHSS Career Pathways

Providers who participate in the IHSS Career Pathways program can now submit claims for Pathways Training and Incentive payments on the ESP. This can be done by selecting the Career Pathways option from the Time Entry menu. To learn more, visit [IHSS Career Pathways](#).

03/25/2022: ESP Notifications available via Text Message

You now have the ability to receive certain timesheet notifications via a text message to your cell phone. To learn more, visit [Text Messaging](#).

11/19/2021: Update your Contact Information

You have the ability to update your contact information on the ESP. This can be done by accessing the **Contact Information** screen under the account menu item. Visit the Training page to learn [how to update your contact information](#).

09/23/2022: What's New Notifications

receive original pay stubs. You will continue to be mailed paper copies of your pay stubs after your timesheet has been successfully processed. [How to Download duplicate copies of Pay Stubs](#).

03/05/2022: View W-2 Tax Forms on ESP

You now have the ability to view copies of your W-2 forms directly through IHSS ESP on the W-2 Forms screen. This does not change how you

07/23/2021: Download duplicate copies of Pay Stubs

You now have the ability to download duplicate copies of your Pay Stubs directly through IHSS ESP on the Recent Payments and Payment Search screens. This does not change how you

07/23/2021: Changes to ESP Payment screens

Your Travel Claim and Sick Leave payments are now displayed on the Recent Payment and Payment Search screens. These screens have also had minor changes to provide a better user experience. There has been no change to how you access or use these screens.

The Payment History screen has been removed; however, all prior payments, including Travel Time and Sick Leave, can be found using the Payment Search screen.

01/06/2021: Live-In Provider Self-Certification and Exclusion from EVV

IHSS and WPCS providers who live in the same home as the recipient for whom they provide services can now self-certify on the [Electronic Services Portal \(ESP\)](#) using the new [Live-In Provider Self-Certification Screen](#) found under the Financial menu tab. On March 1, 2016, CDSS received a ruling from the Internal Revenue Service (IRS) that IHSS/WPCS wages received by providers who live in the same home as the recipient of those services are excluded from gross income for purposes of Federal and

09/25/2020: Email a copy of EVV Timesheets

You now have the ability to request a copy of paid EVV timesheets directly through the [Electronic Services Portal \(ESP\)](#). [Click here for additional information about emailing timesheet copies](#).

01/06/2021: Electronic Travel Claims

07/01/2020: Sick Leave

You will get 16 hours of paid sick leave on July 1, 2020. Any earned sick leave hours you currently have will expire on June 30, 2020.

The number of paid sick leave hours has been increased from 8 to 16 due to the rise in the State minimum wage to \$13 per hour as of January 1, 2020. [Visit IHSS Provider Resources for paid sick leave program information](#).

What you need to know if you live with your recipient

If you live with your recipient, and you filed the Live-In Self Certification Form (SOC 2298), your W-2 will reflect the exemption of wages paid to you as a live-in provider. Any wages paid to you after you filed your form will not be reported as wages (box 1) or state wages (box 16) on the W-2, as they are not considered to be taxable based on the IRS rule. If you were paid wages during the tax year 2019 prior to filing the SOC 2298, those wages will be reported in boxes 1 & 16.

If you filed an SOC 2298 you must continue to pay FICA and Medicare taxes. Your full wages for the year will be reported in box 3 (Social Security Wages) and box 5 (Medicare wages and tips) on your W-2.

You cannot request a change in how the wages are reported by IHSS after you have submitted an SOC 2298. If you no longer live with your recipient, you must file a Live-In Self-Certification Cancellation Form (SOC 2299). In addition, you should file SOC Form 840 (change of address) with the IHSS County Office.

Providers who have general questions about their Live-In Self Certification form (SOC 2298) and their 2019 W-2 can find additional information at the [CDSS Live-in-provider-self-certification page](#).

04/01/2020: W-2s for Tax Year 2019

What you need to know

Your wages reported on your 2019 W-2 form will only reflect wages from [payments with an issue date](#) from January 1, 2019 to December 31, 2019. Payments issued to providers after January 1, 2020 are not reported on your 2019 W-2 form.

Figure – What's New – Provider - Expanded (Mobile View)

Timesheets	▼
Information	▼
Available via Text Message	▼
Options	▼
Information (EVV) Information	▼
Classification Code	▼
Reset Option	▼
Timesheets	▼

Figure – What's New – Recipient – Not Expanded (Desktop View)

What's New

- 02/23/2024: ESP Electronic Forms**
- 12/22/2023: New ESP Password Reset Option**
- 08/25/2023: New One-Time Verification Code**
- 07/01/2023: Electronic Visit Verification (EVV) Information**
- 01/27/2023: ESP Message Center**
- 09/23/2022: What's New Notifications**
- 02/18/2022: ESP Notifications available via Text Message**
- 11/19/2021: Update your Contact Information**
- 09/25/2020: Timesheet Signatory**
- 09/25/2020: Hire a Provider**
- 09/25/2020: Email a copy of EVV Timesheets**

Figure – What's New – Recipient – Not Expanded (Mobile View)

This figure displays the 'What's New - Recipient' section of the Electronic Services Portal (ESP) in expanded desktop view. The interface is organized into several expandable sections:

- Message Center**: Describes how users can receive notifications for electronic forms through the ESP Message Center. It includes a link to the [Electronic Forms Training screen](#).
- Reset Option**: Explains how users can reset their ESP password if forgotten, using a one-time verification code sent via email, text message, or phone call. It includes a link to the [ic Services Portal Password Reset Guide \(PDF\)](#).
- Verification Code**: Details the new security feature where users must complete a one-time verification code process via email, text message, or phone call to make changes through the IHSS Service Desk or ESP.
- EVV (EVV) Information**: Provides information about the Electronic Visit Verification (EVV) system, stating that providers who do not live with their recipients will be required to check in and out from their recipient's home at the start and end of each day they work as well as identify if services are starting or ending in the home or the provider's home. It includes a link to the [CDSS Electronic Visit Verification \(EVV\) information page](#).
- Message Center**: Describes how users can receive messages electronically through the ESP Message Center. It includes a link to the [Message Center Training screen](#).
- What's New**: Lists new messages added to ESP, accessible from the ESP Home screen or Resources menu. It includes a link to the [What's New page](#).
- Text Message**: Explains how users can receive timesheet notifications via a text message to their cell phone. It includes a link to the [Text Messaging](#) page.
- Contact Information**: Describes how users can update their contact information on the ESP. It includes a link to the [How to update your contact information](#) page.
- Signatory**: Details the User Signatory feature, which requires users to select either 'I am the Recipient' or 'I am the Timesheet Signatory' when logging into the ESP. It includes a link to the [How to log in to your ESP account](#) page.
- Hire a Provider**: Describes how users can hire a provider through the ESP using the 'How to Hire a Provider' menu item.
- Timesheets**: Explains how users can copy paid EVV timesheets directly through the Electronic Services Portal (ESP). It includes a link to the [Click here for additional information about emailing timesheet copies](#) page.

Figure – What's New – Recipient – Expanded (Desktop View)

What's New

02/23/2024: ESP Electronic Forms

Your county can now send you IHSS program forms for electronic completion through the ESP Message Center as an electronic form. An email notification and/or text message will be sent to you when you receive an electronic form in your Message Center. You can access your electronic forms by selecting the Message Center link or the mail icon on the top right of your screen. The Message Center mail icon will display a count of how many unread messages you have.

On the Electronic Forms tab, you can view your electronic forms by selecting the message subject then selecting the link within the message. After selecting the link, your electronic form will be displayed in a new browser window. You will receive a new message allowing you to download a PDF of your completed form once it has been accepted by your county. Your newest electronic forms are displayed on top and will be shown in bold until viewed. High priority

There are NO changes for recipients. Recipients will still review and approve or reject their provider's electronic timesheets using the Electronic Services Portal (ESP) or Telephone Timesheet System (TTS), just like they do today.

If you would like to learn more, please visit the [CDSS Electronic Visit Verification \(EVV\)](#) information page.

12/22/2023: New ESP Password Reset Option

You now have a new option when resetting your IHSS ESP Password. If you forget your ESP password, the Forget your User Name or Password screen will allow you to securely reset your password using a one-time verification code sent via email, text message, or phone call.

This option can be used if you have forgotten the answers to your Security Questions but does not change how you reset your password using the Security Questions that you setup while registering for ESP.

To learn more, visit the [IHSS Electronic Services Portal Password Reset Guide \(PDF\)](#).

08/25/2023: New One-Time Verification Code

electronic forms will be labeled with a red exclamation mark (!).

If you would like to learn more, please visit the [Electronic Forms Training screen](#).

07/01/2023: Electronic Visit Verification (EVV) Information

To better protect your privacy and account security, ESP users will now be required to complete a one-time verification code process, via email, text message, or a phone call to make changes through the IHSS Service Desk or ESP.

Starting July 1, 2023, IHSS/WPCS providers who do not live with their recipients will be required to check in and out from their recipient's home at the start and the end of each day they work as well as identify if services are starting or ending in the home or the community.

Enhancements have been made to the Electronic Services Portal (ESP) and Telephone Timesheet System (TTS) to allow non-live-in providers to easily check-in and out at the beginning and end of their workday.

01/27/2023: ESP Message Center

Your county can now send you important IHSS messages electronically through the ESP Message Center. An email notification will be sent to you when you receive a message in your Message Center. You can access the Message Center by selecting the Message Center link or the mail icon on the top right of your screen.

The Message Center mail icon will display a count of how many unread messages you have. On the Message Center screen, you can view your messages by expanding or collapsing each message by selecting the message subject. Your newest messages are displayed on top and will be shown in bold until viewed. High priority messages will be labeled with a red exclamation mark (!).

If you would like to learn more, please visit the [Message Center Training screen](#).

09/23/2022: What's New Notifications

You will now be notified on the ESP Landing page when What's New messages are added to ESP. You can access What's New messages by selecting the What's New card from the ESP Home screen or by selecting the Resources in the top menu then selecting What's New. Newest messages are displayed on top and are shown in **bold** until viewed.

02/18/2022: ESP Notifications available via Text Message

You now have the ability to receive certain timesheet notifications via a text message to your cell phone. To learn more, visit [Text Messaging](#).

11/19/2021: Update your Contact Information

You have the ability to update your contact information on the ESP. This can be done by accessing the **Contact Information** screen under the account menu item. Visit the Training page to learn [how to update your contact information](#).

09/25/2020: Timesheet Signatory

Recipients who have an active Timesheet Signatory on file will see a User Identification screen when logging into the Electronic Services Portal (ESP). The user must select either the "I am the Recipient" box or the "I am the

09/25/2020: Hire a Provider

You can now hire a provider on the IHSS ESP using the new **Hire Provider** menu item. [How to Hire a Provider](#)

09/25/2020: Email a copy of EVV Timesheets

You now have the ability to request a copy of paid EVV timesheets directly through the Electronic Services Portal (ESP). [Click here for additional information about emailing timesheet copies](#)

Figure – What's New – Recipient – Expanded (Mobile View)



Figure – What's New – Recipient & Provider (Desktop View)



Figure – What's New – Recipient & Provider (Mobile View)

Static Text

The following static text is associated with the What's New screen. For translations, see DSD Appendix D.

Text
What's New Title
What's New
No Messages To Display message
You have no messages to display.

COMMON (PROVIDER & RECIPIENT)

02/23/2024: ESP Electronic Forms

Your county can now send you IHSS program forms for electronic completion through the ESP Message Center as an electronic form. An email notification and/or text message will be sent to you when you receive an electronic form in your Message Center. You can access your electronic forms by selecting the Message Center link or the mail icon on the top right of your screen. The Message Center mail icon will display a count of how many unread messages you have.

On the Electronic Forms tab, you can view your electronic forms by selecting the message subject then selecting the link within the message. After selecting the link, your electronic form will be displayed in a new browser window. You will receive a new message allowing you to download a PDF of your completed form once it has been accepted by your county. Your newest electronic forms are displayed on top and will be shown in bold until viewed. High priority electronic forms will be labeled with a red exclamation mark (!).

If you would like to learn more, please visit the [Electronic Forms Training screen](#).

12/22/2023: New ESP Password Reset Option

You now have a new option when resetting your IHSS ESP Password. If you forget your ESP password, the "Forgot your User Name or Password" screen will allow you to securely reset your password using a one-time verification code sent via email, text message, or phone call.

This option can be used if you have forgotten the answers to your Security Questions but does not change how you reset your password using the Security Questions that you setup while registering for ESP.

To learn more, visit the [IHSS Electronic Services Portal Password Reset Guide \(PDF\)](#).

08/25/2023: New One-Time Verification Code

To better protect your privacy and account security, ESP users will now be required to complete a one-time verification code process, via email, text message, or a phone call to make changes through the IHSS Service Desk or ESP.

07/01/2023: Electronic Visit Verification (EVV) Information

Starting July 1, 2023, IHSS/WPCS providers who do not live with their recipients will be required to check in and out from their recipient's home at the start and the end of each day they work as well as identify if services are starting or ending in the home or the community.

Enhancements have been made to the Electronic Services Portal (ESP) and Telephone Timesheet System (TTS) to allow non-live-in providers to easily check-in and out at the beginning and end of their workday.

There are NO changes for recipients. Recipients will still review and approve or reject their provider's electronic timesheets using the Electronic Services Portal (ESP) or Telephone Timesheet System (TTS), just like they do today.

If you would like to learn more, please visit the [CDSS Electronic Visit Verification \(EVV\) information page](#).

01/27/2023: ESP Message Center

Your county can now send you important IHSS messages electronically through the ESP Message Center. An email notification will be sent to you when you receive a message in your Message Center. You can access the Message Center by selecting the Message Center link or the mail icon on the top right of your screen.

The Message Center mail icon will display a count of how many unread messages you have. On the Message Center screen, you can view your messages by expanding or collapsing each message by selecting the message subject. Your newest messages are displayed on top and will be shown in bold until viewed. High priority messages will be labeled with a red exclamation mark (!).

If you would like to learn more, please visit the [Message Center Training screen](#).

09/23/2022: What's New Notifications

You will now be notified on the ESP Landing page when What's New messages are added to ESP. You can access What's New messages by selecting the What's New card from the ESP Home screen or by selecting the Resources in the top menu then selecting What's New. Newest messages are displayed on top and are shown in **bold** until viewed.

03/25/2022: ESP Notifications available via Text Message

You now have the ability to receive certain timesheet notifications via a text message to your cell phone. To learn more, visit [Text Messaging](#).

11/19/2021: Update your Contact Information

You have the ability to update your contact information on the ESP. This can be done by accessing the **Contact Information** screen under the account menu item. Visit the Training page to learn [how to update your contact information](#).

09/25/2020: Email a copy of EVV Timesheets

You now have the ability to request a copy of paid EVV timesheets directly through the Electronic Services Portal (ESP). [Click Here for Additional Information About Emailing Timesheet Copies](#)

PROVIDER What's New Screen

12/22/2023: CalSavers Payroll Deductions

The CalSavers Retirement Savings Program is a voluntary program for employees who do not have an available retirement savings plan through their employers. As of January 2024, In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS) providers over 18 years of age can now participate in CalSavers by contributing to an individual retirement savings account through payroll deductions. Providers interested in participating must first enroll at CalSavers, then submit the In-Home Supportive Services (IHSS) / Waiver Personal Care Services (WPCS) Provider CalSavers Payroll Deduction Authorization / Change / Cancellation Form (SOC 600). Once payroll deductions are set up, providers will be able to view their contribution amounts on their paystubs or payment details in the Electronic Services Portal. For more information, please visit [CalSavers](#) or [IHSS Provider Resources](#).

02/23/2023: Career Pathways Training Report

You now have the ability to view a report of Career Pathways classes from approved claims you have submitted. To learn more, visit [Career Pathways Training Report](#).

10/21/2022: View Special Payments on ESP Payment Screens

Your IHSS/WPCS special payments are now displayed on the Recent Payments and Payment Search screens. This includes COVID-19 related special payments such as COVID Supplemental Paid Sick Leave, COVID Medical Accompaniment, and Care Economy Payments. The Recent Payments screen will display special payments for 14 days after processing. You can also find past special payments from the Payment Search screen by searching for any day in the pay period the special payment was issued.

09/23/2022: IHSS Career Pathways

Providers who participate in the IHSS Career Pathways program can now submit claims for Pathways Training and Incentive payments on the ESP. This can be done by selecting the Career Pathways option from the Time Entry menu. To learn more, visit [IHSS Career Pathways](#).

03/05/2022: View W-2 Tax Forms on ESP

You now have the ability to view copies of your W-2 forms directly through IHSS ESP on the W-2 Forms screen. This does not change how you receive original W-2 forms. You will continue to be mailed paper copies of your W-2 form if you earned taxable income. Visit the Training page to learn [how to view your W-2 form](#).

07/23/2021: Download duplicate copies of Pay Stubs

You now have the ability to download duplicate copies of your Pay Stubs directly through IHSS ESP on the Recent Payments and Payment Search screens. This does not change how you receive original pay stubs. You will continue to be mailed paper copies of your pay stubs after your timesheet has been successfully processed. [How to Download duplicate copies of Pay Stubs](#).

07/23/2021: Changes to ESP Payment screens

Your Travel Claim and Sick Leave payments are now displayed on the Recent Payment and Payment Search screens. These screens have also had minor changes to provide a better user experience. There has been no change to how you access or use these screens.

The Payment History screen has been removed; however, all prior payments, including Travel Time and Sick Leave, can be found using the Payment Search screen.

01/06/2021: Electronic Travel Claims

You can now enter and submit Travel Claims through ESP. Providers who work for two or more recipients living in separate households and have submitted their travel time workweek agreement to their county office may submit their travel claims online instead of by submitting a paper travel claim form.

To learn more about Travel Claims, visit [Travel Claims FAQ PDE](#).

01/06/2021: Live-In Provider Self-Certification and Exclusion from EVV

IHSS and WPCS providers who live in the same home as the recipient for whom they provide services can now self-certify on the [Electronic Services Portal \(ESP\)](#) using the new [Live-In Provider Self-Certification Screen](#) found under the Financial menu tab. On March 1, 2016, CDSS received a ruling from the Internal Revenue Service (IRS) that IHSS/WPCS wages received by providers who live in the same home as the recipient of those services are excluded from gross income for purposes of Federal and State Income Tax. You can find out more at the [CDSS Live-In Provider Self-Certification Information page](#).

In addition, Live-In Providers with a Self-Certification on file will no longer be required to enter EVV data fields, which include **Start Time**, **End Time** and **Location**, in their timesheets, and these fields will no longer be displayed.

For providers who do not have a Live-In Provider Self-Certification on file for a recipient, a new pop-up message will appear before time entry asking if they live with the recipient.

07/01/2020: Sick Leave

You will get 16 hours of paid sick leave on July 1, 2020. Any earned sick leave hours you currently have will expire on June 30, 2020. The number of paid sick leave hours has been increased from 8 to 16 due to the rise in the State minimum wage to \$13 per hour as of January 1, 2020. [Visit IHSS Provider Resources for more information on sick leave](#).

04/01/2020: W-2s for Tax Year 2019

What you need to know

Your wages reported on your 2019 W-2 form will only reflect wages from **payments with an issue date** from January 1, 2019 to December 31, 2019. Payments issued to providers after January 1, 2020 are not reported on your 2019 W-2 form.

What you need to know if you live with your recipient

If you live with your recipient, and you filed the Live-In Self Certification Form (SOC 2298), your W-2 will reflect the exemption of wages paid to you as a live-in provider. Any wages paid to you after you filed your form will not be reported as wages (box 1) or state wages (box 16) on the W-2, as they are not considered to be taxable based on the IRS rule. **If you were paid wages during the tax year 2019 prior to filing the SOC 2298, those wages will be reported in boxes 1 & 16.**

If you filed an SOC 2298 you must continue to pay FICA and Medicare taxes. Your full wages for the year will be reported in box 3 (Social Security Wages) and box 5 (Medicare wages and tips) on your W-2.

You cannot request a change in how the wages are reported by IHSS after you have submitted an SOC 2298. If you no longer live with your recipient, you must file a Live-In Self-Certification Cancellation Form (SOC 2299). In addition, you should file SOC Form 840 (change of address) with the IHSS County Office.

Providers who have general questions about their Live-In Self Certification form (SOC 2298) and their 2019 W-2 can find additional information at the [CD SS Live-in-provider-self-certification page](#).

02/01/2019: Electronic Visit Verification (EVV)

The California Department of Social Services (CDSS) wants you to know about a new **federal requirement** for providers in the In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS) programs called Electronic Visit Verification (EVV). EVV will impact **all** IHSS and WPCS recipients and providers. We want to make sure you know how and where to find out more about EVV. [Click here for more information](#)

11/18/2018: Changes to ESP preferences

You can now set your preferred language for use on the **IHSS ESP** on the new **My Preferences** screen. Once your preferred language is set you no longer need to select it each time you login. You can also use the **My Preferences** screen to set your **Timesheet Entry Preferences**. [Click here for more information](#)

08/25/2018: Changes to the Electronic Services Portal (ESP)

The look and feel of the Electronic Services Portal (ESP) has been improved to provide a better user experience and make it easier to understand and use the system. [Click here for more information](#)

02/10/2018: Direct Deposit

Online Direct Deposit Service is now available for IHSS and WPCS providers. [Click here for more information](#)

RECIPIENT What's New Screen

09/25/2020: Timesheet Signatory

Recipients who have an active Timesheet Signatory on file will see a User Identification screen when logging into the Electronic Services Portal (ESP). The user must select either the "I am the Recipient" box or the "I am the Timesheet Signatory" box to identify who is signing into the Recipient's ESP account. After checking the appropriate box and clicking the Continue button, the user will be able to access the Recipient's ESP account. Recipients who do not have an active Timesheet Signatory on file will not see the new User Identification screen and will continue to follow the current steps to login to their ESP account.

09/25/2020: Hire a Provider

You can now hire a provider on the IHSS ESP using the new **Hire Provider** menu item. [How to Hire a Provider](#)

Actions/Functions

The following actions are associated with the What's New screen:

Action	Function	Label Translated
COMMON (PROVIDER & RECIPIENT)		
Back to Home	A button which when pressed, navigates the user to the Provider or Recipient Home screen.	No
Electronic Forms Training screen (ESP Electronic Forms)	Hyperlink which when pressed, navigates the Provider or Recipient user to the Electronic Forms Training screen, where the user can find more information on the subject.	No

IHSS Electronic Services Portal Password Reset Guide (PDF) (New <i>ESP Password Reset Option</i>)	Hyperlink which when pressed, navigates the Provider or Recipient user to the ESP Password Reset Guide PDF, where the user can find more information on the subject.	Yes
CDSS Electronic Visit Verification (EVV)	Hyperlink which when pressed, navigates the Provider or Recipient user to the Electronic Visit Verification on the CDSS website, where the user can find more information on the subject.	Yes
Message Center Training screen (<i>ESP Message Center</i>)	Hyperlink which when pressed, navigates the Provider or Recipient user to the Training Message Center screen, where the user can find more information on the subject.	Yes
Text Messaging (<i>ESP Notifications available via Text Message</i>)	Hyperlink which when pressed, navigates the Provider or Recipient user to the Training Text Notifications screen, where the user can find more information on the subject.	Yes
how to update your contact information (<i>Update your Contact Information</i>)	Hyperlink which when pressed, navigates the Provider or Recipient user to the Training Contact Information screen, where the user can find more information on the subject.	Yes
Click here for more information (<i>Email a copy of EVV Timesheets</i>)	Hyperlink which when pressed, navigates the Provider or Recipient user to the Training Email Timesheet Copy screen, where the user can find more information on the subject.	Yes
PROVIDER		
CalSavers (<i>CalSavers Payroll Deductions</i>)	Hyperlink which when pressed, navigates the Provider to the CalSavers website, where the user can find more information on the subject.	Yes
IHSS Provider Resources (<i>CalSavers Payroll Deductions</i>)	Hyperlink which when pressed, navigates the Provider to the IHSS Provider Resources on the CDSS website, where the user can find more information on the subject.	Yes
Career Pathways Training Report (<i>Career Pathways Training Report</i>)	Hyperlink which when pressed, navigates the Provider to the Training Career Pathways Training Report screen, where the user can find more information on the subject.	Yes
IHSS Career Pathways (<i>IHSS Career Pathways</i>)	Hyperlink which when pressed, navigates the Provider to the IHSS Career Pathways Program on the CDSS website, where the user can find more information on the subject.	Yes
how to view your W-2 form (<i>View W-2 Tax Forms on ESP</i>)	Hyperlink which when pressed, navigates the Provider to the Training W-2 Forms screen, where the Provider can find more information on the subject.	Yes
How to Download duplicate copies of Pay Stubs (<i>Download duplicate copies of Pay Stubs</i>)	Hyperlink which when pressed, navigates the Provider to the Training Download Pay Stub screen (instructions on how to download pay stub copies).	Yes
Travel Claims FAQ PDF (<i>Electronic Travel Claims</i>)	Hyperlink which when pressed, navigates the Provider to the Travel Claims FAQs PDF document in the user's selected ESP language. This is an external CDSS link and CDSS maintains the Travel Claims FAQs.	Yes
Live-In Provider Self-Certification screen (<i>Live-In Provider Self Certification</i>)	Hyperlink which when pressed, navigates the Provider to the Live-In Provider Self-Certification screen, where the Provider can submit a Live-In Certification.	Yes
CDSS Live-In Provider Self-Certification Information page (<i>Live-In Provider Self Certification</i>)	Hyperlink which when pressed, navigates the Provider to the CDSS Live-In Provider Self-Certification Information page, where the Provider can find more information on the subject.	Yes
Visit IHSS Provider Resources for more information on sick leave (<i>Sick Leave</i>)	Hyperlink which when pressed, navigates the Provider to the CDSS Paid Sick Leave Program Information page, where the Provider can find more information on the subject.	Yes
CDSS Live-in-provider-self-certification page (<i>W-2s for Tax Year 2019</i>)	Hyperlink which when pressed, navigates the Provider to the What's New: W-2s for Tax Year 2019 screen, where the Provider can find more information on the subject.	Yes
Click here for more information (<i>Electronic Visit Verification (EVV)</i>)	Hyperlink which when pressed, navigates the Provider or Recipient user to the EVV Flyer on the CDSS website.	Yes
Click here for more information (<i>Changes to ESP Preferences</i>)	Hyperlink which when pressed, navigates the Provider or Recipient user to the Training My Preferences screen, where the Provider can find more information on the subject.	Yes
Click here for more information (<i>Changes to the Electronic Services Portal (ESP)</i>)	Hyperlink which when pressed, navigates the Provider or Recipient user to the What's New: Changes to the Electronic Services Portal (ESP) screen, where the user can find more information on the subject.	Yes
Click here for more information (<i>Direct Deposit</i>)	Hyperlink which when pressed, navigates the Provider user to the What's New: Direct Deposit screen, where the Provider can find more information on the subject.	Yes
RECIPIENT		
How to Hire a Provider (<i>Hire a Provider</i>)	Hyperlink which when pressed, navigates the Recipient user to the Training Hire Provider screen, where the Recipient can find more information on the subject.	Yes

Data Elements

There are no data elements specific to the What's New screen.

Additional Information

No fields on the What's New screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient or Provider	Recipient Menu Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/What's New: Direct Deposit

CI	Document Name
 CI-790146 - DSD SC Whats New Direct Deposit CANCELLED	DSD_SC_Whts_New_Direct_Deposit.docx

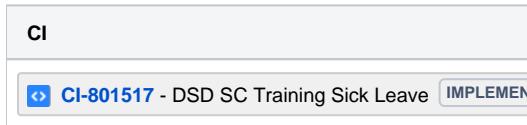
Cancelled by ASR Sprint 18 Team Case Management and Apps/Srvcs Improvements

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/What's New: Tax Year 2019

CI
 CI-790147 - DSD SC Whats New Tax Year 2019 CANCELLED

Cancelled by ASR Sprint 18 Team Case Management and Apps/Srvcs Improvements

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Training Sick Leave



This screen displays information to a Recipient regarding a Provider's Sick Leave. This screen is accessed one of two ways:

1. When a Recipient user selects the [Click here for more information](#) hyperlink for the Sick Leave item on the What's New screen.
2. When a Recipient user selects the Sick Leave hyperlink on the Training screen.

The content of this section has been completely redacted with a large black rectangle.

Home Supportive Services Recipients about the Paid Sick Leave Program

sick leave will not be deducted from your total number of monthly authorized hours. Hours worked by your provider during the paid sick leave time period must be within your monthly authorized amount for any service hours that exceed your monthly authorized hours.

Save

You know as soon as possible when he/she will be using paid sick leave so that you can arrange for your provider to be available.

If ahead of time that he/she will need time off (for a doctor's appointment, for example), he/she will need to let you know. You should work with your provider to arrange his/her schedule to ensure that you receive all of your authorized sick leave.

If you have a medical emergency, he/she needs to let you know immediately. At least two hours before the time he/she needs to leave, you should arrange for a back-up provider to come and provide authorized services to you during your provider's time off, if possible.

If you have any questions about any of the information provided in this notice.

Figure - What's New: Sick Leave – Desktop

← Training Sick Leave		Provider's use of Paid Sick Leave
Important Information for In-Home Supportive Services Recipients about the Paid Sick Leave Program		<p>It is important for your provider to let you know as soon as possible when he/she will be using paid sick leave so that you can arrange for your services on the day when your provider will not be available.</p>
<p>The hours your provider uses for paid sick leave will not be deducted from your total number of monthly authorized hours. Hours worked by your provider and any backup provider who provides authorized services during the paid sick leave time period must be within your monthly authorized hours. You will be responsible for payment for any service hours that exceed your monthly authorized hours.</p>		<p>Planned Time Off: If your provider knows ahead of time that he/she will need time off (for a doctor's appointment, for example), he/she will need to let you know at least 48 hours (or two days) in advance. You should work with your provider to arrange his/her schedule to ensure that you receive all of your authorized services.</p>
<p>Provider's use of Paid Sick Leave</p> <p>It is important for your provider to let you know as soon as possible when he/she will be using paid sick leave so that you can arrange for your services on the day when your provider will not be available.</p>		<p>Unplanned Time Off: If your provider is sick or has a medical emergency, he/she needs to let you know immediately. At least two hours before the time he/she should be starting work. This will allow you to arrange for a back-up provider to come and provide authorized services to you during your provider's time off, if needed.</p>
<p>Planned Time Off: If your provider knows ahead of time that he/she will need time off (for a doctor's appointment, for example), he/she will need to let you know at least 48 hours (or two days) in advance. You should work with your provider to arrange his/her schedule to ensure that you receive all of your</p>		<p>Additional Paid Sick Leave Program Information</p>

Figure - What's New: Sick Leave – Mobile

Static Text

All text on the screen is static text. For translations, see DSD Appendix D.

Actions/Functions

The following actions are associated with the What's New Sick Leave screen:

Action	Function	Label Translated
	The arrow available by the screen name returns the user to the Training screen.	Yes
Additional Paid Sick Leave Program Information	External link to https://www.cdss.ca.gov/inforesources/ihss-providers/resources/sick-leave which opens in a new browser tab	Yes

Data Elements

There are no data elements specific to the What's New: Sick Leave screen.

Additional Information

No fields on the What's New: Sick Leave screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/What's New: Changes to ESP

CI	Document Name
 CI-804043 - DSD SC Whats New Changes to ESP CANCELLED	DSD_SC_Whats_New_Changes_to_ESP.docx

Cancelled by ASR Sprint 18 Team Case Management and Apps/Srvcs Improvements

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Training Text Notifications

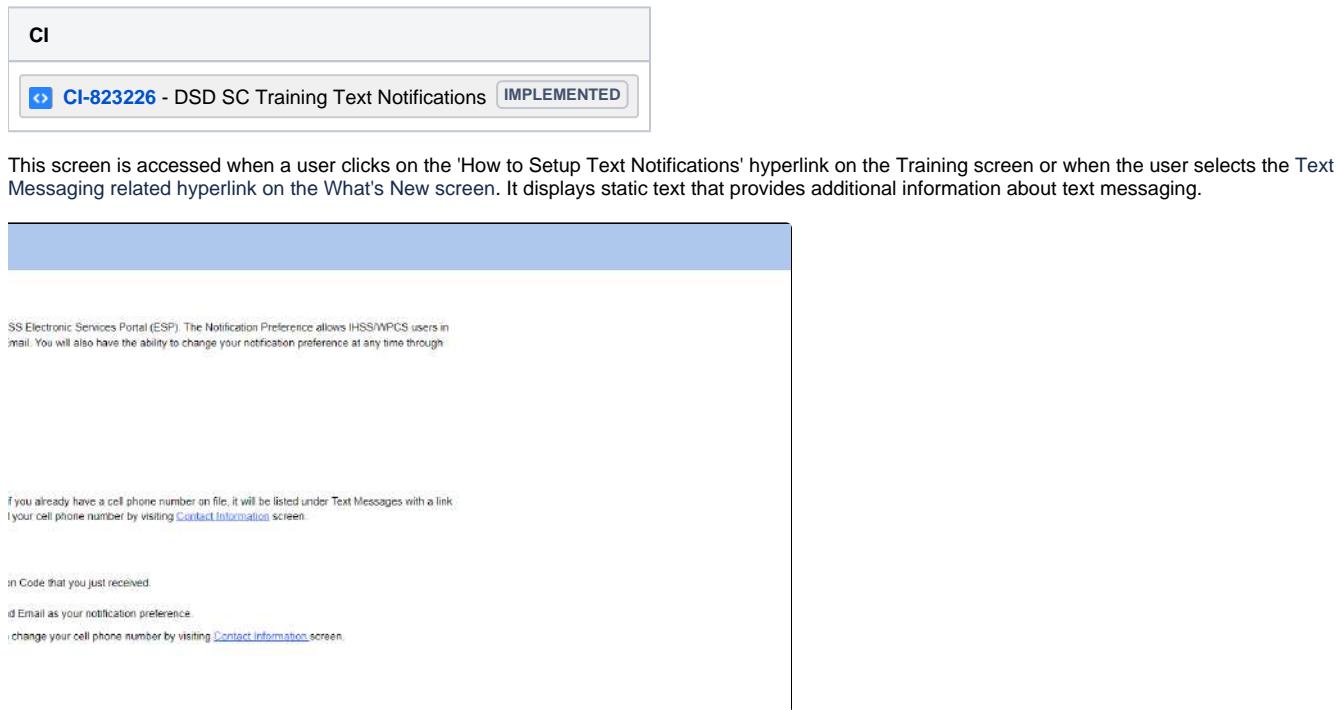


Figure - Training Text Notifications – Provider (Desktop)

<p>← Training Text Notifications</p> <h3>Additional Information About Text Messaging</h3> <p>The ability to receive notifications through text messages is now available for IHSS and WPCS users on the IHSS Electronic Services Portal (ESP). The Notification Preference allows IHSS/WPCS users in all California counties the ability to receive notifications via Email, Text Messages or both Text Messages and Email. You will also have the ability to change your notification preference at any time through the IHSS ESP.</p> <p>The notifications available via Text are:</p> <ul style="list-style-type: none">• Timesheet Approval• Timesheet Rejection• Payment• No Recipient Action on Submitted Timesheet• No Payment for Travel Claim• Preference Change of Notification Delivery Methods <p>If you would like to sign up for Text Messages, visit your My Preferences page. Under Notification Preference, if you already have a cell phone number on file, it will be listed under Text Messages with a link 'Verify' next to it. If you don't have a cell phone number on file, then it will say 'No number on file'. You can add your cell phone number by visiting Contact Information screen.</p>	<p>If you would like to sign up for Text Messages, visit your My Preferences page. Under Notification Preference, if you already have a cell phone number on file, it will be listed under Text Messages with a link 'Verify' next to it. If you don't have a cell phone number on file, then it will say 'No number on file'. You can add your cell phone number by visiting Contact Information screen.</p> <p>Note: The cell phone number needs to be verified first before you can start receiving text messages.</p> <p>Click the Verify link:</p> <ol style="list-style-type: none">1. This will send a 6-digit code to that cell phone number and display a pop-up to enter the 6-digit Verification Code that you just received.2. Enter the 6-digit code and select Verify.3. Once your cell phone number is verified you will be able to set Text Messages or Both Text Messages and Email as your notification preference. <p>If you do not receive a 6-digit code, then check to see if you have the correct number listed. If needed, you can change your cell phone number by visiting Contact Information screen.</p> <p>If you are still having issues you can contact the Help Desk at 1-866-376-7066.</p>
--	--

Figure - Training Text Notifications - Provider (Mobile View)

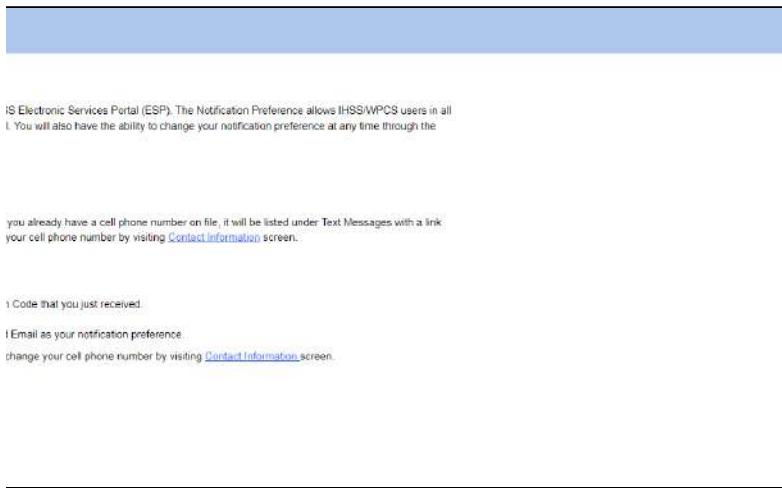


Figure - Training Text Notifications – Recipient (Desktop)

A screenshot of a desktop web browser displaying a page titled "Training Text Notifications". The page has a blue header bar with a back arrow icon and the title. Below the header, there is a section titled "Additional Information About Text Messaging". It contains text about the availability of text messaging notifications for IHSS and WPCS users on the IHSS Electronic Services Portal (ESP), mentioning the ability to receive notifications via Email, Text Messages or both, and the option to change notification preferences. It also notes that if a cell phone number is on file, it will be listed under Text Messages with a "Verify" link. If no number is on file, it will say "No number on file". A link to "Contact Information" is provided for adding a cell phone number. Below this section, there is a note about verifying the cell phone number before receiving messages, followed by a list of steps for verifying the number. To the right of this main content, there is a sidebar with additional instructions and a note about contacting the Help Desk.

Figure - Training Text Notifications - Recipient (Mobile View)

Static Text

The following static text is associated with the Training Text Notifications screen.

See Appendix D for the translation.

PROVIDER ONLY

Text

Additional Information About Text Messaging

The ability to receive notifications through text messages is now available for IHSS and WPCS users on the IHSS Electronic Services Portal (ESP). The Notification Preference allows IHSS/WPCS users in all California counties the ability to receive notifications via Email, Text Messages or both Text Messages and Email. You will also have the ability to change your notification preference at any time through the IHSS ESP.

The notifications available via Text are:

- Timesheet Approval
- Timesheet Rejection
- Payment
- No Recipient Action on Submitted Timesheet
- No Payment for Travel Claim
- Preference Change of Notification Delivery Methods

If you would like to sign up for Text Messages, visit your [My Preferences](#) page. Under Notification Preference, if you already have a cell phone number on file, it will be listed under Text Messages with a link 'Verify' next to it. If you don't have a cell phone number on file, then it will say 'No number on file'. You can add your cell phone number by visiting [Contact Information](#) screen.

Note: The cell phone number needs to be verified first before you can start receiving text messages.

Click the **Verify** link:

1. This will send a 6-digit code to that cell phone number and display a pop-up to enter the 6-digit Verification Code that you just received.
2. Enter the 6-digit code and select Verify.
3. Once your cell phone number is verified you will be able to set Text Messages or Both Text Messages and Email as your notification preference.

If you do not receive a 6-digit code, then check to see if you have the correct number listed. If needed, you can change your cell phone number by visiting [Contact Information](#) screen.

If you are still having issues you can contact the Help Desk at 1-866-376-7066.

RECIPIENT ONLY

Text

Additional Information About Text Messaging

The ability to receive notifications through text messages is now available for IHSS and WPCS users on the IHSS Electronic Services Portal (ESP). The Notification Preference allows IHSS/WPCS users in all California counties the ability to receive notifications via Email, Text Messages or both Text Messages and Email. You will also have the ability to change your notification preference at any time through the IHSS ESP.

The notifications available via Text are:

- Timesheet for Review
- Preference Change of Notification Delivery Methods

If you would like to sign up for Text Messages, visit your [My Preferences](#) page. Under Notification Preference, if you already have a cell phone number on file, it will be listed under Text Messages with a link 'Verify' next to it. If you don't have a cell phone number on file, then it will say 'No number on file'. You can add your cell phone number by visiting [Contact Information](#) screen.

Note: The cell phone number needs to be verified first before you can start receiving text messages.

Click the **Verify** link:

1. This will send a 6-digit code to that cell phone number and display a pop-up to enter the 6-digit Verification Code that you just received.
2. Enter the 6-digit code and select Verify.
3. Once your cell phone number is verified you will be able to set Text Messages or Both Text Messages and Email as your notification preference.

If you do not receive a 6-digit code, then check to see if you have the correct number listed. If needed, you can change your cell phone number by visiting [Contact Information](#) screen.

If you are still having issues you can contact the Help Desk at 1-866-376-7066.

Actions/Functions

The following actions are associated with the Training Text Notifications screen:

Action	Function	Label Translated
--------	----------	------------------

My Preferences	Clicking this hyperlink takes the user to My Preferences screen.	Yes
Contact Information	Clicking this hyperlink takes the user to Contact Information - Action Requires Verification Code screen.	Yes

Data Elements

There are no data elements specific to the Training Text Notifications screen

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient or Provider	Recipient Menu Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Training My Preferences

The screenshot shows a web-based application interface. At the top left, there is a 'CI' logo. Below it, a navigation bar contains a link labeled 'CI-822429 - DSD SC Training My Preferences' followed by a button labeled 'IMPLEMENTED'. The main content area has a blue header bar with the text 'My Preferences'. The body of the page contains several sections of text, each starting with a bold heading and followed by descriptive text. These sections include:

- My Preferences**: Describes how to set your preferred language for use within the IHSS ESP. It can be updated on the new My Preferences screen.
- Preferences screen**: Describes how users can access Account Information by selecting the link above the menu bar or from the menu.
- Account Information screen**: Describes how users can access Account Information by selecting the link from the menu.
- Sum Information screen**: Describes how to select the My Preferences link, choose preferences, and press the Save button.
- Services Portal Preferred Language**: Describes how language is set, how users can change their preferred language at any time, and that changing a preferred language on this screen will not change the language of the emails they receive.
- Timesheet Entry Preference**: Describes how this preference allows you to indicate how many unsubmitted timesheets you will see in the select list on the Timesheet Entry screen.
- All**: Displays all unsubmitted timesheets in the select list. This is the default option and is typically used by most providers.
- Old**: Displays timesheets for the prior 3 pay periods. This option is rarely needed and is only used if you have several old unsubmitted timesheets you do not want to see in the select list.

Figure - Training My Preferences – Provider (Desktop View)

[Training My Preferences](#)

How to Set Your Preferences

You have the ability to set your preferred language for use within the IHSS ESP. This preference can be updated on the new [My Preferences](#) screen.

To access the [My Preferences](#) screen:

1. Access the [Account Information](#) screen:
 - a. Desktop users can access Account Information by selecting the link above the menu bar.
 - b. Mobile users can access Account Information by selecting the link from the menu.
2. On the [Account Information](#) screen select the [My Preferences](#) link.
3. Select your preferences and press the [Save](#) button.

IHSS Electronic Services Portal Preferred Language

Once a preferred language is set, you no longer need to select a language each time you login. For new users, your preferred language was set using the language you chose at registration. You may change your preferred language at any time and the change will take effect the next time you login.

Please note: Selecting a preferred language on this screen will not change the language of the emails you receive. To change the language for emails you receive, please contact your county IHSS office and ask to have your 'Written Language' updated.

Timesheet Entry Preferences

Setting a Timesheet Entry Preference allows you to indicate how many unsubmitted timesheets you will see in the select list on the [Timesheet Entry](#) screen. Select your preference and select the [Save](#) button at the bottom of the screen.

Preferences are:

- o **All:** Displays all unsubmitted timesheets in the select list. This is the default option and is typically used by most providers.
- o **Last 3 Months:** Displays timesheets for the prior 3 pay periods. This option is rarely needed and is only used if you have several old unsubmitted timesheets you do not want to see in the select list.

Figure - Training My Preferences – Provider (Mobile View)

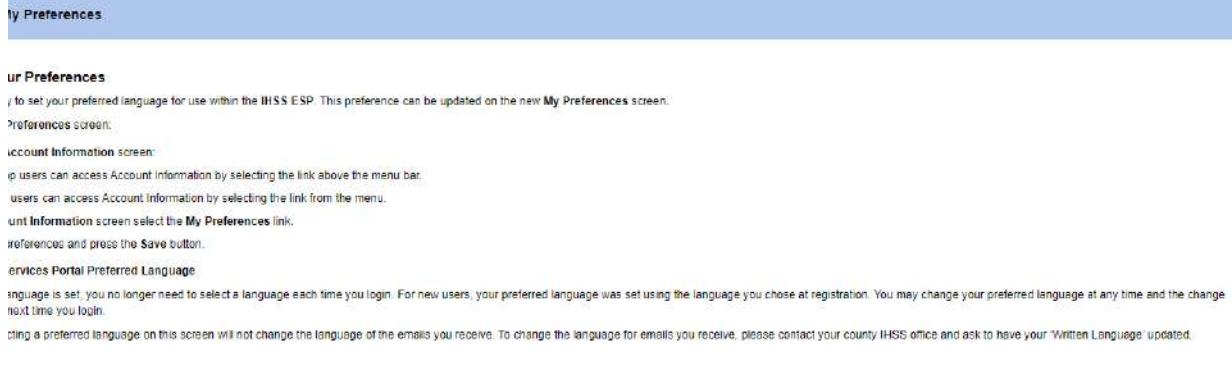


Figure - Training My Preferences – Recipient (Desktop View)

[Training My Preferences](#)

How to Set Your Preferences

You have the ability to set your preferred language for use within the IHSS ESP. This preference can be updated on the new **My Preferences** screen.

To access the **My Preferences** screen:

1. Access the **Account Information** screen:
 - a. Desktop users can access Account Information by selecting the link above the menu bar.
 - b. Mobile users can access Account Information by selecting the link from the menu.
2. On the **Account Information** screen select the **My Preferences** link.
3. Select your preferences and press the **Save** button.

IHSS Electronic Services Portal Preferred Language

Once a preferred language is set, you no longer need to select a language each time you login. For new users, your preferred language was set using the language you chose at registration. You may change your preferred language at any time and the change will take effect the next time you login.

Please note: Selecting a preferred language on this screen will not change the language of the emails you receive. To change the language for emails you receive, please contact your county IHSS office and ask to have your 'Written Language' updated.

Figure - Training My Preferences – Recipient (Mobile View)

Static Text

All text on the screen is static text. For translations, see DSD Appendix D.

Actions/Functions

The following actions are associated with the Training My Preferences screen:

Action	Function	Label Translated
Skip to Content	Link navigates the user to an anchor at the start of the main content of the page to allow screen readers to skip over the navigation menu. Note: This button does not navigate the user to a different screen. This button is only visible on desktop view. This button is only available to Recipients.	No
Menu	Selecting this icon opens the appropriate Menu.	Yes
	The arrow available by the screen name returns the user to the Training screen.	No

Data Elements

There are no data elements specific to the Training My Preferences screen.

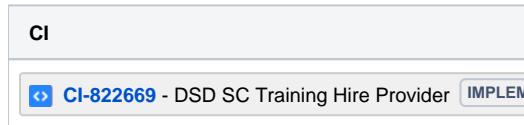
Additional Information

No fields on the Training My Preferences screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient or Provider	Recipient Menu Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Training Hire Provider



This screen displays the steps of How to Hire a Provider. This screen is accessed one of two ways:

1. When a Recipient user selects the [Click here for more information](#) hyperlink for the Hire a Provider item on the What's New screen.
2. When a Recipient user selects the How to Hire a Provider hyperlink on the Training screen.

The following text describes the steps to hire a provider:

1. Click on the **Hire Provider** link in the top menu bar to access the **Locate Provider** screen.

2. Enter the Provider Number of the Provider you want to hire and click **Locate Provider**.

3. Verify the correct name for the Provider you want to hire. If the Provider information is correct, click **Select**.

4. Enter the date the Provider started working for you in the **Start Date for this Provider** field. Enter the relationship in the **Relationship** field. Click the **Hire Provider** button to access the **Confirm Hire** screen.

5. Check the checkbox once you have confirmed and agreed with the terms on the screen. Click the **Sign and Agree** button to complete the hire and to issue timesheets to your Provider. A confirmation email will be sent to you and your Provider if successful.

Figure - What's New: Hire Provider - Desktop View

← Training Hire Provider	<p>How to Hire a Provider</p> <p>You have the ability to hire an enrolled provider on the ESP. This can be done using their assigned provider number and accessing the Hire Provider menu item.</p> <p>To hire your provider:</p> <ol style="list-style-type: none"> 1. Select the Hire Provider menu item in the top menu bar to access the Locate Provider screen. 2. On the Locate Provider screen, enter the Provider Number of the Provider you want to hire and click Locate Provider. 3. Confirm that the Name that is displayed is the correct name for the Provider you want to hire. If the Provider information is correct, click Select to access the Hire Provider screen. 4. On the Hire Provider screen, enter the date the Provider started working for you in the 	<ol style="list-style-type: none"> 3. Confirm that the Name that is displayed is the correct name for the Provider you want to hire. If the Provider information is correct, click Select to access the Hire Provider screen. 4. On the Hire Provider screen, enter the date the Provider started working for you in the Start Date for this Provider field. Enter the relationship of the Provider to you in the Relationship field. Click the Hire Provider button to access the Confirm Hire screen. 5. On the Confirm Hire screen, select the checkbox once you have confirmed and agreed with the terms on the screen. Click the Sign and Confirm Hire button to complete the hire and to issue timesheets to your Provider. A confirmation email will be sent to you and your Provider if they are registered in ESP.
--------------------------	---	---

Figure - What's New: Hire Provider - Mobile View

Static Text

All text on the screen is static text. For translations, see DSD Appendix D.

Actions/Functions

The following actions are associated with the What's New screen:

Action	Function	Label Translated
	The arrow available by the screen name returns the user to the Training screen.	Yes

Data Elements

There are no data elements specific to the What's New: Direct Deposit screen

Additional Information

No fields on the What's New: Direct Deposit screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Training Email Timesheet Copy

This screenshot shows a user interface for a training session. At the top, there is a header bar with the text "CI" and a link labeled "CI-822486 - DSD SC Training Email Timesheet Copy IMPLEMENTED". Below this, a message states: "This screen is accessed when a user selects the [How to Download Copies of Timesheets](#) hyperlink on the Training screen. It displays static text of "How to Download Copies of Timesheets".

The main content area has a blue header bar with the text "← Training Download Timesheet Copy". Below this, the section title "How to Download Copies of Timesheets" is displayed. A numbered list provides instructions:

1. Click the **Financial** menu item and select **Payments** then **Payment Search**.
2. Enter the first day of the pay period for a timesheet using this format: MM/DD/YYYY and select **Search**.
3. On the **Payment Search** results, select the **View Payment Details** button to view more detailed information.
4. Select the **Download Timesheet** button.
5. The timesheet will open as a pdf that you can view, save, or print.

Figure - Training Download Timesheet Copy (Desktop View) - Provider

This screenshot shows a "How to" guide titled "How to Download Copies of Timesheets". The guide consists of a numbered list of steps:

1. Click the **Financial** menu item and select **Payments** then **Payment Search**.
2. Enter the first day of the pay period for a timesheet using this format: MM/DD/YYYY and select **Search**.
3. On the **Payment Search** results, select the **View Payment Details** button to view more detailed information.
4. Select the **Download Timesheet** button.
5. The timesheet will open as a pdf that you can view, save, or print.

Figure - Training Download Timesheet Copy (Mobile View) - Provider

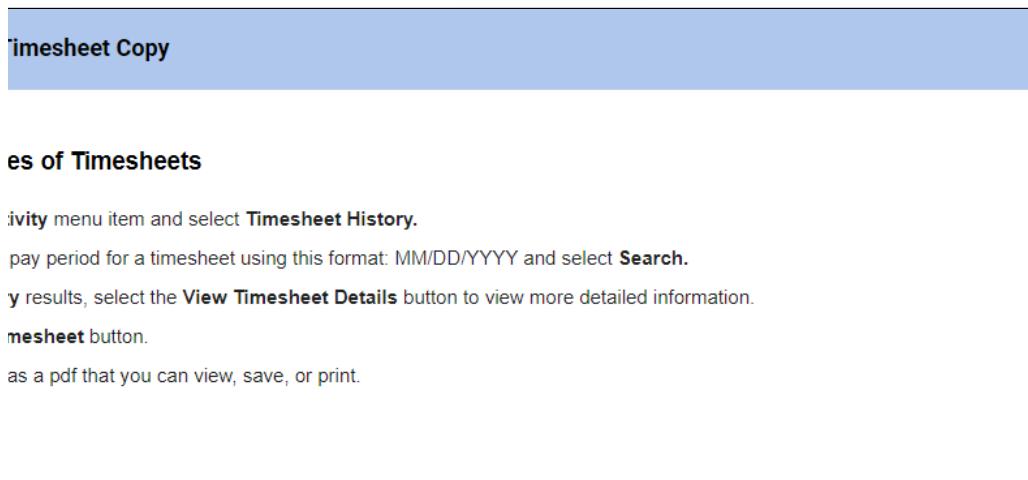


Figure - Training Download Timesheet Copy (Desktop View) - Recipient

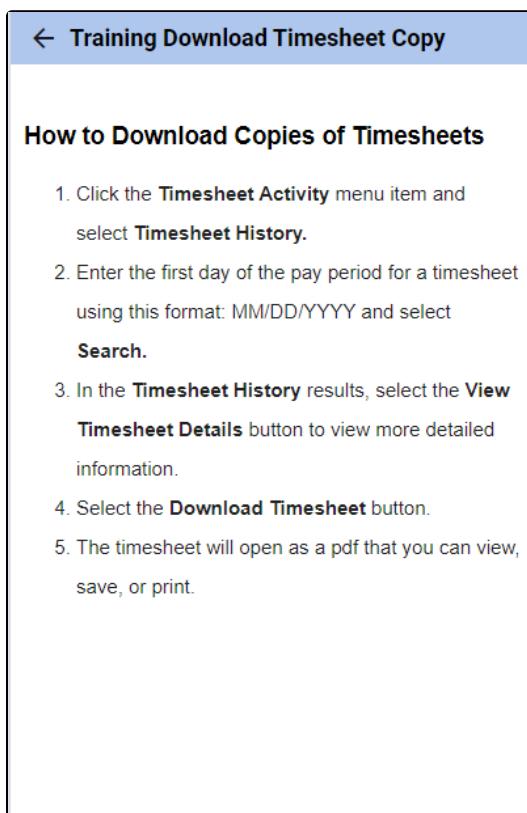


Figure - Training Download Timesheet Copy (Mobile View) - Recipient

Static Text

The following static text is associated with the Training Download Timesheet Copy screen. For translations see DSD Appendix D - Training Download Timesheet Copy.

Text
Provider
How to Download Copies of Timesheets
<ol style="list-style-type: none">1. Click the Financial menu item and select Payments then Payment Search.2. Enter the first day of the pay period for a timesheet using this format: MM/DD/YYYY and select Search.3. On the Payment Search results, select the View Payment Details button to view more detailed information.4. Select the Download Timesheet button.5. The timesheet will open as a pdf that you can view, save, or print.
Recipient
How to Download Copies of Timesheets
<ol style="list-style-type: none">1. Click the Timesheet Activity menu item and select Timesheet History.2. Enter the first day of the pay period for a timesheet using this format: MM/DD/YYYY and select Search.3. In the Timesheet History results, select the View Timesheet Details button to view more detailed information.4. Select the Download Timesheet button.5. The timesheet will open as a pdf that you can view, save, or print.

Actions/Functions

The following actions are associated with the Training Download Timesheet Copy screen:

Action	Function	Label Translated
	The arrow available by the screen name will return the user to the Training screen.	No

Data Elements

There are no data elements specific to the Training Download Timesheet Copy screen.

Additional Information

No fields on the Training Download Timesheet Copy screen will be designated with a .

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Sick Leave Claim

CI	Document Name
CI-790590 - DSD SC Sick Leave Claim IMPLEMENTED	DSD_SC_Sick_Leave_Claim.docx

This screen is accessed when a Provider selects the Sick Leave Claim link from the Time Entry area on Provider Menu. This screen allows the Provider to view available and previously claimed sick leave hours for the current fiscal year in an accordion style Sick Leave Time cluster. When accessed during the calendar month of July, the screen will also display the Provider's available and previously claimed hours for the prior fiscal year, if any available hours remain.

The Provider will initiate an online Sick Leave Claim from this screen by selecting a Pay Period for the claim from the Pay Period drop down. Once a Pay Period is selected, the Recipient dropdown appears for the Provider to select the Recipient for whom they wish to submit a claim. Once selections are made for both required fields, the Provider will be able to use the Next button to proceed to the Sick Leave Claim Time Entry screen.

If the Provider does not have available sick leave hours or is not eligible to claim Sick Leave hours, the Pay Period and Recipient select boxes will not display and instead, various static text messages will display indicating the associated reason(s). When accessed during the calendar month of July, and if static text messages are different for the prior and current fiscal years, banners will display under the respective fiscal year heading.

A screenshot of a web-based application interface. At the top, there is a blue header bar. Below it, a light gray section contains text about selecting a Recipient and a link to the Sick Leave Claim FAQ. A small note at the bottom right says "An asterisk (*) indicates a required field". The main content area is a large, empty white space with a thin black border. At the very bottom, there are two small buttons: a dark blue "Next" button on the left and a white "Cancel" button on the right.

Figure - Sick Leave Time Cluster Collapsed (Desktop View)

Sick Leave Claim

An asterisk (*) indicates a required field

To begin your Sick Leave claim, use the dropdown menu to select a pay period. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a Recipient. To learn more about Sick Leave Claim, visit [Sick Leave Claim FAQ \(PDF\)](#).

Sick Leave Time

Pay Period*

Next

Cancel

Figure - Sick Leave Time Cluster Collapsed (Mobile View)

An asterisk (*) indicates a required field

use the dropdown menu to select a pay period. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a Recipient. To learn more about Sick
[Leave Claim FAQ \(PDF\)](#).

23

Previously Claimed Hours: 00(H) 00(M)

2024

No Sick Leaves at this time.

Previously Claimed Hours: 00(H) 00(M)

Figure - Sick Leave Time Cluster Expanded (Desktop View)

Sick Leave Claim

An asterisk (*) indicates a required field

To begin your Sick Leave claim, use the dropdown menu to select a pay period. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a Recipient. To learn more about Sick Leave Claim, visit [Sick Leave Claim FAQ \(PDF\)](#).

Sick Leave Time

Prior Fiscal Year - 2022/2023

Available Hours: 24(H) 00(M)

Previously Claimed Hours: 00(H) 00(M)

Current Fiscal Year - 2023/2024

⚠ You are not eligible to claim Sick Leave at this time.

Available Hours: 00(H) 00(M)

Previously Claimed Hours: 00(H) 00(M)

Pay Period*

Next

Cancel

Figure - Sick Leave Time Cluster Expanded (Mobile View)

An asterisk (*) indicates a required field

After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a Recipient. To learn more about Sick Leave Claim, visit [Sick Leave Claim FAQ \(PDF\)](#).

Next **Cancel**

Figure - Sick Leave Claim - Pay Period Selected (Desktop View)

The screenshot shows a "Sick Leave Claim" interface. At the top, a note states: "An asterisk (*) indicates a required field". Below it, instructions say: "To begin your Sick Leave claim, use the dropdown menu to select a pay period. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a Recipient. To learn more about Sick Leave Claim, visit [Sick Leave Claim FAQ \(PDF\)](#)".

The main area contains two dropdown menus. The first is labeled "Sick Leave Time" and has a downward arrow icon. The second is labeled "Pay Period*" and contains the value "Jun 1, 2024 - Jun 15, 2024" with a downward arrow icon.

Below these is a third dropdown menu labeled "Recipient*" with a downward arrow icon.

At the bottom are two buttons: a blue "Next" button and a white "Cancel" button.

Figure - Sick Leave Claim - Pay Period Selected (Mobile View)

Static Text

The following static text is associated with the Sick Leave Claim screen. For translations, see DSD Appendix D - Sick Leave Claim.

Text
To begin your Sick Leave claim, use the dropdown menu to select a pay period, then select a Recipient. After selecting a Pay Period, a drop-down menu will be displayed to select a recipient. To learn more about Sick Leave Claim visit Sick Leave Claim FAQ .
You are not eligible to claim Sick Leave at this time. Note: This text displays when a Provider has no accrued sick leave.

You have no available sick hours to claim. Note: This text displays when a Provider has used all sick leave hours.
You must be actively working for a recipient to claim Sick Leave hours. Note: This text displays when a Provider has accrued sick leave hours but is not eligible to claim them.
An asterisk (*) indicates a required field

Actions/Functions

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

Action	Function	Label Translated
Sick Leave Claim FAQ	Hyperlink, which when pressed navigates the user to the Sick Leave Frequently Asked Questions pdf document in which the user can receive sick leave information.	Yes
 or 	Selecting this button or clicking on the banner expands or collapses the Sick Leave Time cluster. Note: Default view is with Sick Leave Time cluster expanded.	N/A
Next	This button will navigate the user to the Sick Leave Claim Time Entry screen. Note: Button does not display if there are no available sick hours to claim.	Yes
Cancel	This button will cancel Provider selections and return the user to the Provider Home screen.	Yes

Data Elements

The following data elements are associated with the Sick Leave Claim screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Note: The <i>Sick Leave Time</i> , <i>Available Hours</i> and <i>Previously Claimed Hours</i> fields are part of the Sick Leave Time Cluster. They can display multiple times if there are multiple fiscal years.						
Current Fiscal Year	Displays the current fiscal year Note: In July, Prior Fiscal Year cluster indicating available hours and previously claimed hours for that year, will display above the Current Fiscal Year cluster if they have available hours remaining for the prior fiscal year.	String YYYY /YYYY format	No	No	No	Yes
Available Hours	Displays the available sick leave hours for the indicated fiscal year - prior to the submission of the current claim	String HH (H) MM (M) format	No	No	No	Yes
Previously Claimed Hours	Displays the claimed sick leave hours for the indicated fiscal year - prior to the submission of the current claim	String HH (H) MM (M) format	No	No	No	Yes
Pay Period	Allows the Provider to select a pay period for which they are eligible to claim sick leave. The drop-down will display all eligible pay periods beginning the prior calendar month up to and including the current pay period. (For example, on 03/12/2021 the drop-down would display 02/01/2021 - 02/15/2021, 02/16/2021 - 02/28/2021, and 03/01 /2021 - 03/15/2021 if a Provider is eligible for the current and prior calendar month). Note: Field does not display if there are no available sick hours to claim or Provider is ineligible.	Drop-down	Yes	No	Yes	Yes
Recipient	Allows the Provider to select a Recipient they were working for in the selected pay period. The Recipient's case number is attached to the end of their name. This field remains hidden until a Recipient is selected. Note: Field does not display if there are no available sick hours to claim or Provider is ineligible.	Drop-down	Yes	No	Yes	Yes

Additional Information

No fields on the Sick Leave Claim screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Sick Leave Claim Time Entry

CI	Document Name
CI-790591 - DSD SC Sick Leave Claim Time Entry IMPLEMENTED	DSD_SC_Sick_Leave_Claim_Time_Entry.docx

This screen is accessed when a Provider user clicks the Next button on the Sick Leave Claim screen. The Sick Leave Claim Time Entry screen allows the Provider to enter Absence Dates, hours and minutes for each day they were absent but eligible to work for the selected Pay Period and selected Recipient. This screen also displays available and previously claimed sick leave hours, claim status, and status date of the claim. The Provider can create multiple date entries within a single claim using the Add New button, but will not be able to submit a claim where claimed hours exceed available hours. The Sick Leave Claims accordion style cluster displays each Absence date entry and associated hours and minutes, with total Claimed Hours dynamically displayed below the final entry. If the Provider enters more hours than available or available hours have changes as a result of another claims successfully processing, the provider can edit or delete Absence date entries or discard the claim altogether.

Once the Submit Claim button is selected the claim will go through the Case Management API claim validation edits to ensure proper processing per Case Management business rules and edits and the provider will be presented the Electronic Signature screen.

The screenshot shows the 'Sick Leave Claim Time Entry' screen. At the top, there is a message: 'the Add New button to add an additional Absence Date. Select the Submit Claim button to finalize this claim'. Below this, there is a note: 'Date before adding a new Absence Date.' A list of instructions follows:

- of 1 hour claimed with additional time claimed in 30 minute increments.
- you can claim less than 1 hour.
- Absence Date in a single row.
- Hours.
- by selecting the Delete button.

The main interface shows a table for entering absence details. It has two columns: 'Hours' (with input field 'HH') and 'Minutes' (with input field 'MM'). To the right of the 'Minutes' column is a red 'Delete' button with a trash icon. Below the table are two buttons: 'Submit Claim' (dark blue) and 'Back' (light blue).

Figure - Sick Leave Claim Time Entry - No Time Entered (Desktop View)

Sick Leave Claim Time Entry

Enter the date and time of your absence. Select the Add New button to add an additional Absence Date. Select the Submit Claim button to finalize this claim.

- You must complete the existing Absence Date before adding a new Absence Date.
- Each Absence Date must have a minimum of 1 hour claimed with additional time claimed in 30 minute increments.
- If you only have 30 minutes available, then you can claim less than 1 hour.
- You must include all claimed hours for an Absence Date in a single row.
- You cannot claim more than your Available Hours.
- You can delete additional Absence Dates by selecting the Delete button.

ROSITA CALUB

Pay Period: 01/01/2023 - 01/15/2023
Available Hours: 24(H) 00(M)
Previously Claimed Hours: 00(H) 00(M)
Status: New
Status Date: 02/24/2023

Sick Leave Claims

Sick Leave 1

Absence date* [Calendar icon]

Hours <input type="text" value="HH"/>	Minutes <input type="text" value="MM"/>	Delete
--	--	---

Claimed Hours: 00H) 00(M)

+ Add New

You can delete additional Absence Dates by selecting the Delete button.

ROSITA CALUB

Pay Period: 01/01/2023 - 01/15/2023
Available Hours: 24(H) 00(M)
Previously Claimed Hours: 00(H) 00(M)
Status: New
Status Date: 02/24/2023

Sick Leave Claims

Sick Leave 1

Absence date* [Calendar icon]

Hours <input type="text" value="HH"/>	Minutes <input type="text" value="MM"/>	Delete
--	--	---

Claimed Hours: 00H) 00(M)

+ Add New

Submit Claim Back

Figure - Sick Leave Claim Time Entry - No Time Entered (Mobile View)

Add New button to add an additional Absence Date. Select the Submit Claim button to finalize this claim.
before adding a new Absence Date.
hour claimed with additional time claimed in 30 minute increments.
I can claim less than 1 hour.
nce Date in a single row.
JTS.
lecting the Delete button.

Hours	Minutes	<input type="button" value="Delete"/>
HH	MM	
<input type="button" value="Submit Claim"/> <input type="button" value="Back"/>		

Figure - Sick Leave Claim Time Entry - After Time Entry (Desktop View)

Sick Leave Claim Time Entry

Enter the date and time of your absence. Select the Add New button to add an additional Absence Date. Select the Submit Claim button to finalize this claim.

- You must complete the existing Absence Date before adding a new Absence Date.
- Each Absence Date must have a minimum of 1 hour claimed with additional time claimed in 30 minute increments.
- If you only have 30 minutes available, then you can claim less than 1 hour.
- You must include all claimed hours for an Absence Date in a single row.
- You cannot claim more than your Available Hours.
- You can delete additional Absence Dates by selecting the Delete button.

ROSITA CALUB

Pay Period: 01/01/2023 - 01/15/2023

Available Hours: 24(H) 00(M)

Previously Claimed Hours: 00(H) 00(M)

Status: New

Status Date: 02/24/2023

Sick Leave Claims

Sick Leave 1

Absence date*

1/9/2023 

Absence date*

1/9/2023 

Hours **Minutes** 

4 30

Sick Leave 2

Absence date*

1/10/2023 

Hours **Minutes** 

8 MM

Claimed Hours: 12H 30(M)

 **Add New**

 **Submit Claim**

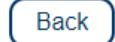
 **Back**

Figure - Sick Leave Claim Time Entry - After Time Entry (Mobile View)

Static Text

The following static text is associated with the Sick Leave Claim Time Entry screen. For translations, see DSD Appendix D - Sick Leave Claim.

Text

Enter the date and time of your absence. Select the Add button to save your Absence Date. You can remove a Claimed Absence by selecting the Delete button. Select the Submit Claim button to finalize your Sick Leave Claim.

- You must complete the existing Absence Date before adding a new Absence Date.
- Each Absence Date must have a minimum of 1 hour claimed with additional time claimed in 30 minute increments.
- If you only have 30 minutes available, then you can claim less than 1 hour.
- You must include all claimed hours for an Absence Date in a single row.
- You cannot claim more than your Available Hours.
- You can delete additional Absence Dates by selecting the Delete button.

Sick Leave entry is disabled for days you are unable to claim time. Please contact your county if you need assistance.

Note: This information banner displays only if applicable.

Actions/Functions

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

Action	Function	Label Translated
	This button will allow the user to view dates for the selected Pay Period in calendar view, and select an absence date. Note: Days outside the selected Pay Period range are grayed out and cannot be selected, however, if the user enters the date manually, existing error messages for date range and formatting display as necessary.	N/A
	Validates the date, hours and minutes entered on the preceding Absence Date entry and when there are no edits encountered, adds a new Absence Date row below the existing entry. When edits are encountered, field specific error messages display below the corresponding field.	Yes
	Deletes the associated Absence Date entry.	Yes
Submit Claim	Once the provider has successfully entered absence time for at least one date and the Submit Claim button was selected, final validation will occur for all dates and time entered on the claim. If there are errors a screen containing the related error messages will display. If no errors are encountered the user will be presented with the Sick Leave Claim Signature Screen.	Yes
Back	Discards Sick Leave Claim draft and returns the Provider to the Sick Leave Claim Screen.	Yes

Data Elements

The following data elements are associated with the Sick Leave Claim Time Entry screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
<Recipient Name>	Recipient Name selected on the Sick Leave Claim screen	String First Name Last Name	No	No	No	No
Pay Period:	Pay Period selected on the Sick Leave Claim screen	String MM/DD/YYYY – MM /DD/YYYY	No	No	No	Yes
Available Hours:	Available sick leave hours and minutes remaining for the Pay Period's corresponding fiscal year	String HH(H) MM(M)	No	No	No	Yes
Previously Claimed Hours:	Previously Claimed sick leave hours and minutes for the Pay Period's corresponding fiscal year	String HH(H) MM(M)	No	No	No	Yes
Status	Displays the status of the claim	String	No	New	No	Yes
Status Date	Current Date	Date MM/DD/YYYY	No	No	No	Yes
Sick Leave Claims						
Sick Leave < # >	Displays number of Absence Date entries on the claim	String	No	No	No	Yes

Absence Date	Field for Provider to enter date of absence	Date MM/DD/YYYY	Yes	No	Yes	Yes
Hours	Field for Provider to enter hours absent on absence date	Integer HH format	Yes	No	Yes	Yes
Minutes	Field for provider to enter minutes absent on absence date	Integer MM format	Yes	No	Yes	Yes
Claimed Hours	Displays the total hours and minutes entered on the claim	String HH(H) MM(M)	No	00(H) 00 (M)	No	Yes

Additional Information

No fields on the Sick Leave Claim Time Entry screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Edit Sick Leave Entry – Pop-up

A screenshot of a web browser window. The title bar says "CI". The main content area shows a message: "CI-790607 - DSD SC Edit Sick Leave Entry CANCELLED". Below this message is a link labeled "Cancelled with ASR Sprint 28 Team 5."

Cancelled with ASR Sprint 28 Team 5.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Sick Leave Electronic Signature

CI	Document Name
CI-790630 - DSD SC Sick Leave Electronic Signature IMPLEMENTED	DSD_SC_Sick_Leave_Claim_Electronic_Signature.docx

This screen is accessed when the Provider presses the Submit Claim button on the Sick Leave Claim Time Entry screen. The Provider must check the check box next to their name and press the Sign and Submit button to proceed to process the Sick Leave claim. At this time the Provider will be presented a final confirmation screen to allow the Provider to go back and review their claim and then electronically sign again.

Sick Leave Electronic Signature

Please electronically sign your Sick Leave Claim for 04/01/2023 - 04/15/2023

I hereby acknowledge that the information provided is true and correct. I have spoken to my recipient(s), and he/she/they know that I will be taking sick leave on the dates and for the amount of time indicated on this sick leave claim.

Once you sign this claim it will be submitted for payment and you will not be able to make changes.

I, ERROL ENNIS, agree to the statement above

Sign and Submit Cancel

Figure - Sick Leave Claim Electronic Signature -Desktop View

Sick Leave Electronic Signature

Please electronically sign your Sick Leave Claim for 04/01/2023 - 04/15/2023

I hereby acknowledge that the information provided is true and correct. I have spoken to my recipient(s), and he/she/they know that I will be taking sick leave on the dates and for the amount of time indicated on this sick leave claim.

Once you sign this claim it will be submitted for payment and you will not be able to make changes.

I, ERROL ENNIS, agree to the statement above

Sign and Submit

Cancel

Figure - Sick Leave Claim Electronic Signature – Mobile

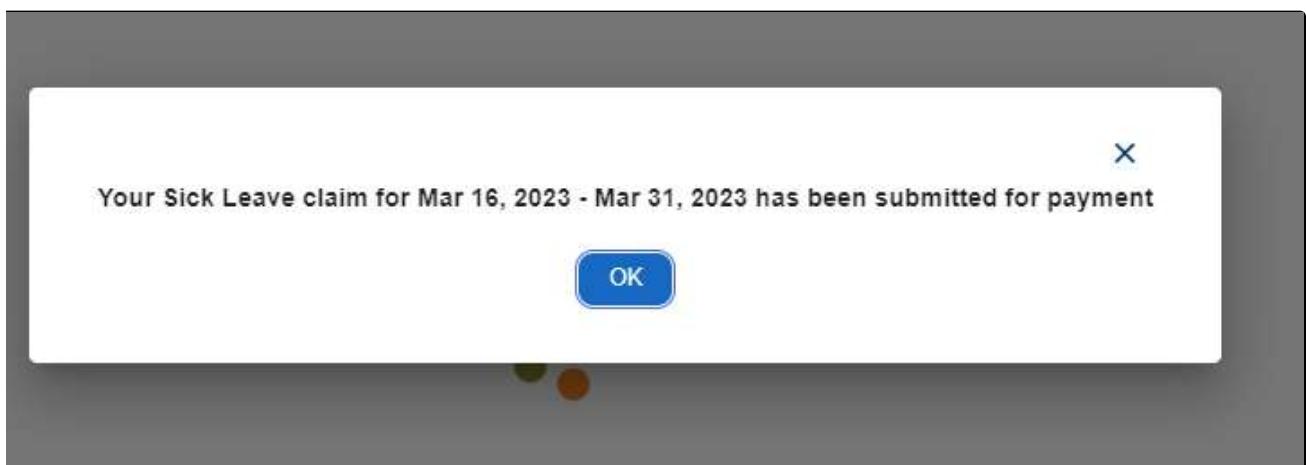


Figure - Sick Leave Claim Electronic Signature Confirmation pop-up

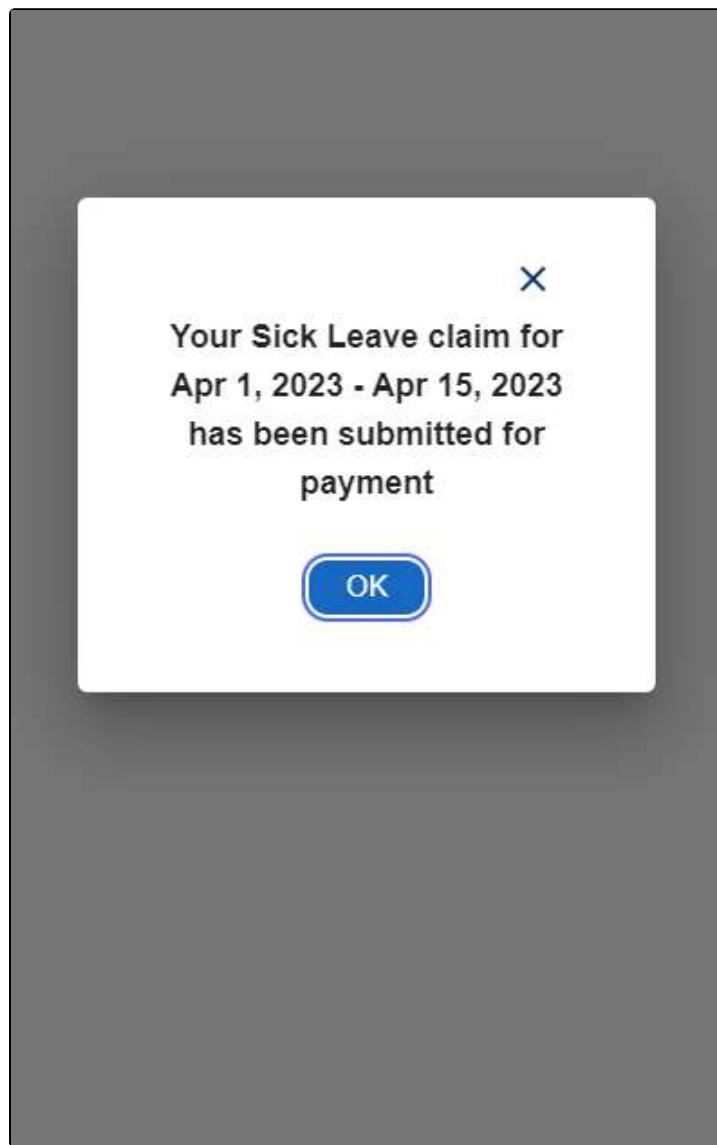


Figure - Sick Leave Claim Electronic Signature Confirmation pop-up – Mobile

Static Text

The following static text is associated with the Sick Leave Claim Electronic Signature screen. For translations see DSD Appendix D - Sick Leave Claim.

Text
Please electronically sign your Sick Leave Claim for <variable pay period: MM/DD/YYYY – MM/DD/YYYY>
I hereby acknowledge that the information provided is true and correct. I have spoken to my recipient(s), and he/she/they know that I will be taking sick leave on the dates and for the amount of time indicated on this sick leave claim.
Once you sign this claim it will be submitted for payment and you will not be able to make changes.

Actions/Functions

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

Action	Function	Label Translated
Sign and Submit	This button, when pressed, present the Sick Leave Claim Confirmation screen.	Yes
Cancel	This button, when pressed, will navigate the Provider back to the Sick Leave Claim Time Entry screen to allow the Provider to make changes, submit for payment or cancel.	Yes
OK	This button, when pressed, will return the user to the Provider Home screen. Note: This button is only available on the confirmation pop-up.	Yes

Data Elements

The following data elements are associated with the Sick Leave Claim Electronic Signature screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
I, <Provider Name> agree to the statement above	Selection of this checkbox will enable the Sign to Submit for Payment button and will constitute the electronic Provider signature for the sick leave claim.	Checkbox (Provider name format – First Name Last Name)	Yes	Blank	No	Yes

Additional Information

No fields on the Sick Leave Claim Electronic Signature screen will be designated with a .

Structure

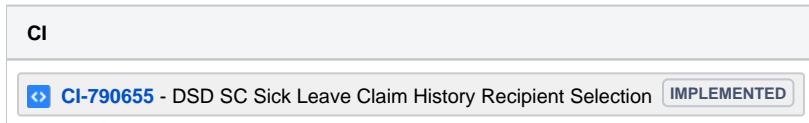
Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Sick Leave Claim Electronic Signature Confirmation

CI	Document Name
 CI-790631 - DSD SC Sick Leave Claim Electronic Signature Confirmation CANCELLED	DSD_SC_Sick_Leave_Claim_Electronic_Signature_Confirmation.docx

Cancelled by ASR Sprint 57 Team 1&2.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Sick Leave Claim History – Recipient Selection



The Sick leave Claim History - Recipient Selection screen is accessed when a Provider selects the Sick Leave Claim History link under the Payments sub-menu from the Financial main menu option. Upon navigating to the screen, the Provider can select a Pay Period for which they wish to view sick leave claim history. The Pay Period drop down will include all Pay Periods for which the Provider has submitted a Sick Leave Claim, regardless of fiscal year.

Once a pay period is selected, all sick leave claims submitted by the Provider across all Recipients with Absence Dates within that Pay Period display. Providers may submit multiple claims per pay period per provider, and if multiple claims in the pay period exist, claims are sorted alphabetically by Recipient's name.

Each claim summary displays Recipient's name, Recipient ID, Status, Sick Leave Claim Number, Status Date, Hours Claimed, and Hours Paid. The Provider may select the View Sick Leave Claim Details to navigate to the Sick Leave Claim History Screen to review Payment Details (such as warrant number and payment status) and Sick Leave Claim Details (such as Absence Date(s) and Hours and Minutes Claimed for each absence).

If the provider has submitted no sick leave claims since the beginning of the prior fiscal year, a corresponding message will display.

No Pay Period Selected. Please select a Pay Period from the dropdown to view your Sick Leave Claims for that Pay Period.

Pay Period

▼

Figure - Sick Leave Claim History - No Pay Period Selected (Desktop View)

Sick Leave Claim History

Select a Pay Period from the dropdown to view your Sick Leave Claims for that Pay Period.

Pay Period

Figure - Sick Leave Claim History Recipient Selection - No Pay Period Selected (Mobile View)

Sick Leave Claim History

Select Pay Period from the dropdown to view your Sick Leave Claims for that Pay Period.

Pay Period: 01, 2022 - Feb 15, 2022 ▾

RT JOYNER

ID: 0161086 **Status:** Processed
Sick Leave Claim Number: 302659840 **Status Date:** 03/16/2022
Claimed: 12(H) 00(M) **Hours Paid:** 04(H) 00(M)

Sick Leave Claim Details

RT JOYNER

ID: 0161086 **Status:** Processed
Sick Leave Claim Number: 302654979 **Status Date:** 03/15/2022
Claimed: 12(H) 00(M) **Hours Paid:** 12(H) 00(M)

Sick Leave Claim Details

Figure - Sick Leave Claim History Recipient Selection - Pay Period Selected (Desktop View)

Sick Leave Claim History

Select a Pay Period from the dropdown to view your Sick Leave Claims for that Pay Period.

Pay Period

Feb 1, 2022 - Feb 15, 2022 ▾

ROBERT JOYNER

Recipient ID: 0161086
Sick Leave Claim Number: 302659840
Hours Claimed: 12(H) 00(M)
Status: Processed
Status Date: 03/16/2022
Hours Paid: 04(H) 00(M)

[View Sick Leave Claim Details](#)

ROBERT JOYNER

Recipient ID: 0161086
Sick Leave Claim Number: 302654979
Hours Claimed: 12(H) 00(M)
Status: Processed
Status Date: 03/15/2022
Hours Paid: 12(H) 00(M)

[View Sick Leave Claim Details](#)

ROBERT JOYNER

Recipient ID: 0161086
Sick Leave Claim Number: 302654979

Figure - Sick Leave Claim History Recipient Selection - Pay Period Selected (Mobile View)

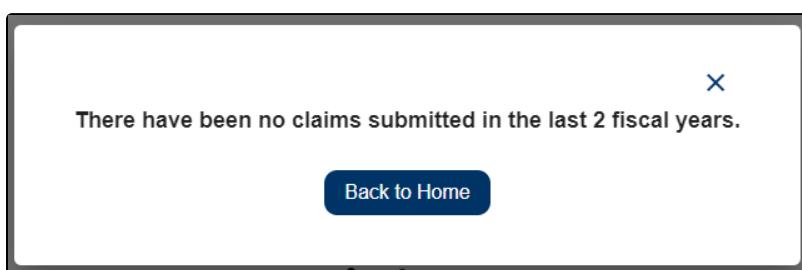


Figure - Sick Leave Claim History Recipient Selection - No Data to Display Pop-up (Desktop View)

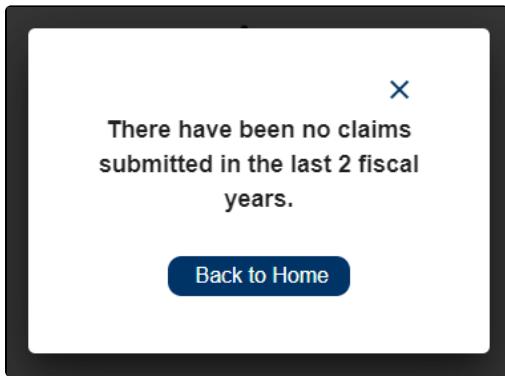


Figure - Sick Leave Claim History Recipient Selection - No Data to Display Pop-up (Mobile View)

Static Text

The following static text is associated with the Sick Leave Claim History – Recipient Selection screen. For Translations, see DSD Appendix D - Sick Leave Claim History & FAQs.

Text
There have been no claims submitted in the last 2 fiscal years.
Select a Pay Period from the dropdown to view your Sick Leave Claims for that Pay Period.

Actions/Functions

The following actions are associated with the Sick Leave Claim History – Recipient Selection screen:

Action	Function	Label Translated
Sick Leave Claim History - Recipient Selection		
View Sick Leave Claim Details	Navigates the user to the Sick Leave Claim History screen for the respective claim.	Yes
No Data to Display Pop-up		
Back to Home	Navigates the user back to the Provider Home screen.	Yes

Data Elements

The following data elements are specific to the Sick Leave Claim History – Recipient Selection screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Pay Period	Displays the Pay Periods in which the Provider has submitted Sick Leave Claims. Note: A pay period selection must be made for the below data fields to display.	Dropdown	No	No	Yes	Yes
<Recipient Name>	Name of the Recipient associated with the Sick Leave Claim.	String	No	No	No	No
Recipient ID:	Displays the Recipient ID of the Recipient associated with the Sick Leave Claim.	Integer	No	No	No	Yes
Sick Leave Claim Number:	Displays the claim number assigned to the Sick Leave Claim.	Integer	No	No	No	Yes
Hours Claimed:	Displays the number of sick leave hours submitted on that Sick Leave Claim.	String (HH(H) MM(M))	No	No	No	Yes
Status:	Displays the status of the Sick Leave Claim.	String	No	No	No	Yes
Status Date:	Display the date associated with the status indicated for the Sick Leave Claim.	Date (MM/DD /YYYY)	No	No	No	Yes

Hours Paid:	Displays the number of sick leave hours paid on that Sick Leave Claim.	String (HH(H) MM(M))	No	No	No	Yes
-------------	--	-------------------------	----	----	----	-----

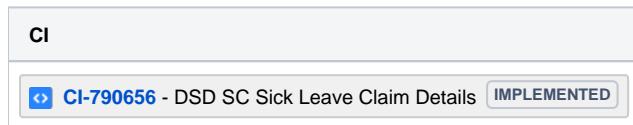
Additional Information

No fields on the Sick Leave Claim History – Recipient Selection screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Sick Leave Claim History



This screen is accessed when a Provider selects the View Sick Leave Claim History button on the Sick Leave Claim History - Recipient Selection screen from a Sick Leave Claim summary card after selecting a Pay Period from the dropdown. The Sick Leave Claim Details screen is separated into three (3) expandable/collapsible sections: Overview, Payment Details, and Sick Leave Claim Details. If the viewed Sick Leave Claim has associated messages, a Messages section will display under the Sick Leave Claim Details heading and above the Absence Details sub-cluster heading.

A screenshot of the Sick Leave Claim Details screen with three main sections visible. The first section, 'Overview', contains status information: Hours Not Paid: 00(H) 00(M), Mode of Entry: Paper, Claim Status: Processed, and Status Date: 03/19/2022. The second section, 'Payment Details', is a table showing current and year-to-date values for various categories. The third section, 'Sick Leave Claim Details', contains a message stating 'This claim is no longer valid. Press Cancel on this screen and try again with a new claim. If you are not able to start a new claim please contact the Help Desk between 8:00 A.M. and 6:00 P.M., Monday through Friday, via the phone menu for assistance.'

Current	Year-to-Date
\$72.00	\$200.00
\$0.00	\$0.00
\$72.00	\$3,867.80
\$69.30	\$1,245.95
\$5.70	\$2,621.85

Figure - Sick Leave Claim Details - Expanded Sections (Desktop View)

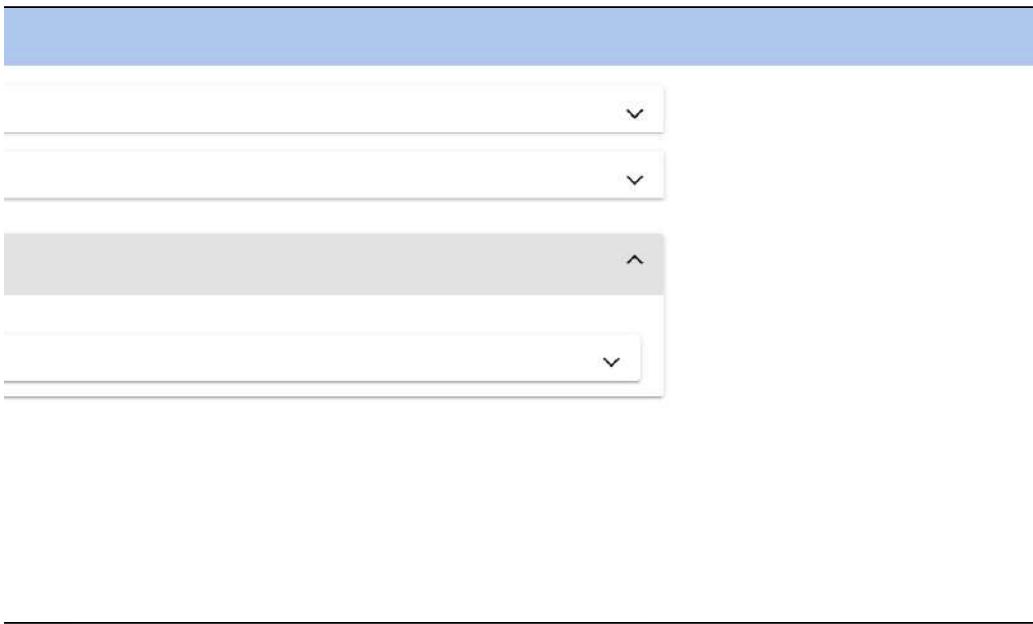


Figure – Sick Leave Claim Details - Collapsed Sections (Desktop View)

← Sick Leave Claim Details

Overview

Pay Period - Sick Leave: 02/01/2022 - 02/15/2022

Sick Leave Claim Number: 302654979

Hours Claimed: 12(H) 00(M)

Hours Paid: 12(H) 00(M)

Hours Not Paid: 00(H) 00(M)

Mode of Entry: Paper

Claim Status: Processed

Status Date: 03/15/2022

Payment Details

Warrant Number: 99556617

Issue Date: 03/18/2022

Direct Deposit: Yes

Payment Status: Payment Cashed

Earnings	Current	Year-to-Date
Sick Leave Pay	\$216.00	\$216.00
Overtime	\$0.00	\$0.00
Total Gross	\$216.00	\$3,795.80
Total Deductions	\$82.36	\$1,179.65
Net Pay	\$133.64	\$2,616.15

Sick Leave Claim Details

Absence Details

Sick Leave Pay	\$216.00	\$216.00
Overtime	\$0.00	\$0.00
Total Gross	\$216.00	\$3,795.80
Total Deductions	\$82.36	\$1,179.65
Net Pay	\$133.64	\$2,616.15

Sick Leave Claim Details ^		
Absence Details ^		
Monday	7 Feb	
Hours Claimed: 03(H) 30(M)		
Tuesday	8 Feb	
Hours Claimed: 04(H) 00(M)		
Wednesday	9 Feb	
Hours Claimed: 04(H) 30(M)		

Figure - Sick Leave Claim Details - Expanded Sections (Mobile View)

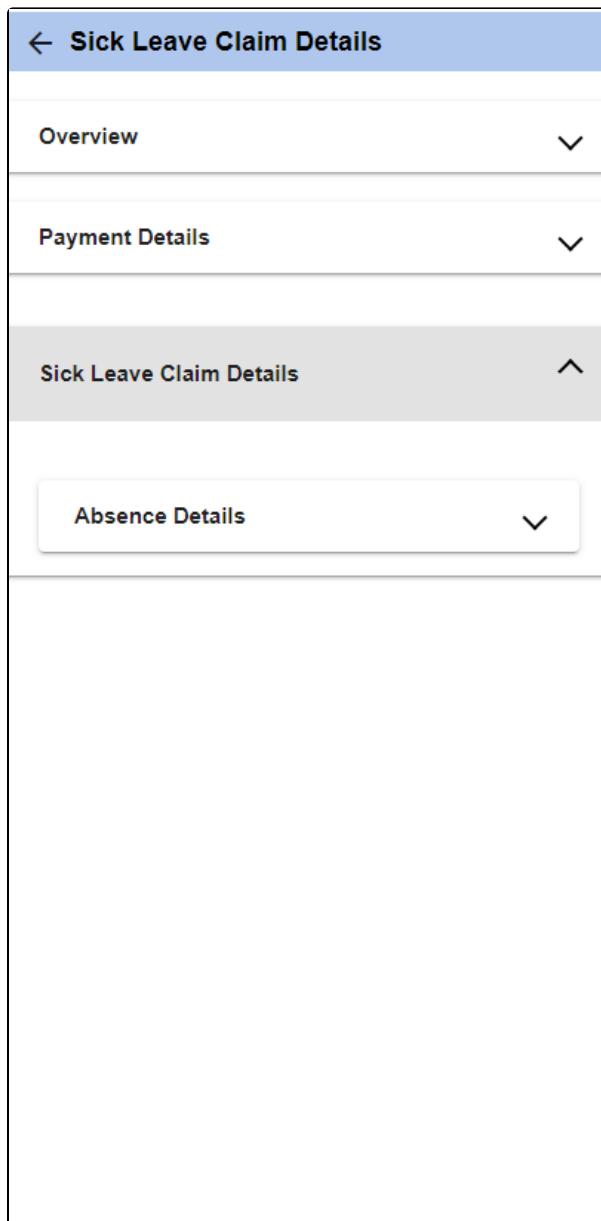


Figure – Sick Leave Claim Details - Collapsed Sections (Mobile View)

Static Text

There is no static text associated with the Sick Leave Claim Details screen.

Actions/Functions

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

Action	Function	Label Translated
←	The arrow available by the screen name will return the user to the Sick Leave Claim History Screen to allow the provider to select another Sick Leave Claim from history.	No
↙	The down chevron will expand the indicated section for viewing the detail.	No
↖	The up chevron will collapse the indicated section.	No

Data Elements

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

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
<Recipient Name>	Recipient Name selected on the Sick Leave Claim History screen	String	No	No	No	No
Overview Provides an overview of the sick leave claim details.						
Pay Period – Sick Leave:	Displays the pay period start and end dates for the selected sick leave claim	String	No	No	No	Yes
Sick Leave Claim Number:	Displays the claim number associated with the sick leave claim	Numeric	No	No	No	Yes
Hours Claimed	Displays the total hours that were claimed on this sick leave claim	String (HH (H) MM (M))	No	No	No	Yes
Hours Paid	Displays the total hours that were paid on this sick leave claim	String (HH (H) MM (M))	No	No	No	Yes
Hours Not Paid	Displays the total hours submitted but not paid on this sick leave claim (Paper only)	String (HH (H) MM (M))	No	00h 00m	No	Yes
Mode of Entry	Displays the entry type of this sick leave claim (Paper or Online)	String	No	No	No	Yes
Claim Status	Displays the Status of this sick leave claim (Pending, Paid or...)	String	No	No	No	Yes
Status Date	Displays the Date of the last action on this sick leave claim	String (MM/DD/YYYY)	No	No	No	Yes
Payment Details Provides an overview of the payment details associated with this sick leave claim.						
Warrant Number	Provides the warrant number (check) or payment number (direct deposit) for this payment. This field may be blank.	String	No	No	No	Yes
Issue Date	The SCO issue date of the warrant/payment. Format: MM/DD/YYYY	String	No	No	No	Yes
Direct Deposit	Yes indicates the payment was a direct deposit to the Provider's account No indicates a warrant will be/has been printed and mailed by the SCO for the payment	String	No	No	No	Yes
Payment Status	Indicates the status of the payment for this sick leave claim	String	No	No	No	Yes
Payment Details Earnings Statement – Provides the high level details for payment of this sick leave claim for Current and Year-to-Date						
Sick Leave Pay	Displays the payment amount to this Provider for this Recipient that has been paid at the regular rate Format: Current \$9,999.99	String	No	No	No	Yes
Overtime	Displays the payment amount to this Provider for this Recipient that has been paid at the overtime rate (additional 50% of the regular pay rate) Format: Current <\$9,999.99> Year-to-Date \$99,999.99	String	No	No	No	Yes
Total Gross	Total gross income paid to this Provider for this Recipient. Current Total Gross = Sick Leave Pay and YTD Total Gross contains all Sick Leave Pay as well as other payments. Format: Current \$9,999.99	String	No	No	No	Yes
Total Deductions	Total of all deductions taken from payment to this Provider for this Recipient Format: Current \$9,999.99	String	No	No	No	Yes

Net Pay	The total net payment mailed to or deposited into the account of this Provider for this Recipient Format: Current \$9,999.99	String	No	No	No	Yes
Claim Details Provides the timesheet details for this Claim.						
Messages	Displays any messages associated with the processing of this sick leave claim. Note: This section does not display if no messages are associated with this sick leave claim.	String	No	No	No	Yes
Absence Details	Dates that the Provider has claimed sick leave hours on this sick leave claim Displays the day of the week and date Format: Day: <Sunday - Saturday> Date: <DD MNTH> or <DD MNTH> Note: Days with a single digit (1-9) are displayed as <D MNTH> and days with two digits are displayed as <DD MNTH>	String	No	No	No	Yes
Hours Claimed	Hours and Minutes claimed for the Absence Date indicated	String (HH (H) MM (M))	No	No	No	Yes

Additional Information

No fields on the Sick Leave Claim History screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Recipient Home

CI	Document Name
CI-800280 - DSD SC Recipient Home IMPLEMENTED	DSD_SC_Recipient_Home.docx

When a Recipient first logs on onto the IHSS ESP, they will be taken to the landing screen where the Recipient may select from several actions such as Timesheet Review or view What's New, which are also available from the menu.

This screen also displays the name of each active or leave Provider that works for the Recipient and any terminated Provider that was registered with ESP or TTS prior to termination that also has unsubmitted timesheets (Issued or Pending Issuance status) with the Recipient. When there are timesheets to review, the Recipient can select the Provider's name to access timesheets that require review. Under the Provider's name is the number of timesheets available to review or the indication of no timesheets to review.

On the right side of the page, there is a list of Links and Reminders that may have important information pertinent the Recipient population.

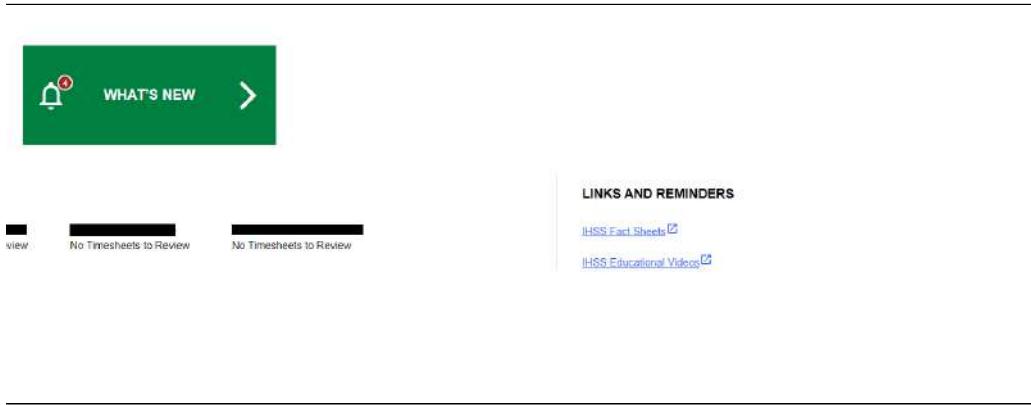


Figure - Recipient Home (Desktop View)

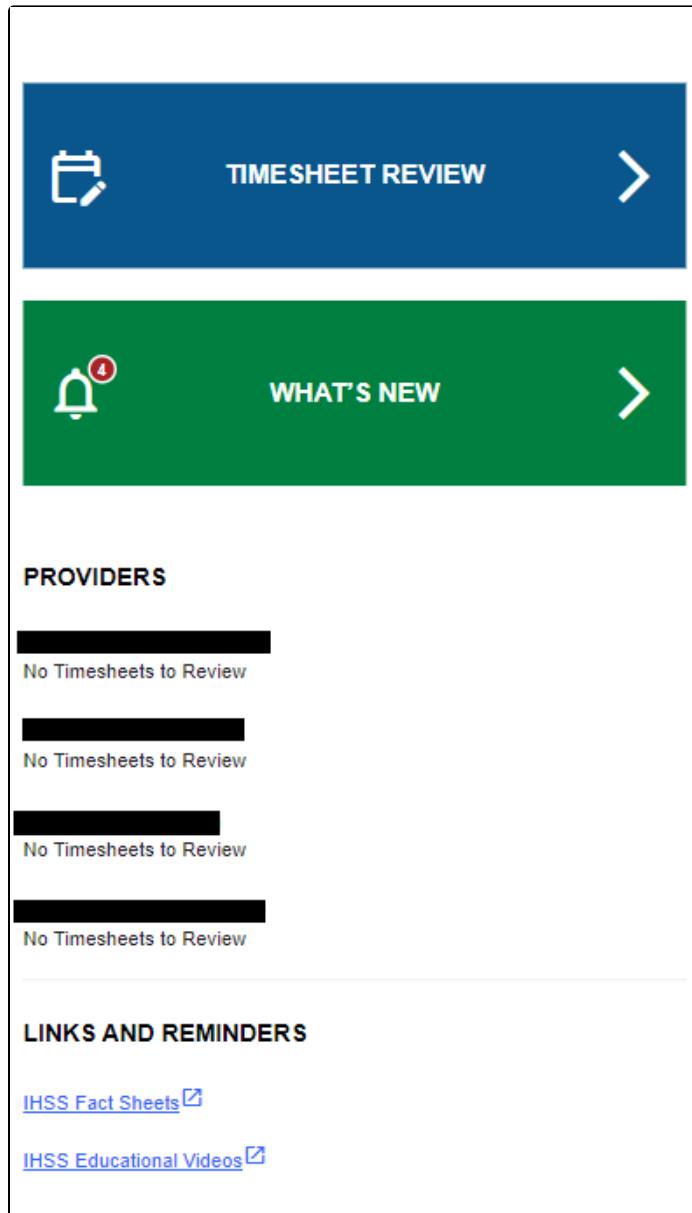


Figure - Recipient Home (Mobile View)

Static Text

The following static text is associated with the Recipient Landing screen. For translations see DSD Appendix D - Recipient Home.

Text
RECIPIENTS
LINKS AND REMINDERS

Actions/Functions

The following actions are associated with the Recipient Landing screen:

Action	Function	Label Translated

TIMESHEET REVIEW	This hyperlink card navigates the user to the Provider Timesheet: Provider Selection screen.	Yes
WHAT'S NEW	<p>This hyperlink card navigates the user to the What's New screen.</p> <p>Note: Users are presented with an accessible red notification on the What's New card with a count of the unread messages on the ESP Landing page. If all messages are read, the notification icon does not appear on the What's New card. The notification will remain on the What's New card until the user has visited all unread entries on the What's New screen, and will decrease in count accordingly.</p>	Yes
<Provider Name> (only a clickable hyperlink when the recipient has timesheets to review)	<p>Name of a provider who is enrolled in E-timesheets and works for the recipient, that when clicked, navigates to the Provider Timesheets screen for that provider. Up to 3 providers display by default on the first row, but expands to display all providers upon clicking "See All" control.</p> <p>Note: Name Displays as First Name Last Name</p>	Yes
See All ▼	This control will expand the list of provider that the recipient has. This control will not appear if there are 3 or less provider to list.	Yes
See Less ^	This control will contract the list of provider that the recipient has to only 3.	Yes
IHSS Fact Sheets	This hyperlink opens a new browser window to the external CDSS website: http://www.cdss.ca.gov/inforesources/IHSS/Fact-Sheets	Yes
IHSS Educational Videos	This hyperlink opens a new browser window to the external CDSS website: https://www.cdss.ca.gov/in-home-supportive-services/ihsse-education-videos	Yes

Data Elements

The following data elements are specific to the Recipient Landing screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
<X> Timesheets to Review	Displays the number of timesheet the recipient has to review for that provider where X is either "No" or a number.	String	No	No	No	Yes

Additional Information

No fields on the Recipient Home screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Provider Menu

CI	Document Name
 CI-753457 - DSD SC Provider Menu IMPLEMENTED	DSD_SC_Provider_Menu.docx

Once a provider logs into the IHSS ESP, the Provider menu and screen header display on all screens.

The provider menu is responsive and switches between a global navigation style for desktop browsers and a "hamburger" () style menu icon for handheld devices. For desktop browsers, the menu is below the header across the top of each screen. For mobile devices, the menu icon is to the left of the IHSS icon. Items on the handheld menu are expandable and collapsible upon selection.

For desktop browsers, the menu also changes to the hamburger style icon when the user reduces the browser window to less than 1024 pixels.

Both menu styles contain items that provide access to other functionality that is available to a Provider. The user can either tab into or click into each menu section to expand and scroll through the sub items.

For the provider menu, turning on/off for Career Pathways functionality has been implemented. Based on configurable date parameter, the functionality can be turned off. When it's turned on, existing functionalities will work as intended.



Figure - Provider Menu - Collapsed (Desktop View)

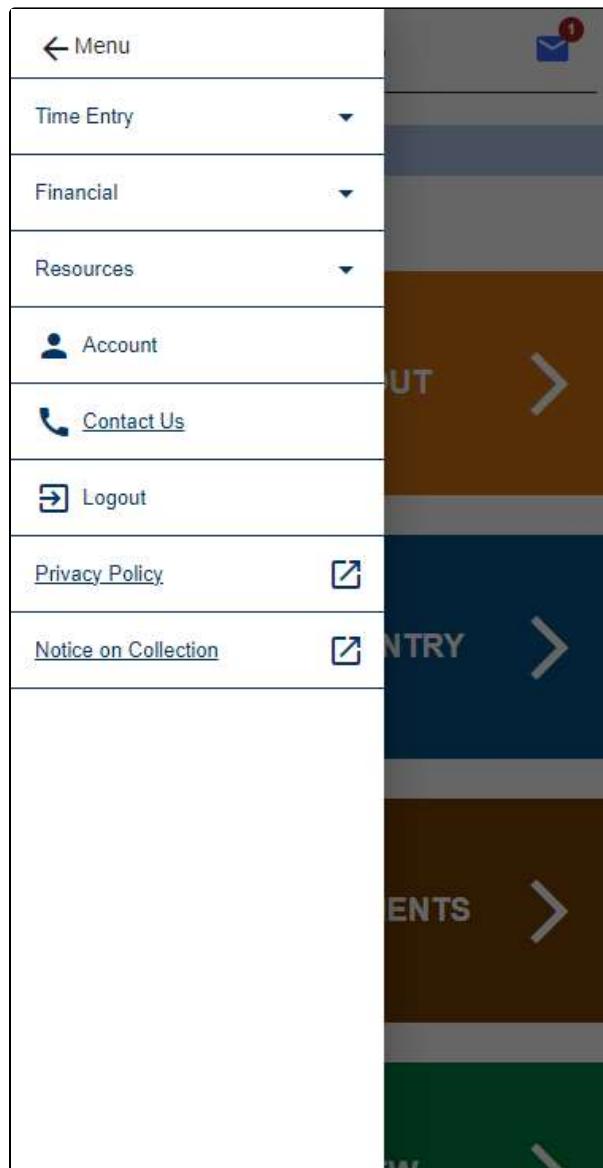


Figure - Provider Menu - Collapsed (Mobile View)

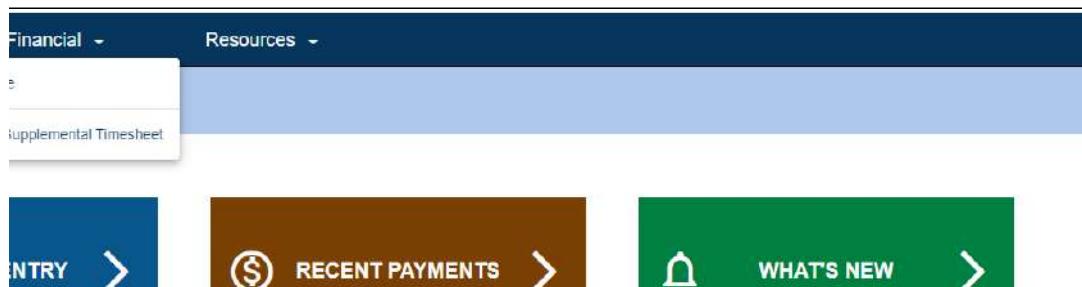


Figure - Provider Menu - Time Entry Expanded (Desktop View)

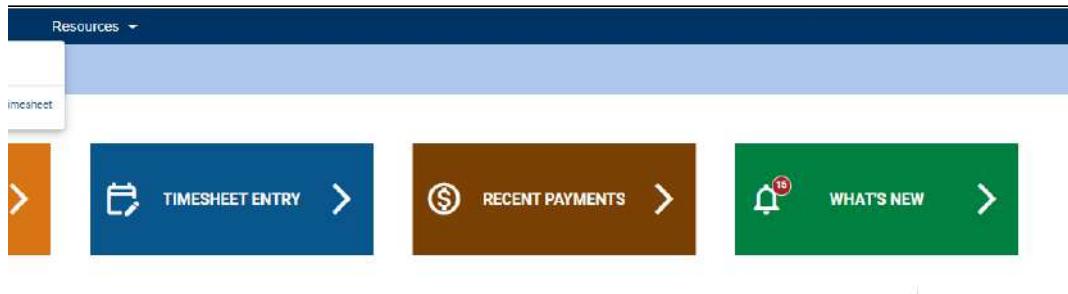


Figure - Provider Menu - Time Entry Expanded (Desktop View) - Career Pathways functionality turned off

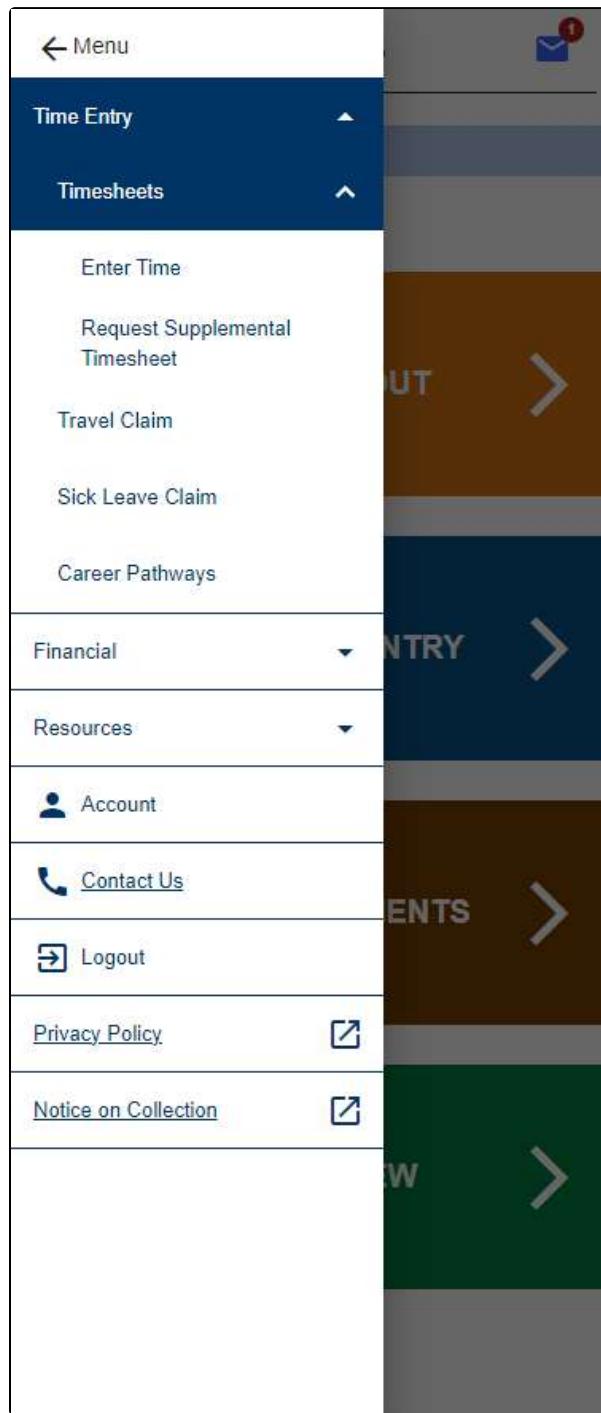


Figure - Provider Menu - Time Entry Expanded (Mobile View)

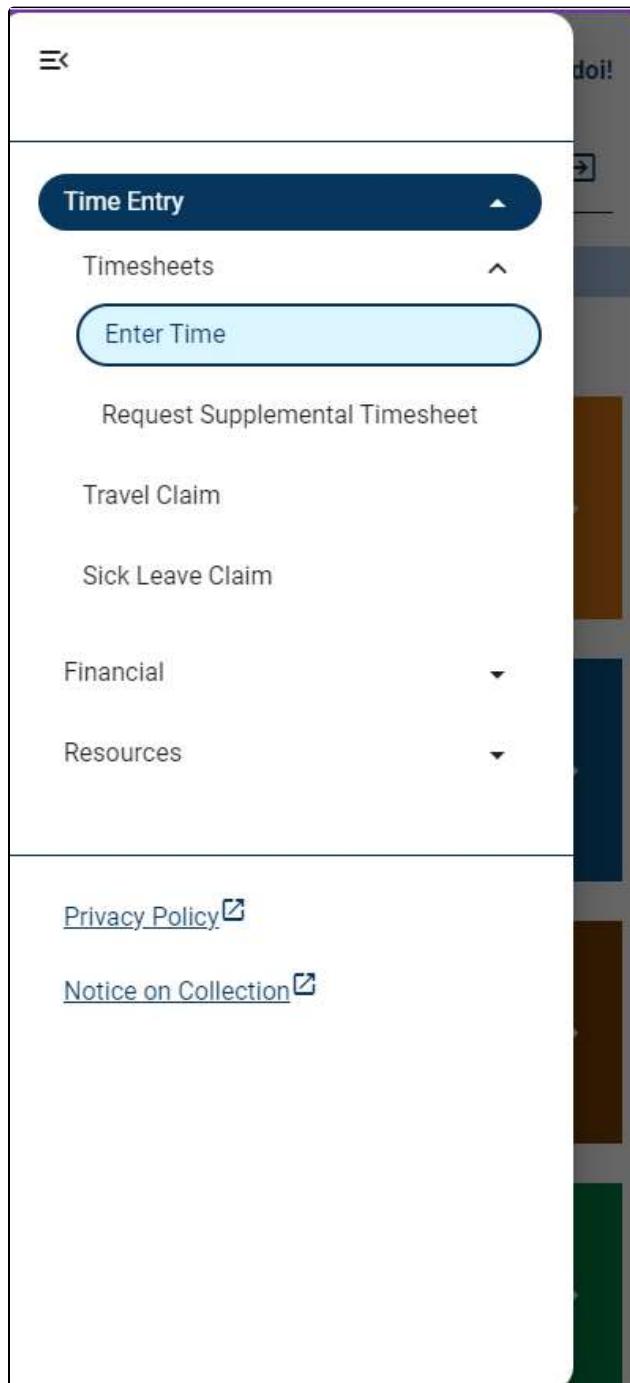


Figure - Provider Menu - Time Entry Expanded (Mobile View) - Career Pathways functionality turned off

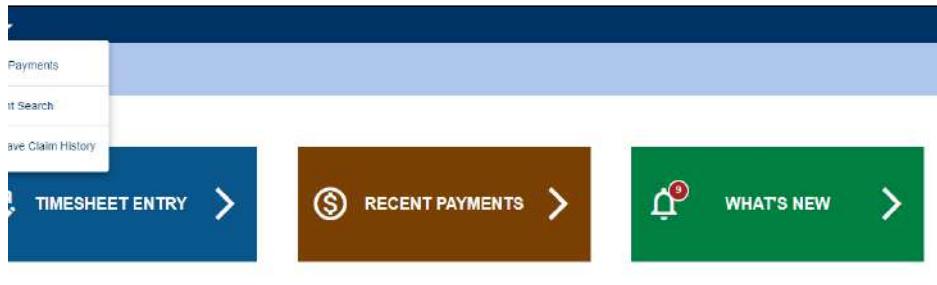


Figure - Provider Menu - Financial/Payments Expanded (Desktop View)

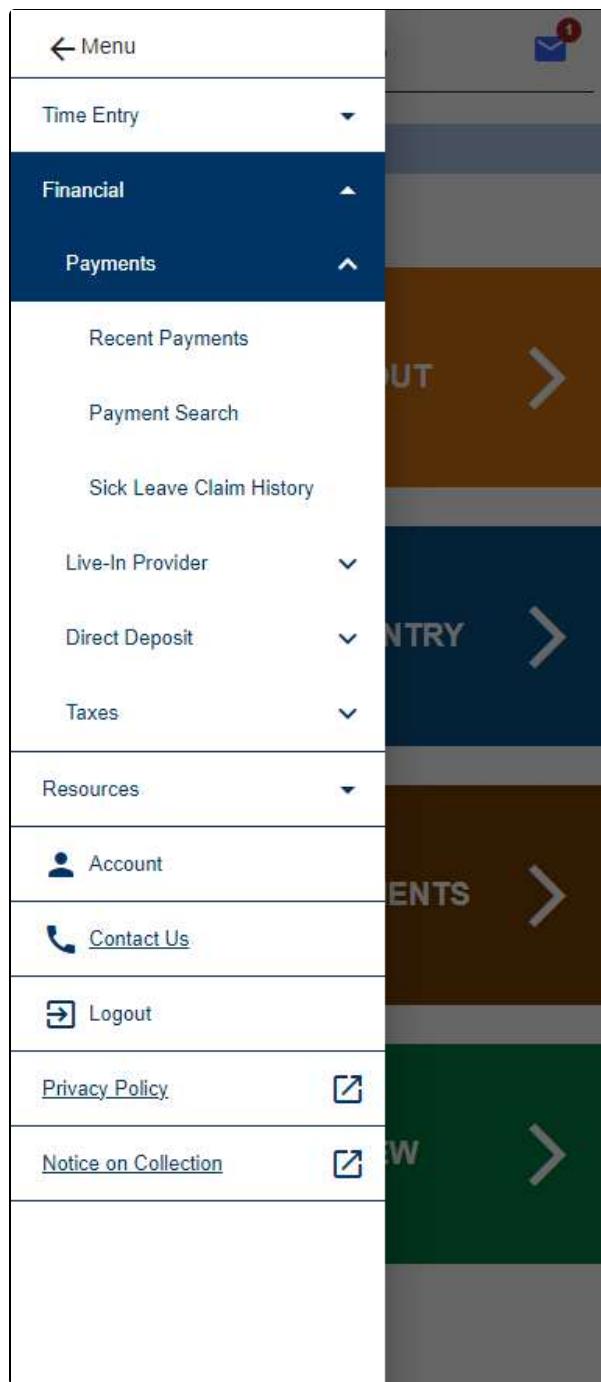


Figure - Provider Menu - Financial/Payments Expanded (Mobile View)

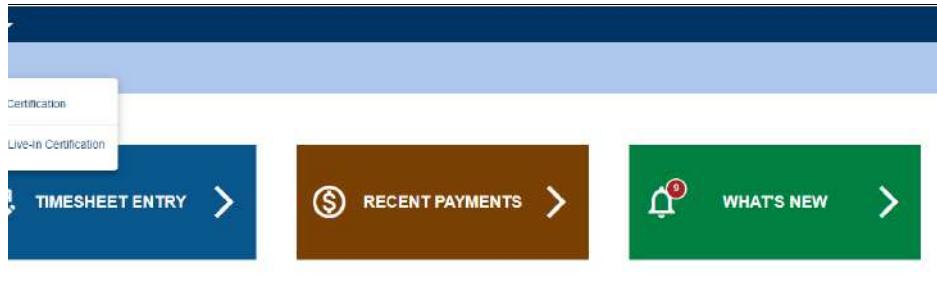


Figure - Provider Menu - Financial/Live-In Provider Expanded (Desktop View)

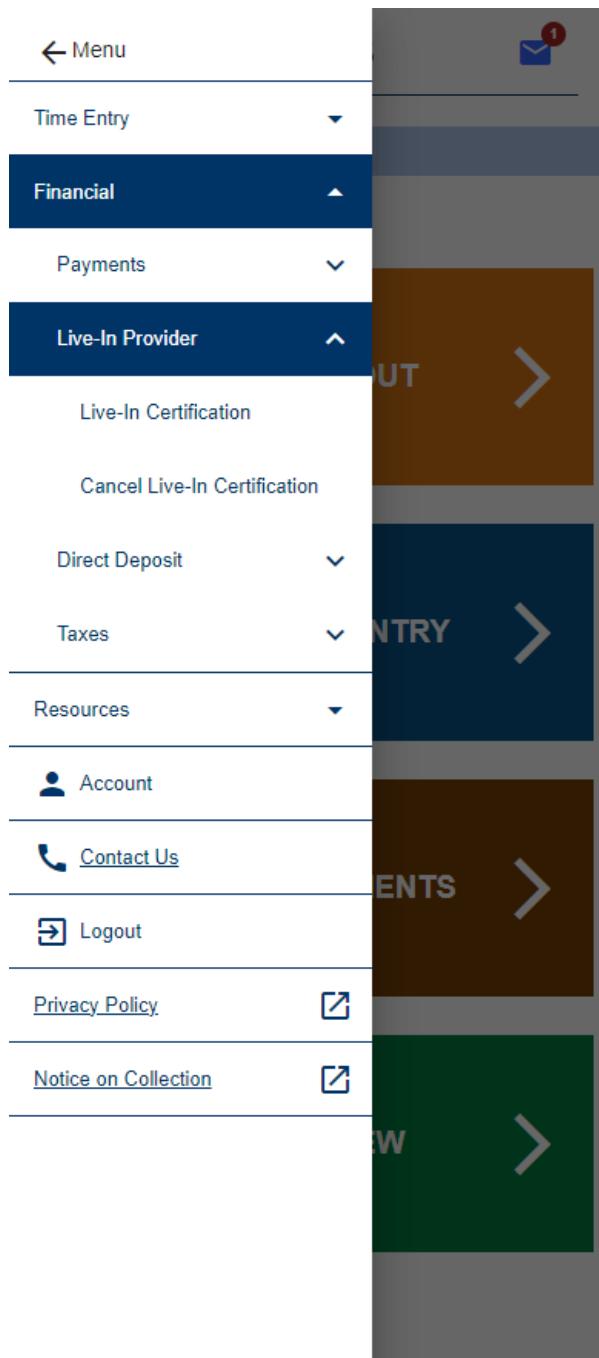


Figure - Provider Menu - Financial/Live-In Provider Expanded (Mobile View)

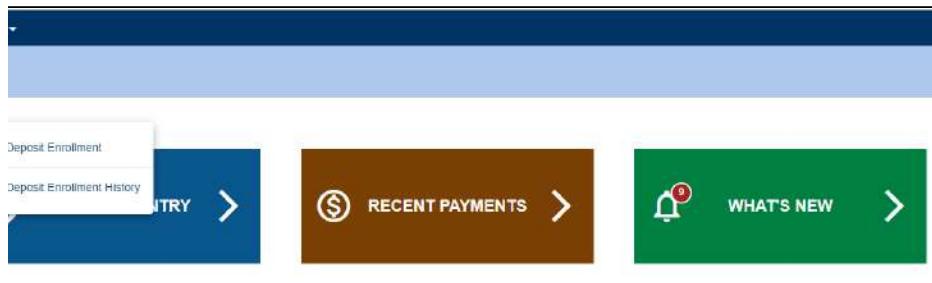


Figure - Provider Menu - Financial/Direct Deposit Expanded (Desktop View)

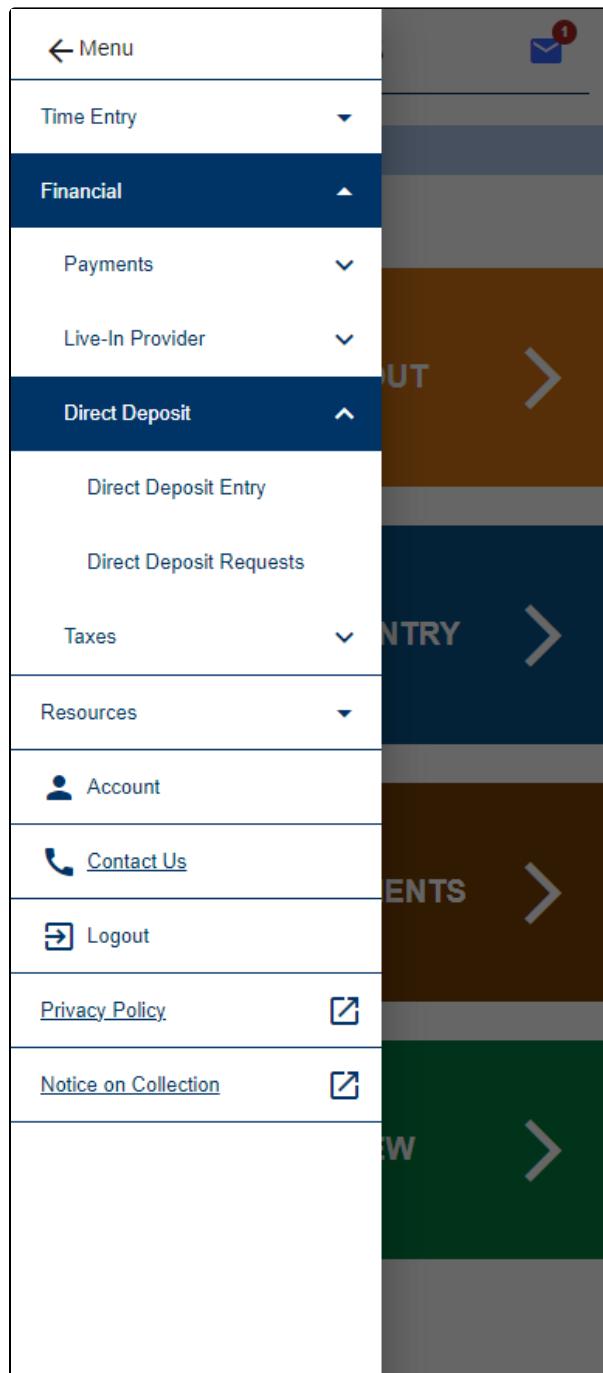


Figure - Provider Menu - Financial/Direct Deposit Expanded (Mobile View)

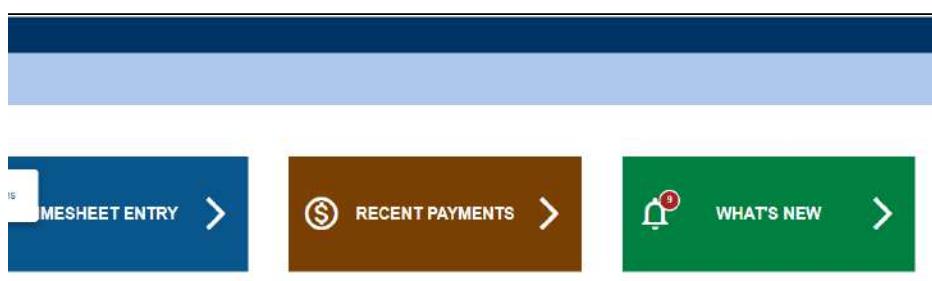


Figure - Provider Menu - Financial/Taxes Expanded (Desktop View)

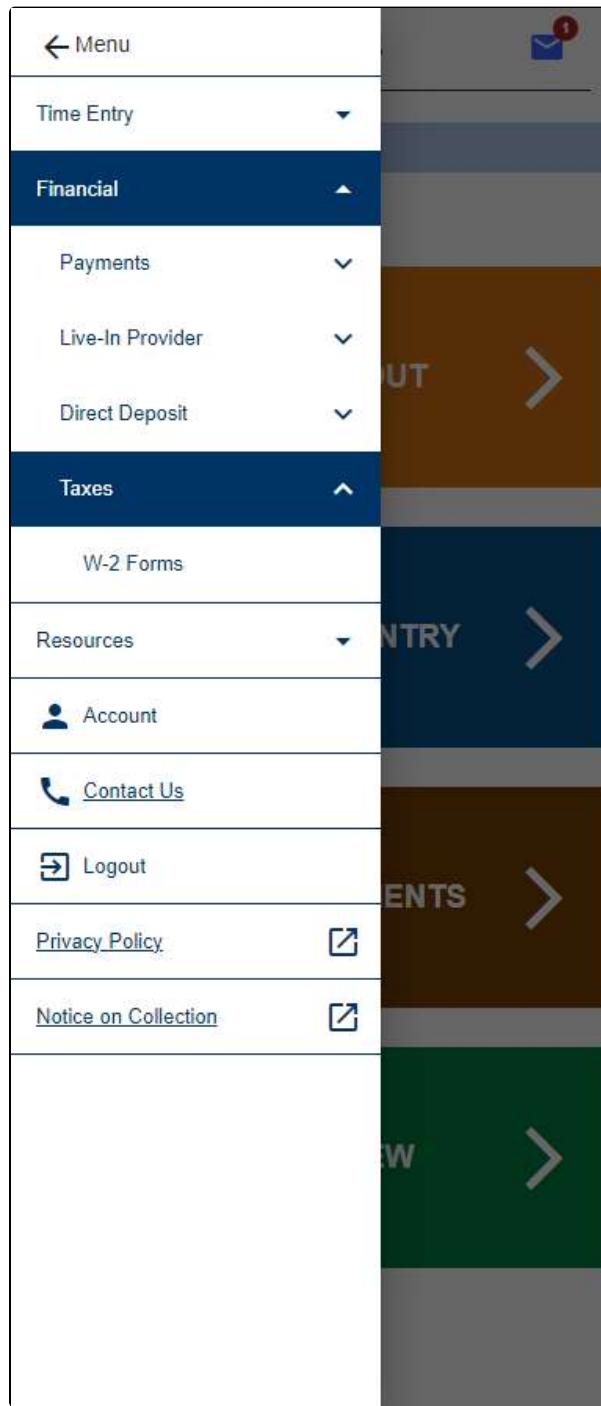


Figure - Provider Menu - Financial/Taxes Expanded (Mobile View)



Figure - Provider Menu - Resources Expanded (Desktop View)

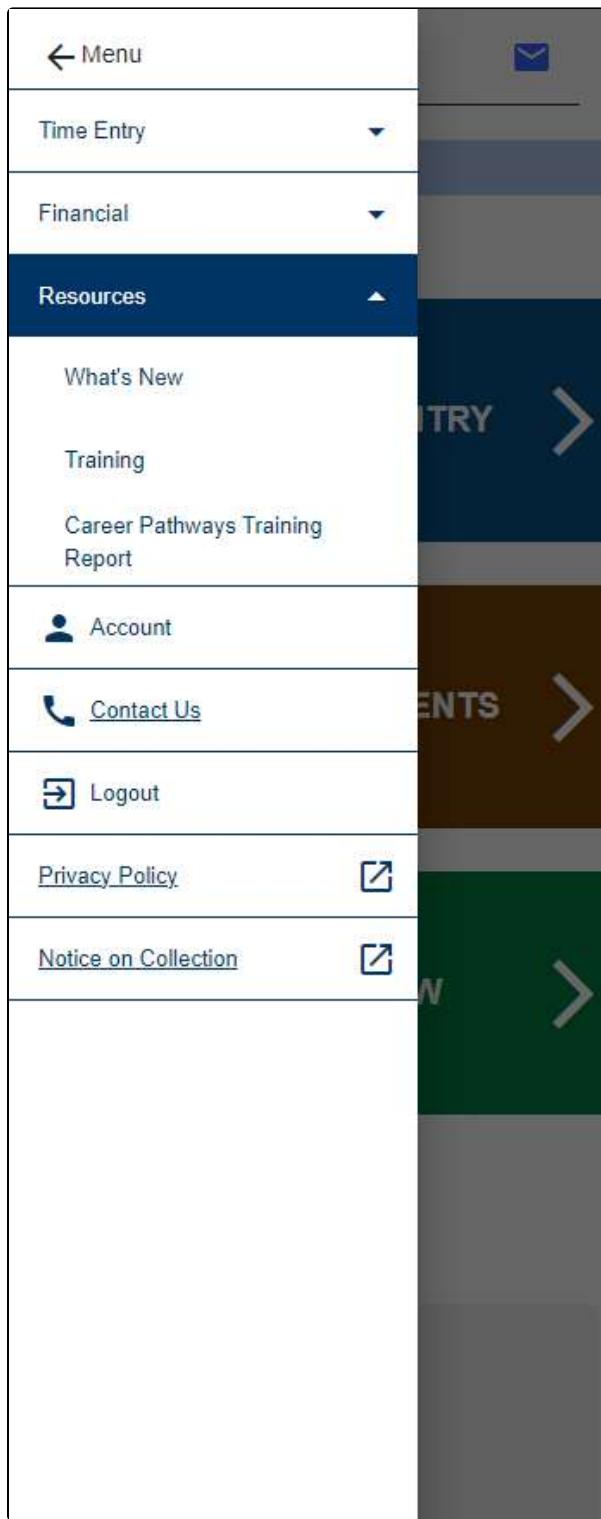


Figure - Provider Menu - Resources Expanded (Mobile View)

Static Text

There is no static text associated with the Provider Menu.

Actions/Functions

The following actions are associated with the Provider Menu:

Menu Item	Action	Function	Label Translated
Menu	Time Entry		
Sub-Menu	Timesheets		
Sub-Sub-Menu	Enter Time	This menu item takes the user to the Time Entry: Recipient Selection screen.	Yes
	Request Supplemental Timesheet	This menu item takes the user to the Request Supplemental Timesheet screen.	Yes
Sub-Menu	Travel Claim	This menu item takes the user to the Travel Claim Recipient Selection screen.	Yes
Sub-Menu	Sick Leave Claim	This menu item takes the user to the Sick Leave Claim screen.	Yes
Sub-Menu	Career Pathways	This menu item takes the user to the Career Pathways Claim Type screen.	Yes
Menu	Financial		
Sub-Menu	Payments		
Sub-Sub-Menu	Recent Payments	This menu item takes the user to the Recent Payment screen.	Yes
	Payment Search	This menu item takes the user to the Payment Search screen.	Yes
	Sick Leave Claim History	This menu item takes the user to the Sick Leave Claim History screen.	Yes
Sub-Menu	Live-In Provider		
Sub-Sub-Menu	Live-In Certification	This menu item takes the user to the Live-In Certification screen.	Yes
	Cancel Live-In Certification	This menu item takes the user to the Live-In Certification Cancellation screen.	Yes
Sub-Menu	Direct Deposit		
Sub-Sub-Menu	Direct Deposit Entry	This menu item takes the user to the Direct Deposit screen.	Yes
Sub-Sub-Menu	Direct Deposit Requests	This menu item takes the user to the Direct Deposit Request screen.	Yes
Sub-Menu	Taxes		
Sub-Sub-Menu	W-2 Forms	This menu item takes the user to the W-2 Forms screen.	Yes
Menu	Resources		
Sub-Menu	What's New	This main menu item takes the user directly to the What's New Screen.	Yes
Sub-Menu	Training	This main menu item takes the user directly to the Training screen.	Yes
Sub-Menu	Career Pathways Training Report	This main menu item takes the user directly to the Career Pathways Training Report Screen.	Yes
Note: The Account and Contact Us menu items are documented as part of the header. Please refer to the Header screen design for more information. The Privacy Policy and Notice on Collection menu items are documented as part of the footer. Please refer to the Footer screen design for more information.			

Data Elements

No data elements are specific to the Provider Menu.

Additional Information

No fields on the Provider Menu are designated with an .

Structure

The Structure section is not applicable to the Provider Menu.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Account Information

CI	Document Name
 CI-802375 - DSD SC Account Information IMPLEMENTED	DSD_SC_Account_Information.docx

IHSS ESP users may navigate to the Account Information screen by clicking the Account Information link in any screen header or the Account menu item if in mobile view.

The Account Information screen displays the name of the user as it was entered into Case Management, along with their provider or case number, date registered to the IHSS ESP, and email address they used upon registration or subsequently changed upon request to the county. Note: The user is not able to update their email address directly from the IHSS ESP.

Also available on this screen are links to internal screens to allow the user to change their password, reset their security questions, view or edit account preferences and contact information.

Account Information

Full Name: [REDACTED]

Provider Number: [REDACTED]

Registration Date: 03/17/2020

Email Address: [REDACTED]

[Change My Password](#)

[Reset My Security Questions](#)

[My Preferences](#)

[Contact Information](#)

Figure - Account Information – Provider (Desktop View)

Account Information

Full Name: [REDACTED]

Provider Number: [REDACTED]

Registration Date: 03/17/2020

Email Address: [REDACTED]

[Change My Password](#)

[Reset My Security Questions](#)

[My Preferences](#)

[Contact Information](#)

Figure - Account Information – Provider – (Mobile View)

Account Information

Full Name: [REDACTED]

Case Number: [REDACTED]

Registration Date: 08/09/2022

Email Address: [REDACTED]

[Change My Password](#)

[Reset My Security Questions](#)

[My Preferences](#)

[Contact Information](#)

Figure - Account Information – Recipient (Desktop View)

Account Information

Full Name: [REDACTED]

Case Number: [REDACTED]

Registration Date: 08/09/2022

Email Address: [REDACTED]

[Change My Password](#)

[Reset My Security Questions](#)

[My Preferences](#)

[Contact Information](#)

Figure - Account Information – Recipient – (Mobile View)

Static Text

The following static text is associated with the Account Information screen. For translations see DSD Appendix D - Account.

Language	Text
English	Account Information

Actions/Functions

The following actions are associated with the Account Information screen:

Action	Function	Label Translated
Skip to Content	<p>Link navigates the user to an anchor at the start of the main content of the page to allow screen readers to skip over the navigation menu.</p> <p>Note: This button does not navigate the user to a different screen. This button is only visible on desktop view. This button is only available to Recipients.</p>	No

Menu	Responsive menu is either global navigation style or the menu icon () style depending on device or browser width. See Provider Menu or Recipient Menu screen section.	Yes
Change My Password	This hyperlink navigates the user to the Create New Password screen.	Yes
Reset My Security Questions	This hyperlink navigates the user to the Update Security Question screen.	Yes
My Preferences	This hyperlink navigates the user to the My Preferences screen.	Yes
Contact Information	This hyperlink navigates the user to the Action Requires Verification Code screen.	Yes

Data Elements

The following data elements are specific to the Account Information screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Full Name	First and Last name of the user as is entered in Case Management	String	No	No	No	Yes
Case Number or Provider Number	Case Number or Provider Number of user depending on what type is logged in	Numeric	No	No	No	Yes
Registration Date	Date the user registered to the IHSS ESP	String	No	No	No	Yes
Email Address	Email address as entered when registered to the IHSS ESP or subsequently updated within Case Management	String	No	No	No	Yes

Additional Information

No fields on the Account Information screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient or Provider	Recipient Menu Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Recent Payments

CI	Document Name
 CI-801514 - DSD SC Recent Payments IMPLEMENTED	DSD_SC_Recent_Payments.docx

The Recent Payments screen is accessed either by selecting the green Recent Payments box from the Provider Landing page or by selecting the Recent Payments sub-sub-menu from the Financial primary-menu and Payments sub-menu.

On this Screen, the Provider will be able to view Pay Period, Payment type and Transaction type number (Travel claim number, Timesheet number, Sick leave claim number, Special payment number and Claim number) made in the last 14 calendar days. All payment entries will be displayed in form of cards. The Provider may scroll through recent payment cards to view the payment details. Each card will contain View Payment Details button which will redirect user to Payment details screen.

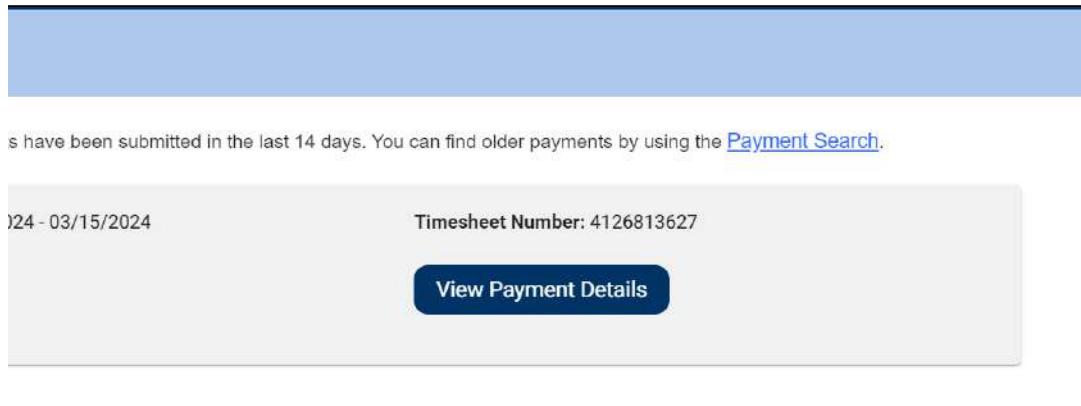


Figure - Recent Payment Screen - Desktop view

Recent Payments

These payment requests have been submitted in the last 14 days. You can find older payments by using the [Payment Search](#).

Pay Period: 03/01/2024 - 03/15/2024

Payment Type: IHSS

Timesheet Number: 4126813627

View Payment Details

Figure - Recent Payment Screen - Mobile view

You have no payment activity in the last 14 days to display. You can search for older payments by selecting the Payment Search button.

[Payment Search](#)

[Back to Home](#)

Figure - Recent Payment Screen - No payments available - Mobile view

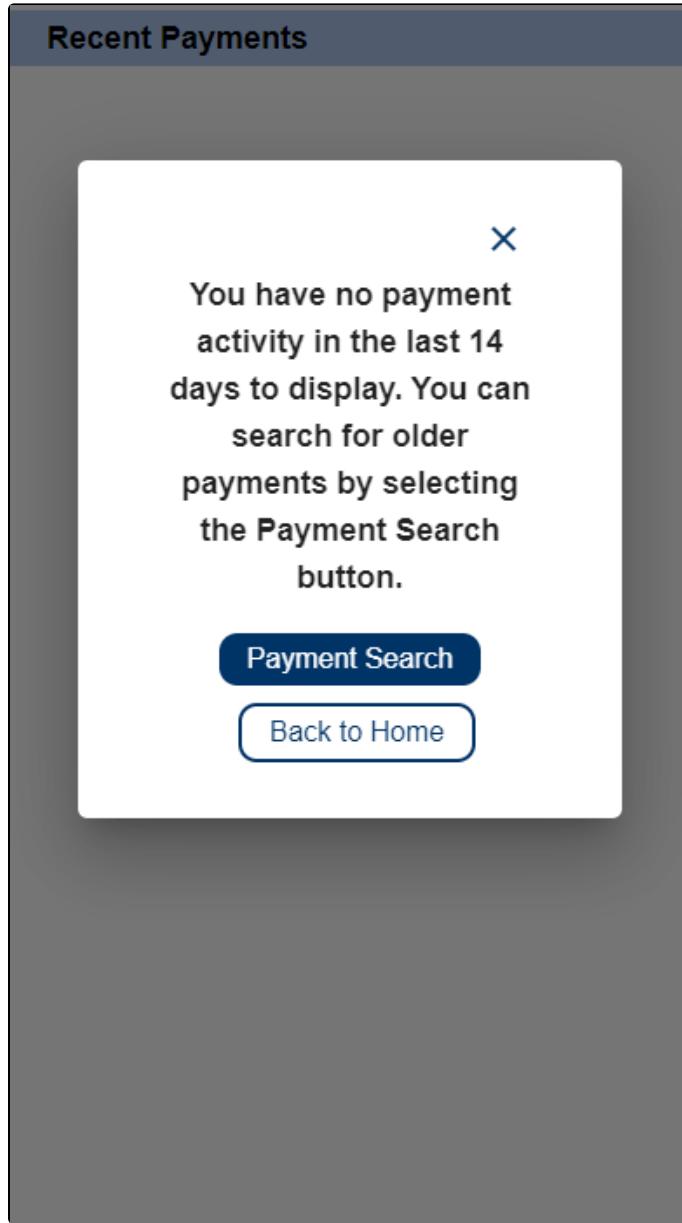


Figure - Recent Payment Screen - No payments available - Mobile view

Static Text

The following static text is associated with the Recent Payments screen. For translations see DSD Appendix D - Payments - Recent Payments.

Text
These payment requests have been submitted in the last 14 days.
You can find older payments by using the <Payment Search: link to Payment Search Screen>
You have no payment activity in the last 14 days to display.
You can find older payments by using the <Payment Search: link to Payment Search Screen>

Actions/Functions

The following actions are associated with the Recent Payments screen and popup (for no payments available):

Payment Search	Clicking on Payment Search button will navigate to Payment search screen so that user can search when there is no recent payment available.
Back to Home	Clicking on Back to Home button will navigate to Home page.
View Payment Details	Clicking on View Payment Details button will navigate the user to Payment Details screen.

Data Elements

The following data elements are specific to the Recent Payment screen:

Field Name	Details	Data Type	Required Field	Default Value	Editable Field	Label Translated
Pay Period	Displays the start and end date for the selected payment.	Date (MM/DD /YYYY – MM/DD /YYYY)	No	No	No	Yes
Payment Type	Displays the payment type of the selected payment <ETimesheetTypeDesc OR TravelClaimType OR [IHSS Sick Leave] OR [Special Transaction] OR [Training Time Claim] OR [CareerPathwaysClaimType]> Note: If the payment is a special transaction, the transaction type COVID Sick Leave, Care Economy Payment or COVID Medical Accompaniment is indicated.	String	No	No	No	Yes
Transaction type number	This field on card will display various types of transactions like Travel claim number, Timesheet number, Sick leave claim number, Special payment number and Claim number.	String	No	No	No	Yes

Additional Information

No fields on the Recent Payments screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Training

CI	Document Name
CI-802376 - DSD SC Training	DSD_SC_Training.docx

The Training screen displays an introduction to the training modules available on the IHSS Electronic Services Portal and lists hyperlinks to CDSS external websites and other screens on the ESP. The available training is dependent on the user type.

Figure - Training - Provider (Desktop View)

Training

The following links will direct you to lessons and informational handouts created for providers and recipients.

[IHSS Electronic Service Portal Help](#)

[IHSS Provider Resources: Online Direct Deposit](#)

[IHSS Provider Resources: Paid Sick Leave](#)

[How to Change Preferences and Preferred Language](#)

[How to Request Email Copies of Timesheets](#)

[How to Update Your Contact Information](#)

[How to Setup Text Notifications](#)

If you have questions about these training links, please contact the IHSS Service Desk during regular business hours from 8 AM to 5 PM Monday through Friday, excluding major holidays at 1-866-376-7066.

Figure - Training - Provider (Mobile View)

s created for providers and recipients

35 Service Desk during regular business hours from 8 AM to 5 PM Monday through Friday, excluding major

Figure - Training - Recipient (Desktop View)

Training

The following links will direct you to lessons and informational handouts created for providers and recipients.

[IHSS Electronic Service Portal Help](#) 

[Important Information for IHSS Recipients About Paid Sick Leave](#)

[How to Hire a Provider](#)

[How to Change Preferences and Preferred Language](#)

[How to Request Email Copies of Timesheets](#)

[How to Update Your Contact Information](#)

[How to Setup Text Notifications](#)

If you have questions about these training links, please contact the IHSS Service Desk during regular business hours from 8 AM to 5 PM Monday through Friday, excluding major holidays at 1-866-376-7066.

Figure - Training - Recipient (Mobile View)

Static Text

All text on the screen is static text. For translations, see DSD Appendix D.

Actions/Functions

The following actions are associated with the Training screen:

Action	Function	Label Translated
Provider & Recipient		
IHSS Electronic Service Portal Help	External Hyperlink: http://www.cdss.ca.gov/inforesources/esp/help	Yes
How to Change Preferences and Preferred Language	Provider: Link to <i>Training My Preferences</i> screen Recipient: Link to <i>Training My Preferences</i> screen	Yes
How to Download Copies of Timesheets	Provider: Link to <i>Training Download Timesheet Copy</i> screen Recipient: Link to <i>Training Download Timesheet Copy</i> screen	Yes
How to Update Your Contact Information	Provider: Link to <i>Training Contact Information</i> screen (<i>How to Add/Update Phone Number and How to Update Residence and/or Mailing Address</i>) Recipient: Link to <i>Training Contact Information</i> screen (<i>How to Add/Update Phone Number only</i>)	Yes
How to Setup Text Notifications	Provider: Link to <i>Training Text Notifications</i> screen Recipient: Link to <i>Training Text Notifications</i> screen	Yes
Additional Information About Message Center link	Provider: Link to <i>Training Message Center</i> screen Recipient: Link to <i>Training Message Center</i> screen	Yes
Electronic Services Portal One-Time Passcode Guide	External Hyperlink: https://www.cdss.ca.gov/Portals/9/IHSS/ESP%20OTP%20Guide.pdf	Yes
Electronic Forms on ESP	Provider: Link to <i>Training Electronic Forms</i> screen Recipient: Link to <i>Training Electronic Forms</i> screen	No
Provider Only		
IHSS Provider Resources: Online Direct Deposit	External Hyperlink: http://www.cdss.ca.gov/inforesources/IHSS-Providers/Resources/Direct-Drop	Yes
IHSS Provider Resources: Paid Sick Leave	External Hyperlink: http://www.cdss.ca.gov/inforesources/IHSS-Providers/Resources/Sick-Leave	Yes
Career Pathways Training Report	Link to the <i>Training Career Pathways Training Report</i> screen	Yes
Electronic Visit Verification (EVV) Information	External Hyperlink: https://www.cdss.ca.gov/inforesources/ihss/evv/help	Yes
Recipient Only		
Important Information for IHSS Recipients About Paid Sick Leave	Link to <i>Training Sick Leave</i> screen	Yes
How to Hire a Provider	Link to <i>Training Hire Provider</i> screen	Yes

Data Elements

There are no data elements specific to the Training screen.

Additional Information

No fields on the Training screen are designated with an .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient or Provider	Recipient Menu Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Training Contact Information

CI

CI-823212 - DSD SC Training Contact Information IMPLEMENTED

This screen is accessed when a user selects the [How to update your contact information](#) link from the Training screen or the [how to update your contact information](#) link from the What's New screen. For the Recipient user, it displays step by step instructions on how to add/update phone number information. For the Provider user, it displays step by step instructions on how to add/update phone number and address information.

Contact Information

Update Phone Number

date your phone number on the ESP. This can be done by accessing the Contact Information screen, to edit or delete existing phone numbers or add a new phone number.

your Phone Number:

Account Information screen:

- p users can access Account Information by selecting the link above the menu bar.
- users can access Account Information by selecting the link from the menu.

contact Information link.

·e number types: Home, Cell and Other, as well as an indicator for "Primary" will be displayed. (Note: A Primary phone number is the main phone number that you prefer to be contacted at).

'Edit' button next to the phone number you would like to add or update.

hone number (if this is your primary phone number you may select the checkbox "Make this my primary phone number" at this time).

/e to save your changes or 'Cancel' if you decide not to make any changes.

ur phone number is correct. If your phone number is not correct, you may click the 'Cancel' button to go back to the previous screen at this time to make any changes.

a number information is correct, select the 'Submit' button to confirm your changes.

ive a message indicating your phone number has been submitted for processing, click the 'Ok' button.

ive an email confirming that your phone number changes were successful.

Residence and/or Mailing Address

ur residence and/or mailing address on the ESP. This can be done by accessing the Contact Information screen, to update your residence and/or mailing address as needed.

idence and/or Mailing Address:

Account Information screen:

- p users can access Account Information by selecting the link above the menu bar.
- users can access Account Information by selecting the link from the menu.

contact Information link.

act Information screen, click on the 'Edit' button to update or add your residence and/or mailing address. (Note: You have the option of selecting the checkbox that states "Mailing Address is same as Residence Address," so you do enter your address twice).

ddress information if it needs to be updated.

/e to save your changes or 'Cancel' if you decide not to make any changes.

ur address information is correct. If your information is not correct, you may click the 'Cancel' button to go back to the previous screen at this time to make any changes.

ss information is correct, select the 'Submit' button to confirm your changes.

ive a message indicating your address update has been submitted for processing, click the 'Ok' button.

ive an email if your address changes have been successfully applied or were not able to be processed. (Note: If your address update was not successful, you will receive an email that your changes were not successfully applied. Be due to an invalid address entry the United States Postal Service (USPS) did not recognize. Please follow the instructions in the email to complete your address change).

Figure - Training Contact Information - Provider (Desktop View)

[Training Contact Information](#)

How to Add/Update Phone Number

You can add or update your phone number on the ESP. This can be done by accessing the Contact Information screen, to edit or delete existing phone numbers or add a new phone number.

To Add or Update your Phone Number:

1. Access the Account Information screen:
 - a. Desktop users can access Account Information by selecting the link above the menu bar.
 - b. Mobile users can access Account Information by selecting the link from the menu.
2. Select the Contact Information link.
3. A list of phone number types: Home, Cell and Other, as well as an indicator for "Primary" will be displayed. (Note: A Primary phone number is the main phone number that you prefer to be contacted at).
4. Click on the 'Edit' button next to the phone number you would like to add or update.
5. Enter your phone number (If this is your primary phone number you may select the checkbox "Make this my primary phone number" at this time).
6. Click on 'Save' to save your changes or 'Cancel' if you decide not to make any changes.
7. Confirm if your phone number is correct. If your phone number is not correct, you may click the 'Cancel' button to go back to the previous screen at this time to make any changes.
8. If your phone number information is correct, select the 'Submit' button to confirm your changes.
9. You will receive a message indicating your phone number has been submitted for processing, click the 'OK' button.
10. You will receive an email confirming that your phone number changes were successful.

How to Update Residence and/or Mailing Address

How to Update Residence and/or Mailing Address

You can update your residence and/or mailing address on the ESP. This can be done by accessing the Contact Information screen, to update your residence and/or mailing address as needed.

To update your Residence and/or Mailing Address:

1. Access the Account Information screen:
 - a. Desktop users can access Account Information by selecting the link above the menu bar.
 - b. Mobile users can access Account Information by selecting the link from the menu.
2. Select the Contact Information link.
3. On the Contact Information screen, click on the 'Edit' button to update or add your residence and/or mailing address. (Note: You have the option of selecting the checkbox that states "Mailing Address is same as Residence Address," so you do not have to enter your address twice).
4. Enter your address information if it needs to be updated.
5. Click on 'Save' to save your changes or 'Cancel' if you decide not to make any changes.
6. Confirm if your address information is correct. If your information is not correct, you may click the 'Cancel' button to go back to the previous screen at this time to make any changes.
7. If your address information is correct, select the 'Submit' button to confirm your changes.
8. You will receive a message indicating your address update has been submitted for processing, click the 'OK' button.
9. You will receive an email if your address changes have been successfully applied or were not able to be processed. (Note: If your address update was not successful, you will receive an email that your changes were not successfully applied. This could be due to an invalid address entry the United States Postal Service (USPS) did not recognize. Please follow the instructions in the email to complete your address change).

Figure - Training Contact Information - Provider (Mobile View)

Contact Information

Update Phone Number

Update your phone number on the ESP. This can be done by accessing the Contact Information screen, to edit or delete existing phone numbers or add a new phone number.

: your Phone Number:

Account Information screen:

top users can access Account Information by selecting the link above the menu bar.

le users can access Account Information by selecting the link from the menu.

Contact Information link.

one number types: Home, Cell and Other, as well as an indicator for "Primary" will be displayed. (Note: A Primary phone number is the main phone number that you prefer to be contacted at).

> 'Edit' button next to the phone number you would like to add or update.

phone number (If this is your primary phone number you may select the checkbox "Make this my primary phone number" at this time).

ave' to save your changes or 'Cancel' if you decide not to make any changes.

our phone number is correct. If your phone number is not correct, you may click the 'Cancel' button to go back to the previous screen at this time to make any changes.

ne number information is correct, select the 'Submit' button to confirm your changes.

give a message indicating your phone number has been submitted for processing, click the 'Ok' button.

give an email confirming that your phone number changes were successful.

Figure - Training Contact Information - Recipient (Desktop View)

Training Contact Information

How to Add/Update Phone Number

You can add or update your phone number on the ESP. This can be done by accessing the Contact Information screen, to edit or delete existing phone numbers or add a new phone number.

To Add or Update your Phone Number:

1. Access the Account Information screen:
 - a. Desktop users can access Account Information by selecting the link above the menu bar.
 - b. Mobile users can access Account Information by selecting the link from the menu.
2. Select the Contact Information link.
3. A list of phone number types: Home, Cell and Other, as well as an indicator for "Primary" will be displayed. (**Note: A Primary phone number is the main phone number that you prefer to be contacted at.**)
4. Click on the 'Edit' button next to the phone number you would like to add or update.
5. Enter your phone number (If this is your primary phone number you may select the checkbox "Make this my primary phone number" at this time).
6. Click on 'Save' to save your changes or 'Cancel' if you decide not to make any changes.
7. Confirm if your phone number is correct. If your phone number is not correct, you may click the 'Cancel' button to go back to the previous screen at this time to make any changes.
8. If your phone number information is correct, select the 'Submit' button to confirm your changes.
9. You will receive a message indicating your phone number has been submitted for processing, click the 'OK' button.
10. You will receive an email confirming that your phone number changes were successful.

Figure - Training Contact Information - Recipient (Mobile View)

Static Text

All text on the screen is static text. For translations, see DSD Appendix D.

Actions/Functions

The following actions are associated with the Training Contact Information screen:

Action	Function	Label Translated
--------	----------	------------------

	The arrow available by the screen name will return the user to the Training screen.	No
---	---	----

Data Elements

There are no data elements specific to the Training Contact Information screen.

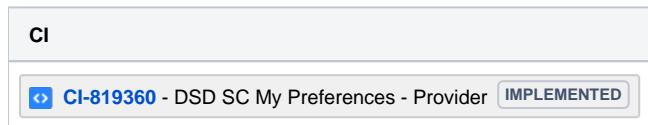
Additional Information

No fields on the Training Contact screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient or Provider	Recipient Menu Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/My Preferences - Provider



The My Preference - Provider screen is available from the link on the Account Information screen and allows the Provider users to set their preferred language in which to see the IHSS ESP. The Provider users can also choose to see all unsubmitted timesheets or to limit the display of unsubmitted timesheets to only timesheets for service periods in the past three (3) calendar months. The default view is Past 3 Months of unsubmitted timesheets. Provider users can select their notification delivery methods by selecting Email, Text Messages or Both Email and Text Messages. Email will be selected by default.

A screenshot of a web-based application interface. At the top is a blue horizontal bar. Below it is a white page area. In the upper left of the white area, there is a small icon followed by the text 'Language'. Below this, a note states: 'Your selection will take affect the next time you login and will not change the language for the emails you receive. Please contact your county if you would like to receive emails in a different language.' Further down, there is a section for 'Text or Both.' with a note about Payroll Processing and Message Center. At the bottom of the page are two buttons: 'Save' and 'Cancel'.

Figure - My Preferences – Provider (1a) - Phone Number Not Verified for Notification Preference

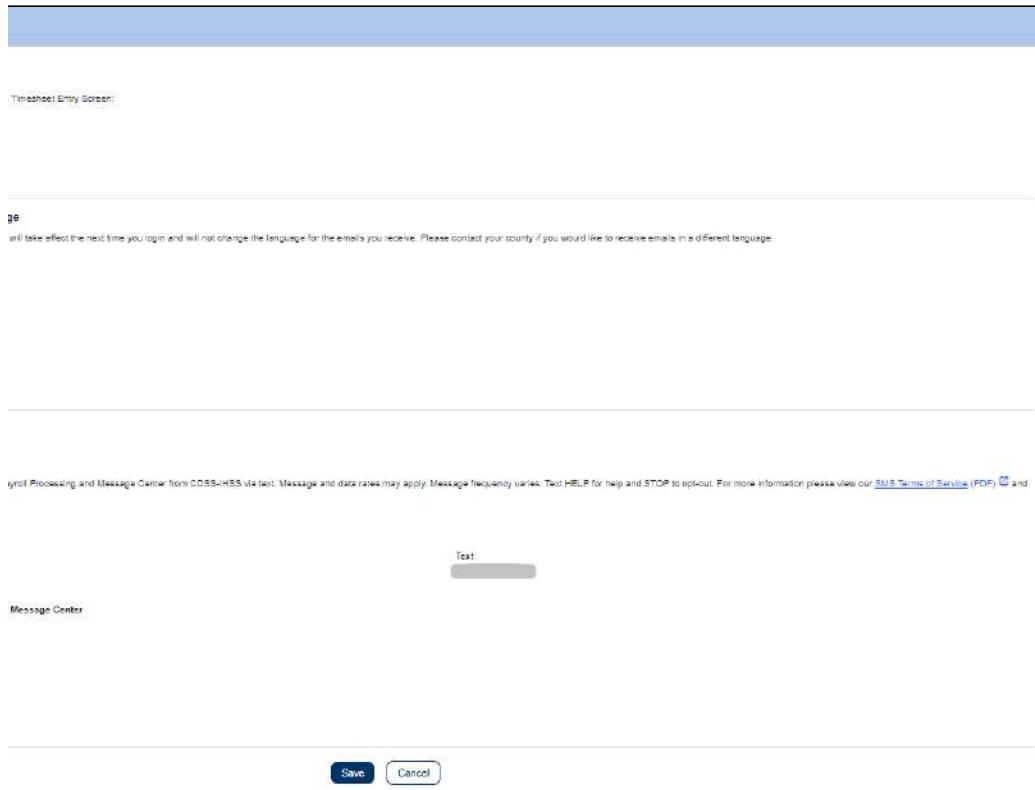


Figure - My Preferences – Provider (1b) - Phone Number Verified for Notification Preference

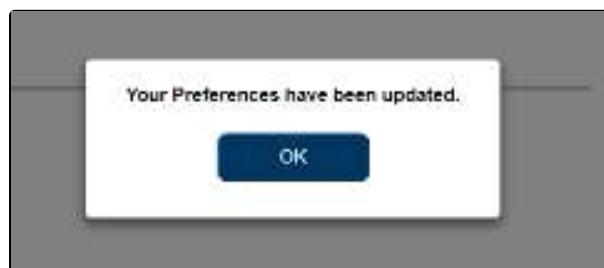


Figure - My Preferences – Provider (2)

My Preferences

Timesheet Entry Preferences

Choose how many Timesheets you would like to see, when on the Timesheet Entry Screen:

Select your timesheet preference

All
 Past 3 months

IHSS Electronic Services Portal Preferred Language

Choose your preferred language for the IHSS ESP. Your selection will take affect the next time you login and will not change the language for the emails you receive. Please contact your county if you would like to receive emails in a different language.

Select your preferred language

English
 Español
 Հայերեն
 中文

Notification Preference

You can set up your Notification Preference to Email, Text or Both.

You can opt-in to receive IHSS Program Notifications related to Payroll Processing and Message Center from CDSS-IHSS via text. Message and data rates may apply. Message frequency varies. Text HELP for help and STOP to opt-out. For more information please view our [SMS Terms of Service \(PDF\)](#) and [Privacy Policy](#).

Notification Delivery Methods:

If you want to opt-in text messages, please verify your cell phone number by clicking on the "Verify" link below before making preference changes.

Email (Current Preference)
[REDACTED]

Text
[REDACTED] [✓ Verify](#)

Save

Cancel

Figure - My Preferences – Provider – Handheld (3) - Phone Number Not Verified for Notification Preference

My Preferences

Timesheet Entry Preferences

Choose how many Timesheets you would like to see, when on the Timesheet Entry Screen:

Select your timesheet preference

- All
- Past 3 months

IHSS Electronic Services Portal Preferred Language

Choose your preferred language for the IHSS ESP. Your selection will take affect the next time you login and will not change the language for the emails you receive. Please contact your county if you would like to receive emails in a different language.

Select your preferred language

- English
- Español
- የወጪኑንኛ
- 中文

Notification Preference

You can set up your Notification Preference to Email, Text or Both.

You can opt-in to receive IHSS Program Notifications related to Payroll Processing and Message Center from CDSS-IHSS via text. Message and data rates may apply. Message frequency varies. Text HELP for help and STOP to opt-out. For more information please view our [SMS Terms of Service \(PDF\)](#) and [Privacy Policy](#).

Notification Delivery Methods:

Email

Text

IHSS Program Notifications related to Payroll Processing and Message Center

Select your notification preference:

- Email
- Text
- Both Email and Text

help and STOP to opt-out. For more information please view our [SMS Terms of Service \(PDF\)](#) and [Privacy Policy](#).

Notification Delivery Methods:

Email



Text



IHSS Program Notifications related to Payroll Processing and Message Center

Select your notification preference:

Email

Text

Both Email and Text

Save

Cancel

Figure - My Preferences – Provider – Handheld (3) - Phone Number Verified for Notification Preference

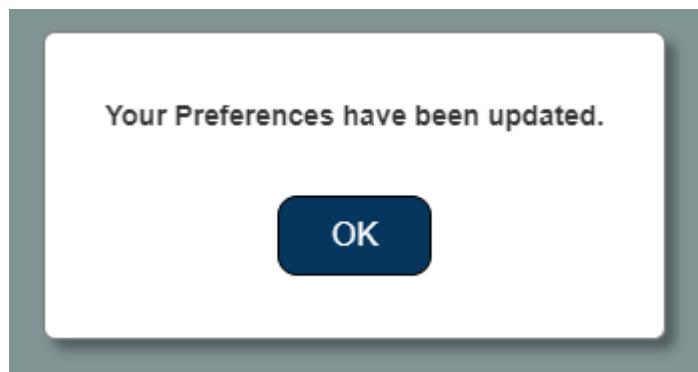


Figure - My Preferences – Provider – Handheld (4)

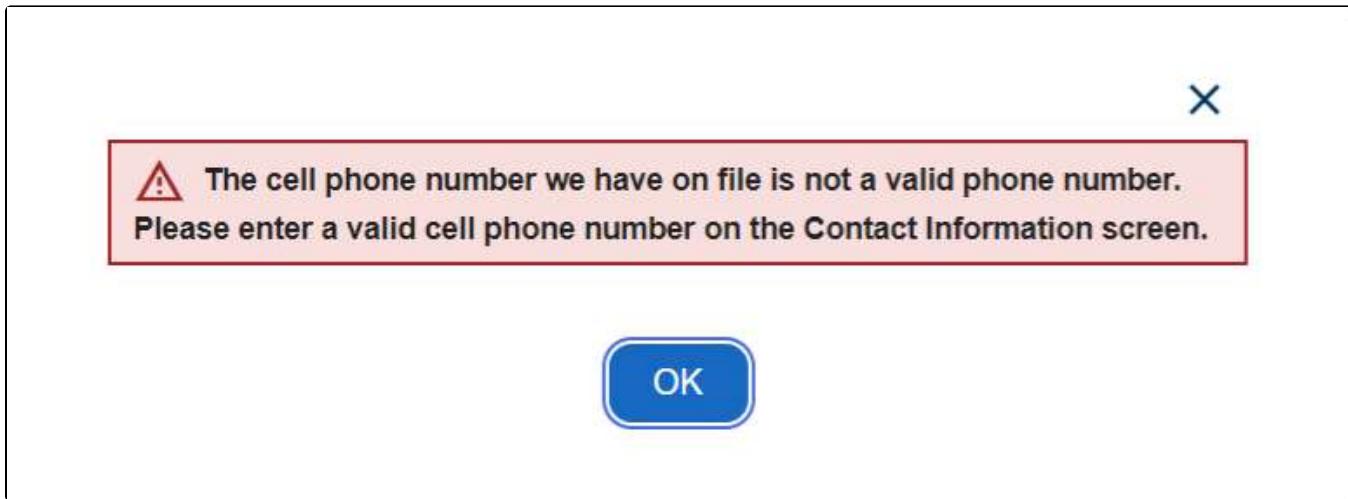


Figure - My Preferences – Provider – Invalid Phone Number

Static Text

The following actions are associated with the My Preferences - Provider screen. For translations see DSD Appendix D - My Preferences.

Text
Choose how many Timesheets you would like to see, when on the Timesheet Entry Screen:
Choose your preferred language for the IHSS ESP:
Note: Your selection will take affect the next time you log in and will not change the language for the emails you receive. Please contact your county if you would like to receive emails in a different language.
Select your preferred language
Select your timesheet preference
You can set up your Notification Preference to Email, Text or Both.
You can opt-in to receive IHSS Program Notifications related to Payroll Processing from CDSS-IHSS via text.
Message and data rates may apply. Message frequency varies. Text HELP for help and STOP to opt-out.
For more information please view our SMS Terms of Service and Privacy Policy .

Actions/Functions

The following actions are associated with the My Preferences screen:

Action	Function	Label Translated
Save	This button saves the changes to preferences and displays the "OK" confirmation popup. Note: This button is visible but disabled if the User type of Help Desk is viewing this screen.	Yes
Cancel	This button returns the user to the Account Information screen and does not save any change activity. Note: This button is available to a user type of Help Desk.	Yes
OK	This button is present on the informational popup messages, "Your Preferences have been updated." Clicking OK closes this information popup and takes the user back to the Account Information screen.	Yes
OK	This button is present on the invalid phone number popup, "The cell phone number we have on file is not a valid phone number. Please enter a valid cell phone number on the Contact Information screen." Clicking OK closes the popup and takes the user back to My Preferences screen.	Yes
Action	Function	Label Translated

SMS Terms of Service (PDF)	This hyperlink opens Electronic Services Portal Text Messages: Short Message Service (SMS) Terms of Service PDF.	Yes
Privacy Policy	This hyperlink opens a new browser window and navigates to the CDSS public website's Privacy Policy web page: https://www.cdss.ca.gov/privacy-policy	Yes
Save	This button saves the changes to preferences and displays the "OK" confirmation popup. Note: This button is visible but disabled if the User type of Help Desk is viewing this screen.	Yes
Cancel	This button returns the user to the Account Information screen and does not save any change activity. Note: This button is available to a user type of Help Desk.	Yes
OK	This button is present on the informational popup messages, "Your Preferences have been updated." Clicking OK closes this information popup and takes the user back to the Account Information screen.	Yes
OK	This button is present on the invalid phone number popup, "The cell phone number we have on file is not a valid phone number. Please enter a valid cell phone number on the Contact Information screen." Clicking OK closes the popup and takes the user back to My Preferences screen.	Yes

Data Elements

The following data elements are specific to the My Preferences screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Timesheet Entry Preferences	These radio buttons allow the Provider to limit the display list of unsubmitted timesheets limited to only service periods in the past three (3) calendar months or all unsubmitted timesheets. The "Past 3 months" option includes any unsubmitted timesheet with a Status Date within the past three months.	Radio Buttons	No	All	Yes	Yes
IHSS Electronic Services Portal Preferred Language	These radio buttons allow the Provider to set their preferred language for use on the IHSS ESP.	Radio Buttons	No	No	Yes	Yes
Notification Preferences	These radio buttons allow the Provider to set the preferred method of receiving the notifications.	Radio Buttons	No	Email	Yes	Yes
Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Timesheet Entry Preferences	These radio buttons allow the Provider to limit the display list of unsubmitted timesheets limited to only service periods in the past three (3) calendar months or all unsubmitted timesheets. The "Past 3 months" option includes any unsubmitted timesheet with a Status Date within the past three months.	Radio Buttons	No	All	Yes	Yes
IHSS Electronic Services Portal Preferred Language	These radio buttons allow the Provider to set their preferred language for use on the IHSS ESP.	Radio Buttons	No	No	Yes	Yes
Notification Preferences	These radio buttons allow the Provider to set the preferred method of receiving the notifications.	Radio Buttons	No	Email	Yes	Yes

Additional Information

No fields on the My Preferences screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	

Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer
Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/My Preferences - Recipient

CI
CI-822881 - DSD SC My Preferences - Recipient IMPLEMENTED

The My Preference - Recipient screen is available from the link on the Account Information screen and allows the Recipient users to set their preferred language in which to see the IHSS ESP. The Recipient users can also change their timesheet notification preference if they are registered to use both ESP and TTS. Recipient users can select their notification delivery methods by selecting Email, Text Messages or Both Email and Text Messages. Email will be selected by default.

The screenshot shows a web-based application interface for managing recipient preferences. At the top, there is a navigation bar with a 'CI' icon and a link to 'CI-822881 - DSD SC My Preferences - Recipient'. A blue button labeled 'IMPLEMENTED' is visible. Below the navigation, a section titled 'Language' is shown with a note: 'Your selection will take effect the next time you login and will not change the language for the emails you receive. Please contact your county if you would like to receive emails in a different language.' A dropdown menu is open, showing options: 'Text or Both' (selected), 'Text', and 'Both'. Below this, there is a note about message rates and a 'Privacy Policy' link. At the bottom of the screen, there is a text input field for a phone number, a 'Text' button, a 'Verify' button with a checkmark icon, and two buttons: 'Save' and 'Cancel'.

Figure - My Preferences – Recipient (1a) - Phone Number Not Verified for Notification Preference

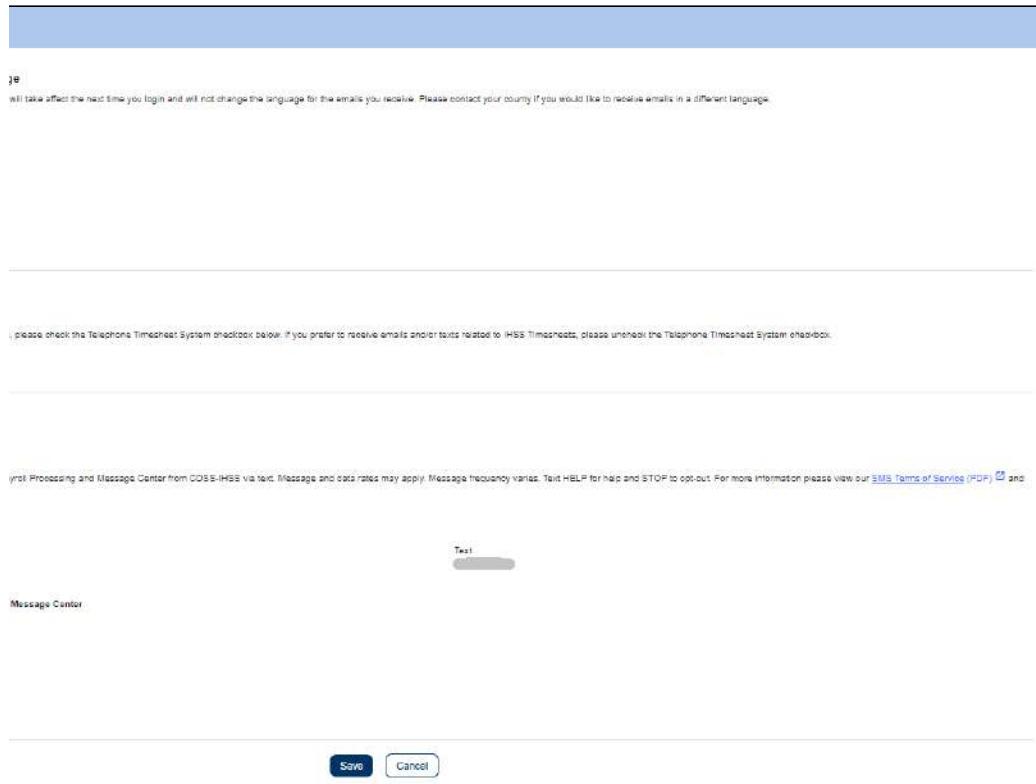


Figure - My Preferences – Recipient (1b) - Phone Number Verified for Notification Preference

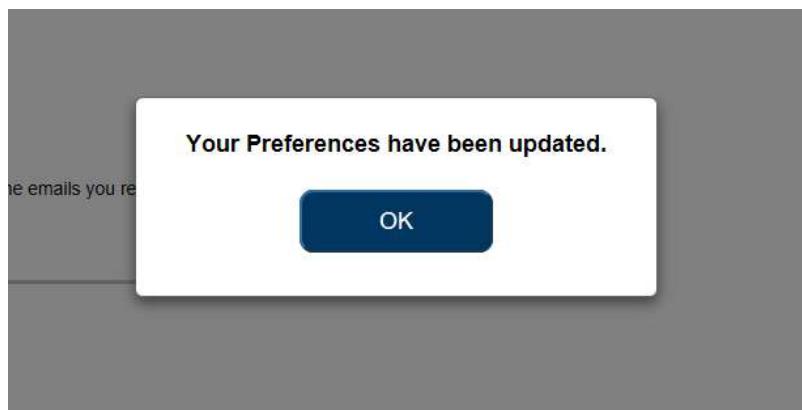


Figure - My Preferences – Recipient (2)

My Preferences

IHSS Electronic Services Portal Preferred Language

Choose your preferred language for the IHSS ESP. Your selection will take affect the next time you login and will not change the language for the emails you receive. Please contact your county if you would like to receive emails in a different language.

Select your preferred language

English

Español

የወጪዎች

中文

Notification Preference

You can set up your Notification Preference to Email, Text or Both.

You can opt-in to receive IHSS Program Notifications related to Payroll Processing and Message Center from CDSS-IHSS via text. Message and data rates may apply. Message frequency varies. Text HELP for help and STOP to opt-out. For more information please view our [SMS Terms of Service \(PDF\)](#) and [Privacy Policy](#).

Notification Preference

You can set up your Notification Preference to Email, Text or Both.

You can opt-in to receive IHSS Program Notifications related to Payroll Processing and Message Center from CDSS-IHSS via text. Message and data rates may apply. Message frequency varies. Text HELP for help and STOP to opt-out. For more information please view our [SMS Terms of Service \(PDF\)](#) and [Privacy Policy](#).

Figure - My Preferences – Recipient – Handheld (3) - Phone Number Not Verified for Notification Preference

My Preferences

IHSS Electronic Services Portal Preferred Language

Choose your preferred language for the IHSS ESP. Your selection will take affect the next time you login and will not change the language for the emails you receive. Please contact your county if you would like to receive emails in a different language.

Select your preferred language

- English
- Español
- Հայերեն
- 中文

Timesheet Communication Preference

If you prefer to receive telephone calls related to IHSS Timesheets, please check the Telephone Timesheet System checkbox below. If you prefer to receive emails and/or texts related to IHSS Timesheets, please uncheck the Telephone Timesheet System checkbox.

Telephone Timesheet System

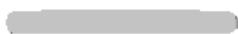
Notification Preference

You can set up your Notification Preference to Email, Text or Both.

You can opt-in to receive IHSS Program Notifications related to Payroll Processing and Message Center from CDSS-IHSS via text. Message and data rates may apply. Message frequency varies. Text HELP for help and STOP to opt-out. For more information please view our [SMS Terms of Service \(PDF\)](#)  and [Privacy Policy](#) 

Notification Delivery Methods:

Email



Text



IHSS Program Notifications related to Payroll Processing and Message Center

Select your notification preference:

- Email

help and STOP to opt-out. For more information please view our [SMS Terms of Service \(PDF\)](#) and [Privacy Policy](#).

Notification Delivery Methods:

Email

Text

IHSS Program Notifications related to Payroll Processing and Message Center

Select your notification preference:

Email

Text

Both Email and Text

Save

Cancel

Figure - My Preferences – Recipient – Handheld (3) - Phone Number Verified for Notification Preference

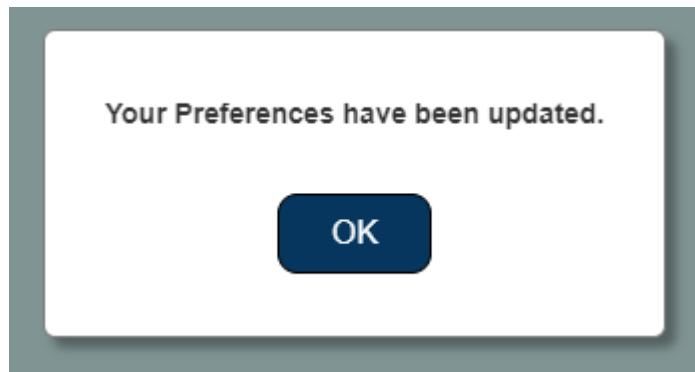


Figure - My Preferences – Recipient – Handheld (4)

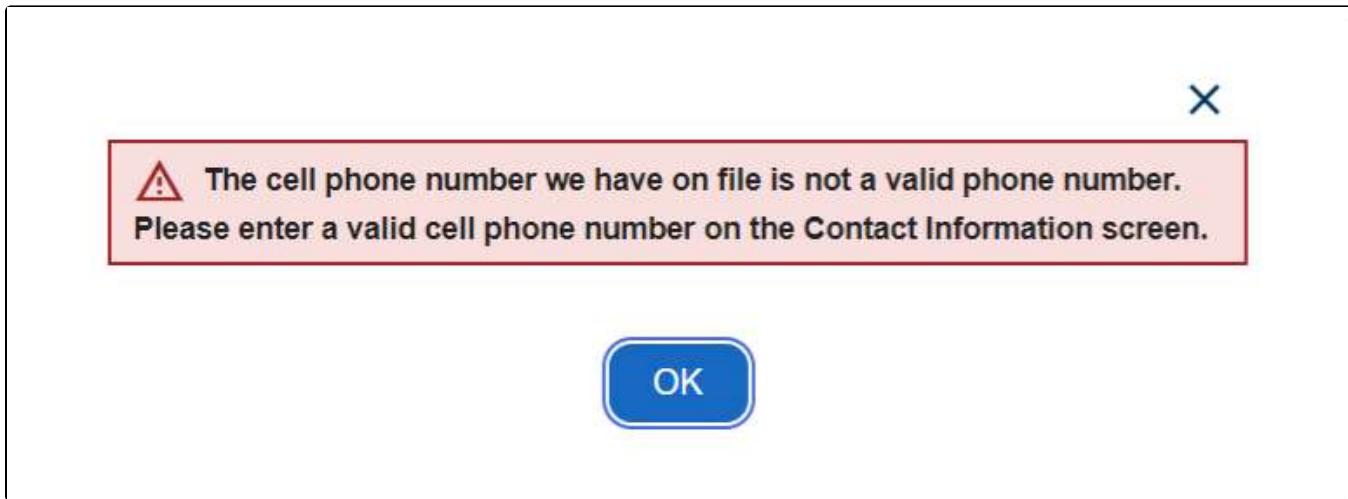


Figure - My Preferences – Recipient – Invalid Phone Number

Static Text

The following actions are associated with the My Preferences screen. For translations see DSD Appendix D - My Preferences.

Text
Choose your preferred language for the IHSS ESP:
Your selection will affect the next time you log in and will not change the language for the emails you receive. Please contact your county if you would like to receive emails in a different language.
If you prefer to receive telephone calls related to IHSS Timesheets, please check the Telephone Timesheet System checkbox below. If you prefer to receive emails and/or texts related to IHSS Timesheets, please uncheck the Telephone Timesheet System checkbox.
Telephone Timesheet System
Select your preferred language
You can set up your Notification Preference to Email, Text or Both.
You can opt-in to receive IHSS Program Notifications related to Payroll Processing from CDSS-IHSS via text.
Message and data rates may apply. Message frequency varies. Text HELP for help and STOP to opt-out.
For more information please view our SMS Terms of Service and Privacy Policy .

Actions/Functions

The following actions are associated with the My Preferences - Recipient screen:

Action	Function	Label Translated
Save	This button saves the changes to preferences and displays the "OK" confirmation popup. Note: This button is visible but disabled if the User type of Help Desk is viewing this screen.	Yes
Cancel	This button returns the user to the Account Information screen and does not save any change activity. Note: This button is available to a user type of Help Desk.	Yes
OK	This button is present on the informational popup messages, "Your Preferences have been updated." Clicking OK closes this information popup and takes the user back to the Account Information screen.	Yes
OK	This button is present on the invalid phone number popup, "The cell phone number we have on file is not a valid phone number. Please enter a valid cell phone number on the Contact Information screen." Clicking OK closes the popup and takes the user back to My Preferences screen.	Yes
Action	Function	Label Translated

SMS Terms of Service (PDF)	This hyperlink opens Electronic Services Portal Text Messages: Short Message Service (SMS) Terms of Service PDF.	Yes
Privacy Policy	This hyperlink opens a new browser window and navigates to the CDSS public website's Privacy Policy web page: https://www.cdss.ca.gov/privacy-policy	Yes
Save	This button saves the changes to preferences and displays the "OK" confirmation popup. Note: This button is visible but disabled if the User type of Help Desk is viewing this screen.	Yes
Cancel	This button returns the user to the Account Information screen and does not save any change activity. Note: This button is available to a user type of Help Desk.	Yes
OK	This button is present on the informational popup messages, "Your Preferences have been updated." Clicking OK closes this information popup and takes the user back to the Account Information screen.	Yes
OK	This button is present on the invalid phone number popup, "The cell phone number we have on file is not a valid phone number. Please enter a valid cell phone number on the Contact Information screen." Clicking OK closes the popup and takes the user back to My Preferences screen.	Yes

Data Elements

The following data elements are specific to the My Preferences screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
IHSS Electronic Services Portal Preferred Language	These radio buttons allow the Recipient to set their preferred language for use on the IHSS ESP.	Radio Buttons	No	No	Yes	Yes
Timesheet Communication Preference	These radio buttons allow the Recipient to set their preferred method of receiving communications regarding IHSS timesheets.	Radio Buttons	No	No	Yes	Yes
Notification Preferences	These radio buttons allow the Recipient to set the preferred method of receiving the notifications.	Radio Buttons	No	Email	Yes	Yes
Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
IHSS Electronic Services Portal Preferred Language	These radio buttons allow the Recipient to set their preferred language for use on the IHSS ESP.	Radio Buttons	No	No	Yes	Yes
Timesheet Communication Preference	These radio buttons allow the Recipient to set their preferred method of receiving communications regarding IHSS timesheets.	Radio Buttons	No	No	Yes	Yes
Notification Preferences	These radio buttons allow the Recipient to set the preferred method of receiving the notifications.	Radio Buttons	No	Email	Yes	Yes

Additional Information

No fields on the My Preferences screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer
Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	

Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/EVV Payment History Detail (Provider View)

CI	Document Name
 CI-822230 - DSD SC EVV Payment History Detail Provider View	DSD_SC_EVV_Payment_History_Detail_Provider_View.docx

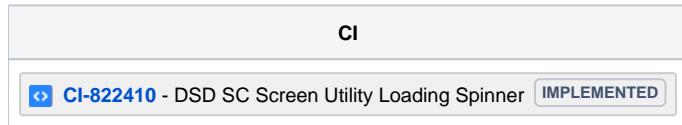
Cancelled by ASR Sprint 44 Team 1&2.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/EVV Timesheet Entry

CI	Document Name
 CI-819084 - DSD SC EVV Timesheet Entry CANCELLED	DSD_SC_EVV_Timesheet_Entry.docx

Cancelled by ASR Sprint 44 Team 1&2.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Screen Utility - Loading Spinner



The loading spinner screen utility will show up for system processing events like Web service. When a request starts from ESP, the body of the page will be hidden, and load spinner will be displayed. And when response is back and after post processing the load spinner will be gone and actual page will show up. The loading spinner screen utility will provide a visual aid to Recipients and Providers that the system is still working on their request. For example, it is present in the following high traffic areas:

- Accessing or leaving the Time Entry: Timesheet screen
- Accessing or leaving the Timesheet Recipient Electronic Signature screen
- Accessing or leaving the Reject E-Timesheet screen

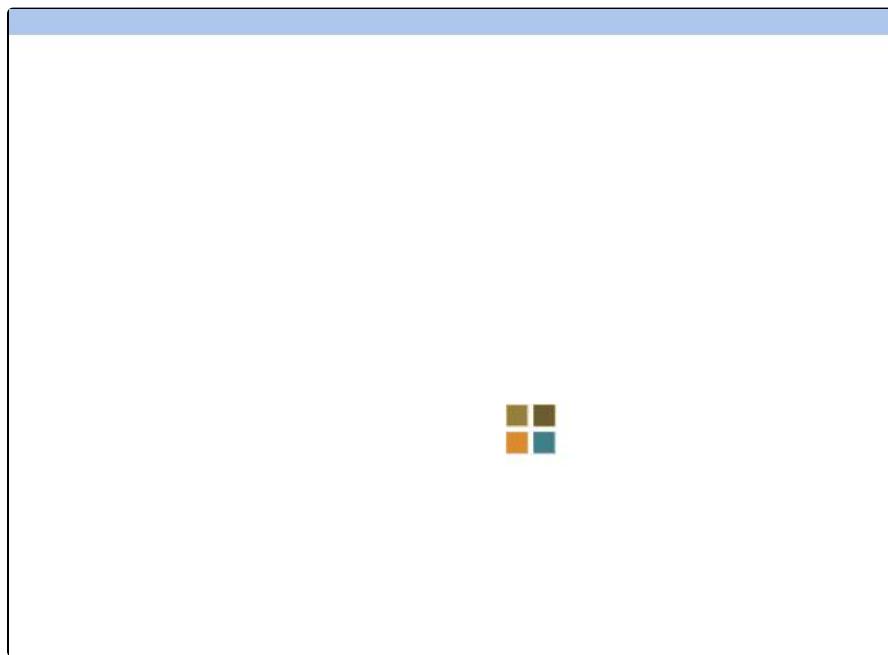


Figure – Screen Utility – Loading Spinner

Static Text

There is no static text is associated with the Screen Utility – Loading Spinner.

Actions/Functions

There are no actions associated with the Screen Utility – Loading Spinner.

Data Elements

There are no data elements associated with the Screen Utility – Loading Spinner.

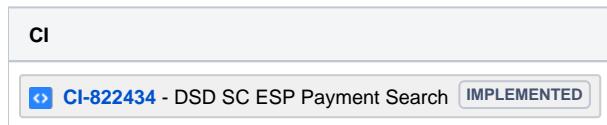
Additional Information

None.

Structure

The Structure section is not applicable to the Screen Utility – Loading Spinner.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Payment Search



This screen is accessed when a user selects the *Payment Search* sub-sub menu link from the *Payments* sub menu from the *Financial Provider* Menu. The screen displays a search with the ability to retrieve the payment details for all payment types (e.g. Timesheet, Travel Claim, Sick Leave Claim, Special Transaction, Training Time Claim, and/or Incentive Claim) submitted during the selected pay period by entering any day of the pay period in the MM/DD/YYYY format. The search returns the payment details for every recipient assigned to that provider in the pay period of the specified date. The payment summary is displayed for each payment request submitted for the selected pay period.



Figure - Payment Search (Desktop View)

The screenshot shows a mobile application window titled "Payment Search". At the top, a blue header bar contains the title. Below the header, a note states: "An asterisk (*) indicates a required field". A text input field is labeled "Enter the first day of a pay period or use the calendar icon to select a date:". To the right of the input field is a small calendar icon. Below the input field, the label "Date*" is followed by a red asterisk. A text input box is present, and to its right is a small calendar icon. At the bottom of the screen is a dark blue button labeled "Search".

Figure - Payment Search (Mobile View)

Search

An asterisk (*) indicates a required field

Search by pay period 1/19/22 - 1/25/22

or pay period 1/19/22 - 1/25/22

BENNETT

019132	Timesheet Number: 4122602620
(10M)	Payment Type: HPCS
Not Deposited	Status Date: 01/19/22

[View Details](#)

BENNETT

019132	Timesheet Number: 4122602616
(10M)	Payment Type: HPCS
Not Deposited	Status Date: 01/19/22

[View Details](#)

Figure - Payment Search - Payment Information Displayed (Desktop View)

Payment Search

An asterisk (*) indicates a required field

Enter the first day of a pay period or use the calendar icon to select a date:

Date*

9/5/2023



Search

Search results for pay period 9/1/2023 - 9/15/2023 :

DORA MUIR

Recipient ID: 2034405

Claimed: 69(H) 10(M)

Status: Payment Deposited

Timesheet Number: 4168109636

Payment Type: WPCS

Status Date: 09/29/2023

View Payment Details



Figure - Payment Search - Payment Information Displayed (Mobile View)

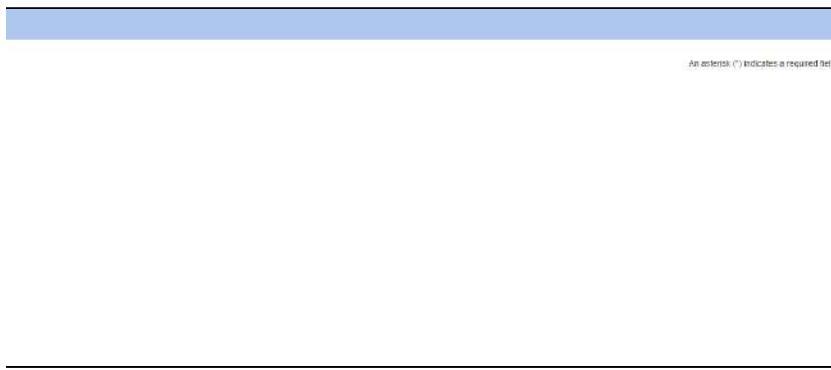


Figure - Payment Search - No Information to Display (Desktop View)

Payment Search

An asterisk (*) indicates a required field

Enter the first day of a pay period or use the calendar icon to select a date:

Date*

6/1/2024 

Search

No Payments found for pay period 6/1/2024 - 6/15/2024 , please try another pay period.

Figure - Payment Search - No Information to Display (Mobile View)

Static Text

The following static text is associated with the Payment Search screen. For translations, see Appendix D - Payment Search.

	Text
Field Name	Enter the first day of a pay period or use the calendar icon to select a date:
Static Text	Search results for pay period <MM/DD/YYYY - MM/DD/YYYY>:
Static Text	No Payments found for pay period <MM/DD/YYYY - MM/DD/YYYY>, please try another pay period.
Static Text	An asterisk (*) indicates a required field

Actions/Functions

The following actions are associated with the Payment Search screen:

Action	Function	Label Translated
Search	Searches for payment details for every recipient assigned to that provider in the pay period of the specified date. Returns a list of payments in the specified pay period, for each Recipient, sorted alphabetically by Recipient first name then last name.	Yes
View Payment Details	Takes the user to the Payment Search Details screen.	Yes

Data Elements

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
<Recipient Name>	The name of a Recipient that the Provider is serving and associated with the payment	String <First Name Last Name> format	No	No	No	Yes
Recipient ID	The Case Number of the Recipient	Integer	No	No	No	Yes
Timesheet Number	The Timesheet Number for the submitted timesheet	Integer	No	No	No	Yes
Travel Claim Number	The Travel Claim Number for the submitted travel claim	Integer	No	No	No	Yes
Sick Leave Claim Number	The Sick Leave Claim Number for the submitted sick leave claim	Integer	No	No	No	Yes
Special Payment Number	The Special Payment Number for the submitted special transaction	Integer	No	No	No	Yes
Claim Number	The Claim Number for the submitted Training Time Claim or Incentive Claim	Integer	No	No	No	Yes
Claimed	The claimed hours and minutes for that payment type and pay period Note: This field does not display for Incentive Claims.	Integer (HH:MM)	No	No	No	Yes
Payment Type	The payment type associated with the specified pay period and Recipient case Note: If the payment is a timesheet, the program type (IHSS or WPCS) is indicated. If the payment is a special transaction, the transaction type is indicated. Note: If the payment is an incentive claim, the payment type Training Incentive Claim, One-Month Assignment Incentive Claim, or Six-Month Assignment Incentive Claim is indicated.	String	No	No	No	Yes
Status	The current status for the timesheet/claim	String	No	No	No	Yes
Status Date	The date the current timesheet/claim status began	Date (MM/DD/YYYY)	No	No	No	Yes

Additional Information

No fields on the Payment Search screen are designated with an .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Payment Details

CI
CI-822435 - DSD SC Payment Details IMPLEMENTED

The Payment Details screen is accessed by selecting a timesheet hyperlink on the Payment Search screen. A Provider can see an overview of the timesheet, details of the payment associated with the timesheet, and details of the time entered on the timesheet.

Payment Details

Overview

Details

Details

Payment Details

Overview

Details

Claim Details

Payment Details

Overview

Details

Claim Details

Payment Details

Overview ▼

Details ▼

Claim Details

Overview ▼

Details ▼

Claim Details ▼

Payment Details

Overview ▼

Details ▼

Claim Details ▼

**Figures - Payment Details - Clusters Not Expanded (Timesheet/Travel Claim/Sick Leave Claim/Special Transaction/Training Time Claim/
Incentive Claim Desktop View)**

← Payment Details

Payment Overview ▼

Payment Details ▼

Timesheet Details ▼

← Payment Details

Payment Overview ▼

Payment Details ▼

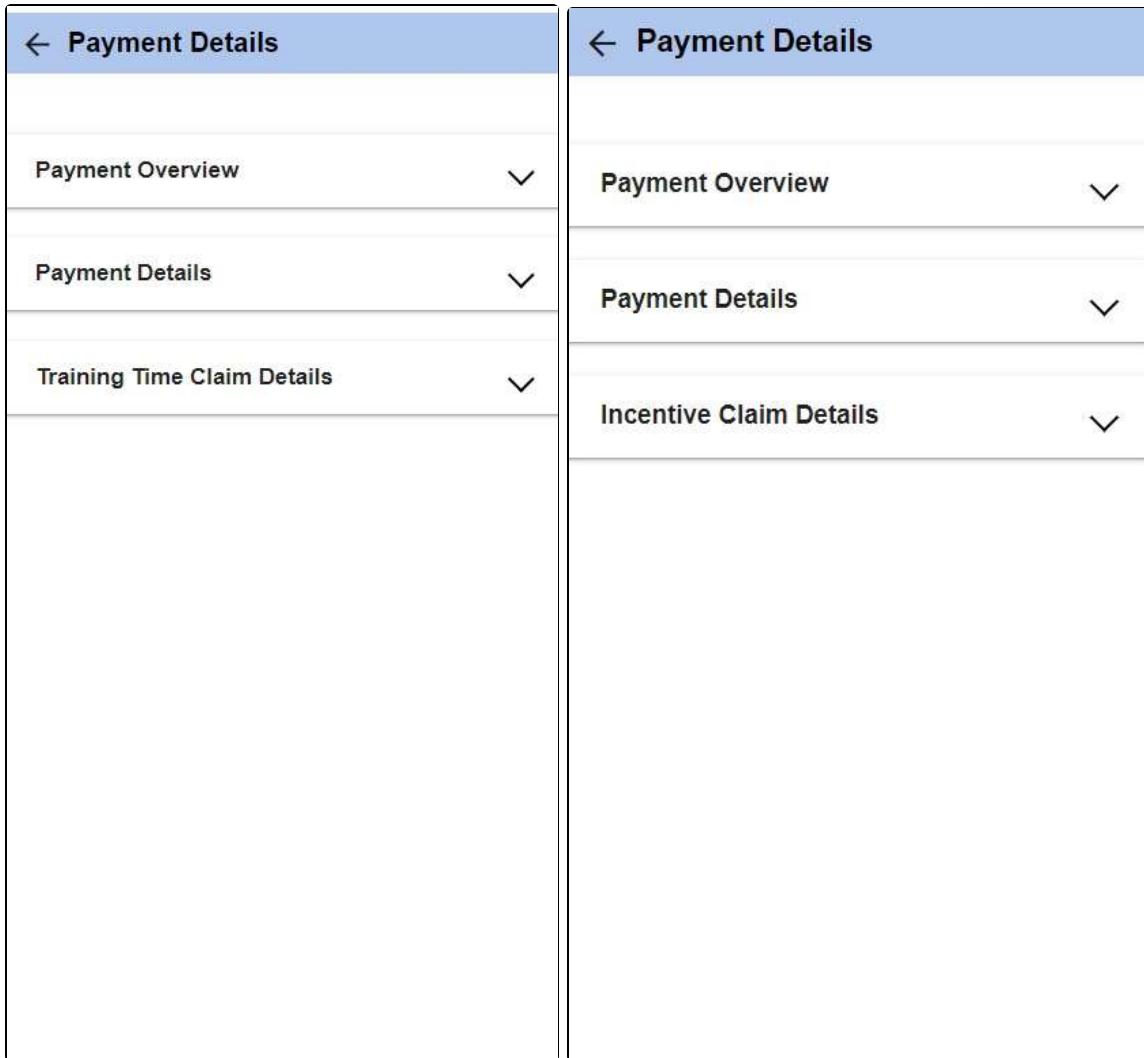
Travel Time Claim Details ▼

← Payment Details

Payment Overview	▼
Payment Details	▼
Sick Leave Claim Details	▼

← Payment Details

Payment Overview	▼
Payment Details	▼



Figures - Payment Details - Clusters Not Expanded (Timesheet/Travel Claim/Sick Leave Claim/Special Transaction/Training Time Claim /Incentive Claim Mobile View)

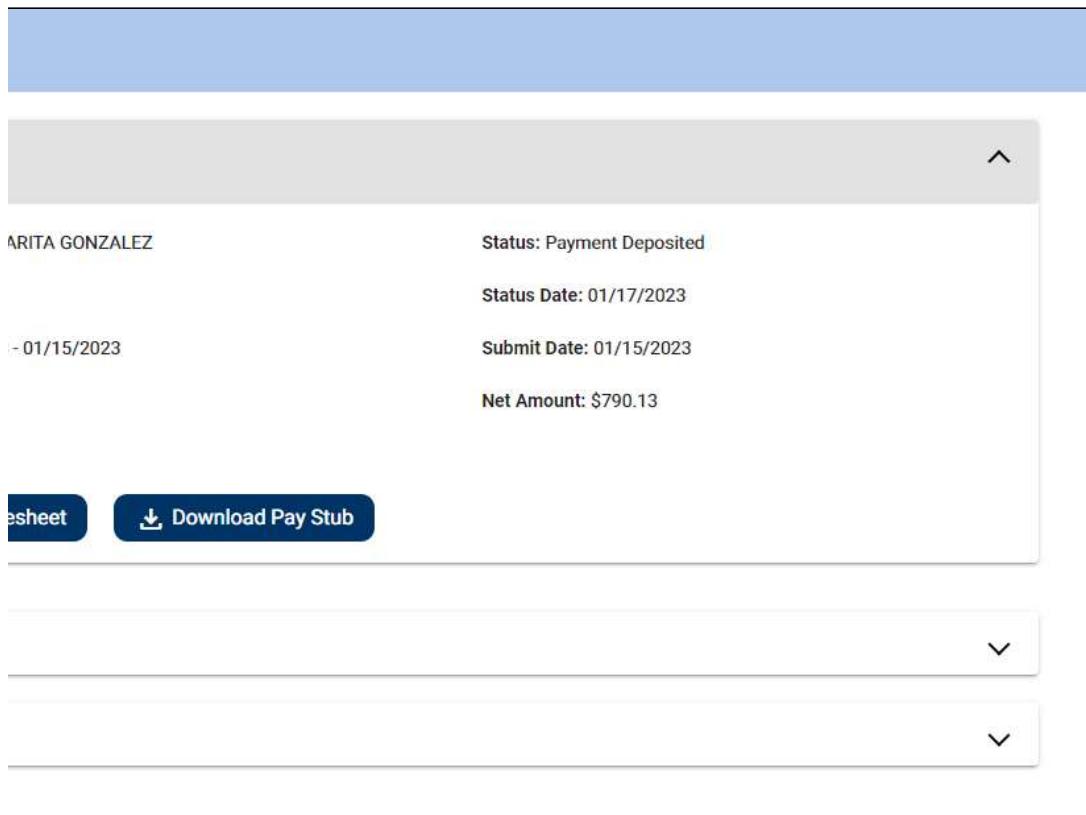


Figure - Payment Details - Payment Overview Cluster Expanded (Desktop View)

[Payment Details](#)

[Payment Overview](#)

Recipient Name: MARGARITA GONZALEZ

Recipient ID: 0381437

Pay Period: 01/01/2023 - 01/15/2023

Payment Type: IHSS

Claimed: 54(H) 00(M)

Status: Payment Deposited

Status Date: 01/17/2023

Submit Date: 01/15/2023

Net Amount: \$790.13

[Download Timesheet](#)

[Download Pay Stub](#)

[Payment Details](#)

[Timesheet Details](#)

Figure - Payment Details - Payment Overview Cluster Expanded (Mobile View)

The screenshot shows a user interface for managing payment details. At the top, there is a blue header bar. Below it, a light gray section contains a downward-pointing arrow icon. A darker gray section below that contains an upward-pointing arrow icon. The main content area displays several sections of data in tables.

Deposit Date: 10/17/2023

Total Hours Paid: 12(H) 00(M)

Hours Not Paid: 00(H) 00(M)

Current	Year-to-Date
\$207.00	\$19,181.33
\$0.00	\$0.00
\$207.00	\$19,750.58
\$189.29	\$16,718.21

Current	Year-to-Date
\$0.00	\$874.48
\$0.00	\$269.21
\$12.84	\$1,224.54
\$3.00	\$286.38
\$1.87	\$177.76
\$0.00	\$200.00
\$17.71	\$3,032.37

Figure - Payment Details - Payment Details Cluster Expanded (Desktop View)

← Payment Details		
Payment Overview		
Warrant Number: 91015407		
Hours Submitted: 12(H) 00(M)		
Overtime Hours: 00(H) 00(M)		
Deposit Date: 10/17/2023		
Total Hours Paid: 12(H) 00(M)		
Hours Not Paid: 00(H) 00(M)		
Earnings Statement		
Earnings	Current	Year-to-Date
Regular	\$207.00	\$19,181.33
Overtime	\$0.00	\$0.00
Total Gross	\$207.00	\$19,750.58
Net Pay	\$189.29	\$16,718.21
Timesheet Details		

Figure - Payment Details - Payment Details Cluster Expanded (Mobile View)

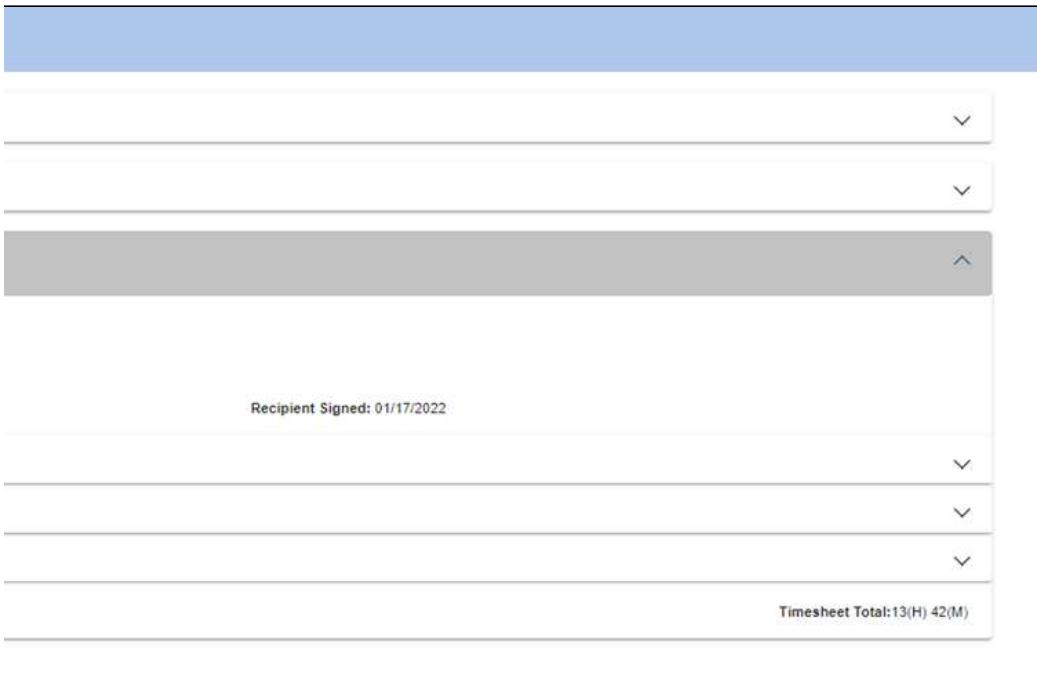


Figure - Payment Details - Timesheet Details Cluster Collapsed- (Desktop View)

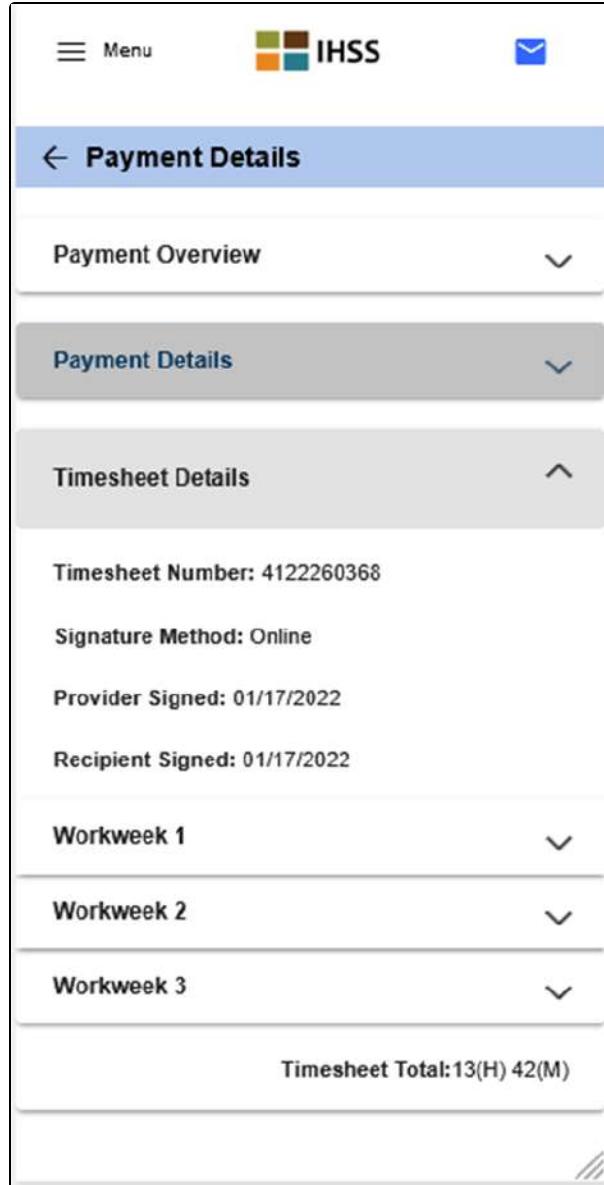


Figure - Payment Details - Timesheet Details Cluster Collapsed (Mobile View)

Recipient Signed: 01/17/2022

Start Time: N/A End Time: N/A Location: N/A

Timesheet Total: 13(H) 42(M)

Figure - Payment Details - Timesheet Details Cluster Expanded - EVV (Desktop View) - Single Location

☰ Menu  ⚡

← Payment Details

Payment Overview ▾

Payment Details ▾

Timesheet Details ^

Timesheet Number: 4122260368

Signature Method: Online

Provider Signed: 01/17/2022

Recipient Signed: 01/17/2022

Workweek 1 ^

Sunday 26 Dec

Hours Worked: 00(H) 00(M) Start Time: N/A End Time: N/A

Location: N/A

Monday 27 Dec

Hours Worked: 00(H) 00(M) Start Time: N/A End Time: N/A

Hours Worked: 00(H) 00(M) **Start Time:** N/A **End Time:** N/A

Location: N/A

Tuesday 28 Dec

Hours Worked: 00(H) 00(M) **Start Time:** N/A **End Time:** N/A

Location: N/A

Wednesday 29 Dec

Hours Worked: 00(H) 00(M) **Start Time:** N/A **End Time:** N/A

Location: N/A

Thursday 30 Dec

Hours Worked: 00(H) 00(M) **Start Time:** N/A **End Time:** N/A

Location: N/A

Friday 31 Dec

Hours Worked: 00(H) 00(M) **Start Time:** N/A **End Time:** N/A

Location: N/A

Saturday 1 Jan

Hours Worked: 00(H) 00(M) Start Time: N/A End Time: N/A
Location: N/A
Thursday 30 Dec
Hours Worked: 00(H) 00(M) Start Time: N/A End Time: N/A
Location: N/A
Friday 31 Dec
Hours Worked: 00(H) 00(M) Start Time: N/A End Time: N/A
Location: N/A
Saturday 1 Jan
Hours Worked: 00(H) 00(M) Start Time: N/A End Time: N/A
Location: N/A
Workweek Total: 00(H) 00(M)
Workweek 2 ▾
Workweek 3 ▾
Timesheet Total: 13(H) 42(M)

Figure - Payment Details - Timesheet Details Cluster Expanded - EVV (Mobile View) - Single Location

154841011				
line				
2/2023	Recipient Signed: 03/25/2023			
^				
H) 00(M)	Start Time: N/A	Start Location: N/A	End Time: N/A	End Location: N/A
H) 00(M)	Start Time: N/A	Start Location: N/A	End Time: N/A	End Location: N/A
H) 00(M)	Start Time: N/A	Start Location: N/A	End Time: N/A	End Location: N/A
H) 00(M)	Start Time: 01:30 PM	Start Location: Home	End Time: 04:30 PM	End Location: Home
H) 00(M)	Start Time: 01:30 PM	Start Location: Both	End Time: 04:30 PM	End Location: Both
H) 00(M)	Start Time: 01:30 PM	Start Location: Home	End Time: 04:30 PM	End Location: Home
H) 00(M)	Start Time: 09:00 AM	Start Location: Both	End Time: 12:00 PM	End Location: Both
I 00(M)				
^				
▼				
▼				
Timesheet Total: 39(H) 00(M)				

Figure - Payment Details – Timesheet Details Cluster Expanded - EVV (Desktop View) - Start Location and Location

[Payment Details](#)

Payment Overview

Payment Details

Timesheet Details

Timesheet Number: 4154841011

Signature Method: Online

Provider Signed: 03/22/2023

Recipient Signed: 03/25/2023

Workweek 1

Sunday 26 Feb

Hours Worked: 00(H) 00(M)

Start Time: N/A

Monday 27 Feb

Hours Worked: 00(H) 00(M)

Start Time: N/A

Start Location: N/A

End Time: N/A

End Location: N/A

Tuesday 28 Feb

Hours Worked: 00(H) 00(M)

Start Time: N/A

Start Location: N/A

End Time: N/A

End Location: N/A

Wednesday 1 Mar

End Time: 04:30 PM
End Location: Home
Saturday 4 Mar
Hours Worked: 03(H) 00(M)
Start Time: 09:00 AM
Start Location: Both
End Time: 12:00 PM
End Location: Both
Workweek Total: 12(H) 00(M)
Workweek 2 ▾
Workweek 3 ▾
Timesheet Total: 39(H) 00(M)

Figure - Payment Details – Timesheet Details Cluster Expanded - EVV (Mobile View)- Start Location and End Location

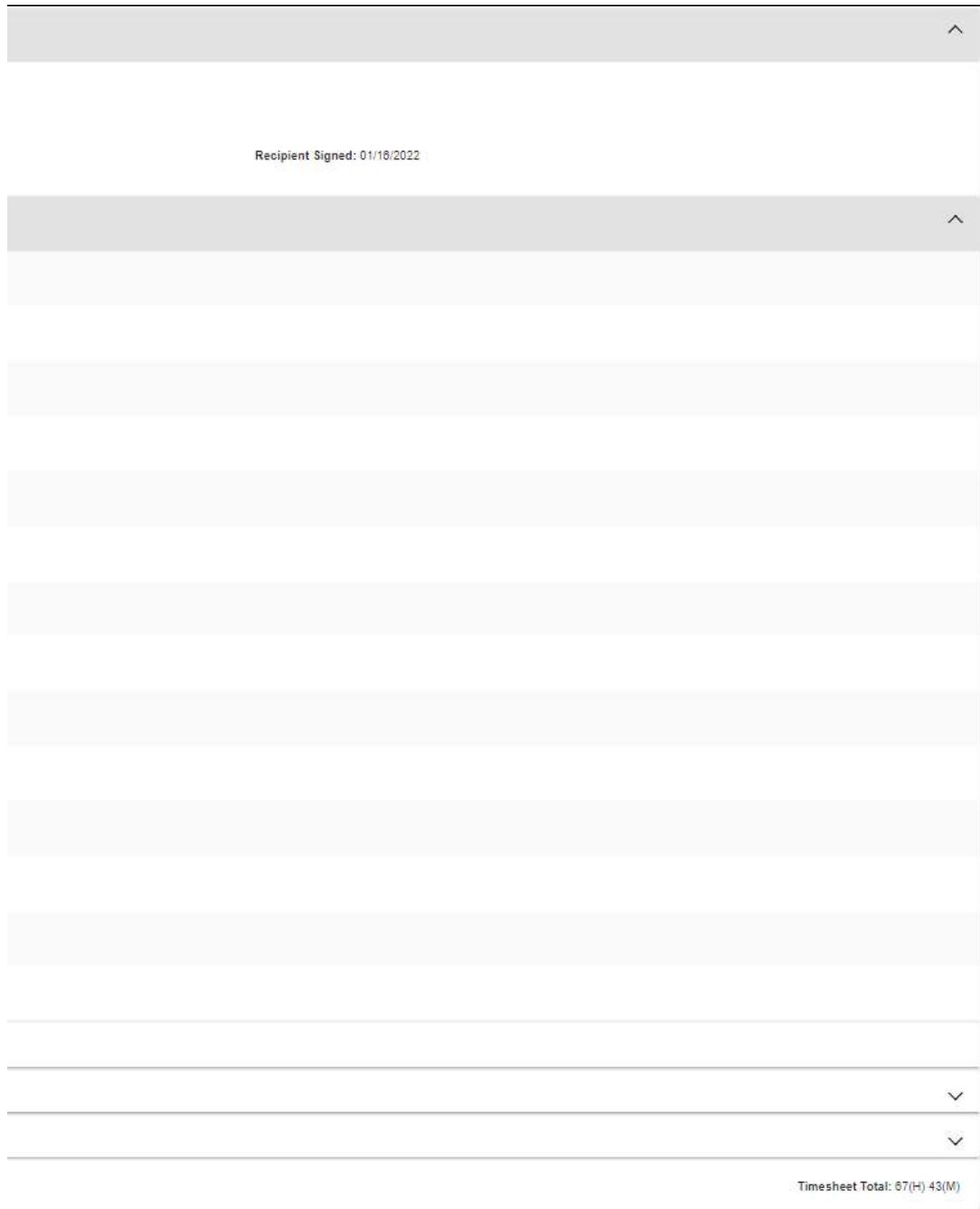


Figure - Payment Details – Timesheet Details Cluster Expanded - non -EVV (Desktop View)

← Payment Details	
Payment Overview	▼
Payment Details	▼
Timesheet Details	^
Timesheet Number: 4122463751	
Signature Method: Online	
Provider Signed: 01/15/2022	
Recipient Signed: 01/16/2022	
Workweek 1	^
Sunday 26 Dec	
Hours Worked: 00(H) 00(M)	
Monday 27 Dec	
Hours Worked: 00(H) 00(M)	
Tuesday 28 Dec	
Wednesday 29 Dec	
Hours Worked: 00(H) 00(M)	
Thursday 30 Dec	
Hours Worked: 00(H) 00(M)	
Friday 31 Dec	
Hours Worked: 00(H) 00(M)	
Saturday 1 Jan	
Hours Worked: 06(H) 43(M)	
Workweek Total: 06(H) 43(M)	
Workweek 2	▼
Workweek 3	▼
Timesheet Total: 67(H) 43(M)	

Figure - Payment Details – Timesheet Details Cluster Expanded - non -EVV (Mobile View)

	\$2.35	\$162.88
	\$0.00	\$1.00
	\$0.00	\$45.00
E	\$0.00	\$10.00
ONS	\$57.31	\$3,929.44
<hr/>		
Claim Details		
Uber: 2013195257		
Type: Paper		
Claimed for workweek 1 exceeds the travel time maximum of 07(H) 00(M). This can cause a violation.		
Claimed for workweek 2 exceeds the travel time maximum of 07(H) 00(M). This can cause a violation.		
<hr/>		
1		▼
2		▼
3		▼
Travel Claim Total: 10(H) 05(M)		
<hr/>		

Figure - Payment Details - Travel Time Claim Details Cluster Collapsed (Desktop View)

8 Feb

med: 00(H) 00(M)

/ 1 Mar

med: 00(H) 55(M)

2 Mar

med: 00(H) 55(M)

lar

med: 00(H) 55(M)

† Mar

med: 00(H) 00(M)

total: 02(H) 45(M)

1 2



1 3



Travel Claim Total: 10(H) 05(M)

Figure - Payment Details - Travel Time Claim Details Cluster Expanded (Desktop View)

The screenshot shows a mobile application interface for 'Payment Details' under 'Travel Time Claim Details'. The left panel displays general claim information and travel week details, while the right panel lists daily hours claimed from Wednesday to Saturday, along with a total for the workweek.

Left Panel (Travel Time Claim Details Expanded):

- Travel Claim Number:** 2013223684
- Signature Method:** Online
- Messages:** This travel claim cannot be processed until the timesheet for this pay period and recipient has been processed.
- Travel Week 1:**
 - Sunday 12 Mar**
 - Hours Claimed:** 00(H) 00(M)

Right Panel (Travel Time Claim Details Expanded):

- Wednesday 15 Mar**
Hours Claimed: 00(H) 00(M)
- Thursday 16 Mar**
Hours Claimed: 00(H) 00(M)
- Friday 17 Mar**
Hours Claimed: 00(H) 00(M)
- Saturday 18 Mar**
Hours Claimed: 00(H) 00(M)
- Workweek Total:** 00(H) 00(M)
- Travel Week 2**
- Travel Week 3**
- Travel Claim Total:** 20(H) 00(M)

Figure - Payment Details - Travel Time Claim Details Expanded (Mobile View)

Details

view

Is

Sick Details

Number: 303737099

od: Online

Details

8 Mar

imed: 01(H) 00(M)

Figure - Payment Details - Sick Leave Claim Details Cluster Expanded (Desktop View)

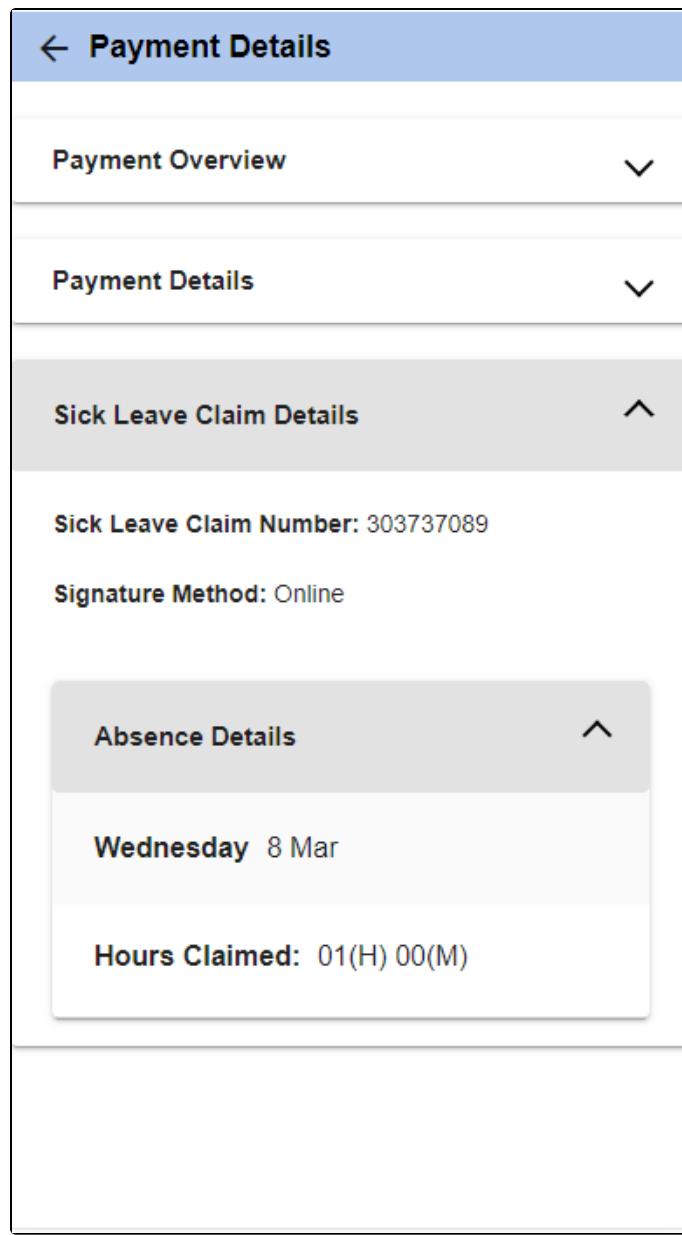


Figure - Payment Details - Sick Leave Claim Details Cluster Expanded (Mobile View)

The screenshot displays a software interface for managing training time claims. At the top, there are two collapsed sections indicated by downward arrows. Below them is a section titled "tails" with an upward arrow. This section contains the identifier "480". Underneath is another collapsed section with an upward arrow. The next section, which is expanded, shows the following details:

Native Impairment Behavioral Health	Class Name: AAA
	Hours Claimed: 24(H) 00(M)
023	^

Below this is another collapsed section with an upward arrow. The next section, also expanded, shows:

plex Physical Care Needs	Class Name: BBB
	Hours Claimed: 23(H) 59(M)
023	^

Finally, there is a collapsed section with an upward arrow.

Figure - Payment Details - Training Time Claim Details Cluster Expanded (Desktop View)

← Payment Details

Payment Overview ▼

Payment Details ▼

Training Time Claim Details ^

Claim Number: 13108480

Training Time 1 ^

Career Pathway: Cognitive Impairment
Behavioral Health

Class Number: 1

Training Date: 03/08/2023

Class Name: AAA

Hours Claimed: 24(H) 00(M)

Training Time 2 ▼

Training Time 3 ▼

Figure - Payment Details - Training Time Claim Details Cluster Expanded (Mobile View)

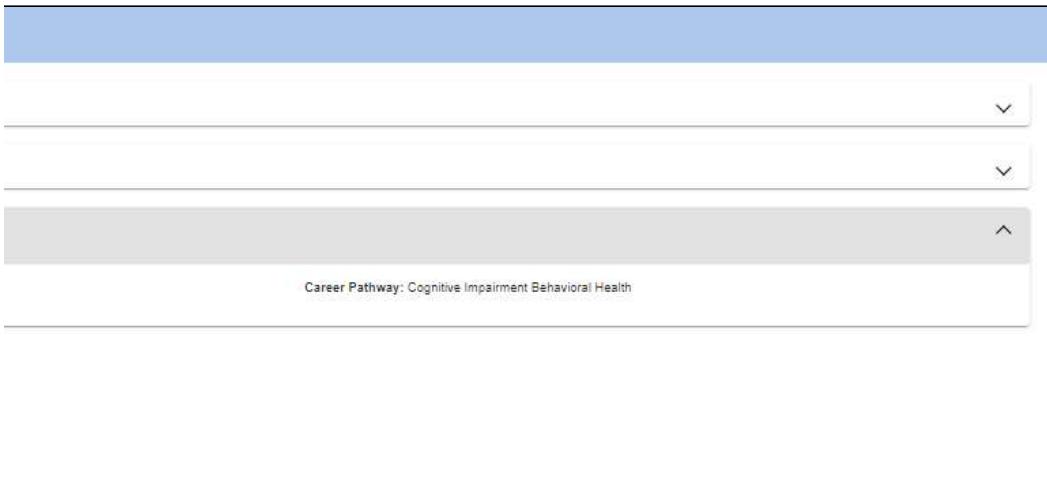


Figure - Payment Details - Incentive Claim Details Cluster Expanded (Desktop View)

A screenshot of a mobile or tablet application. At the top is a blue header bar with a left arrow icon and the text "Payment Details". Below it is a sidebar with three horizontal lines and two downward-pointing arrows. To the right of the sidebar is a light gray panel with an upward-pointing arrow. The main content area displays the text "Claim Number: 13108737" and "Career Pathway: Cognitive Impairment Behavioral Health".

Figure - Payment Details - Incentive Claim Details Cluster Expanded (Mobile View)

Static Text

There is no static text associated with the Payment Details screen.

Actions/Functions

The following actions are associated with the Payment Search Detail screen:

Action	Function	Label Translated
	The arrow available by the screen name returns the user to the Payment Search screen.	No
Download Timesheet	Allows the user to download a PDF copy of their EVV or Non-EVV Timesheet. Note: The 'Download Timesheet' button is displayed for all (EVV and Non-EVV) processed (Status=Processed or Exception Paid) timesheets.	Yes
Download Pay Stub	Displays the secured PDF document (copy of the arrears earnings statement) in which the user has the capability to download and/or print. Note: This button only displays when there is earnings information and the user is not a ESP Help Desk user.	Yes
	The down chevron expands the indicated section for viewing the detail.	No
	The up chevron collapses the indicated section.	No

Data Elements

The following data elements are specific to the Payment Search Detail screen:

Field Name	Data Type	Required Field	Default Value	Editable Field	Label Translated	
Payment Overview Provides an overview of the payment.						
Recipient Name	String	No	No	No	Yes	
Recipient ID	Integer	No	No	No	Yes	
Payment Type	String	No	No	No	Yes	
	Note: If the payment is a special transaction, the transaction type COVID Sick Leave, Care Economy Payment or COVID Medical Accompaniment is indicated.					
Claimed	Integer (HH:MM)	No	No	No	Yes	
Pay Period	Date (MM/DD/YYYY – MM/DD/YYYY)	No	No	No	Yes	
Submit Date	Date (MM/DD/YYYY)	No	No	No	Yes	
Status	String	No	No	No	Yes	
Status Date	Date (MM/DD/YYYY)	No	No	No	Yes	
Net Amount	Integer	No	No	No	Yes	
Payment Details Provides the details for earnings of the payment for Current and Year-to-Date.						

Warrant Number	Displays the warrant number (check) or payment number (direct deposit) for the specific payment Note: This field may be blank	Integer	No	No	No	Yes
Issue /Deposit Date	Displays the SCO issue date of warrant or date of deposit of the payment	Date (MM/DD/YYYY)	No	No	No	Yes
Hours Submitted	Displays the total hours that were submitted on this timesheet/claim	Integer (HH:MM)	No	No	No	Yes
Total Hours Paid	Displays the total number of hours paid on this timesheet/claim	Integer (HH:MM)	No	No	No	Yes
Overtime Hours	Displays the total number of hours that were paid at the overtime rate on this timesheet/claim	Integer (HH:MM)	No	00:00	No	Yes
Hours Not Paid	Displays the total hours that were submitted, but not paid, on this timesheet /claim Note: The Hours Not Paid in this cluster dynamically display while the Training Time claim is in 'Submitted' (Pending Review) status, since a CDSS worker can make changes to the record using the Modify Training Time Claim screen.	Integer (HH:MM)	No	00:00	No	Yes

Payment Details - Earnings

Provides the details for deductions of the payment for Current and Year-to-Date.

Provides the Federal, State, FICA, Medicare and SDI/DIEC deductions details for every payment; however, all other deductions are only displayed if the Year-to-Date amount is greater than zero.

Regular	Displays the payment amount to this Provider for this Recipient that is at the regular pay rate Format: Current <\$9,999.99> Year-to-Date <\$999,999.99>	String	No	No	No	Yes
Overtime	Displays the payment amount to this Provider for this Recipient that has been paid at the overtime rate (additional 50% of the regular pay rate) Format: Current <\$9,999.99> Year-to-Date \$99,999.99	String	No	No	No	Yes
Total Gross	Displays the total gross income paid to this Provider for this Recipient Format: Current <\$9,999.99> Year-to-Date <\$99,999.99>	String	No	No	No	Yes
Net Pay	Displays the total net payment mailed to or deposited into the account of this Provider for this Recipient Format: Current <\$9,999.99> Year-to-Date <\$99,999.99>	String	No	No	No	Yes

Payment Details - Deductions

Provides the details for deductions of the payment for Current and Year-to-Date.

Provides the Federal, State, FICA, Medicare and SDI/DIEC deductions details for every payment; however, all other deductions are only displayed if the Year-to-Date amount is greater than zero.

Federal	Displays the federal deductions taken from the payment to the Provider for this Recipient Format: Current <\$9,999.99> Year-to-Date <\$99,999.99>	String	No	\$0.00	No	No
State	Displays the state deductions taken from the payment to the Provider for this Recipient Format: Current <\$9,999.99> Year-to-Date <\$99,999.99>	String	No	\$0.00	No	No
FICA	Displays the FICA deductions taken from the payment to this Provider for this Recipient Format: Current <\$9,999.99> Year-to-Date <\$99,999.99>	String	No	\$0.00	No	No
Medicare	Displays the Medicare deductions taken from the payment to this Provider for this Recipient Format: Current <\$9,999.99> Year-to-Date <\$99,999.99>	String	No	\$0.00	No	No
SDI/DIEC	Displays the SDI/DIEC deductions taken from the payment to this Provider for this Recipient Format: Current <\$9,999.99> Year-to-Date <\$99,999.99>	String	No	\$0.00	No	No

CalSavers	Displays the CalSavers deductions taken from the payment to this Provider for this Recipient Format: Current <\$9,999.99> Year-to-Date <\$99,999.99>	String	No	\$0.00	No	No
Total Deductions	Displays the total deductions taken from the payment to this Provider for this Recipient Format: Current <\$9,999.99> Year-to-Date <\$99,999.99>	String	No	No	No	Yes
Timesheet Details Provides the details for the timesheet.						
Timesheet Number	Displays the timesheet number specific to the payment	Number	No	No	No	Yes
Signature Method	The method in which the signature of the payment was submitted <Paper or Online>	String	No	No	No	Yes
Provider Signed	Displays the date the Provider electronically signed this timesheet Note: Field only displays when signature method is <i>Online</i>	Date (MM/DD/YYYY)	No	No	No	Yes
Recipient Signed	Date the Recipient signed this timesheet Note: Field only displays when signature method is <i>Online</i>	Date (MM/DD/YYYY)	No	No	No	Yes
Messages	Displays any messages associated with the processing of this timesheet	String	No	No	No	Yes
Workweek <#>	Displays Workweeks 1 – 4 associated with this timesheet and the hours that were entered for each workweek When expanded, displays the days associated with the workweek and the time entered for each day in display mode only and includes EVV details for EVV Timesheets.	String	No	No	No	Yes
Timesheet Details - Workweek Expanded Provides the details for the workweek.						
Date	Displays the day of the week and date Format: Day: <Sunday - Saturday> Date: <DD MNTH> or <DD MNTH> Note: Days with a single digit (1-9) are displayed as <D MNTH> and days with two digits are displayed as <DD MNTH>	String	No	No	No	Yes
Hours Worked	Displays the hours and minutes entered for that date	Integer (HH:MM)	No	No	No	Yes
Start Time	Displays the start time entered for a specific day/date including a.m. or p.m. Note: This field only displays for EVV Timesheets.	String	No	No	No	Yes
End Time	Displays the end time entered for a specific day/date including a.m. or p.m. Note: This field only displays for EVV Timesheets.	String	No	No	No	Yes
Location	Displays the location in which the provider worked for the recipient the majority of the time that day/date Note: This field only displays for EVV Timesheets Format: <Home OR Community OR Both>	String	No	No	No	Yes
Start Location	Displays the location in which the provider worked for the recipient the majority of the time that day/date Note: This field only displays for EVV Timesheets Format: <Home OR Community>	String	No	No	No	Yes
End Location	Displays the location in which the provider worked for the recipient the majority of the time that day/date Note: This field only displays for EVV Timesheets Format: <Home OR Community>	String	No	No	No	Yes
Workweek Total	Displays the total hours for the workweek, including hours from other timesheets (initial & supplemental) for that Provider/Recipient	Integer (HH:MM)	No	00:00	No	No
Timesheet Total	Displays the total hours for all workweeks.	Integer (HH:MM)	No	00:00	No	No
Travel Time Claim Details Provides the details for the travel claim.						
Travel Claim Number	Displays the travel claim number specific to the payment	Integer	No	No	No	Yes
Signature Method	Displays the providers signature method for the travel claim <Online or Paper>	String	No	No	No	Yes
Messages	Displays any messages associated with the processing of the travel claim	String	No	No	No	Yes

Travel Week <#>	Displays Travel Week 1 – 4 associated with the travel claim and the hours that were entered for each travel week When expanded, displays the days associated with the travel week and the time entered for each day in display mode only	String	No	No	No	Yes
Travel Time Claim Details - Travel Week Expanded Provides the travel claim details for the workweek.						
Date	Displays the day of the week and date Format: Day: <Sunday - Saturday> Date: <DD MNTH> or <DD MNTH> Note: Days with a single digit (1-9) are displayed as <D MNTH> and days with two digits are displayed as <DD MNTH>	String	No	No	No	Yes
Hours Worked	Displays the hours and minutes entered for that date	Integer (HH: MM)	No	00:00	No	Yes
Workweek Total	Displays the total hours of travel time for the workweek	Integer (HH: MM)	No	00:00	No	No
Sick Leave Claim Details Provides the details for the sick leave claim.						
Sick Leave Claim Number	Displays the sick leave claim number specific to the payment	Integer	No	No	No	Yes
Signature Method	Displays the providers signature method for the sick leave claim <Online or Paper>	String	No	No	No	Yes
Absence Date	Displays the date of absence claimed under sick leave	Date (MM/DD /YYYY)	Yes	No	Yes	Yes
Hours Claimed	Displays the hours of absence claimed under sick leave	Integer (HH: MM)	No	No	No	Yes
Training Time Claim Details Provides the details for the training time claim.						
Claim Number	Displays the training time claim number specific to the payment	Integer	No	No	No	Yes
Training Time <#>	Displays the training time class row from the provider's submitted claim When expanded, displays further information specific to a Career Pathways training class.	Integer	No	No	No	Yes
Career Pathway	Displays the Career Pathway type associated with the information entered on the claim	String	No	No	No	Yes
Class Number	Displays the class number entered on the claim	Integer	No	No	No	Yes
Class Name	Displays the class name entered on the claim	String	No	No	No	Yes
Training Date	Displays the training (class) date entered on the claim	Date (MM/DD /YYYY)	No	00:00	No	Yes
Hours Claimed	Displays the number of hours entered on the claim for the class taken Note: If a training time entry is rejected by a CDSS worker, then the Hours Claimed field and corresponding Hours/Minutes will both be removed and replaced with the term "Rejected" that will display in red font.	Integer (HH: MM)	No	00:00	No	Yes
Incentive Claim Details Provides the details for the classes submitted on an incentive claim.						
Claim Number	Displays the assigned claim number	Integer	No	No	No	Yes
Career Pathway	Displays the Career Pathway type the provider selected on the claim	String	No	No	No	Yes
Note: Fields and drop down areas with no data are not displayed.						

Additional Information

No fields on the Payment Search Detail screen are designated with an .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Email Timesheet Copy Pop-up

Configuration Item
 CI-822507 - DSD SC Email Timesheet Copy Pop-up CANCELLED

Canceled by ASR Team TMS Sprint 119

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Hire Provider - Step 1

The screenshot shows a desktop view of the portal. At the top, there's a header bar with the text "CI" and a link "CI-822631 - DSD SC IHSS Website Hire Provider Step 1" followed by a button labeled "IMPLEMENTED". Below the header is a message stating "The Hire Provider Step 1 screen allows the Recipient user to locate a provider by entering a 9-digit Provider Number." A horizontal navigation bar at the top of the main content area has four steps: "Select Provider" (step 2), "Provider Details" (step 3, which is highlighted in blue), and "Confirm Hire" (step 4). Below this, a note says "the provider you want to hire and select the Find Provider button. Please Note: Back-up providers cannot be hired using this or further assistance." To the left, there's a placeholder for "er Number." with a text input field. At the bottom are two buttons: "Find Provider" (in a dark blue box) and "Cancel".

Figure - Hire Provider Step 1 (Desktop View)

Hire Provider

1	2	3	4
Locate Provider	Select Provider	Provider Details	Confirm Hire

Please enter the Provider Number of the provider you want to hire and select the Find Provider button. Please Note: Back-up providers cannot be hired using this service, please contact your county for further assistance.

Provider Number*
You must enter all 9 digits of the Provider Number.

Find Provider

Cancel

Figure - Hire Provider Step 1 (Mobile View)

Static Text

The following static text is located on the Hire Provider Step 1 screen. For translations see DSD Appendix D - Hire Provider.

Text
Hire Provider
Locate Provider
Select Provider
Provider Details
Confirm Hire
Please enter the Provider Number of the provider you want to hire and select the Find Provider button. Please Note: Back-up providers cannot be hired using this service, please contact your county.
Provider Number
You must enter all 9 digits of the Provider Number.

Actions/Functions

The following actions are associated with the Hire Provider Step 1 screen:

Action	Function	Label Translated
Find Provider	The Find Provider button initiates web service to Case Management to retrieve provider eligibility. After a valid 9-digit Provider ID has been entered in the Provider Number field, the Find Provider button enables the Recipient user to move to the IHSS ESP – Hire Provider Step 2, Select Provider.	Yes
Cancel	The Cancel button returns the Recipient user to the Recipient Home screen.	Yes

Data Elements

The following data elements are specific to the IHSS ESP – Hire Provider Step 1 screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Static Display						
Hire Provider	N/A	String	N/A	N/A	No	Yes
1 Locate Provider	N/A	String	N/A	Highlight (Blue circle outline with white interior and blue number 1)	No	Yes
2 Select Provider	N/A	String	N/A	N/A	No	Yes
3 Provider Details	N/A	String	N/A	N/A	No	Yes
4 Confirm Hire	N/A	String	N/A	N/A	No	Yes
Accessible Fields						
Provider Number	Field for recipient to enter provider number. Entry must be 9 digits. Note: User cannot paste copied information into this field. The field does not allow entry of more than 9 digits.	Numeric	Yes	No	Yes	Yes

Additional Information

No fields on the Hire Provider Step 1 screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Hire Provider - Step 2

CI
 CI-822632 - DSD SC IHSS Website Hire Provider Step 2 IMPLEMENTED

The Hire Provider Step 2 screen allows the Recipient user to select the provider entered and identified in Step 1 (locate provider) of the Hire Provider process.

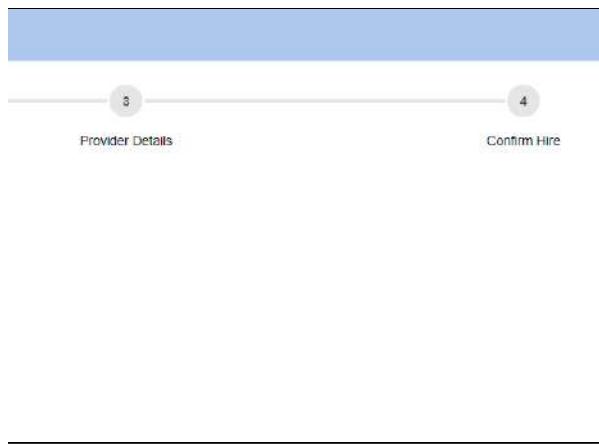


Figure - Hire Provider Step 2 (Desktop View)

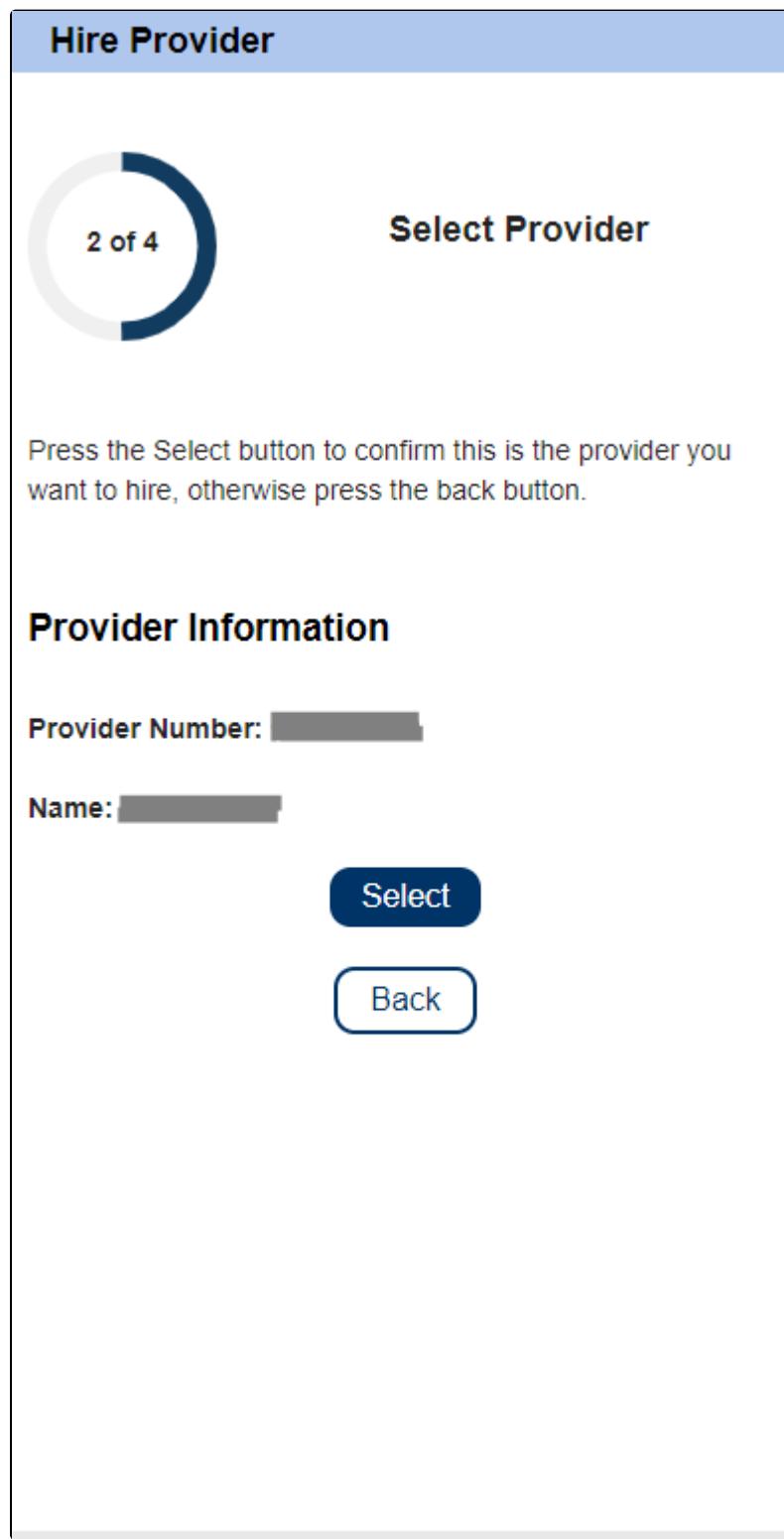


Figure - Hire Provider Step 2 (Mobile View)

Static Text

The following static text is located on the Hire Provider Step 2 screen. For translations see DSD Appendix D - Hire Provider.

Text

Hire Provider
Locate Provider
Select Provider
Provider Details
Confirm Hire
Provider Information
Press the Select button to confirm this is the provider you want to hire, otherwise press the Back button.

Actions/Functions

The following actions are associated with the Hire Provider Step 2 screen:

Action	Function	Label Translated
Select	The Select button transitions the Recipient user to the Hire Provider Step 3 screen, Provider Details.	Yes
Back	The Back button returns the Recipient user to the Hire Provider Step 1 screen, Locate Provider.	Yes

Data Elements

The following data elements are specific to the Hire Provider Step 2 screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Static Display						
Hire Provider	N/A	String	N/A	N/A	No	Yes
1 Locate Provider	N/A	String	N/A	Highlight (Solid blue circle with white number 1)	No	Yes
2 Select Provider	N/A	String	N/A	Highlight (Blue circle outline with white interior and blue number 2)	No	Yes
3 Provider Details	N/A	String	N/A	N/A	No	Yes
4 Confirm Hire	N/A	String	N/A	N/A	No	Yes
Accessible Fields						
Provider Number	Populated with the Provider Number used to search (display only)	String	No	No	No	Yes
Name	Populated with the Provider First Name Middle Name Last Name Suffix of the provider found (display only). Suffix displayed in all Capital letters.	String	No	No	No	Yes

Additional Information

No fields on the Hire Provider Step 2 screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header

IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Hire Provider - Step 3

CI

CI-822633 - DSD SC IHSS Website Hire Provider Step 3 IMPLEMENTED

The Hire Provider Step 3 screen allows the Recipient user to enter the start date of the provider and the provider's relationship to the recipient.

Provider Details

more than 90 days in the past. Next, select your relationship to the Provider.

Cancel

Figure - Hire Provider Step 3 - Desktop View

Hire Provider

1 — 2 — 3 — 4

Locate Provider Select Provider Provider Details Confirm Hire

Enter the Provider Start Date or use the calendar icon to select the Start Date. The Start Date cannot be in the future or more than 90 days in the past. Next, select your relationship to the Provider.

Provider Information

Provider Number: [REDACTED]

Name: [REDACTED]

Start Date*

MM/DD/YYYY

Relationship*

[REDACTED]

Hire Provider

Cancel

Figure - Hire Provider Step 3 - Mobile View

Static Text

The following static text is located on the Hire Provider Step 3 screen. For translations see DSD Appendix D - Hire Provider.

Text
Hire Provider

Locate Provider
Select Provider
Provider Details
Confirm Hire
Enter the Provider Start Date or use the calendar icon to select the Start Date. The Start Date cannot be in the future or more than <XX=StartDateConfigurationDays> days in the past. Next, select your relationship to the Provider.
Provider Information

Actions/Functions

The following actions are associated with the Hire Provider Step 3 screen:

Action	Function	Label Translated
Hire Provider	Once the Start Date and Relationship fields are populated, the Hire Provider button enables the Recipient user to move to Hire Provider Step 4, Confirm Hire.	Yes
Cancel	The Cancel button returns the Recipient user to the Recipient Landing Page.	Yes

Data Elements

The following data elements are specific to the Hire Provider Step 3 screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Static Display						
Hire Provider	N/A	String	N/A	N/A	No	Yes
1 Locate Provider	N/A	String	N/A	Highlight (Solid blue circle with white number 1)	No	Yes
2 Select Provider	N/A	String	N/A	Highlight (Solid blue circle with white number 2)	No	Yes
3 Provider Details	N/A	String	N/A	Highlight (Blue circle outline with white interior and blue number 3)	No	Yes
4 Confirm Hire	N/A	String	N/A	N/A	No	Yes
Accessible Fields						
Provider Number	Populated with the Provider Number used to search (display only).	String	No	No	No	Yes
Name	Populated with the Provider First Name Middle Name Last Name Suffix of the provider found (display only). Suffix displayed in all Capital letters.	String	No	No	No	Yes
Start Date	Populated with the requested start date for the Provider (in MM/DD/YYYY format).	Date	Yes	No	Yes	Yes
Relationship	Populated with one of the field drop down options identifying the Provider relationship to the Recipient.	Drop Down	Yes	No	Yes	Yes

Additional Information

No fields on the Hire Provider Step 3 screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Hire Provider - Step 4

CI

CI-822688 - DSD SC IHSS Website Hire Provider Step 4 IMPLEMENTED

The Hire Provider Step 4 screen allows the Recipient user to review and agree to the terms and conditions for hiring a specific provider identified in previous steps of the ESP Hire Provider process.

Figure - Hire Provider Step 4 (Desktop View)

Hire Provider	
 Confirm Hire	<p>Please review the following terms and conditions of the Recipient Agreement below related to hiring Julie Potter as your provider.</p> <p>Recipient Agreement</p> <p>I UNDERSTAND AND AGREE THAT:</p> <ul style="list-style-type: none"> If I choose to have this person provide services for me before he/she is enrolled as an IHSS provider, and the county sends me a notice telling me that he/she is not eligible to be an IHSS provider, I will have to pay him/her with my own money for the services that he/she provided before he/she was determined ineligible to be a provider and for any <p>ineligible to be a provider and for any services he/she provides after the county notifies me that he/she is ineligible.</p> <ul style="list-style-type: none"> Neither the county nor the State will be held responsible for any claims and/or losses caused by the above-named person I choose to hire as my IHSS provider. I agree to hold harmless the State and county, their officers, agents, and employees, and to take responsibility for any and all claims and/or losses to any person caused by the named person I choose to hire as my IHSS provider. The county can provide information about my authorized services and service hours to the person I have chosen as my provider. The county will send my provider the IHSS Provider Notice of Recipient Authorized Hours and Services (SOC 2271). My total monthly authorized hours will be divided by 4 to determine my maximum weekly hours. The maximum weekly hours is a guideline telling me the highest number of hours my provider(s) will be able to work for me during a workweek. However, since most months are slightly longer than 4 weeks, I will work with my provider(s) to spread his/her hours throughout the month in order to make sure I have all the service hours I need for the month. Sometimes I may need my provider to work more than my maximum weekly hours. I must ask for county approval to adjust my maximum weekly hours only if the change requires my provider to work: <ol style="list-style-type: none"> More overtime hours in the month than he/she would normally work. More than 40 hours for me in a workweek if my maximum weekly hours are 40 hours or less in a workweek. If I do not get an approved exception, my provider will get a violation for working more than my maximum weekly hours. I can never authorize my provider to work more than my total authorized monthly service hours. Therefore, when I authorize my provider to work extra hours in one week, I must have the provider work fewer hours in the other week(s) of the month. If my provider works for another recipient, the maximum number of hours that he/she may claim in a workweek for all of the time he/she works for his/her recipients combined is 66 hours. I must make a work schedule for my provider to determine how many hours he/she will be working for me each week to make sure he/she does not work more than 66 hours per workweek. I will get a Recipient Notification of Maximum Weekly Hours (SOC 2271A) which will include information on my maximum weekly hours so I can use it to make the work schedule for my provider(s). In order to make the schedule, my provider must tell me how many hours he/she is available to work for me each workweek. If my provider cannot work all of my authorized hours, I will need to hire additional provider(s). If I need help finding and hiring another provider(s), I can call my county IHSS Public <p>available to work for me each workweek. If my provider cannot work all of my authorized hours, I will need to hire additional provider(s). If I need help finding and hiring another provider(s), I can call my county IHSS Public</p> <p><input type="checkbox"/> By checking this box, I RBNWBQJBZ WZDRJX agree to the terms above.</p> <p style="text-align: right;">Sign and Confirm Hire</p> <p style="text-align: right;">Cancel</p>

Figure - Hire Provider Step 4 (Mobile View)

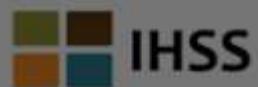
A small blue 'X' icon located in the top right corner of the pop-up window.

Your request to hire Julie Potter has been accepted.
You will receive an email after processing is
complete.

A blue rounded rectangular button with the word 'OK' in white capital letters.

Figure - Hire Provider Step 4 Confirmation Pop-Up (Desktop View)

≡ Menu



[Logout](#)

Home



Your request to
hire Julie Potter
has been
accepted. You will
receive an email
after processing
is complete.

OK

PROVIDERS

JULIE POTTER

Figure - Hire Provider Step 4 Confirmation Pop-Up (Mobile View)

Static Text

The following static text is located on the Hire Provider Step 4 screen. For translations see DSD Appendix D - Hire Provider.

Text
Hire Provider
Locate Provider
Select Provider
Provider Details
Confirm Hire
Please review the following terms and conditions of the Recipient Agreement below related to hiring <Provider Name: First Middle Last Suffix> as your provider.
Recipient Agreement
PART B. RECIPIENT AGREEMENT
I UNDERSTAND AND AGREE THAT:
<ul style="list-style-type: none">• If I choose to have this person provide services for me before he/she is enrolled as an IHSS provider, and the county sends me a notice telling me that he/she is not eligible to be an IHSS provider, I will have to pay him/her with my own money for the services that he/she provided before he/she was determined ineligible to be a provider and for any services he/she provides after the county notifies me that he/she is ineligible.• Neither the county nor the State will be held responsible for any claims and/or losses caused by the above-named person I choose to hire as my IHSS I agree to hold harmless the State and county, their officers, agents, and employees, and to take responsibility for any and all claims and/or losses to any person caused by the named person I choose to hire as my IHSS provider.• The county can provide information about my authorized services and service hours to the person I have chosen as my provider. The county will send my provider the IHSS Provider Notice of Recipient Authorized Hours and Services (SOC 2271).• My total monthly authorized hours will be divided by 4 to determine my maximum weekly hours. The maximum weekly hours is a guideline telling me the highest number of hours my provider(s) will be able to work for me during a workweek. However, since most months are slightly longer than 4 weeks, I will work with my provider(s) to spread his/her hours throughout the month in order to make sure I have all the service hours I need for the month.• Sometimes I may need my provider to work more than my maximum weekly hours. I must ask for county approval to adjust my maximum weekly hours only if the change requires my provider to work:<ol style="list-style-type: none">1. More overtime hours in the month than he/she would normally work.2. More than 40 hours for me in a workweek if my maximum weekly hours are 40 hours or less in a workweek.• If I do not get an approved exception, my provider will get a violation for working more than my maximum weekly hours.• I can never authorize my provider to work more than my total authorized monthly service hours. Therefore, when I authorize my provider to work extra hours in one week, I must have the provider work fewer hours in the other week(s) of the month.• If my provider works for another recipient, the maximum number of hours that he/she may claim in a workweek for all of the time he/she works for his/her recipients combined is 66 I must make a work schedule for my provider to determine how many hours he/she will be working for me each week to make sure he/she does not work more than 66 hours per workweek. I will get a Recipient Notification of Maximum Weekly Hours (SOC 2271A) which will include information on my maximum weekly hours so I can use it to make the work schedule for my provider(s). In order to make the schedule, my provider must tell me how many hours he/she is available to work for me each workweek. If my provider cannot work all of my authorized hours, I will need to hire additional provider(s). If I need help finding and hiring another provider(s), I can call my county IHSS Public Authority to obtain a provider from the registry or my county IHSS office.• The county will send me a notice each time my provider gets a violation. If my provider gets three violations, he/she will be suspended from providing IHSS for three months. If he/she gets another violation after being reinstated from the three- month suspension, he/she will be terminated as a provider for one year.
Completing this process online will give this provider access to all of your authorized hours. If you do not want to continue, please press cancel. If you want to continue, please complete your electronic signature. You can contact your county at anytime to adjust the hours available to your provider.
By checking this box, I <Recipient First Name and Last Name> agree to the terms above.
Sign and Confirm Hire
Cancel
Your request to hire <Provider Name: First Middle Last Suffix> has been accepted. You will receive an email after processing is complete.
OK

Actions/Functions

The following actions are associated with the Hire Provider Step 4 screen:

Action	Function	Label Translated

Sign and Confirm Hire	If selected, the hire details are sent to Case Management and a confirmation pop-up displays. The Sign and Confirm Hire button is enabled once the "I agree" box located at the bottom of the screen is checked. Note: This button is <u>not</u> available to Help Desk users.	Yes
Cancel	If selected, the Recipient user returns to the Recipient Landing (Home) page. Note: This button is <u>is</u> available to Help Desk users.	Yes
Pop-up		
OK	If selected, the Recipient user returns to the Recipient Landing (Home) page.	

Data Elements

The following data elements are specific to the Hire Provider Step 4 screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Static Display						
Hire Provider	N/A	String	N/A	N/A	No	Yes
1 Locate Provider	N/A	String	N/A	Highlight (Green with green circle and check mark)	No	Yes
2 Select Provider	N/A	String	N/A	Highlight (Green with green circle and check mark)	No	Yes
3 Provider Details	N/A	String	N/A	Highlight (Green with green circle and check mark)	No	Yes
4 Confirm Hire	N/A	String	N/A	Highlight (Orange)	No	Yes
Accessible Fields						
By checking this box, I <Recipient Name> agree to the terms above.	If checked, indicates the Recipient confirms he/she read and agrees upon the Hire Provider Recipient Agreement (terms and conditions). Note: This field is <u>not</u> available to be selected a Help Desk user.	Check Box	No	Unselected	Yes	Yes

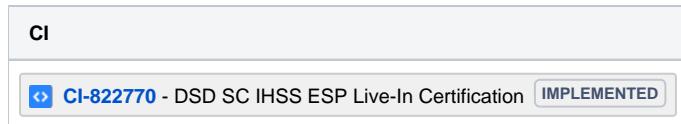
Additional Information

No fields on the Hire Provider Step 4 screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Live-In Certification



When a user selects the Live-In Certification submenu item from the Financial menu on the ESP, the user is taken to the Live-In Provider Self-Certification screen in which a Provider can self-certify as a Live-In Provider for a specific Recipient.

If no Recipients are returned upon navigating to this screen, the screen presents the user with a popup message with a Back to Home button.

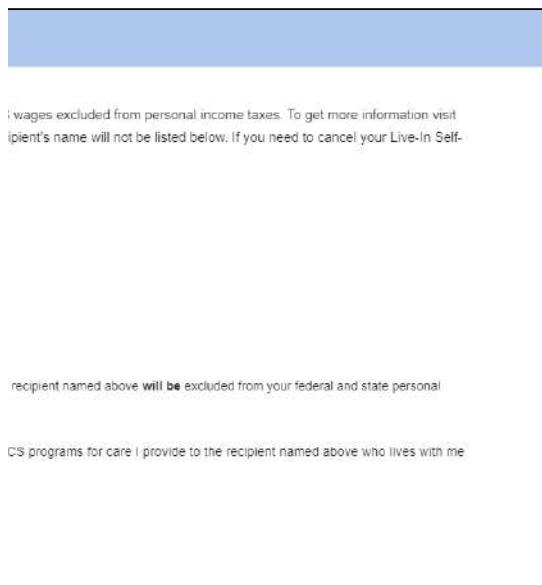


Figure – Live-In Provider Self-Certification – Desktop View

Live-in Provider Self-Certification

In completing this self-certification, a provider living with a recipient they provide services for will have their IHSS and/or WPCS wages excluded from personal income taxes. To get more information visit [CDSS Live-In Provider Self-Certification Information](#). If you have already certified as a live-in provider for a recipient, the recipient's name will not be listed below. If you need to cancel your Live-In Self-Certification, go to the [Cancel Live-In Provider Self-Certification screen](#).

Select Recipient

TEST RECIPIENT - 1317210

Electronic Signature

Please electronically sign and submit your Live-In Provider Self-Certification.

By marking the checkbox and submitting, you are certifying that the wages you receive for providing IHSS and/or WPCS services to the recipient named above will be excluded from your federal and state personal income taxes.

I, [REDACTED], under penalties of perjury, declare that I am a provider receiving payments under the IHSS and/or WPCS programs for care I provide to the recipient named above who lives with me in the same home.

Sign and Submit

Cancel

Figure – Live-In Provider Self-Certification – Mobile View

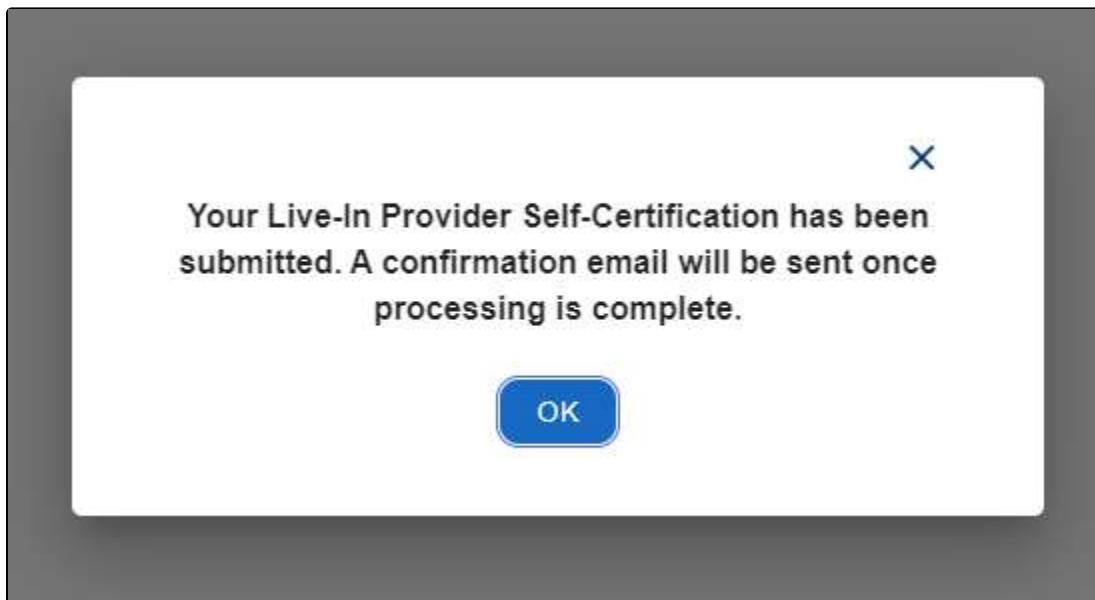


Figure – Live-In Provider Self-Certification Pop-Up – Desktop View

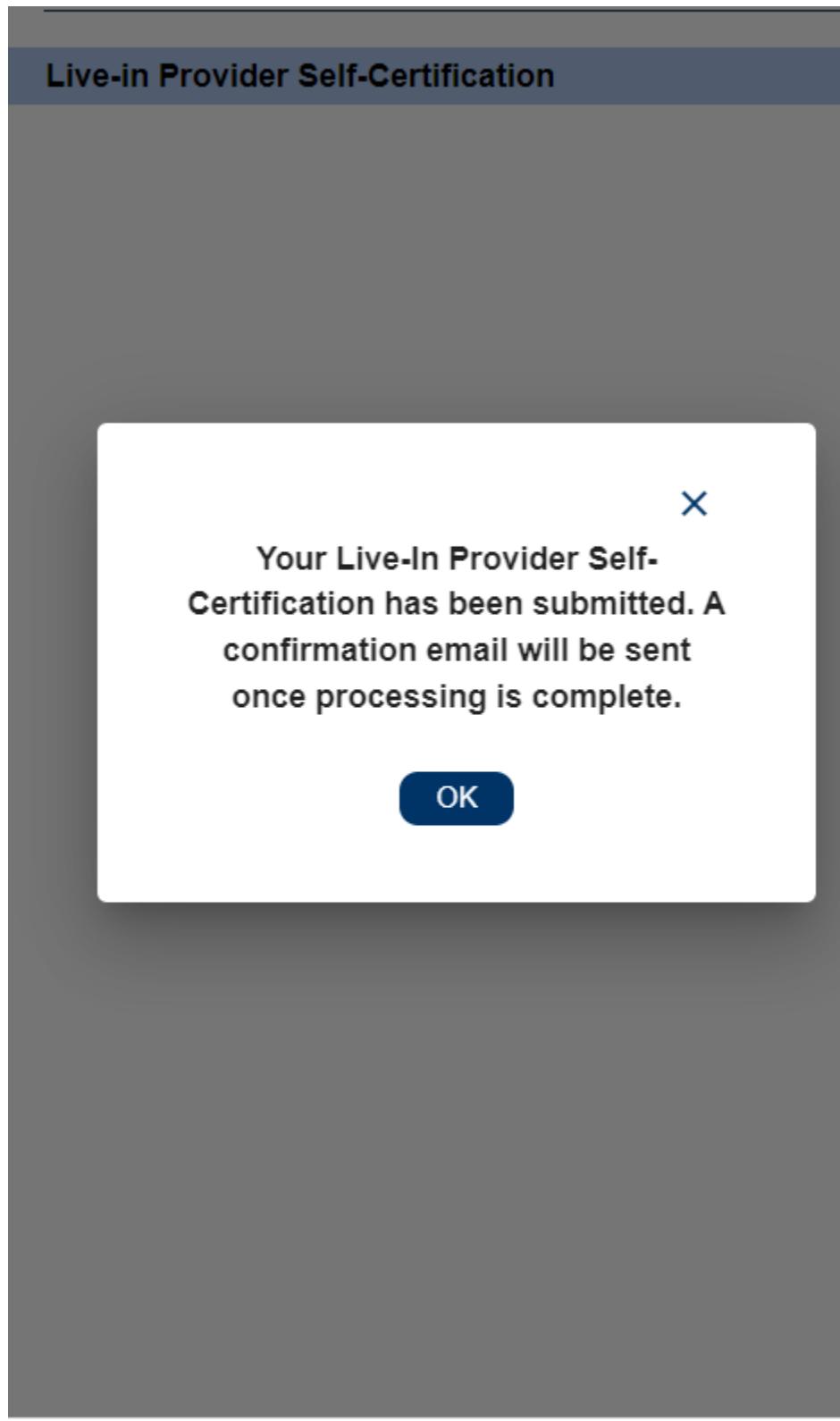


Figure – Live-In Provider Self-Certification Pop-Up – Mobile View

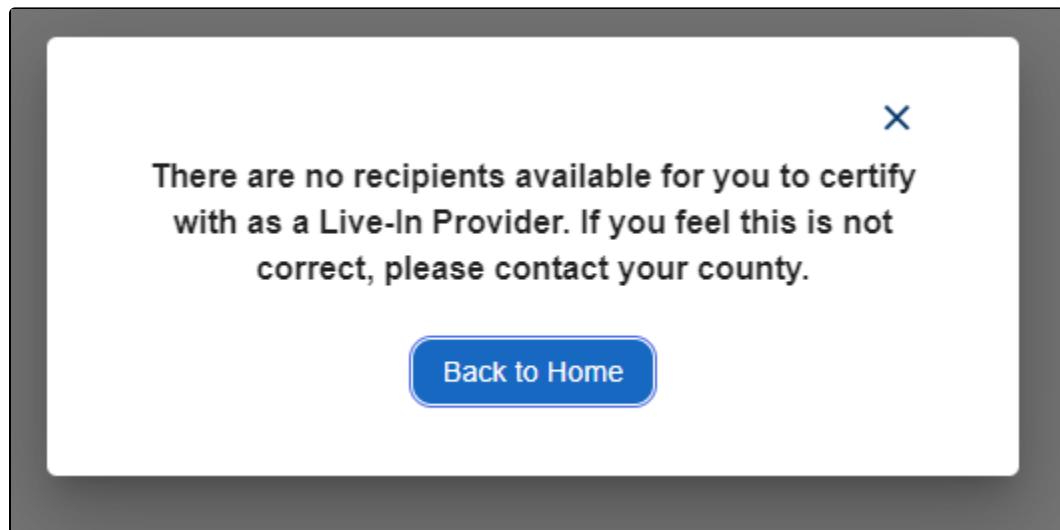


Figure – Live-In Provider Self-Certification Message – Desktop View

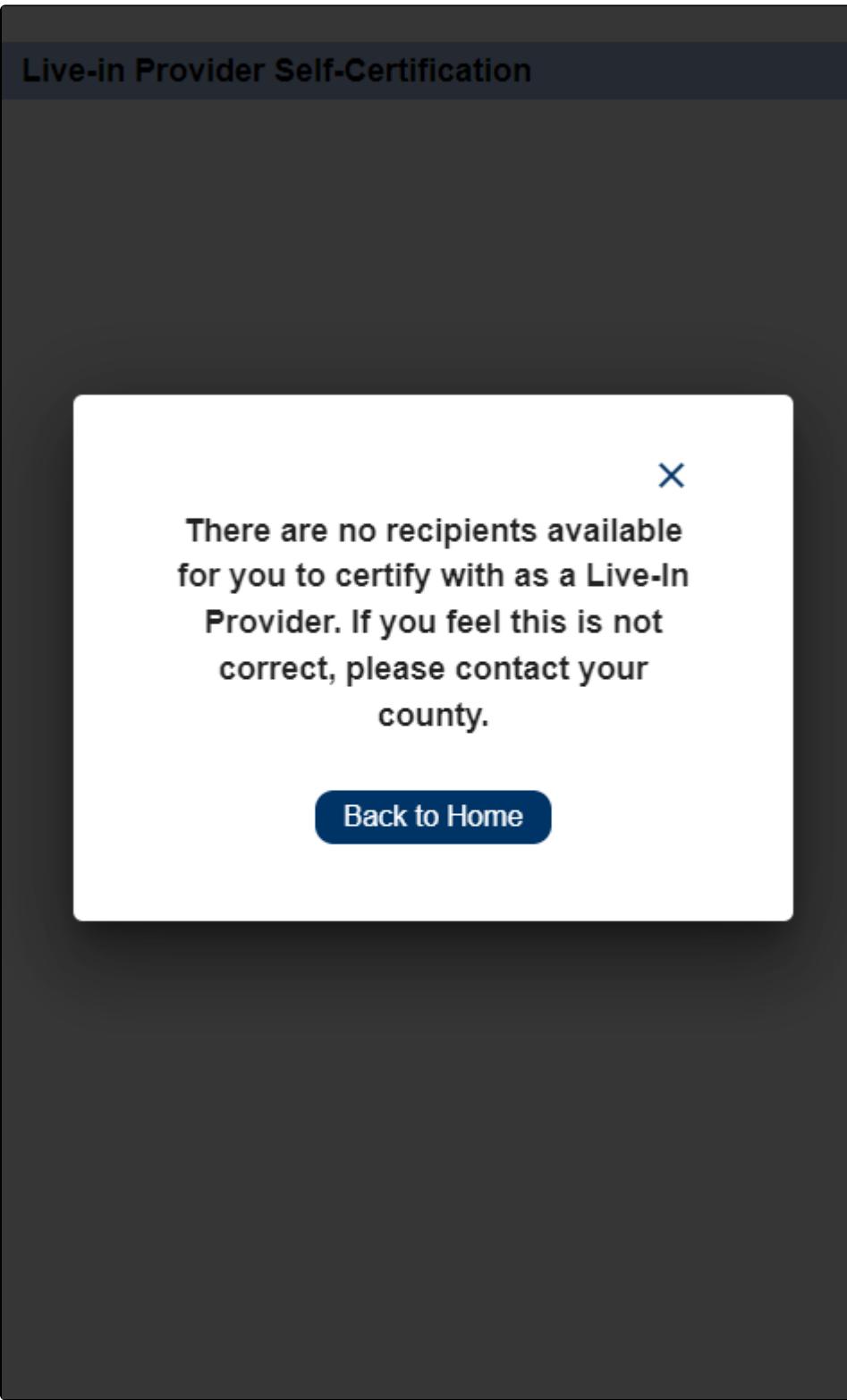


Figure – Live-In Provider Self-Certification Message – Mobile View

Static Text

The following static text is associated with the Live-In Provider Self-Certification screen. For translations see DSD Appendix D - Live-In Certification.

Screen Text

In completing this self-certification, a provider living with a recipient they provide services for will have their IHSS and/or WPCS wages excluded from personal income taxes. To get more information visit [CDSS Live-In Provider Self-Certification Information](#). If you have already certified as a live-in provider for a recipient, the recipient's name will not be listed below. If you need to cancel your live-in certification, go the [cancel live-in provider self-certification screen](#).

Electronic Signature:

Please electronically sign and submit your Live-In Provider Self-Certification.

By marking the checkbox and submitting, you are certifying that the wages you receive for providing IHSS and/or WPCS services to the recipient named above **will be** excluded from your federal and state personal income taxes.

Pop-Up Text

Your Live-In Provider Self-Certification has been submitted. A confirmation email will be sent once processing is complete.

Message Text - This static text only displays when there are no Recipients to populate the drop-down menu.

There are no recipients available for you to certify with as a Live-In Provider. If you feel this is not correct, please contact your county.

Note: The Electronic Signature cluster is hidden until a Recipient is selected from the Select Recipient dropdown.

Actions/Functions

The following actions are associated with the Live-In Provider Self-Certification screen:

Action	Function	Label Translated
Sign and Submit	When the checkbox is selected, this button becomes enabled. Upon selecting this button, the Live-In Self-Certification is sent for processing. After this button is selected, a pop-up message is displayed. Note: This button is hidden until a Recipient is selected. It is visible but disabled if a Help Desk User is viewing this screen.	Yes
Cancel	This button returns the user to the ESP Provider Home screen (Landing Page). Note: This button is available to a Help Desk User.	Yes
OK	When the Sign and Submit button is selected, the following popup informational message is present, "Your Live-In Provider Self-Certification has been submitted. A confirmation email will be sent once processing is complete." The OK button is present and enabled only in this pop-up informational message. Upon selecting this button, the pop-up informational message is dismissed and the user is returned to the ESP Provider Home screen (Landing Page).	Yes
Back to Home	This button returns the user to the ESP Provider Home screen (Landing Page). Note: This button is only visible on the popup message that displays when there are no Recipients to populate the drop-down menu. This button is available to a Help Desk User.	Yes

Data Elements

The following data elements are specific to the Live-In Provider Self-Certification screen:

Field Name	Help	D a t a T y pe	R e q ui re d Fi eld	Default Value	E di ta bl e Fi eld	L a be I Tr an si at ed

Select Recipient:	This dropdown displays all active Recipients associated with the Provider and the current IRS Live-In Self - Certification Status = No or Blank on the trigger table. The Recipient's case number is attached to the end of their name.	D r o p d o wn	Y es	Recipients are listed by <First Name, Middle Initial, Last Name, Suffix, Case Number> and in first name alphabetical order.	Y es	Y es
I, <Provider First Name Last Name>, under penalties of perjury, declare that I am a provider receiving payments under the IHSS and/or WPCS programs for care I provide to the recipient named above who lives with me in the same home.	Selection of this checkbox will enable the Sign and Submit button and will constitute the electronic Provider signature for the Live-In Provider Self-Certification. Note: This checkbox and text is hidden until a Recipient is selected. It is visible but disabled if a Help Desk User is viewing this screen.	C h e c k b ox	Y es	Blank	Y es	Y es

Additional Information

No fields on the Travel Claim Entry screen is designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Cancel Live-In Certification



When a user selects the Cancel Live-In Certification submenu item from the Financial menu on the ESP, the user is taken to the Cancel Live-In Provider Self-Certification screen in which a Provider can cancel their Live-In status with a specific Recipient.

If no Recipients are returned upon navigating to this screen, the screen presents the user with a popup message with a Back to Home button.



Figure – Cancel Live-In Provider Self-Certification – Desktop View

Cancel Live-In Provider Self-Certification

In completing this self-certification cancellation, a provider no longer living with a recipient they provide services for will have personal income taxes deducted from their IHSS and/or WPCS wages. To get more information visit [CDSS Live-In Provider Self-Certification Information](#). If you have not certified as a live-in provider for a recipient, the recipient's name will not be listed below. If you need to certify as a live-in provider, go to the [Live-In Provider Self-Certification screen](#).

Select Recipient

[REDACTED]- 1317264 ▾

Electronic Signature

Please electronically sign and submit your Live-In Provider Self-Certification cancellation.

By marking the checkbox and submitting, you are confirming that the wages you receive for providing IHSS and/or WPCS services to the recipient named above will no longer be excluded from your federal and state personal income taxes.

I, [REDACTED], declare that I no longer live with the recipient named above and would like to remove the existing Self-Certification for the exclusion of my IHSS/WPCS wages from federal and state personal income taxes.

Sign and Submit

Cancel

Figure – Cancel Live-In Provider Self-Certification – Mobile View

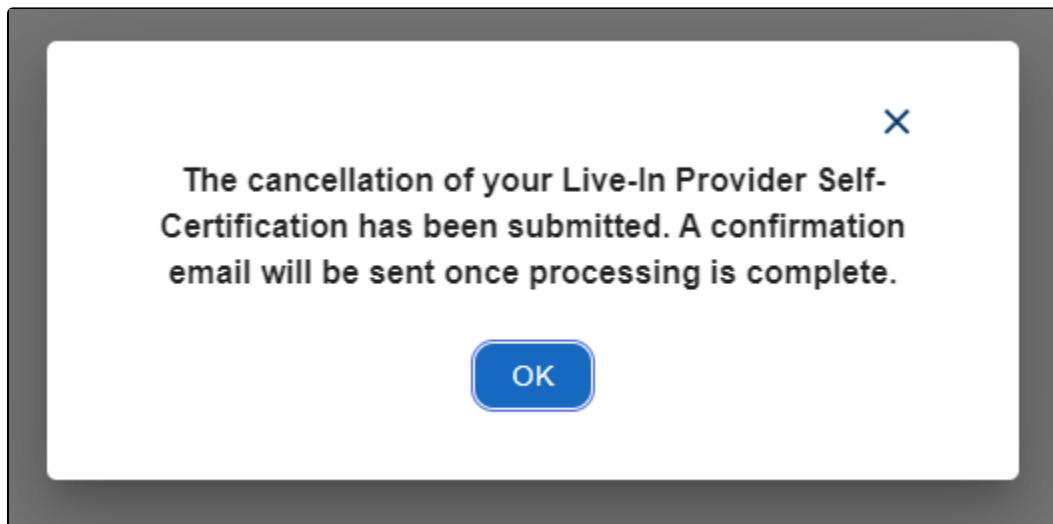


Figure – Cancel Live-In Provider Self-Certification Pop-Up – Desktop View

Cancel Live-In Provider Self-Certification

X

The cancellation of your Live-In Provider Self-Certification has been submitted. A confirmation email will be sent once processing is complete.

OK

Figure – Cancel Live-In Provider Self-Certification Pop-Up – Mobile View

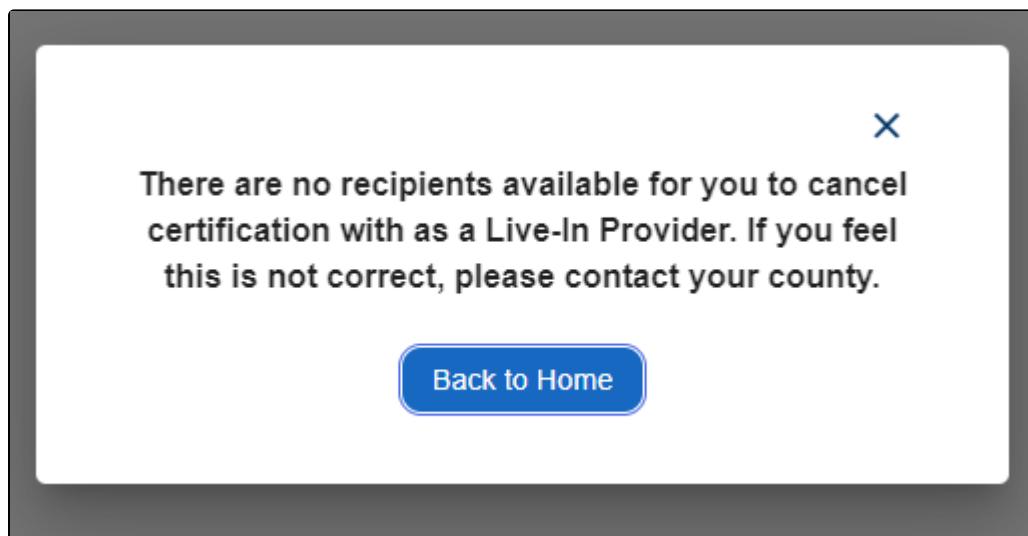


Figure – Cancel Live-In Provider Self-Certification Message – Desktop View

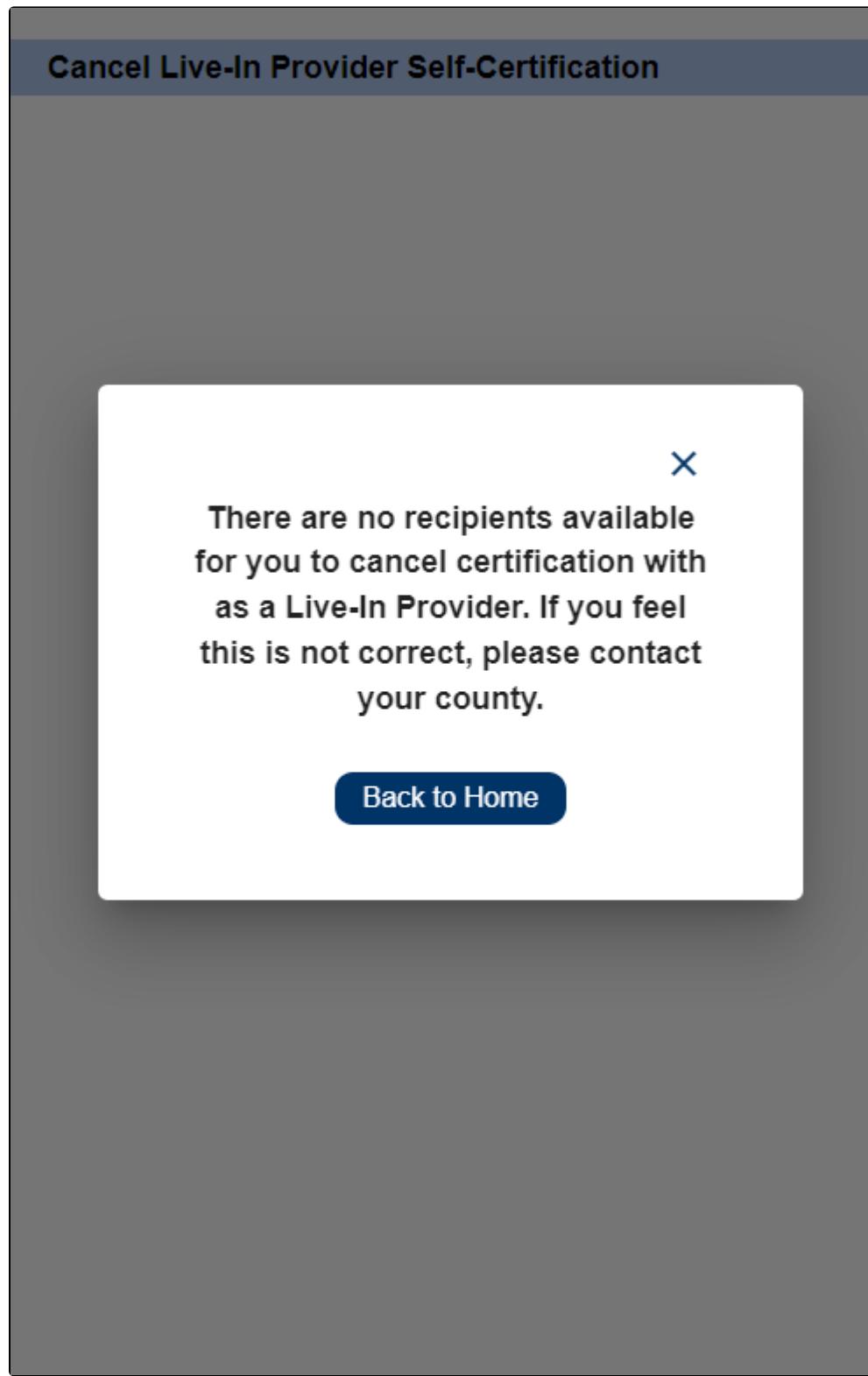


Figure – Cancel Live-In Provider Self-Certification Message – Mobile View

Static Text

The following static text is associated with the Cancel Live-In Provider Self-Certification screen. For translations see DSD Appendix D - Live-In Certification.

Screen Text

In completing this self-certification cancellation, a provider no longer living with a recipient they provide services for will have personal income taxes deducted from their IHSS and/or WPCS wages. To get more information visit [CDSS Live-In Provider Self-Certification Information](#). If you have not certified as a live-in provider for a recipient, the recipient's name will not be listed below. If you need to certify as a live-in provider, go to the [Live-In Provider Self-Certification screen](#).

Electronic Signature:

Please electronically sign and submit your Live-In Provider Self-Certification cancellation.

By marking the checkbox and submitting, you are confirming that the wages you receive for providing IHSS and/or WPCS services to the recipient named above **will no longer be** excluded from your federal and state personal income taxes.

Pop-Up Text

The cancellation of your Live-In Provider Self-Certification has been submitted. A confirmation email will be sent once processing is complete.

Message Text - This static text only displays when there are no Recipients to populate the drop-down menu.

There are no recipients available for you to cancel certification with as a Live-In Provider. If you feel this is not correct, please contact your county.

Note: The Electronic Signature cluster is hidden until a Recipient is selected from the Select Recipient dropdown.

Actions/Functions

The following actions are associated with the Cancel Live-In Provider Self-Certification screen:

Action	Function	Label Translated
Sign and Submit	When the checkbox is selected, this button becomes enabled. Upon selecting this button, the cancellation of the Live-In Self-Certification is sent for processing. After this button is selected, a pop-up message is displayed. Note: This button is hidden until a Recipient is selected. It is visible but disabled if a Help Desk User is viewing this screen.	Yes
Cancel	This button returns the user to the ESP Provider Home screen (Landing Page). Note: This button is available to a Help Desk User.	Yes
OK	When the Sign and Submit button is selected, the following popup informational message is present, "The cancellation of your Live-In Provider Self Certification has been submitted. A confirmation email will be sent once processing is complete." The OK button is present and enabled only in this pop-up informational message. Upon selecting this button, the pop-up informational message is dismissed and the user is returned to the ESP Provider Home screen (Landing Page).	Yes
Back to Home	This button returns the user to the ESP Provider Home screen (Landing Page). Note: This button is only visible on the popup message displaying when there are no Recipients to populate the drop-down menu. This button is available to a Help Desk User.	Yes

Data Elements

The following data elements are specific to the Cancel Live-In Provider Self-Certification screen:

Field Name	Help	D a t a T y pe	R e q ui re d	Default Value	E di ta bl e F i eld	L a be l Tr an si at ed
Select Recipient:	This dropdown displays all active Recipients associated with the Provider and the current IRS Live-In Self-Certification Status = Yes. The Recipient's case number is attached to the end of their name.	D r o p d o wn	Y es	Recipients are listed by <First Name, Middle Initial, Last Name, Suffix, Case Number> and in first name alphabetical order.	Y es	Yes

I, <Provider First Name Last Name>, declare that I no longer live with the recipient named above and would like to remove the existing Self-Certification for the exclusion of my IHSS /WPCS wages from federal and state personal income taxes.	Selection of this checkbox will enable the Sign and Submit button and will constitute the electronic Provider signature for the Cancel Live-In Provider Self-Certification. Note: This checkbox and text is hidden until a Recipient is selected. It is visible but disabled if a Help Desk User is viewing this screen.	Check box	Yes	Blank	Yes	Yes
--	--	-----------	-----	-------	-----	-----

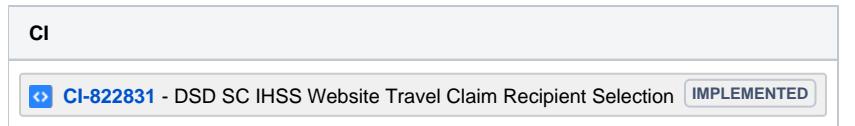
Additional Information

No fields on the Travel Claim Entry screen is designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Travel Claim Recipient Selection



When the Travel Claim menu option is selected, the Travel Claim Recipient Selection screen displays a Recipient Selection card, reflecting the number of travel claims available, for each Recipient that has an active workweek agreement with travel for the Provider where there are unsubmitted travel claims. If there are no unsubmitted travel claims and there is not currently an active travel claim record with the Recipient, then the Recipient will not display.

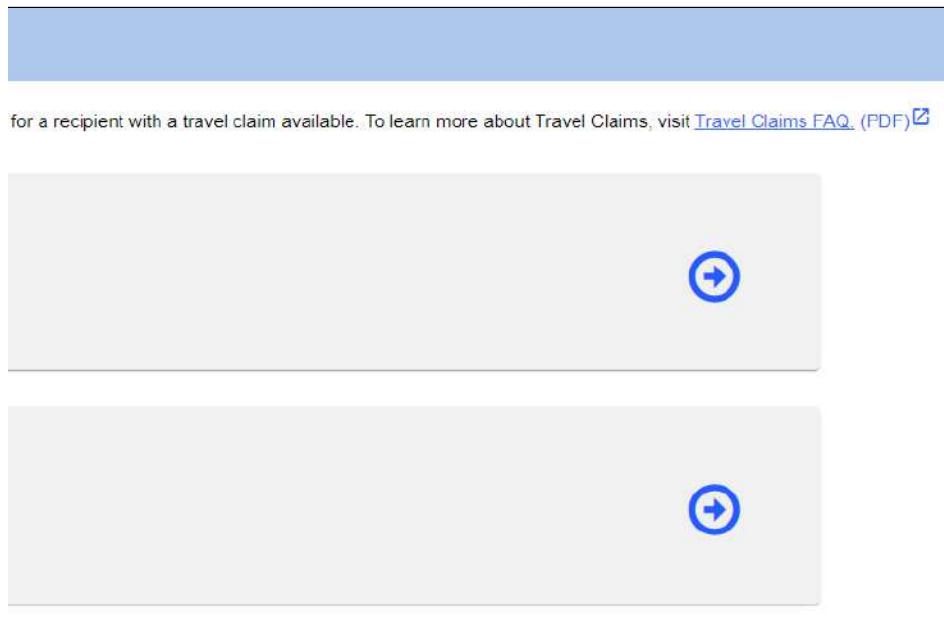


Figure – Travel Claim Recipient Selection (Desktop View)

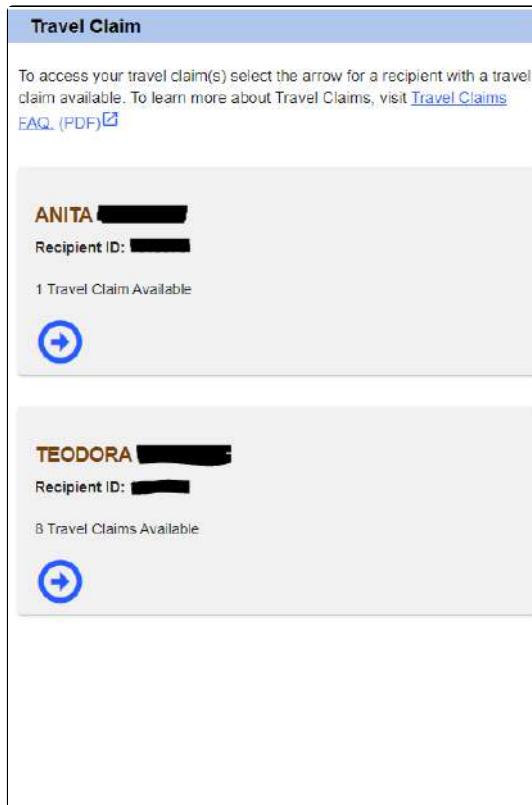


Figure – Travel Claim Recipient Selection (Mobile View)

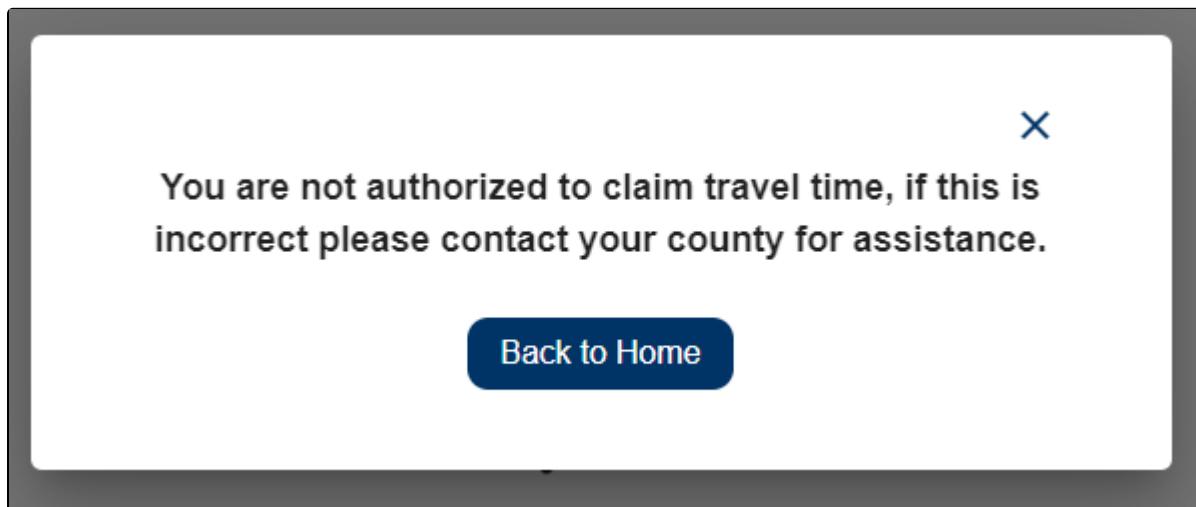


Figure – No Recipients Popup

Static Text

The following static text is associated with the Travel Claim Recipient Selection screen. For translations see DSD Appendix D - Travel Claim.

Text
To access your travel claim(s) select the arrow for a Recipient with a travel claim available. To learn more about Travel Claims, visit Travel Claims FAQ .

Actions/Functions

The following actions are associated with the Travel Claim Recipient Selection screen:

Action	Function	Label Translated
	The right facing arrow takes the user to the Travel Claim Time Entry screen displaying the default travel claim. Note: If there are zero unsubmitted (Pending Issuance and Issued) travel claims for a case, this arrow changes to grey and is not enabled.	No
Back to Home	This button returns the user to the Provider Home screen. Note: this button only displays on the popup message.	Yes

Data Elements

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

Field Name	Help	Date Type	Required Field	Default Value	Editable Field	Label Translated
<Provider Name>	The name of the Recipient (First Name Last Name format) of the case in which the Provider has unsubmitted travel claims associated with.	String	No	No	No	No
Recipient ID	The case number associated with the Recipient.	String	No	No	No	Yes
<Message>	This displays the number of travel claims available for submission for this Provider associated with the specific case. If there is a single travel claim, the message reads, "1 Travel Claim Available" If there are 0 or 2+ travel claims, the message reads, "<#> Travel Claims Available"	String	No	No	No	Yes
Popup	If the Provider has no active workweeks or travel claims within the past 3 months (per DSD BR IHSSW TC 13), the following message displays in a popup, "You are not authorized to claim travel time, if this is incorrect please contact your county for assistance."	Popup	No	No	No	Yes

Additional Information

No fields on the Travel Claim Recipient Selection screen is designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Travel Claim Time Entry

CI
CI-822740 - DSD SC Travel Claim Time Entry IMPLEMENTED

When a Provider user selects the right-facing blue arrow () on the Travel Claim Entry: Recipient Selection screen, the Travel Claim Time Entry screen displays. The Provider will use the Pay Period - Payment Type dropdown menu to select a different pay period. The Pay Period - Payment Type drop down displays and defaults to the unsubmitted travel claim for the current pay period. The drop down contains all other unsubmitted travel claims issued for the prior three (3) months or as stated on the provider preference timesheet option.

When the travel workweeks are expanded, the days/dates for any travel time entries from a prior pay period are displayed in gray and will display previously claimed hours outside of the current pay-period. Days/dates eligible are available to select for entry. Travel time entries displayed for the prior pay period should be a rolled up of all travel hours paid across all Recipients for which the Provider is eligible to claim travel time. The provider can enter Hours (HH) and Minutes (MM) traveled in the time entry boxes. HH and MM boxes are available for eligible days/dates of travel. When selecting a specific Pay Period - Payment Type drop down option, the Travel Claim Number, Status and Status Date displays specific to that pay period and type selection.

At the bottom of each workweek there is a Save button option as well as PREVIOUSLY CLAIMED HOURS and WORKWEEK TOTAL information. Upon selecting any workweek Save button, field level edits are evoked, and error message(s) display below the date(s) containing the errors. Once the field level edits are addressed, selecting the Save button saves the data entered and places the travel claim in Time Entry in Progress status. Any violation warning messages triggered from these edits displays in red text just below the screen title and if there are no field level edits, the travel claim is saved.

At the bottom of the screen there is a Submit button. Upon selecting the submit button, the same edits are evoked as the Save button. If there are no field level edits, the travel claim is saved and the Provider navigates to the Travel Claim Validation Pop-up when there are travel claim warnings, or directly to the Travel Claim Electronic Signature screen when there are no travel claim warnings. If there are validation messages displayed, the Submit button is disabled.

When a Provider clicks the Save button and no validations exist, a banner will display at the top of the screen with the text "Travel Claim saved successfully" to indicate a successful save.

← Travel Claim Time Entry

HANGLIN ZHANG

Day Period - Payment Type

Oct 16, 2022 - Oct 31, 2022 IHSS ▾

Travel Claim Number: 2012752755

Status: Time Entry in Progress

Entered Date: 10/19/2022

Travel Week1



Travel Week2



Travel Week3



Timesheet Total : 09(H) 00(M)

Submit

Figure – Travel Claim Time Entry (Desktop View)

← Travel Claim Time Entry

CHANLIN ZHANG

Pay Period - Payment Type

Oct 16, 2022 - Oct 31, 2022 IHSS ▾

Travel Claim Number: 2012752755
Status: Time Entry in Progress
Status Date: 10/19/2022

Travel Week1 ▾

Travel Week2 ▾

Travel Week3 ▾

Timesheet Total : 09(H) 00(M)

Submit

◀ ○ □

CHANLIN ZHANG

Pay Period - Payment Type

Oct 16, 2022 - Oct 31, 2022 IHSS ▾

Travel Claim Number: 2012752755
Status: Time Entry in Progress
Status Date: 10/19/2022

Travel Week1 ▾

Travel Week2 ▾

Travel Week3 ▾

Timesheet Total : 09(H) 00(M)

Submit

◀ ○ □

Figure – Travel Claim Time Entry (Mobile View)

- Travel Claim Time Entry

IANGLIN ZHANG

/ Period - Payment Type

Oct 16, 2022 - Oct 31, 2022 IHSS ▾

Travel Claim Number: 2012752755

Status: Time Entry in Progress

Entered Date: 10/19/2022

Travel Week1 ^

Sunday 16 Oct

Hours

Minutes

Monday 17 Oct

Hours

Minutes

Tuesday 18 Oct

Hours

Minutes

Hours	Minutes
<input type="text" value="02"/>	<input type="text" value="00"/>
Friday 21 Oct	
Hours	Minutes
<input type="text" value="04"/>	<input type="text" value="00"/>
Saturday 22 Oct	
Hours	Minutes
<input type="text" value="00"/>	<input type="text" value="00"/>
Previously Claimed Hours: 00(H) 00(M)	
Workweek Total: 07(H) 00(M)	
Save	
Travel Week2	
Travel Week3	
Timesheet Total : 09(H) 00(M)	
Submit	

Figure – Travel Claim Time Entry Workweek Expanded (Desktop View)

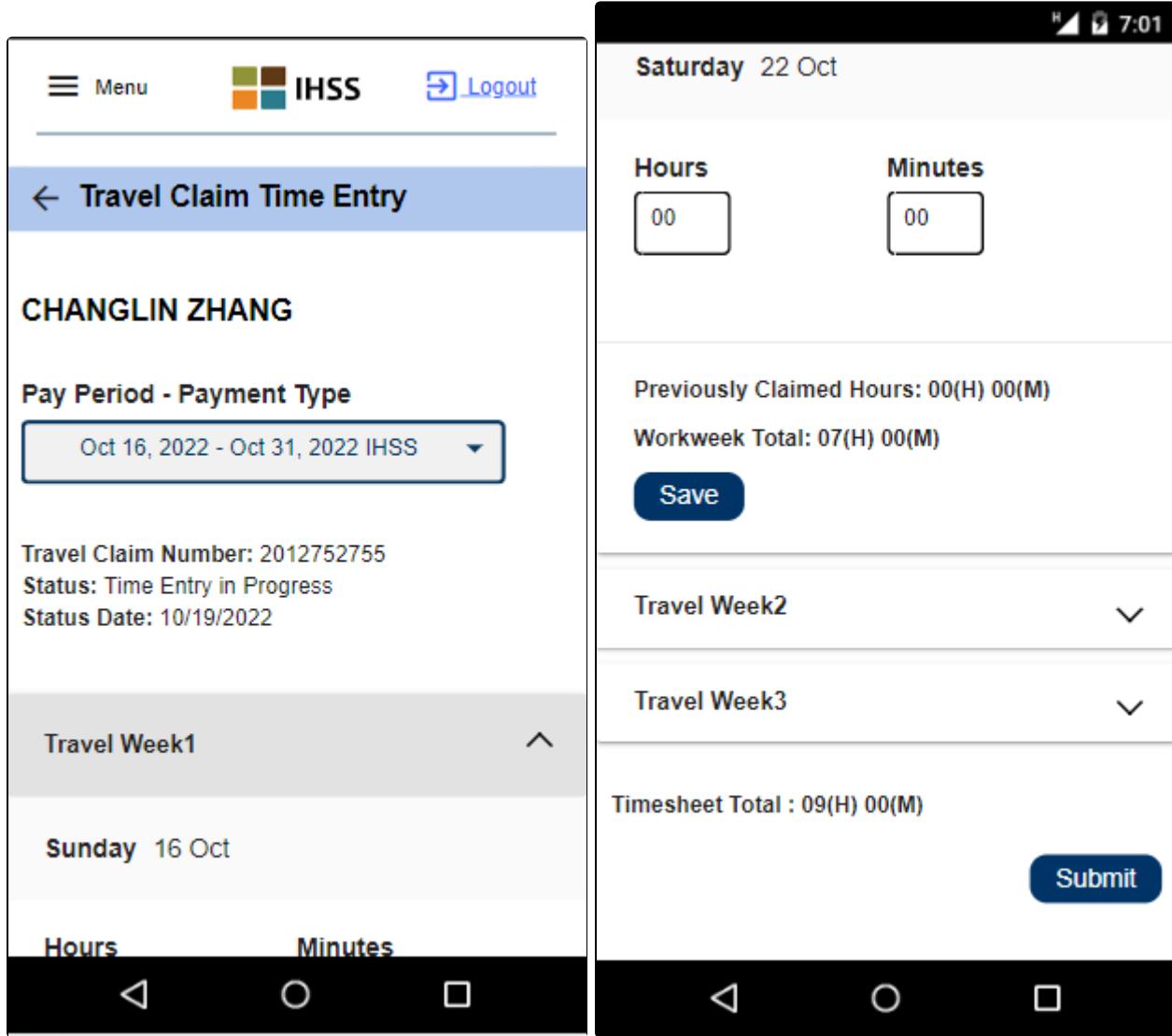


Figure – Travel Claim Time Entry Workweek Expanded (Mobile View)

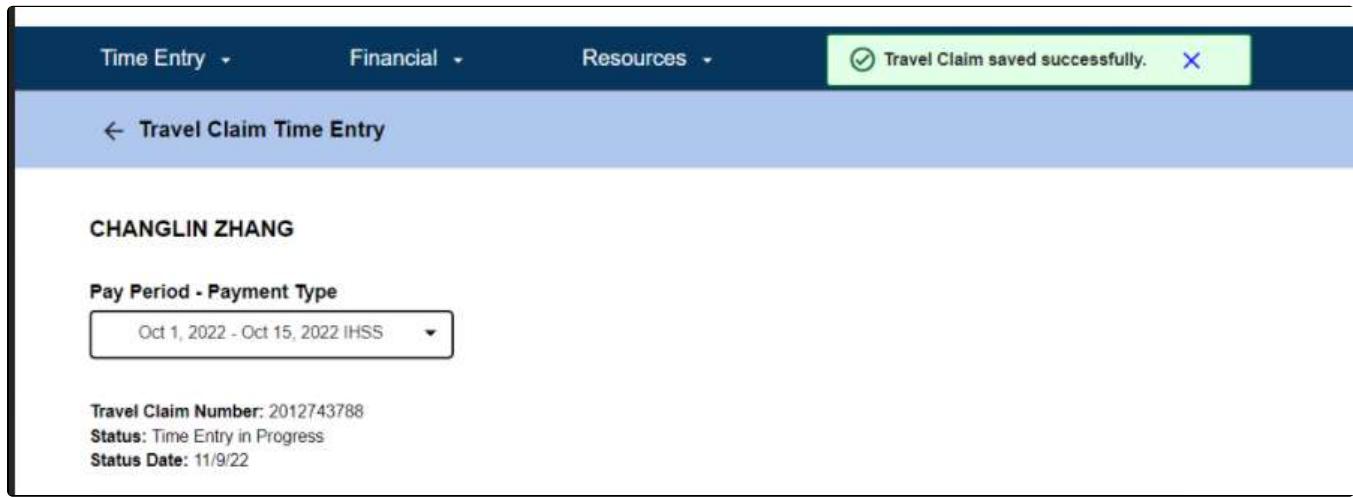


Figure – Travel Claim Time Entry Successful Save Banner

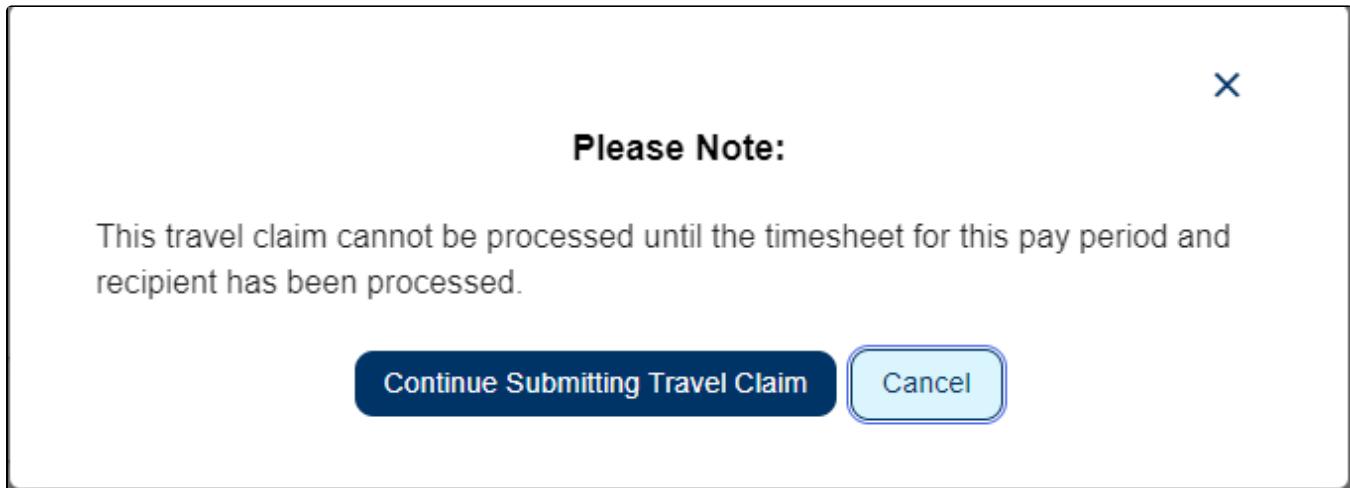


Figure – Travel Claim Time Entry Validation Popup

A screenshot of the S ELECTRONIC SERVICES PORTAL. The top navigation bar includes links for Financial, Resources, and a user profile. Below the header, a blue banner reads "Travel Time Entry". A yellow banner at the top of the main content area states, "Your claim for workweek 1 exceeds the travel time maximum of 07(H) 00(M). This can cause a violation." The main form is titled "TRAVEL TIME ENTRY" and includes fields for "Pay Period Type" (set to "Jan 15, 2023 - Jan 28, 2023"), "Employee Number" (2012516936), and "Status" (In Progress). There are three dropdown menus labeled 1, 2, and 3. At the bottom right is a "Submit" button.

Updated banner message as per accessibility standards

Static Text

The following static text is associated with the Travel Claim Time Entry screen. For translations see DSD Appendix D - Travel Claim.

Text
Use the dropdown menu to select a different pay period.

Actions/Functions

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

Action	Function	Label Translated
	The arrow located next to the screen name returns the user to the Travel Claim Recipient Selection screen.	No
Save	This button checks for field-level errors and saves the travel claim in Time Entry in Progress status when all edits are passed. The Save button is located at the bottom of each workweek. Successfully saving the travel claim also triggers warning edits which display at the top of the screen. This button is enabled at all times, unless the timesheet has already been submitted or there are no eligible days. Note: This button is visible but disabled if the User type of Help Desk is viewing this screen	Yes
Submit	This button validates the travel claim data submitted and navigates the user to the Travel Claim Electronic Signature screen if there are no validation messages to display. If any errors are encountered, the Travel Claim Validation Messages pop-up displays. This button is enabled at all times, unless the timesheet has already been submitted or there are no eligible days. Note: This button is visible but disabled if the User type of Help Desk is viewing this screen	Yes
	The down chevron expands the workweek to display the days and details of that workweek.	No
	The up chevron collapses the workweek to display.	No

Data Elements

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

Field Name	Help	Data Type	Required Field	Default Value		Editable Field	Label Translated
Travel Claim Time Entry: <Recipient Name>	Screen name and Recipient associated with the travel claim. Note: Display Name as First Name Last Name	String	No	No		No	Yes
Travel Claim Overview							
Pay Period – Payment Type	This dropdown displays the current unsubmitted travel claim pay period and type. If the user has other unsubmitted travel claims, they can be accessed by selecting the specific travel claim from the dropdown. Dates display as Month DD, YYYY (January 1, 2000 - January 16, 2000 IHSS)	Drop down	No	Current pay period travel claim based on the calendar date of access OR If no travel claim for current pay period then the most recent unsubmitted travel claim available		Yes	Yes
Travel Claim Number:	Displays the specific number of the travel claim selected in the Pay Period - Payment Type drop down.	String	No	N/A		No	Yes
Status:	Displays the current status of the travel claim selected in the Pay Period - Payment Type drop down.	String	No	Draft		No	Yes
Status Date:	Displays the date the travel claim status began for the selected Pay Period - Payment Type.	MM /DD /YYYY	No	N/A		No	Yes
Travel Week #	Displays the number for the specific workweek. There are 2 to 4 workweeks based on how the weeks fall on the calendar (Sunday – Saturday workweek).	String	No	N/A		No	Yes
Travel Claim – Week Detail							
SUN – SAT <DD Mon>	The month and day display based on the applicable travel week. Greyed out dates display the paid hours for all recipients for the provider for that date.	String	No	No		No	Yes
HOURS	This field allows a user to enter the number of hours traveled on that specific day (0 – 24). Note: The total hours and minutes for a day cannot exceed 24:00 hours. Entries must be typed. Values cannot be pasted in. Dates not within the pay period of this travel claim and/or dates the Provider was not eligible, will be visible but grayed out and not editable.	Numeric	No	00(H)		Yes	Yes

MINUTES	This field allows a user to enter the number of minutes traveled on that specific day (0 – 59). Note: The total hours and minutes for a day cannot exceed 24:00 hours. Entries must be typed. Values cannot be pasted in. Dates not within the pay period of this travel claim and/or dates the Provider was not eligible, will be visible but grayed out and not editable.	Num eric	No	00(M)	Yes	Yes
Totals						
Previously Claimed Hours:	Displays the previously claimed hours for the specific workweek and selected Pay Period - Payment Type.	Num eric	No	00(H) 00(M)	No	Yes
Workweek Total:	Displays the total time entered for the specific workweek and selected Pay Period - Payment Type.	Num eric	No	00(H) 00(M)	No	Yes
Travel Claim Total: <00>hrs <00>min	Displays the total time entered for the entire travel claim (all weeks combined).	Num eric	No	00(H) 00(M)	No	Yes

Additional Information

No fields on the Travel Claim Time Entry screen is designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Travel Claim Validation Messages



When a Provider user clicks the Submit button on the Travel Claim Entry screen, Case Management will return messages for that travel claim. These messages will display in a window to allow the Provider user to review the messages and modify the travel claim if applicable. The Provider will be taken directly to the Travel Claim Electronic Signature screen if there are no messages to display.

Please Note:

hours are entered for dates no longer eligible for payment. These hours will not be paid.
No service hours were paid for this recipient so travel time claimed in workweek 2 will not be paid.

Continue Submitting Travel Claim

Cancel

Figure - Travel Claim Validation Messages - Desktop

Please Note:

- Hours are entered for dates no longer eligible for payment.
These hours will not be paid.
- No service hours were paid for this recipient so travel time claimed in workweek 2 will not be paid.

Continue Submitting Travel

Claim

Cancel

Figure - Travel Claim Validation Messages - Mobile

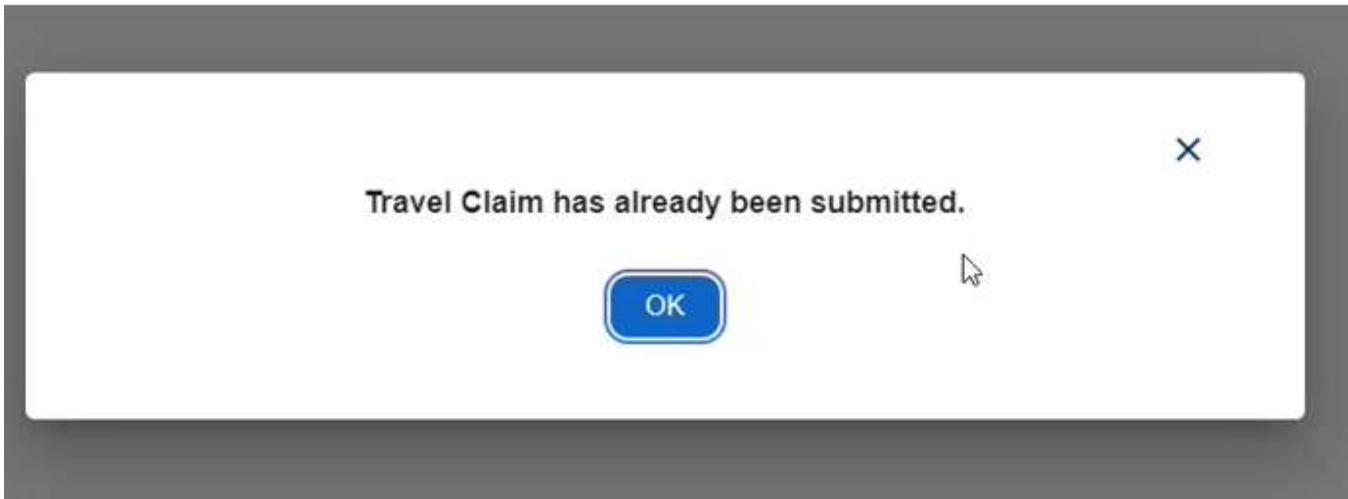


Figure - Validation message in case user tries to submit claim for previously submitted claim

Static Text

The following static text is associated with the Travel Claim Validation Messages screen. For translations see DSD Appendix D - Travel Claim.

Text
Please Note:

Actions/Functions

The following actions are associated with the Travel Claim Validation Messages screen:

Action	Function	Label Translated
Continue Submitting Travel Claim	This button will take the user to the Travel Claim Electronic Signature screen. Note: This button is <u>available</u> to a user type of Help Desk.	Yes
Cancel	This button will return the user to the Travel Claim Entry screen. Note: This button is <u>available</u> to a user type of Help Desk.	Yes

Data Elements

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

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
<message>	Messages displayed based on code value returned from Case Management. These messages are presented in a bulleted list.	String	No	No	No	Yes

Additional Information

No fields on the Travel Claim Validation Messages screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	N/A

IHSS Logo	No	
Header	No	
Menu	No	N/A
Footer	No	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Travel Claim Electronic Signature

CI

CI-822742 - DSD SC IHSS Website Travel Claim Electronic Signature IMPLEMENTED

This screen is accessed when a user clicks the Submit button on the Travel Claim Entry screen when no edit messages are returned or if the user selects Continue on the Travel Claim Validations Messages pop-up when edit messages are returned. This screen is used to capture the Provider's electronic signature for the submitted travel claim.

Travel Claim Electronic Signature

By marking the checkbox and submitting, you are electronically signing the Travel Claim. By selecting the cancel button, you will be directed back to the Travel Claim Entry screen.

Travel Claim for 10/01/2020 - 10/15/2020 IHSS

Please electronically sign your travel claim for [REDACTED]

I, [REDACTED] understand and agree that any false claim relating to this travel claim form may be prosecuted under Federal and State laws and if convicted of fraud, I may also be subject to civil penalties. By signing as the provider, I declare that the travel time claimed on this travel claim form is true and correct.

Sign and Submit Back

Figure – Travel Claim Electronic Signature – Desktop View

Travel Claim Electronic Signature

By marking the checkbox and submitting, you are electronically signing the Travel Claim. By selecting the cancel button, you will be directed back to the Travel Claim Entry screen.

Travel Claim for 09/01/2020 - 09/15/2020 IHSS

Please electronically sign your travel claim for [REDACTED]

I, [REDACTED], understand and agree that any false claim relating to this travel claim form may be prosecuted under Federal and State laws and if convicted of fraud, I may also be subject to civil penalties. By signing as the provider, I declare that the travel time claimed on this travel claim form is true and correct.

Sign and Submit Back

Figure – Travel Claim Electronic Signature – Mobile View

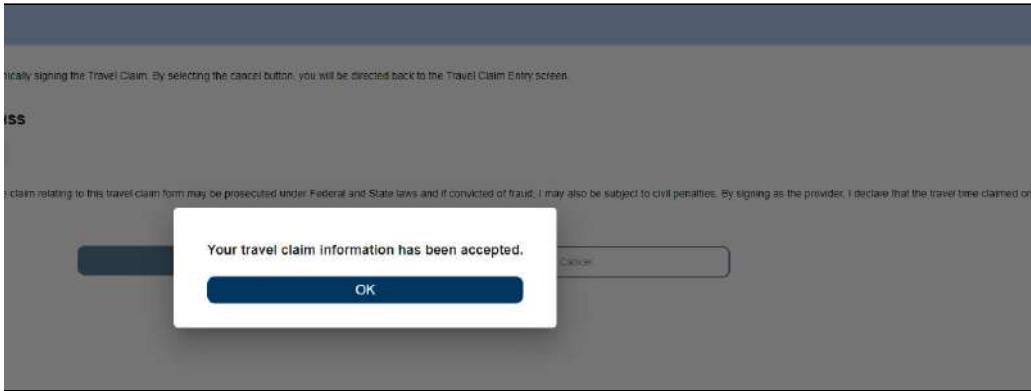


Figure – Travel Claim Electronic Signature Popup – Desktop View

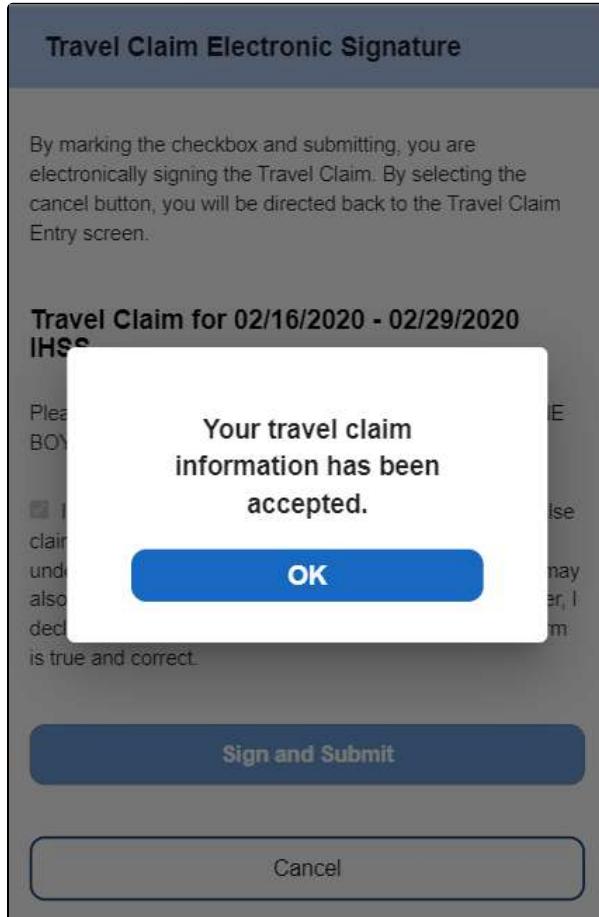


Figure – Travel Claim Electronic Signature Popup– Mobile View

Static Text

The following static text is associated with the Travel Claim Electronic Signature screen. For translations see DSD Appendix D - Travel Claim.

Text
By marking the checkbox and submitting, you are electronically signing the Travel Claim. By selecting the cancel button, you will be directed back to the Travel Claim Entry screen.

By marking the checkbox and submitting, you are electronically signing the Travel Claim. By selecting the cancel button, you will be directed back to the Travel Claim Entry screen.

Travel Claim for <variable pay period: MM/DD/YYYY – MM/DD/YYYY> <variable: TravelClaimType>

Please electronically sign your travel claim for <Recipient First Name Last Name>

Your travel claim information has been accepted.

Actions/Functions

The following actions are associated with the Travel Claim Electronic Signature screen:

Action	Function	Label Translated
Sign and Submit	When the checkbox is selected, this button becomes enabled. Upon selecting this button, the travel claim is sent for processing and payment. After this button is selected, a pop-up message is displayed. Note: This button is visible and remains disabled if the User type of Help Desk is viewing this screen.	Yes
Back	This button will return the user to the Travel Claim Entry screen for that specific travel claim. Note: This button is available to a user type of Help Desk.	Yes
OK	When the Sign and Submit button is selected, the following popup informational message is present, "Your travel claim information has been accepted." The OK button is present and enabled only in this popup informational message. Upon selecting this button, the popup informational message is dismissed and the user is returned to the Provider Landing Page.	Yes

Data Elements

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

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
I, <Provider First Name Last Name>, understand and agree that any false claim relating to this travel claim form may be prosecuted under Federal and State laws and if convicted of fraud, I may also be subject to civil penalties. By signing as the provider, I declare that the travel time claimed on this travel claim form is true and correct.	Selection of this checkbox will enable the Sign & Submit button and will constitute the electronic Provider signature for the travel claim. Note: This checkbox is visible but disabled if the User type of Help Desk is viewing this screen.	Checkbx	Yes	Blank	Yes	Yes

Additional Information

No fields on the Travel Claim Electronic Signature screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Training Download Pay Stub

CI
 CI-823081 - DSD SC Training Download Pay Stub CANCELLED

Cancelled by SCF-135.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Contact Information

The screenshot shows the 'Contact Information' section of the portal. At the top left, there is a 'CI' button. Below it, a link labeled 'CI-822855 - DSD SC IHSS ESP Contact Information' is shown with a status indicator 'IMPLEMENTED'. A note below the link states: 'On the Account Information screen, when the Provider or Recipient clicks on the Contact Information link, the Contact Information screen displays.' The main content area is titled 'Contact Information' and contains three sections: 'Residence Address', 'Mailing Address', and 'Phone Numbers'. Each section displays address information and includes an 'Edit' button.

CI

CI-822855 - DSD SC IHSS ESP Contact Information IMPLEMENTED

On the Account Information screen, when the Provider or Recipient clicks on the Contact Information link, the Contact Information screen displays.

For the Provider, the Contact Information screen consists of three clusters: Residence Address, Mailing Address and Phone Numbers. This screen allows a Provider to view current address and phone information and the ability to update this information.

For the Recipient, the Contact Information screen only consists of the Phone Numbers cluster. This screen allows a Recipient to view current phone information and the ability to update this information.

Contact Information

This is your most current information. You may have the option to edit or add information if needed.

Residence Address

4083 Hickman Street, Sacramento, CA 95814

Status: Current

Edit

Mailing Address

4083 Hickman Street, Sacramento, CA 95814

Status: Current

Edit

Phone Numbers

Home: (916) 777-7777	Primary: Yes	Edit	
Cell: (916) 888-8888	Primary: No	Edit	Delete
Other: No number on file		Edit	

Figure - Contact Information (Desktop View - Provider)

Contact Information

This is your most current information. You have the option to edit or add information if needed.

Residence Address

825 [REDACTED] Ave, Davis CA 95776
Status: Current

[Edit](#)

Mailing Address

825 [REDACTED] Ave, Davis CA 95776
Status: Current

[Edit](#)

Phone Numbers

You can edit or delete existing phone numbers or add a new phone number.

Home: (333) 333-1211
Primary: Yes

[Edit](#)

Cell: No number on file

[Edit](#)

Other: No number on file

[Edit](#)

Mailing Address

825 [REDACTED] Ave, Davis CA 95776
Status: Current

[Edit](#)

Phone Numbers

You can edit or delete existing phone numbers or add a new phone number.

Home: (333) 333-1211
Primary: Yes

[Edit](#)

Figure - Contact Information (Mobile View - Provider)

Contact Information

This is your most current information. You have the option to edit or add information if needed.

Phone Numbers

You can edit or delete existing phone numbers or add a new phone number.

Home: (323) 232-3233	Primary: No	 Edit	 Delete
Cell: No number on file			
Other: (123) 213-2133	Primary: Yes	 Edit	

Figure - Contact Information (Desktop View - Recipient)

Contact Information

This is your most current information. You have the option to edit or add information if needed.

Phone Numbers

You can edit or delete existing phone numbers or add a new phone number.

Home: (323) 232-3233
Primary: No

 [Edit](#)  [Delete](#)

Cell: No number on file

 [Edit](#)

Other: (123) 213-2133
Primary: Yes

 [Edit](#)

Figure - Contact Information (Mobile View - Recipient)

Edit Residence Address

Complete all fields to update your residence address. Address entries must be in English. Select Save to confirm your changes or Cancel to return to the Contact Information screen without making changes.

Address*

City*

State*

Postal Code*

Mailing Address is same as Residence Address

Save

Cancel

Figure - Contact Information - Residence Address Change (Desktop View - Provider)

Contact Information

This is your most current information. You have the option to edit or add information if needed.

Edit Residence Address

Complete all fields to update your residence address. Address entries must be in English. Select Save to confirm your changes or Cancel to return to the Contact Information screen without making changes.

Address*

City*

State*

Postal Code*

Figure - Contact Information - Residence Address Change (Mobile View - Provider)

Edit Mailing Address

Complete all fields to update your residence address. Address entries must be in English. Select Save to confirm your changes or Cancel to return to the Contact Information screen without making changes.

Address*

City*

State*

Postal Code*

Save

Cancel

Figure - Contact Information - Mailing Address Change (Desktop View - Provider)

Edit Mailing Address

Complete all fields to update your residence address. Address entries must be in English. Select Save to confirm your changes or Cancel to return to the Contact Information screen without making changes.

Address*

City*

State*

Postal Code*

Figure - Contact Information - Mailing Address Change (Mobile View - Provider)

Contact Information

This is your most current information. You have the option to edit or add information if needed.

Residence Address

825 [REDACTED] Ave, Davis CA 95776

Status: Current

Mailing Address

825 [REDACTED] Ave, Davis CA 95776

Status: Current

Phone Numbers

You can edit or delete existing phone numbers or add a new phone number.

Home: (333) 333-1211

Primary: Yes

Select Save to confirm your changes or Cancel to discard your changes.

Cell:

Make this my primary phone number

Save

Cancel

Other: No number on file

Figure - Contact Information - Phone Numbers Change (Desktop View - Provider)

Contact Information

This is your most current information. You have the option to edit or add information if needed.

Residence Address

825 [REDACTED] Ave, Davis CA 95776
Status: Current

Mailing Address

825 [REDACTED] Ave, Davis CA 95776
Status: Current

Phone Numbers

You can edit or delete existing phone numbers or add a new phone number.
Home: (333) 333-1211
Primary: Yes

Mailing Address

825 [REDACTED] Ave, Davis CA 95776
Status: Current

Phone Numbers

You can edit or delete existing phone numbers or add a new phone number.
Home: (333) 333-1211
Primary: Yes

Select Save to confirm your changes or Cancel to discard your changes.

Cell:

Make this my primary phone number

Save **Cancel**

Other: No number on file

Figure - Contact Information - Phone Numbers Change (Mobile View - Provider)

Contact Information

This is your most current information. You have the option to edit or add information if needed.

Phone Numbers

You can edit or delete existing phone numbers or add a new phone number.
Home: (323) 232-3233 Primary: No

Select Save to confirm your changes or Cancel to discard your changes.

Cell: Make this my primary phone number

Save **Cancel**

Other: (123) 213-2133 Primary: Yes

Figure - Contact Information - Phone Numbers Change (Desktop View - Recipient)

Contact Information

This is your most current information. You have the option to edit or add information if needed.

Phone Numbers

You can edit or delete existing phone numbers or add a new phone number.

Home: (323) 232-3233
Primary: No

Select Save to confirm your changes or Cancel to discard your changes.

Cell:

Make this my primary phone number

Save **Cancel**

Other: (123) 213-2133
Primary: Yes

Figure - Contact Information - Phone Numbers Change (Mobile View - Recipient)

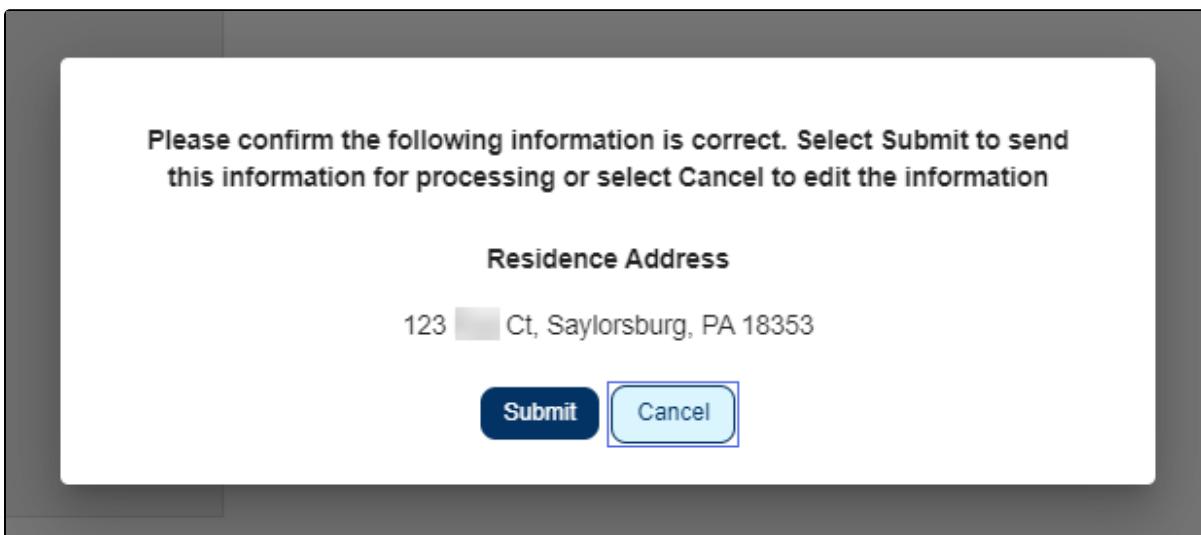


Figure - Contact Information - Address Change - Confirmation Pop-Up (Desktop View - Provider)



Figure - Contact Information - Address Change - Confirmation Pop-Up (Mobile View - Provider)

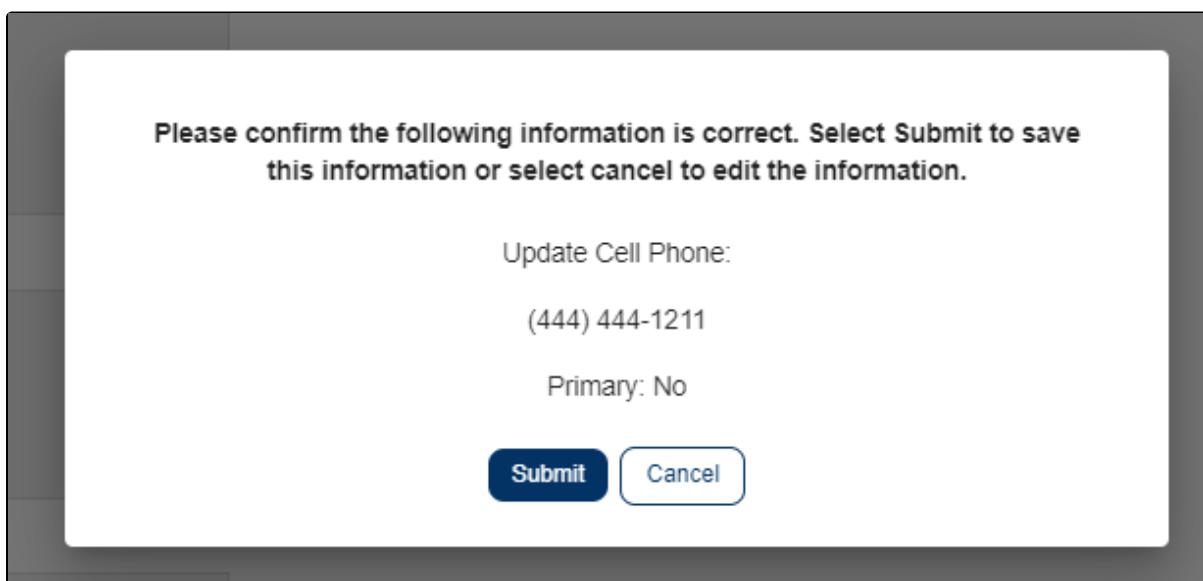


Figure - Contact Information - Phone Numbers Change - Confirmation Pop-Up (Desktop View - Provider & Recipient)



Figure - Contact Information - Phone Numbers Change - Confirmation Pop-Up (Mobile View - Provider & Recipient)

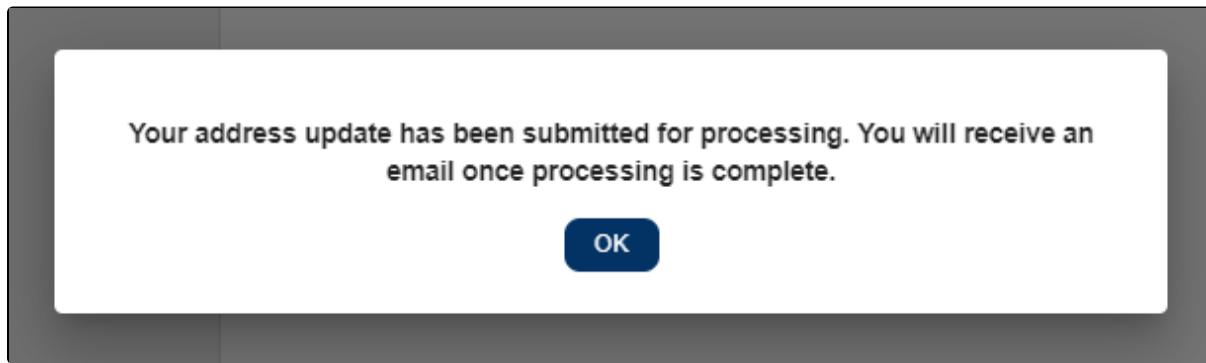


Figure - Contact Information - Address Change - Successful Change Pop-Up (Desktop View - Provider)

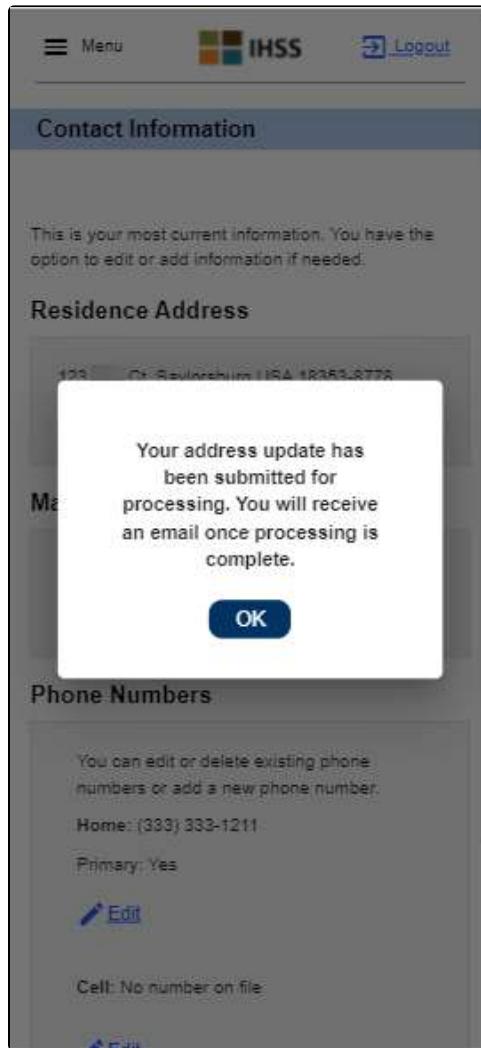


Figure - Contact Information - Phone Numbers Change - Successful Change Pop-Up (Mobile View - Provider)

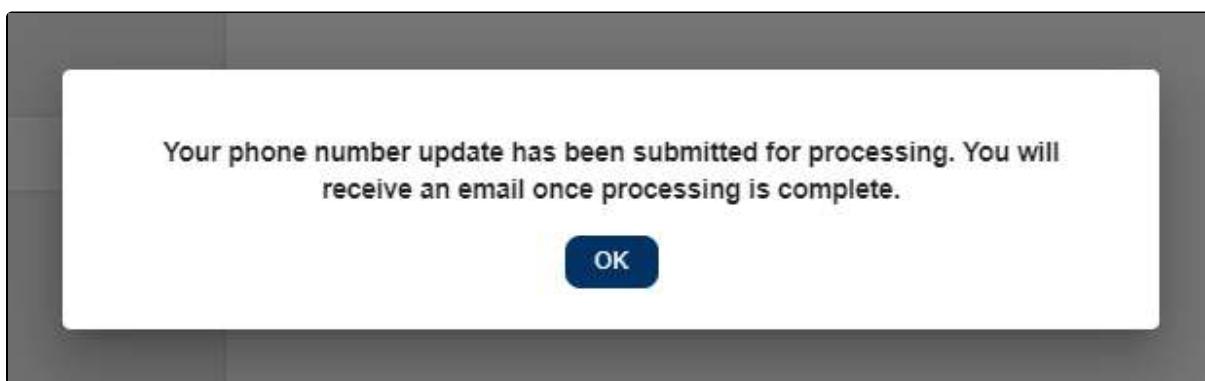


Figure - Contact Information - Phone Numbers Change - Successful Change Pop-Up (Desktop View - Provider & Recipient)

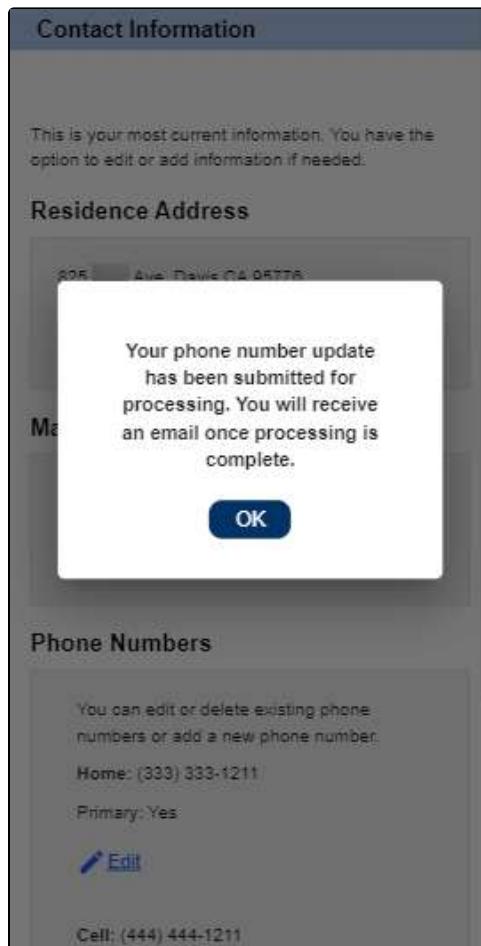


Figure - Contact Information - Phone Numbers Change - Successful Change Pop-Up (Mobile View - Provider & Recipient)

This is your most current information. You have the option to edit or add information if needed.

Residence Address

9234 Herring St Canoga Park CA 91303-2326
Status: Current [Edit](#)

Mailing Address

1701 Dora HWY Pulaski VA 24301-6109
Status: Current [Edit](#)

Edit Phone Numbers

You can edit or delete existing phone numbers or add a new phone number.

Home: (234) 234-2344	Primary: Yes
Select Save to confirm your changes or Cancel to discard your changes.	
Cell*	<input type="checkbox"/> Make this my primary phone number
(000) 601-1982	Save Cancel
Other: No number on file	Primary: No

Figure - Contact Information - Edit - Phone number (Desktop view)

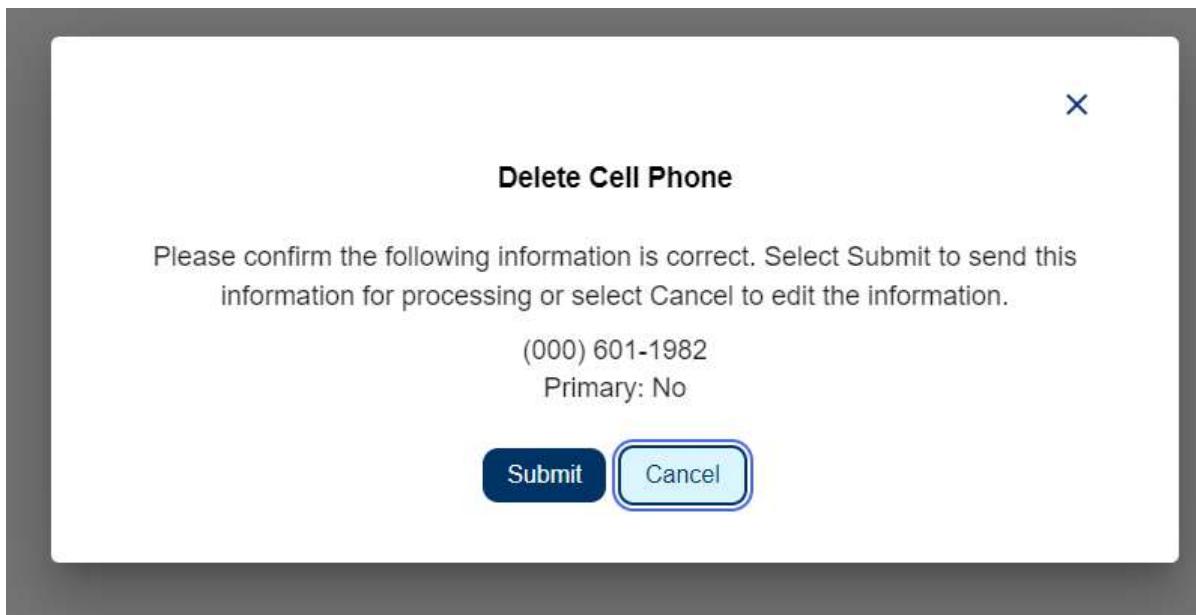


Figure - Contact Information - Delete phone number popup

Static Text

The following static text is located on the Contact Information screen:

Language	Text
Overall (Provider & Recipient)	
English	<p>Screen Title: Contact Information</p> <p>Screen Static Text: This is your most current information. You have the option to edit or add information if needed.</p>
Residence Address Cluster (Provider Only)	
English	<p>Cluster Title: Residence Address</p> <p>Cluster Title: Edit Residence Address. (Note the header only displays this text when editing the Residence Address.)</p> <p>Cluster Static Text: Complete all fields to update your residence address. Address entries must be in English.</p> <p>Cluster Checkbox Text: Mailing Address is same as Residence Address</p> <p>Cluster Static Text: No Residence Address on File</p>
Mailing Address Cluster (Provider Only)	
English	<p>Cluster Title: Mailing Address</p> <p>Cluster Title: Edit Mailing Address. (Note the header only displays this text when editing the Residence Address.)</p> <p>Cluster Static Text: Complete all fields to update your mailing address. Address entries must be in English.</p>
Residence Address & Mailing Address Clusters (Provider Only)	
English	<p>Cluster Static Text: Select Save to confirm your changes or Cancel to return to the Contact Information screen without making changes.</p> <p>Confirmation Pop-Up Static Text: Please confirm the following information is correct. Select Submit to send this information for processing or select Cancel to edit the information.</p> <p>Successful Change Pop-Up Static Text: Your address update has been submitted for processing. You will receive an email once processing is complete.</p>

Phone Numbers Cluster (Provider & Recipient)	
English	<p>Cluster Title: Phone Numbers</p> <p>Cluster Title: Edit Phone Numbers. (Note the header only displays this text when editing the Phone Numbers.)</p> <p>Cluster Static Text: You can edit or delete existing phone numbers or add a new phone number.</p> <p>Cluster Static Text: No phone number on file</p> <p>Cluster Static Text: Select Save to confirm your changes or Cancel to discard your changes.</p> <p>Confirmation Pop-Up Static Text: Please confirm the following information is correct. Select Submit to save this information or select cancel to edit the information.</p> <p>Successful Change Pop-Up Static Text: Your phone number update has been submitted for processing. You will receive an email once processing is complete.</p>

Actions/Functions

The following actions are associated with the Contact Information screen:

Action	Function	Label Translated
Edit	The Edit link allows the user to enter a new address or phone number or update the current address or phone number in the corresponding cluster.	Yes
Delete	The Delete link deletes the phone number information in the corresponding row. Note: This link is not available for the added record if it is the only phone number record. If two or more records exists or are added, then the delete action hyperlink is available.	Yes
Save	This button saves any changes or updates the user made and triggers a confirmation pop-up. Note: This button only displays when the Edit link is selected. Note: For the Residence Address and Mailing Address clusters, this button is only enabled once the user enters a complete address in all of the corresponding address fields.	Yes
Cancel	This button returns the user to the Contact Information screen and any changes are not saved or transmitted to CMIPS. Note: This button can display when the Edit link is selected as well when the user enters a complete address or 10-digit phone number, selects the Save button and the user receives the Confirm pop-up message. This button is enabled at all times.	Yes
Submit	This button transmits the address or phone number update(s) to CMIPS and returns the user to the Contact Information screen which displays the address or phone number update(s). Note: This button displays only in the Confirmation pop-up message requesting the user to confirm the address or phone number updates/changes. This button is enabled at all times in the Confirmation pop-up message.	Yes
OK	This button dismisses the Successful Change pop-up message and returns the user to the Contact Information screen which displays the address or phone number update(s). Note: This button displays only in the Successful Change pop-up message. This button is enabled at all times in the Successful Change pop-up message.	Yes

Data Elements

The following data elements are specific to the Contact Information screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Residence Address Cluster - Only visible to the Provider						
Residence Address	Displays the current residence address for the provider Note: Address does not display if there is no current residence address on record in CMIPS for the provider; address is replaced with "No Residence Address on File"	String	No	No	No	No

Status	Displays the status for the residence address <Current or Update Pending> Note: Status field does not display if there is no current residence address on record in CMIPS for the provider	String	No	No	No	Yes
Address	If the Residence Address Cluster is in edit mode, this field displays and allows the entry of the user's Residence address.	String	Yes ¹	No	Yes	Yes
City	If the Residence Address Cluster is in edit mode, this field displays and allows the entry of the user's Residence city.	String	Yes ¹	No	Yes	Yes
State	If the Residence Address Cluster is in edit mode, this field displays and allows the entry of the user's Residence state.	String	Yes ¹	No	Yes	Yes
Postal Code	If the Residence Address Cluster is in edit mode, this field displays and allows the entry of the user's Residence postal code.	String	No	No	Yes	Yes
Mailing Address is same as Residence Address	Updates the Mailing Address with the same information provided in the Residence Address cluster.	Check Box	No	Check box is by default checked.	Yes	Yes
Mailing Address Cluster - Only visible to the Provider						
Mailing Address	Displays the current mailing address for the provider	String	No	No	No	No
Status	Displays the status of the mailing address <Current or Update Pending>	String	No	No	No	Yes
Address	If the Mailing Address Cluster is in edit mode, this field displays and allows the entry of the user's Mailing address.	String	Yes ¹	No	Yes	Yes
City	If the Mailing Address Cluster is in edit mode, this field displays and allows the entry of the user's Mailing city.	String	Yes ¹	No	Yes	Yes
State	If the Mailing Address Cluster is in edit mode, this field displays and allows the entry of the user's Mailing state.	String	Yes ¹	No	Yes	Yes
Postal Code	If the Mailing Address Cluster is in edit mode, this field displays and allows the entry of the user's Mailing postal code.	String	No	No	Yes	Yes

Phone Numbers Cluster - Visible to both Provider and Recipients.

Note: If a current Home, Cell and/or Other phone number is not returned from CMIPS, "No number on file" displays.

Home	If available, populated with the most current Home phone number information in CMIPS.	Number	No	No	Yes ²	Yes
Cell	If available, populated with the most current Cell phone number information in CMIPS.	Number	No	No	Yes ²	Yes
Other	If available, populated with the most current Other phone number information in CMIPS.	Number	No	No	Yes ²	Yes
Primary	If the "Make this my primary phone number" box is selected (checked), Yes will be indicated in the Primary field of that phone number row indicating that is the primary phone number for contact purposes. <Yes or No>	Check Box	Yes	No	Yes ²	Yes

¹While not identified with a required symbol. If the user selects Save, the fields return a Required Field error.

²Only after Edit has been selected.

Additional Information

No fields on the Contact Information screen are designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/W-2 Forms



At the top of the Provider Home screen, when the Provider user selects the Taxes sub-menu and W-2 Forms sub-sub-menu under the Financial menu, the W-2 Forms screen displays.

This screen displays a drop-down menu with the current year and the past three tax years (four years total). At the start of a new tax year, the newest tax year displays first in the drop-down menu and the oldest drops off.

If the Provider did not receive a W-2 in a specific tax year, the following message will display "You did not receive a W-2 for this tax year."

If the Provider received at least one W-2 in a specific tax year, the screen displays all W-2's available to view and/or download for that specific tax year in Recipient first name alphabetical order in the following manner <First Name> <Last Name>. An <Eye Icon>View W-2 button is present to the far right of the Recipient name cluster.

A screenshot of a 'W-2 Forms' screen. The title 'W-2 Forms' is at the top in a blue header. Below it is a section titled 'Select a Tax Year' with a dropdown menu showing '2021'. A message below the dropdown says 'You did not receive a W-2 for this tax year.'

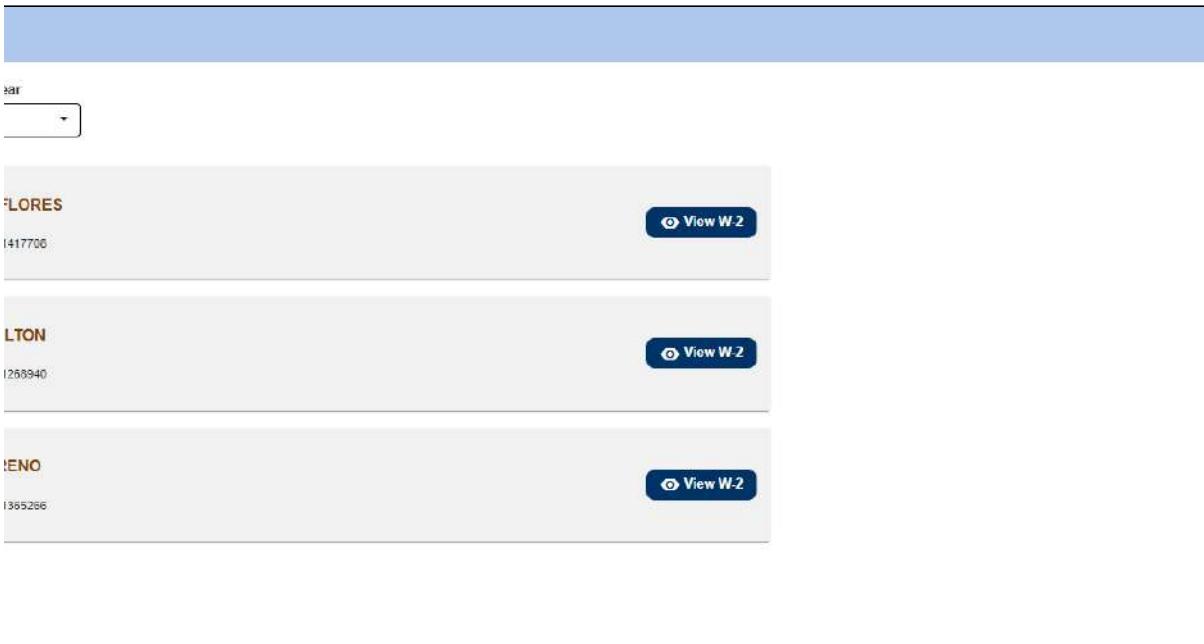
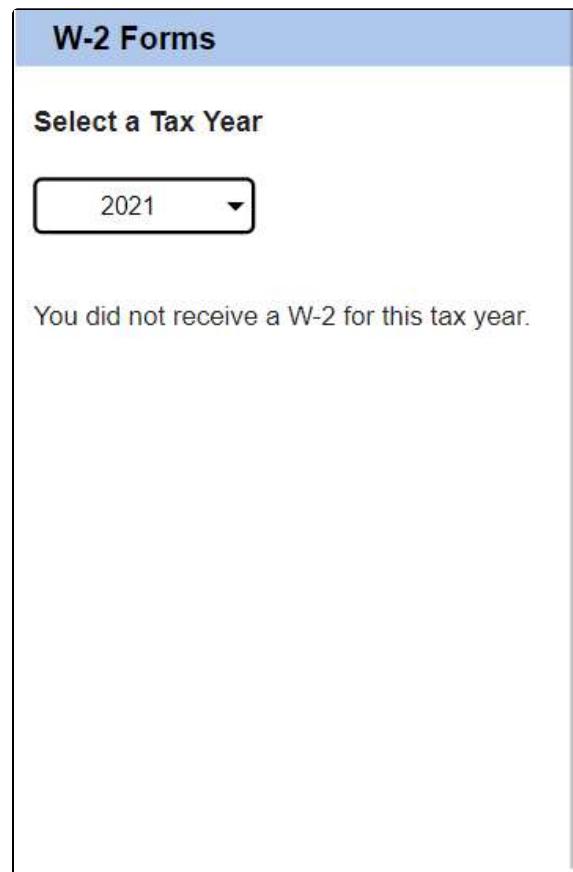


Figure - W-2 Forms (Desktop View)



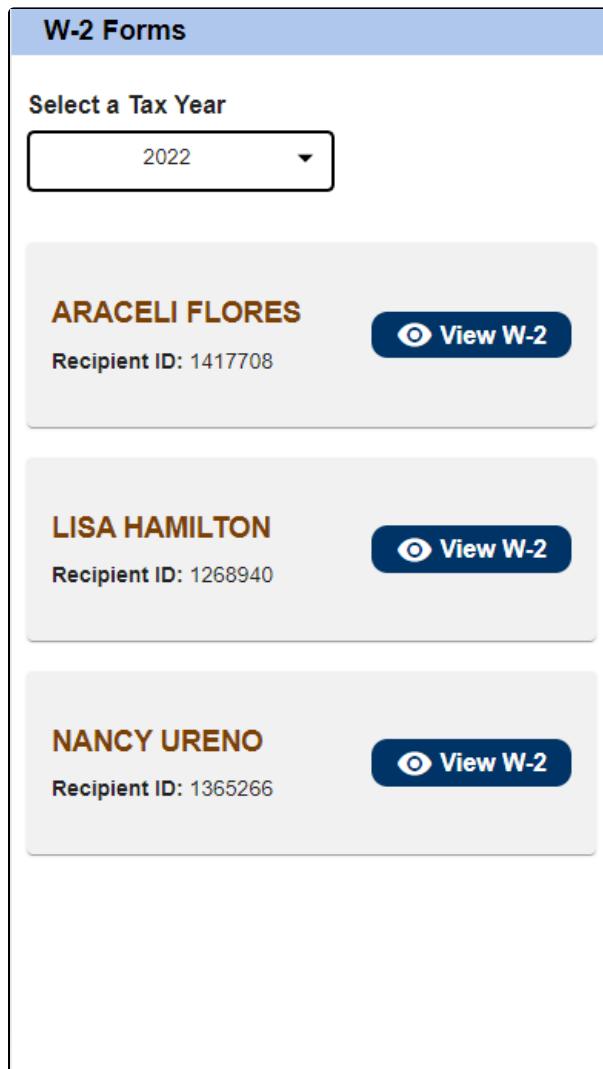


Figure - W-2 Forms (Mobile View)

Static Text

The following static text is located on the W-2 Forms screen. For translations see DSD Appendix D - W-2 Forms.

Text
W-2 Forms
Select a Tax Year
You did not receive a W-2 for this tax year.

Actions/Functions

The following actions are associated with the W-2 Forms screen:

Action	Function	Label Translated
View W-2	It will navigate to View W-2 screen with pdf preview being displayed.	Yes

Data Elements

The following data elements are specific to the W-2 Forms screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Recipient Name	Displays the name of a Recipient associated with the selected tax year Format: <First Name Last Name>	String	No	No	No	Yes
Recipient ID	Displays the case number for that Recipient related to the W-2	Number	No	No	No	Yes

Additional Information

No fields on the W-2 Forms screen are designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Training W-2 Forms

CI
CI-823261 - DSD SC Training W-2 Forms IMPLEMENTED

The Training W-2 Forms screen is accessed by a Provider user selecting the [How to View Your W-2 Form](#) link from the Training screen. The Training W-2 Forms screen displays step by step instruction on how to view, save and print a W-2 on the ESP.

← W-2 Forms

How to View Your W-2 Form

1. Click the **Financial** menu item and select **Taxes** then **W-2 Forms**.
2. Select a Tax Year using the drop-down menu.
3. Click on the **View W-2** button to view the W-2 for that recipient.
 - A pdf will open that you can view, save or print.

Figure - Training W-2 Forms (Desktop View)

← W-2 Forms

How to View Your W-2 Form

1. Click the **Financial** menu item and select **Taxes** then **W-2 Forms**.
2. Select a Tax Year using the drop-down menu.
3. Click on the **View W-2** button to view the W-2 for that recipient.
 - A pdf will open that you can view, save or print.

Figure - Training W-2 Forms (Mobile View)

Static Text

The following static text is located on the Training W-2 Forms screen. For translations see DSD Appendix D - Training W-2 Forms.

Text
<p>How to View Your W-2 Form</p> <ol style="list-style-type: none"> 1. Click the Financial menu item and select Taxes then W-2 Forms. 2. Select a Tax Year using the drop-down menu. 3. Click on the View W-2 button to view the W-2 for that recipient. <ul style="list-style-type: none"> • A pdf will open that you can view, save or print.

Actions/Functions

The following actions are associated with the Training W-2 Forms screen:

Action	Function	Label Translated
	The arrow available by the screen name returns the user to the Provider Training screen.	No

Data Elements

There are no data elements specific to the Training W-2 Forms screen.

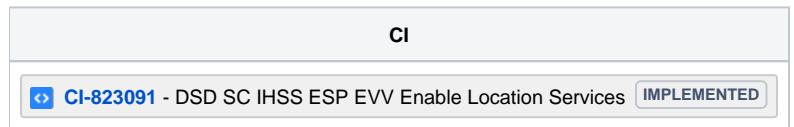
Additional Information

No fields on the Training W-2 Forms screen are designated with an .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Enable Location Services



The Enable Location Services pop-up displays for first time users of the application, as well as users with location services temporarily disabled on the Check-In/Out screen when they attempt to check in or check out. In order to navigate to the Check-In or Check-Out screens, location services must be enabled for the device. If the Enable button is selected on the Enable Your Location pop-up, the device-specific location services pop-up appears. These device-specific screens are not defined by CMIPS. If the user declines the prompt(s) to enable location services, the pop-up closes, and the IHSS ESP EVV Check-In/Out screen displays with a warning message.

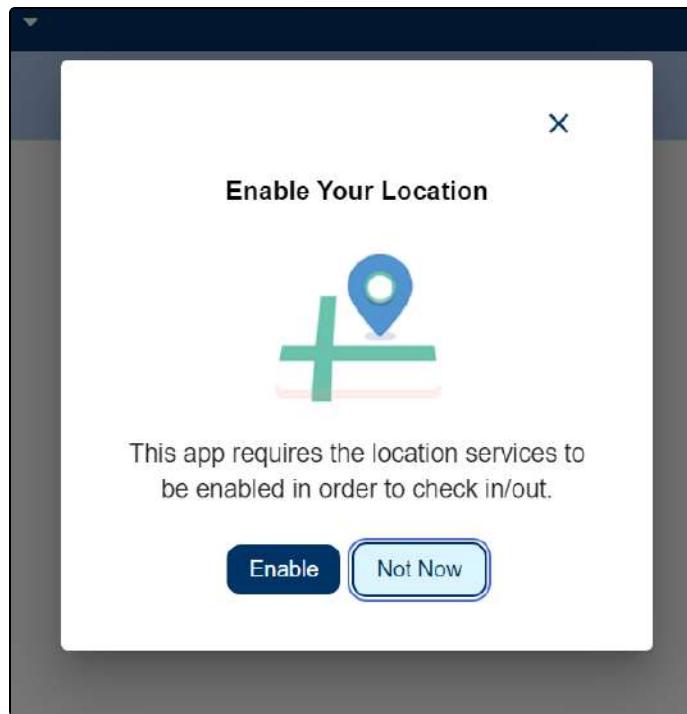


Figure - Enable Your Location - Desktop view

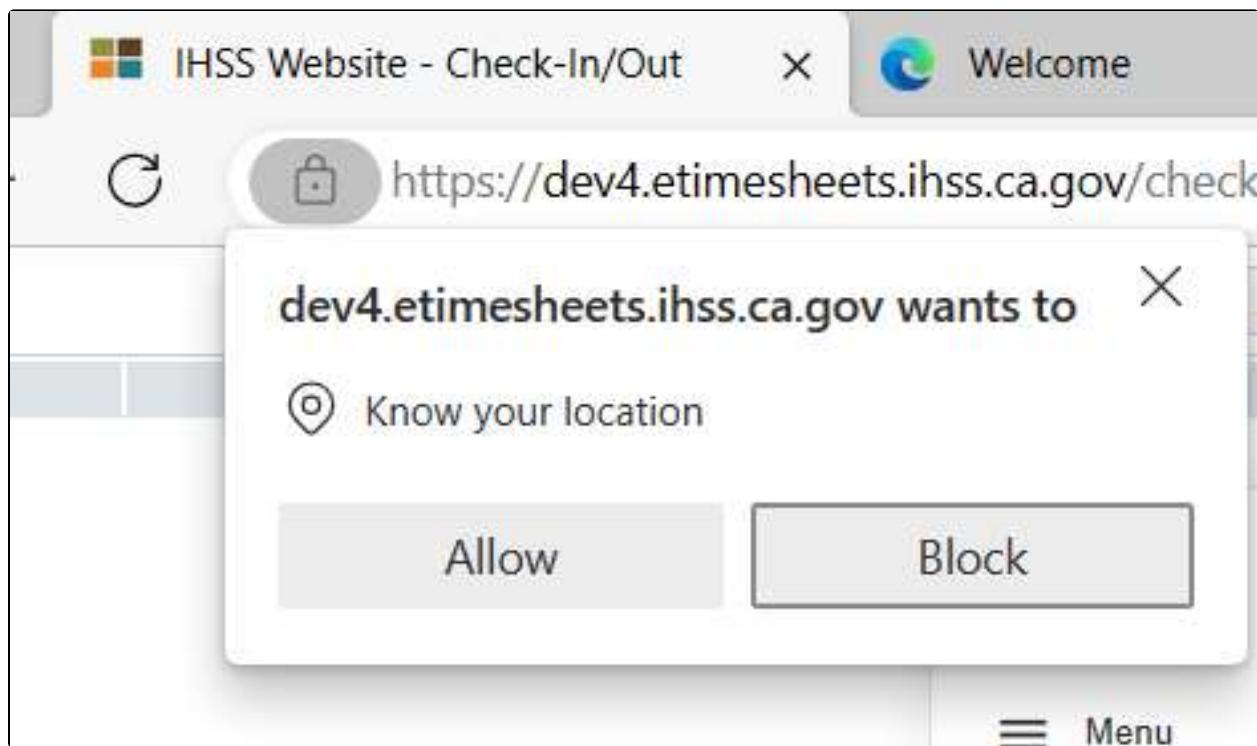


Figure - Device Specific Enable Location pop-up - Desktop view

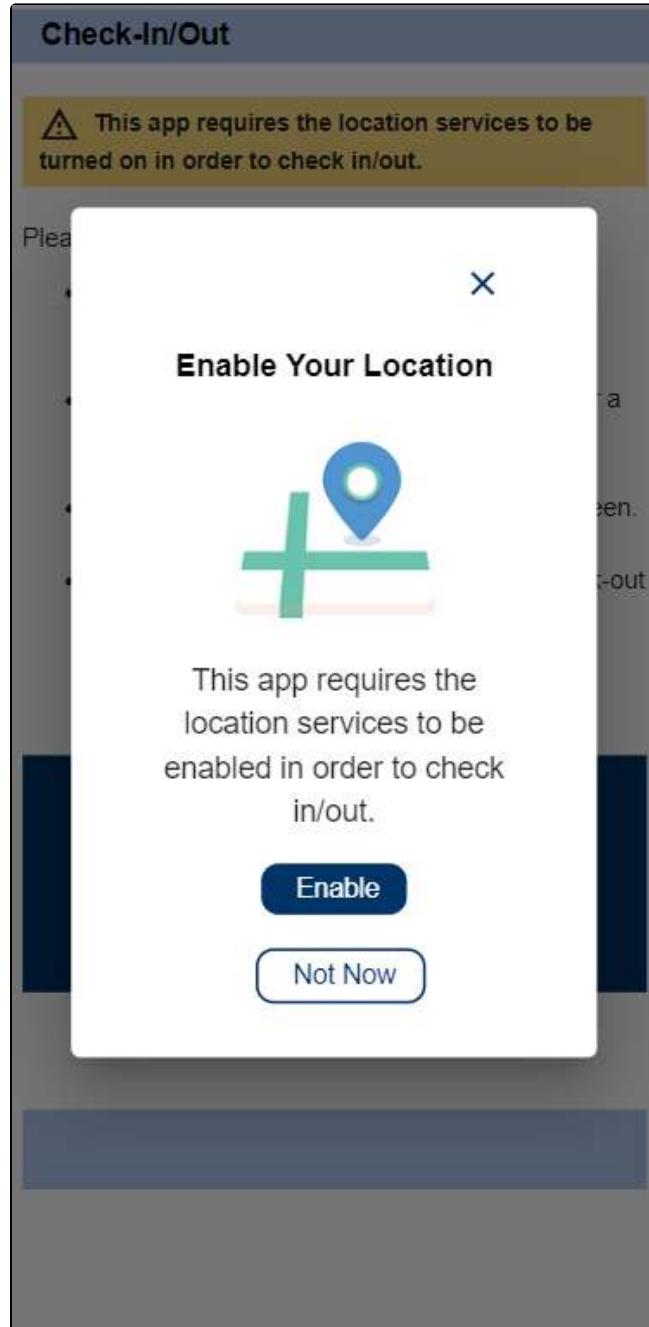


Figure - Enable Your Location - Mobile view

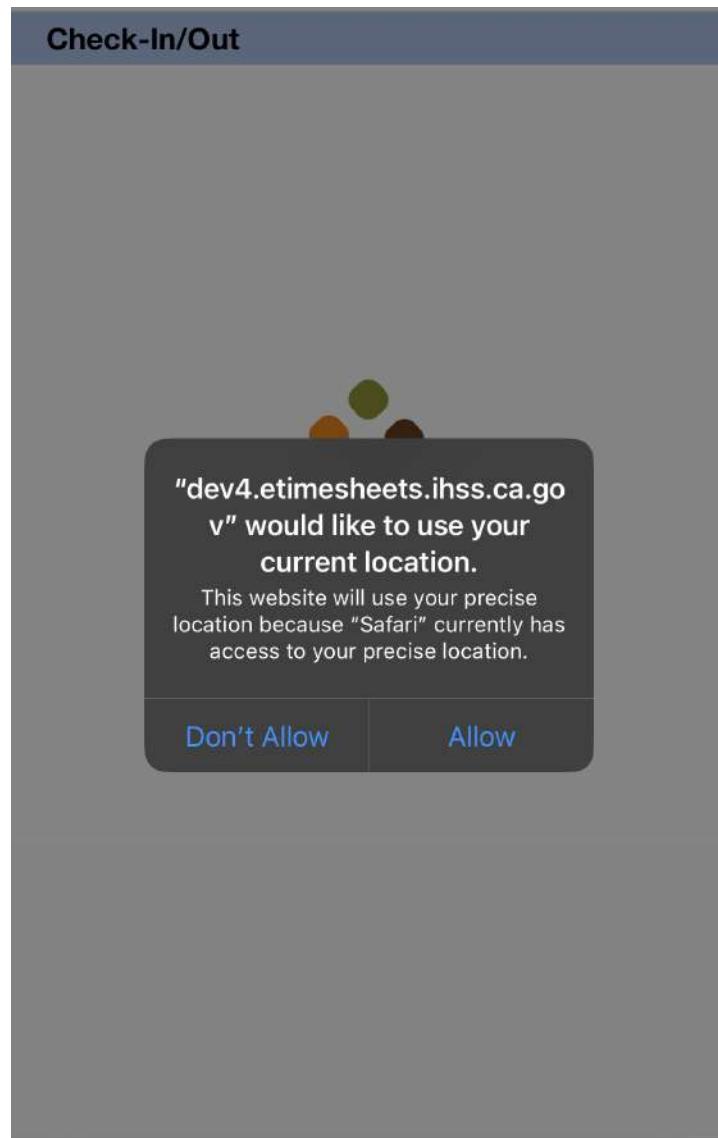


Figure - Device Specific Enable Location pop-up - Mobile view

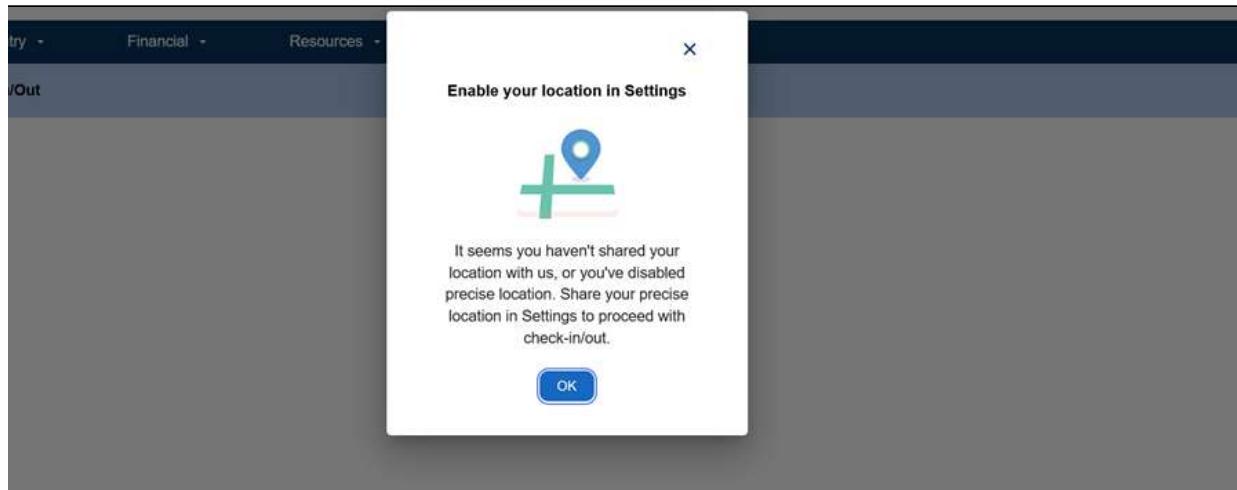


Figure - Enable Your Location in Settings - Desktop view

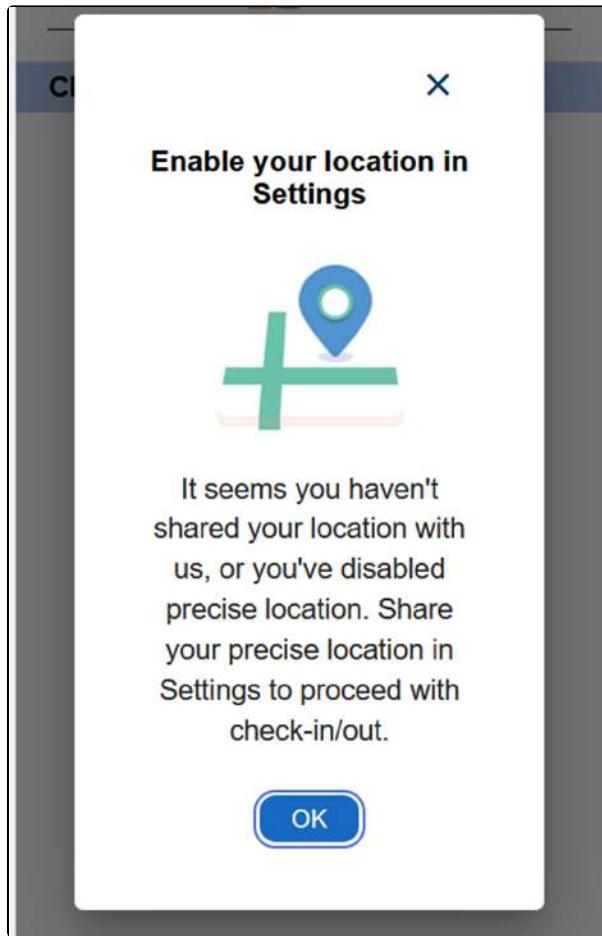


Figure - Enable Your Location in Settings - Mobile view

Static Text

The following static text is associated with the IHSS EVV Enable Location Services Pop-ups. For translations see DSD Appendix D - IHSS EVV Location Services.

Language	Text
English	This app requires the location services to be enabled in order to check in/out.
English	It seems you haven't share your location with us, or you've disabled precise location. Share your precise location in Settings to proceed with check-in/out.

Actions/Functions

The following actions/functions are specific to the IHSS EVV Enable Location Services Pop-ups:

Action	Function	Label Translated
Enable Your Location		
Enable	The device-specific (iOS or Android) Location Services Pop-Up displays.	Yes
Not now	The IHSS EVV Home Screen displays with a warning message.	Yes
Enable Your Location in Settings		
OK	Closes the Enable Your Location in Settings Pop-Up	Yes

Device's Enable Location Services Pop-up - This pop-up is dependent on the device that is used and is not defined by CMIPS.		
<Allow Once>	Allows the IHSS EVV App to use location services once for the app. The user will be prompted again if they re-access the app.	N/A
<Allow While Using App>	Allows the IHSS EVV App to use location services.	N/A
<Don't Allow>	Does not allow the IHSS EVV App to use location services. Displays a warning message informing the user they cannot continue with location services disabled.	N/A

Data Elements

There are no data elements associated with the IHSS EVV Enable Location Services Pop-ups.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Check-In and Check-Out Screen



The IHSS EVV Check-In/Out screen is accessed once a user successfully logs into the IHSS ESP and selects the Check-In/Out card on the Home page.

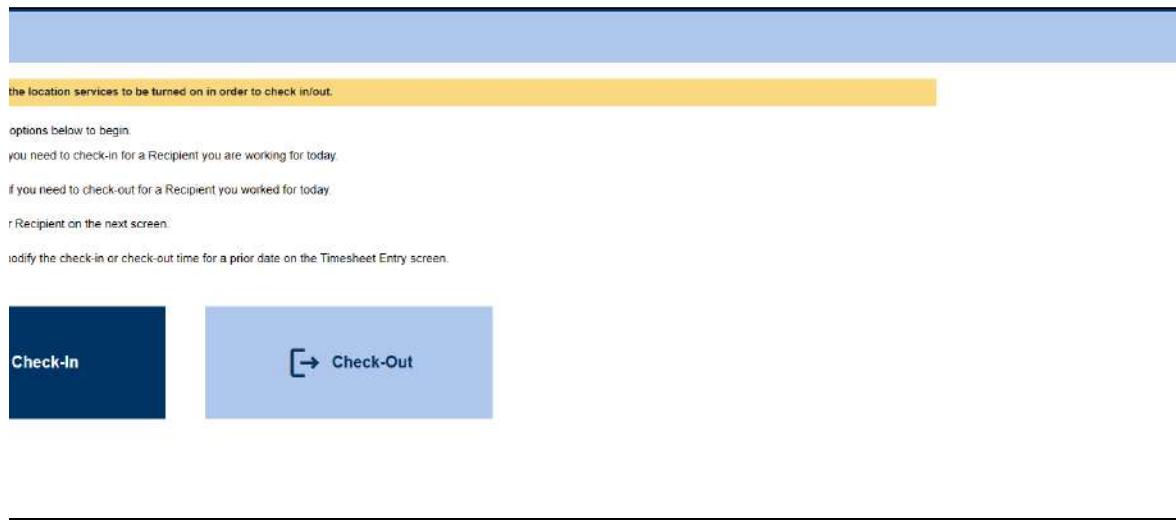


Figure - IHSS EVV Check-In/Out Screen - (Desktop view) - Location Services Enabled/Disabled

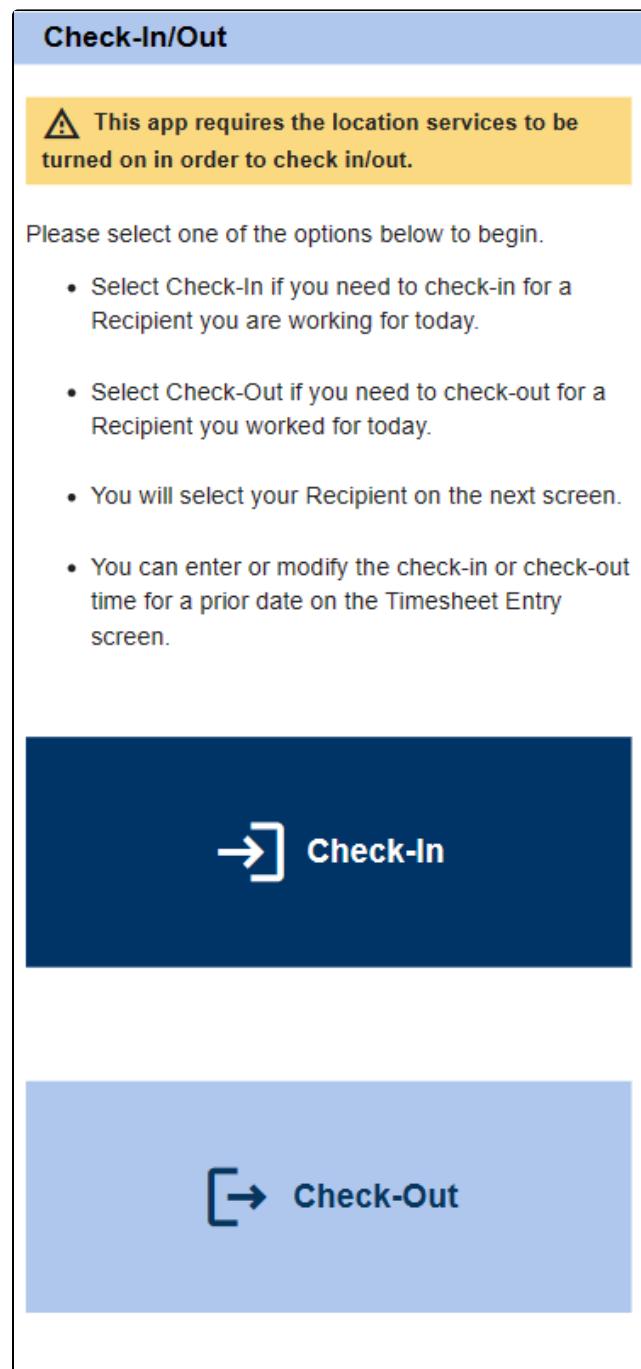


Figure - IHSS EVV Check-In/Out Screen -(Mobile view) Location Services Enabled/Disabled



Figure - IHSS EVV Check-In/Out Screen - Location Services Blocked or Precise Location Sharing Not Enabled (Desktop view)

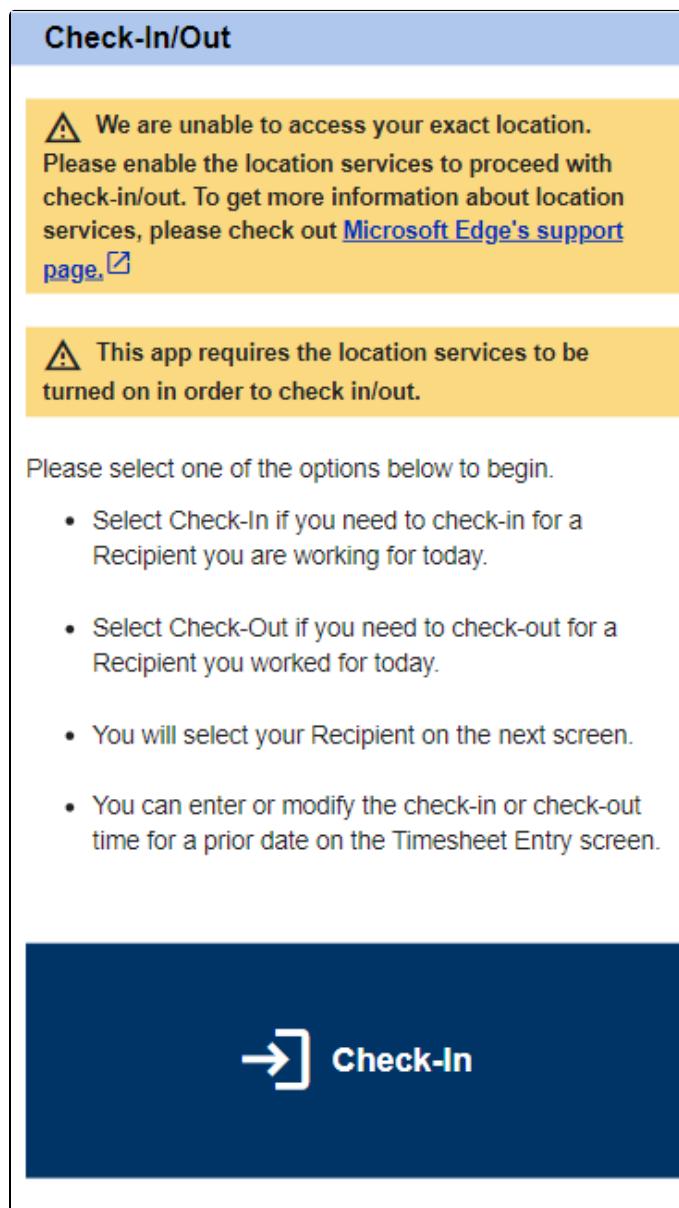


Figure - IHSS EVV Check-In/Out Screen - Location Services Blocked or Precise Location Sharing Not Enabled (Mobile view)

Static Text

The following static text are associated to the IHSS EVV Check-In/Out Screen. For translations see DSD Appendix D - IHSS EVV Location Services.

Text
Check-In/Out
Please select one of the options below to begin.
<ul style="list-style-type: none">◦ Select Check-In if you need to check-in for a Recipient you are working for today.◦ Select Check-Out if you need to check-out for a Recipient you worked for today.◦ You will select your Recipient on the next screen.◦ You can enter or modify the check-in or check-out time for a prior date on the Timesheet Entry screen.
Check-In
Check-Out

Actions/Functions

The following actions/functions are specific to the IHSS EVV Home Screen:

Action	Function	Label Translated
Check In	The Check In action navigates the user to the IHSS EVV Check-In Screen.	Yes
Check out	The Check Out action navigates the user to the IHSS EVV Check-Out Screen.	Yes

Data Elements

There are no data elements associated with the IHSS EVV Check-In/Out Screen.

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Check-In Recipient Selection Screen

The Check-In Recipient Selection screen displays when the user selects Check-In on Check-In/Out screen. This screen allows the user to select the Recipient that they would like to Check-In. If a Recipient is enrolled in both programs IHSS and WPCS then the user will need to select the Program Type in order to check-in. The user will also need to select the location. If the Recipient is enrolled in only one program, then the Program Type will not be displayed. The user can select the "Why don't I see my Recipient?" link, which displays a pop-up that explains that a Recipient will not display if the Provider lives with that Recipient.

NOTE: This screen is accessible to Help Desk users but they won't be able to Check-In the Recipient. Check-In button will be disabled for the Help Desk users.

Check-In

Select the Recipient you are working for today. If you provide services for both the IHSS and WPCS Programs, you can select the Program Type after selecting the recipient. Then select the Location where you are checking in. Finally, select Check-In to complete your Check-In for this recipient.

Select Recipient

HARRY DUNN 0783758

Program Type: IHSS

Select Location

Home
Community

Check-In Cancel

Figure - Check-In Recipient Selection Screen - One Program Type Desktop

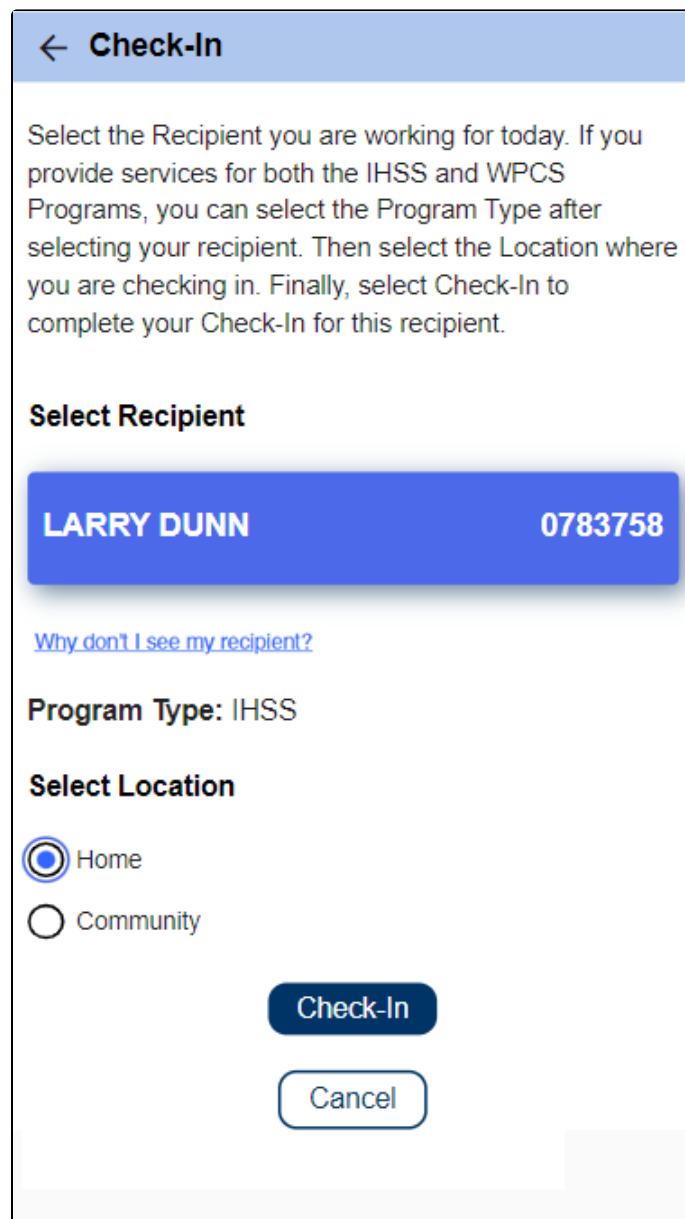


Figure - Check-In Recipient Selection Screen - One Program Type - Mobile

Check-In

The Recipient you are working for today. If you provide services for both the IHSS and WPCS Programs, you can select the Program Type after selecting your recipient. Then the Location where you are checking in. Finally, select Check-In to complete your Check-In for this recipient.

Recipient

VA HILL	0318112
NETH BENNETT 0019132	

[View my recipient?](#)

Program Type

SS	WPCS
----	------

Location

me
community

Check-In **Cancel**

Figure - Check-In Recipient Selection Screen - Both Program Types -Desktop

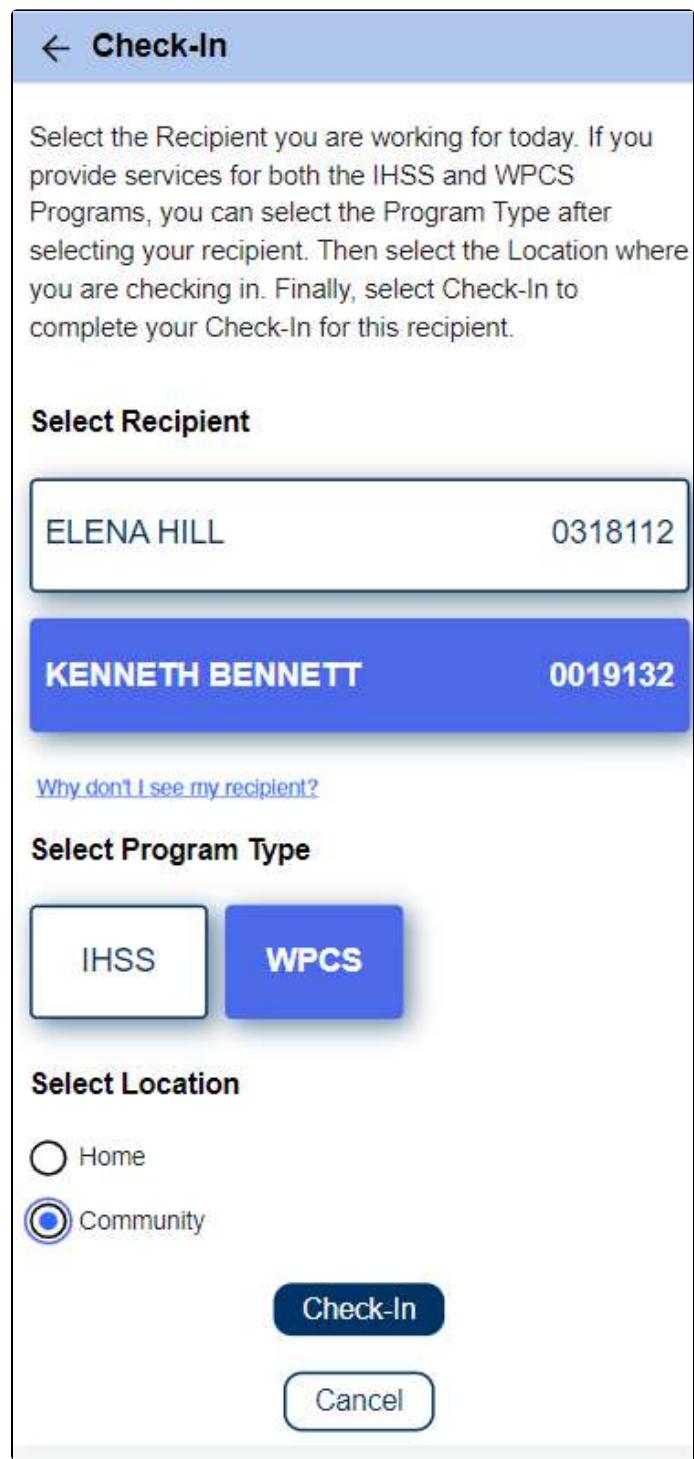


Figure - Check-In Recipient Selection Screen - Both Program Types - Mobile

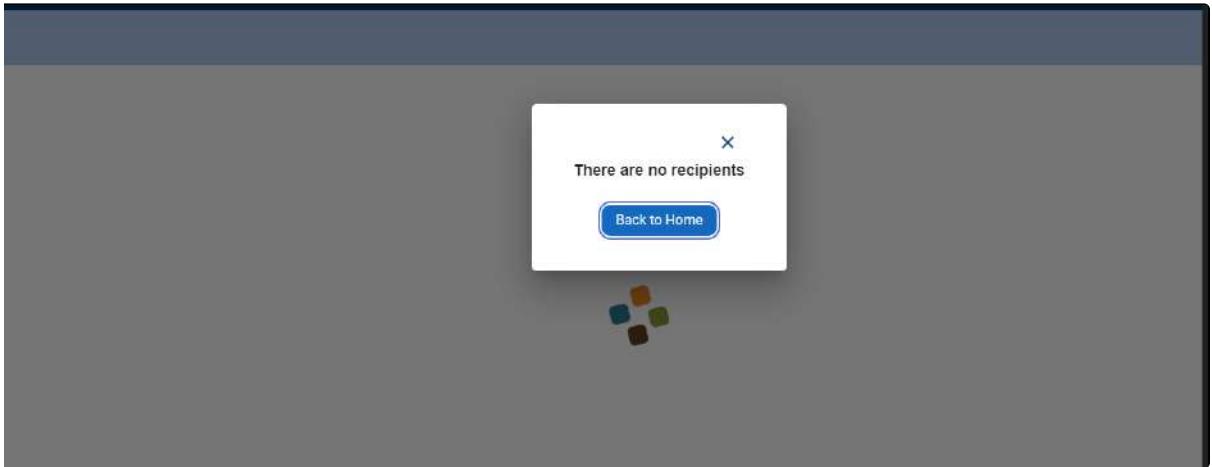


Figure - Check-In Recipient Selection Screen - For no recipients (Desktop)

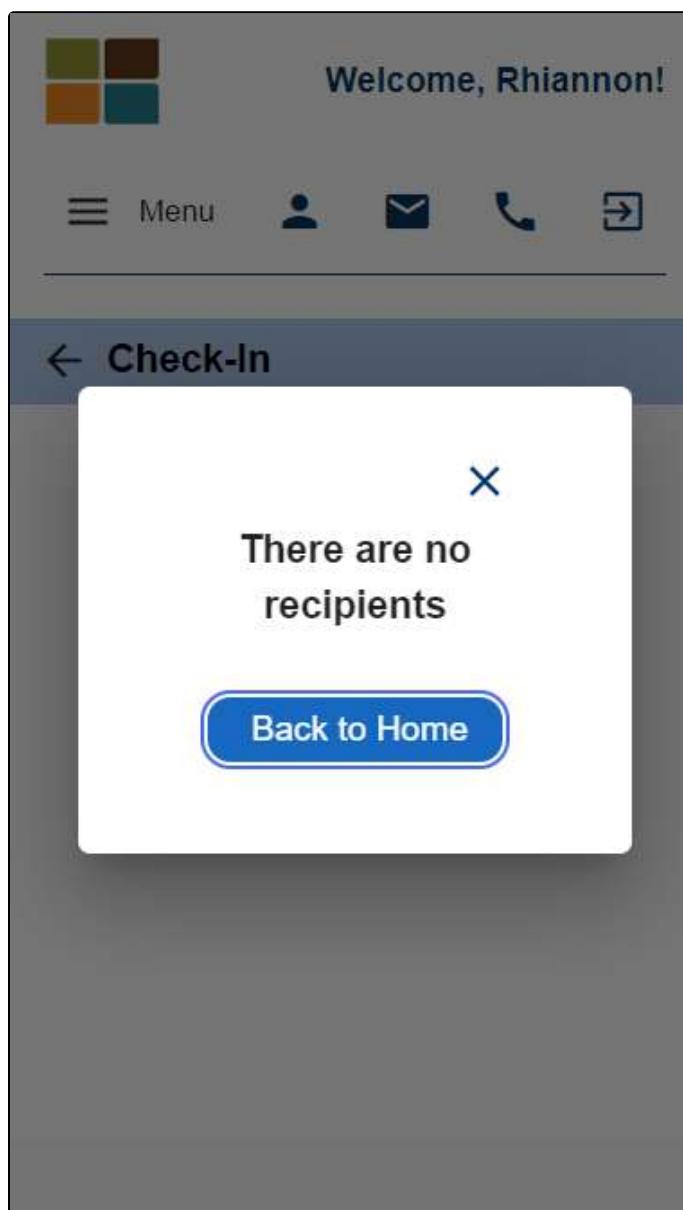


Figure - Check-In Recipient Selection Screen - For no recipients (Mobile)

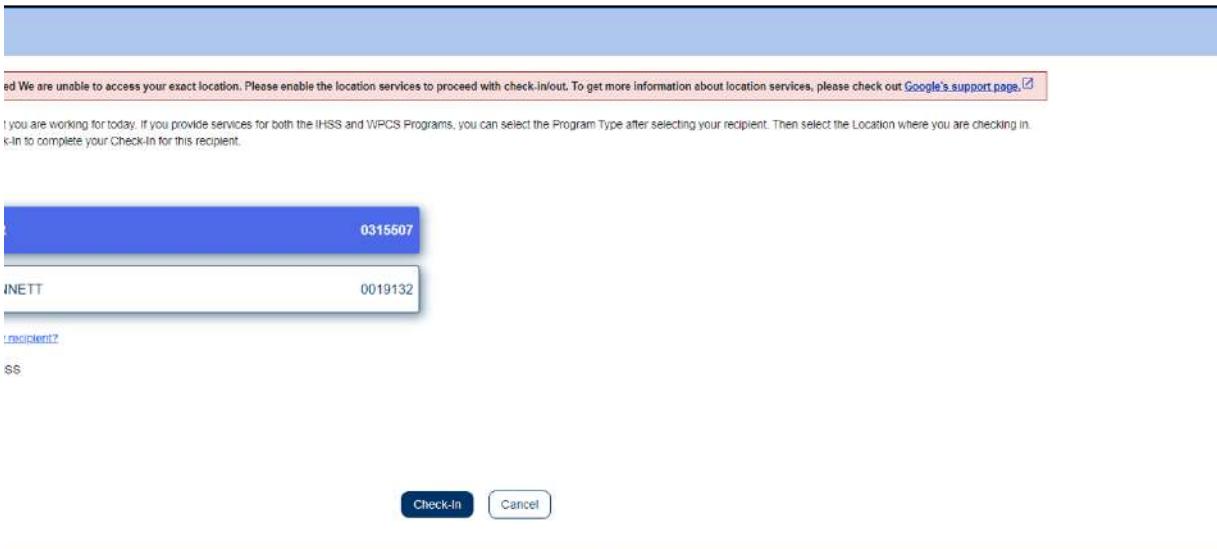


Figure - Check-In Recipient Selection Screen - Failed Check-in scenario when location not enabled (Desktop)

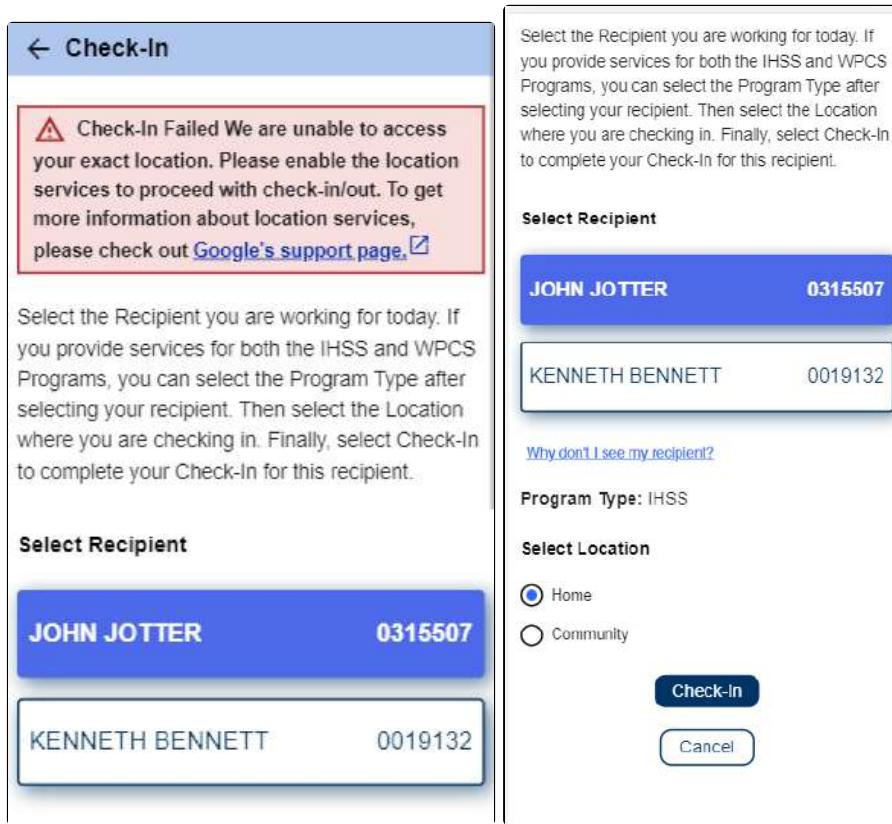


Figure - Check-In Recipient Selection Screen - Failed Check-in scenario when location not enabled (Mobile)

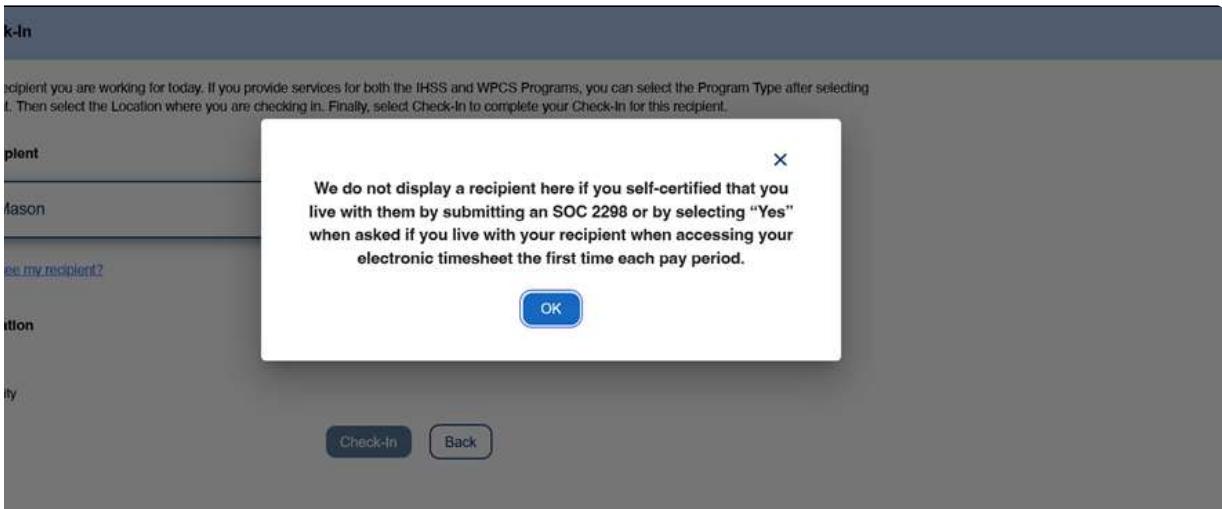


Figure - "Why don't I see my Recipient?" Pop-up (Desktop)

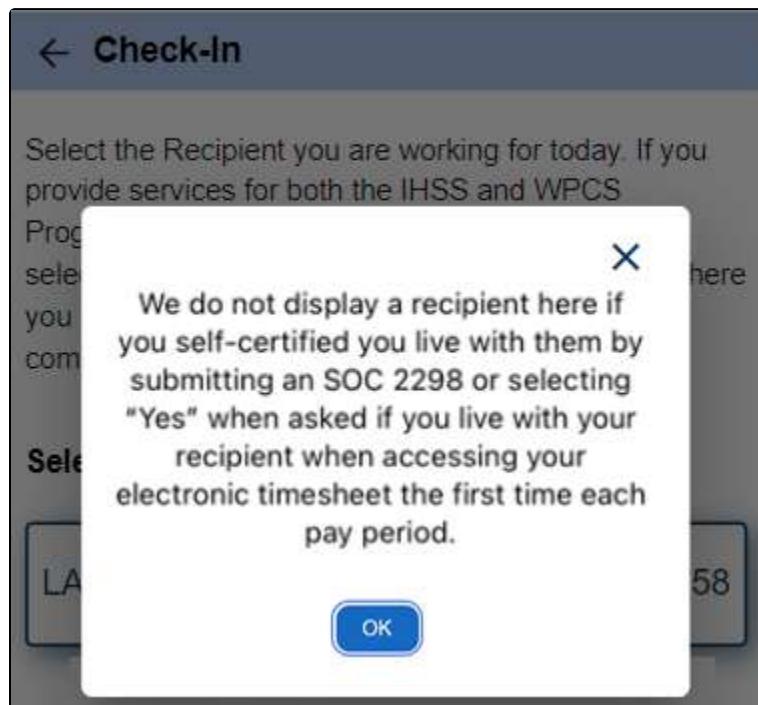


Figure - "Why don't I see my Recipient?" Pop-up (Mobile)

Static Text

The following static text is located on the Check-In Recipient Selection screen. For translations, see DSD Appendix D - IHSS EVV Location Services.

Text
Check-In
Select the Recipient you are working for today. If you provide services for both the IHSS and WPCS Programs, you can select the Program Type after selecting your recipient. Then select the Location where you are checking in. Finally, select Check-In to complete your Check-In for this recipient.
Select Recipient
Why don't I see my recipient?
(Static text displayed when a Recipient is enrolled in only one program)
Program Type:

(Static text displayed when a Recipient is enrolled in both IHSS and WPCS programs.)

Select a Program Type:

Select Location:

Home

Community

Actions/Functions

The following actions/functions are specific to the Check-In Recipient Selection screen:

Action	Function	Label Translated
Why don't I see my Recipient?	The "Why don't I see my Recipient?" link displays the "Why don't I see my Recipient?" Pop-up	Yes
Check-In	This takes the user to Check-In Confirmation Pop-up. Note: This button is grayed out until the user has made all required selections.	Yes
Cancel	Cancels check-in and returns the user to the Check-in/Out Screen	Yes
"Why don't I see my Recipient?" Pop-up		
OK	The OK button navigates the user from the "Why don't I see my Recipient?" Pop-up back to the Check-In Recipient Selection Screen.	Yes

Data Elements

The following data elements are associated with the Check-In Recipient Selection screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
IHSS	Displayed if the user is enrolled in IHSS program.	String	No	No	No	Yes
WPCS	Displayed if the user is enrolled in both program types IHSS and WPCS.	String	No	No	No	Yes
Location	Displays Home and Community	String	Yes	No	No	Yes

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Check-In Confirmation Screen

The screenshot shows a desktop application window titled "CI". Inside, a message box displays the text "CI-823112 - DSD SC IHSS ESP EVV Check-In Confirmation Screen" and the status "IMPLEMENTED". Below this, a green header bar contains the instruction "Check in for the Recipient below.". At the bottom of the screen are two buttons: "Check-In Another Recipient" (in a dark blue box) and "Back to Home" (in a light gray box).

Figure - Check-In Confirmation - Desktop

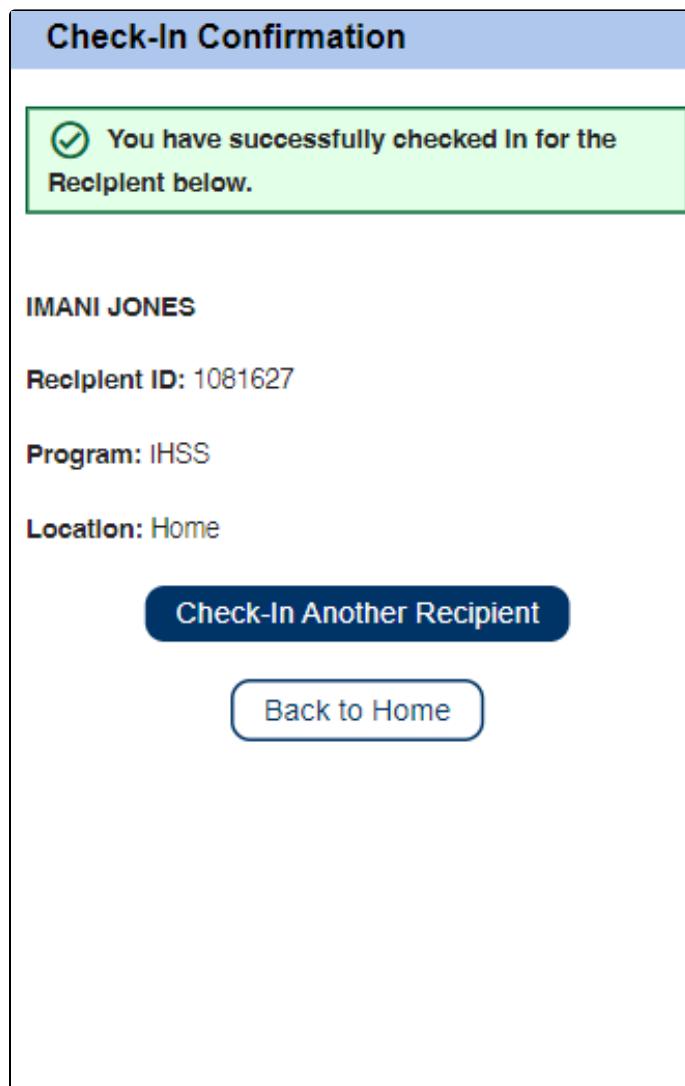


Figure - Check-In Confirmation - Handheld

Actions/Functions

The following actions/functions are specific to the IHSS EVV Check-In Confirmation Screen:

Action	Function	Label Translated
Check In Another Recipient	The Check In Another Recipient button navigates the user to the IHSS EVV Check-In Recipient Selection Screen.	Yes
Back to Home	The Back to Home button navigates the user to the IHSS EVV Home Screen.	Yes

Data Elements

The following data elements are specific to the IHSS EVV Check-In Confirmation Screen:

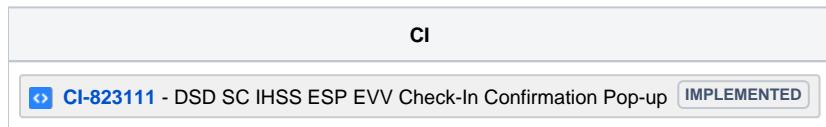
Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Recipient Name	Static Text displaying Recipient Name based off the selection made on the IHS S EVV Check-In Screen.	String	No	No	No	Yes

Recipient ID	Static Text displaying Recipient ID based off the selection made on the IHSS EVV Check-In Screen.	String	No	No	No	Yes
Program	Static Text displaying Program Type based off the selection made on the IHSS EVV Check-In Screen.	String	No	No	No	Yes
Location	Static Text displaying Location based off the selection made on the IHSS EVV Check-In Screen.	String	No	No	No	Yes

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Check-In Confirmation Pop-up



The IHSS EVV Check-In Confirmation pop-up is displayed when the user selects the Check-In button on Check-In Recipient Selection screen. The IHSS EVV Check-In Confirmation pop-up allows the user to review the check-in details and decide whether to commit the check-in or not.

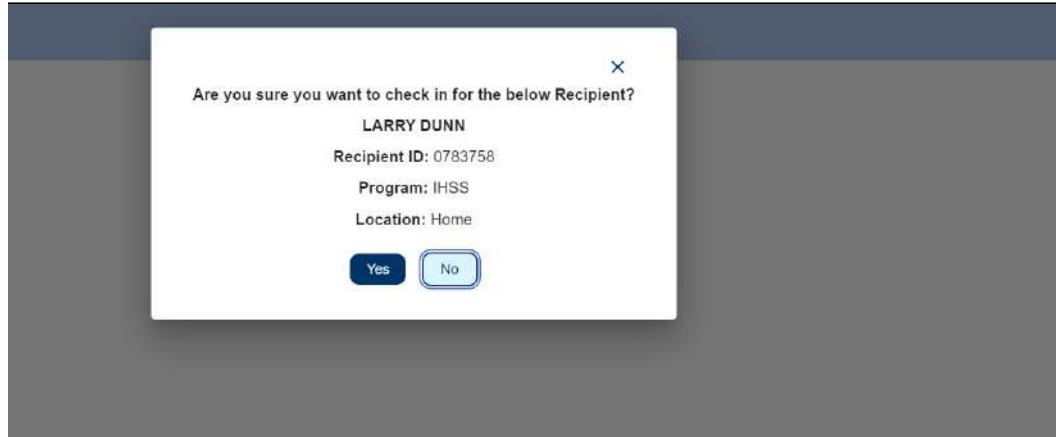


Figure - Check-In Confirmation Pop-up - Desktop

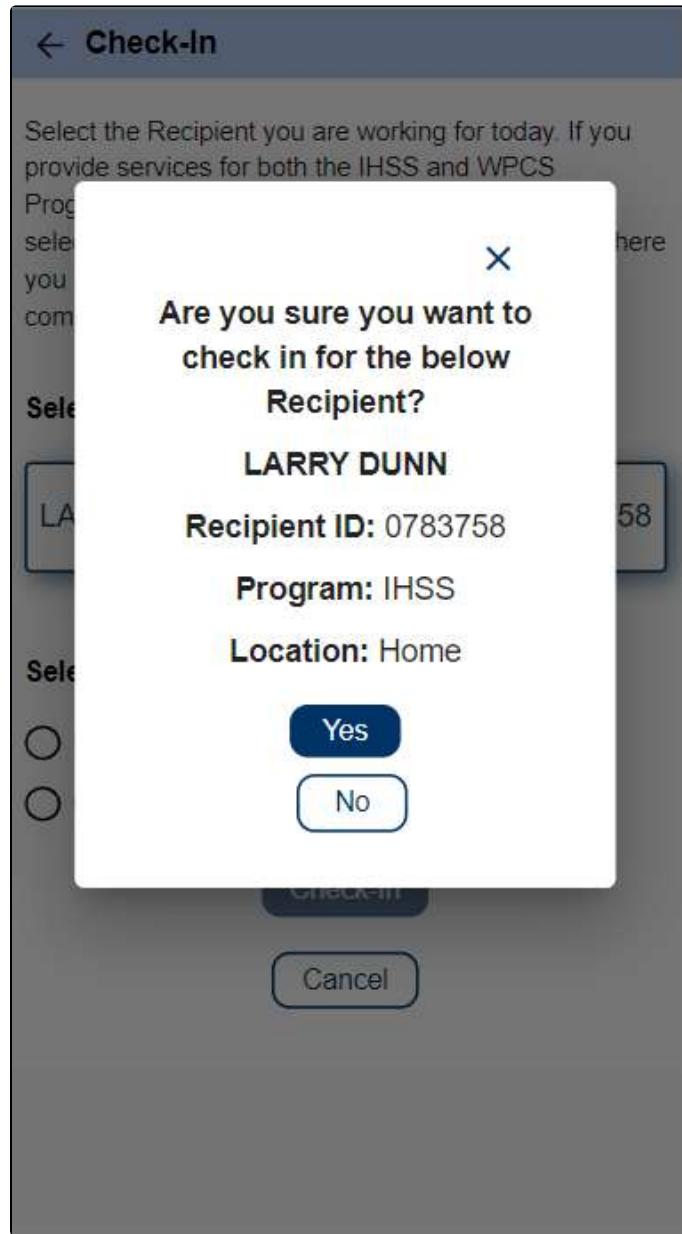


Figure - Check-In Confirmation Pop-up - Mobile

Static Text

The following static text is located on the IHSS EVV Check-In Confirmation Pop-up. For translations see DSD Appendix D - IHSS EVV Location Services.

Text
Are you sure you want to check-in for the below Recipient?
Recipient ID:
Program:
Location

Actions/Functions

The following actions/functions are specific to the IHSS EVV Check-In Confirmation Pop-up:

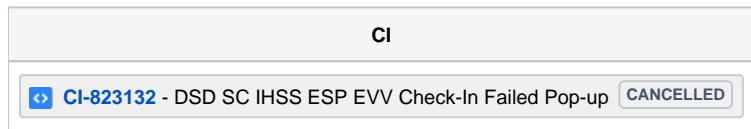
Action	Function	Label Translated
Yes	The Yes button navigates the user from the IHSS EVV Check-In Confirmation Pop-up to the IHSS EVV Check-In Confirmation Screen.	Yes
No	The No button navigates the user from the IHSS EVV Check-In Confirmation Pop-up back to the IHSS EVV Check-In Recipient Selection Screen.	Yes

Data Elements

The following data elements are specific to the IHSS EVV Check-In Confirmation Pop-up:

Check-in Confirmation Pop-up						
Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Recipient Name	Static Text displaying Recipient Name based off the selection made on the IHSS EVV Check-In Recipient Selection Screen.	String (First Name Last Name)	No	No	No	Yes
Recipient ID	Static Text displaying Recipient ID based on the selection made on the IHSS EVV Check-In Recipient Selection Screen.	String	No	No	No	Yes
Program	Static Text displaying Program Type based off the selection made on the IHSS EVV Check-In Recipient Selection Screen or the default program if there is only a single program for the Recipient.	String	No	No	No	Yes
Location	Static Text displaying Location based on the selection made on the IHSS EVV Check-In Recipient Selection Screen.	String	No	No	No	Yes

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Check-In Failed Pop-up



Cancelled by ASR Sprint 32 Team 5

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Check-Out Recipient Selection Screen

The Check-Out Recipient Selection screen displays when the user selects Check-Out on Check-In/Out screen. This screen allows the user to select the Recipient that they would like to Check-Out. If a Recipient is enrolled in both programs IHSS and WPCS then the user will need to select the Program Type in order to check-out. The user will also need to enter the hours worked for that Recipient and select the location. If a Recipient is enrolled in only one program, then the Program Type will not be displayed. The user can select the "Why don't I see my Recipient?" link, which displays a pop-up that explains that a Recipient will not display if the Provider lives with that Recipient.

NOTE: This screen is accessible to Help Desk users but they won't be able to Check-Out the Recipient since the Check-Out button will be disabled for the Help Desk users.

Check-Out

Select the Recipient you worked for today. If you provide services for both the IHSS and WPCS Programs, you can select the Program Type after selecting your recipient. Then select Location where you are checking out. Entering your hours worked here is optional. You can enter or update your hours worked on the Timesheet Entry screen prior to submitting timesheet. Finally, select Check-Out to complete your Check-Out for this Recipient.

Select Recipient

LARRY DUNN 0783758

Why don't I see my recipient?

Program Type: IHSS

Select Location

Home
Community

Hours Worked

hrs Minutes

Check-Out Cancel

Figure - Check-Out Recipient Selection Screen - Desktop

← Check-Out

Select the Recipient you worked for today. If you provide services for both the IHSS and WPCS Programs, you can select the Program Type after selecting your recipient. Then select the Location where you are checking out. Entering your hours worked here is optional. You can enter or update your hours worked on the Timesheet Entry screen prior to submitting your timesheet. Finally, select Check-Out to complete your Check-Out for this Recipient.

Select Recipient

LARRY DUNN 0783758

[Why don't I see my recipient?](#)

Program Type: IHSS

Select Location

Home
 Community

Hours Worked

Hours Minutes

Check-Out

Cancel

Figure - Check-Out Recipient Selection Screen - Mobile

[← Check-Out](#)

Select the Recipient you worked for today. If you provide services for both the IHSS and WPCS Programs, you can select the Program Type after selecting your recipient. Then select the Location where you are checking out. Entering your hours worked here is optional. You can enter or update your hours worked on the Timesheet Entry screen prior to submitting your timesheet. Finally, select Check-Out to complete your Check-Out for this Recipient.

Select Recipient

ELENA HILL	0318112
KENNETH BENNETT	0019132

[Why don't I see my recipient?](#)

Select Program Type

IHSS	WPCS
------	------

Select Location

Home
 Community

Hours Worked

Hours Minutes

--	--

[Check-Out](#) [Cancel](#)

Figure - Check-Out Recipient Selection Screen - Both Program Types - Desktop

← Check-Out

Select the Recipient you worked for today. If you provide services for both the IHSS and WPCS Programs, you can select the Program Type after selecting your recipient. Then select the Location where you are checking out. Entering your hours worked here is optional. You can enter or update your hours worked on the Timesheet Entry screen prior to submitting your timesheet. Finally, select Check-Out to complete your Check-Out for this Recipient.

Select Recipient

ELENA HILL 0318112

KENNETH BENNETT 0019132

[Why don't I see my recipient?](#)

Select Program Type

IHSS
WPCS

Select Location

Home
 Community

Hours Worked

Hours	Minutes
<input type="text"/>	<input type="text"/>

Check-Out

Cancel

is optional. You can enter or update your hours worked on the Timesheet Entry screen prior to submitting your timesheet. Finally, select Check-Out to complete your Check-Out for this Recipient.

Select Recipient

ELENA HILL 0318112

KENNETH BENNETT 0019132

[Why don't I see my recipient?](#)

Select Program Type

IHSS
WPCS

Select Location

Home
 Community

Hours Worked

Hours	Minutes
<input type="text"/>	<input type="text"/>

Check-Out

Cancel

Figure - Check-Out Recipient Selection Screen - Both Program Types - Mobile

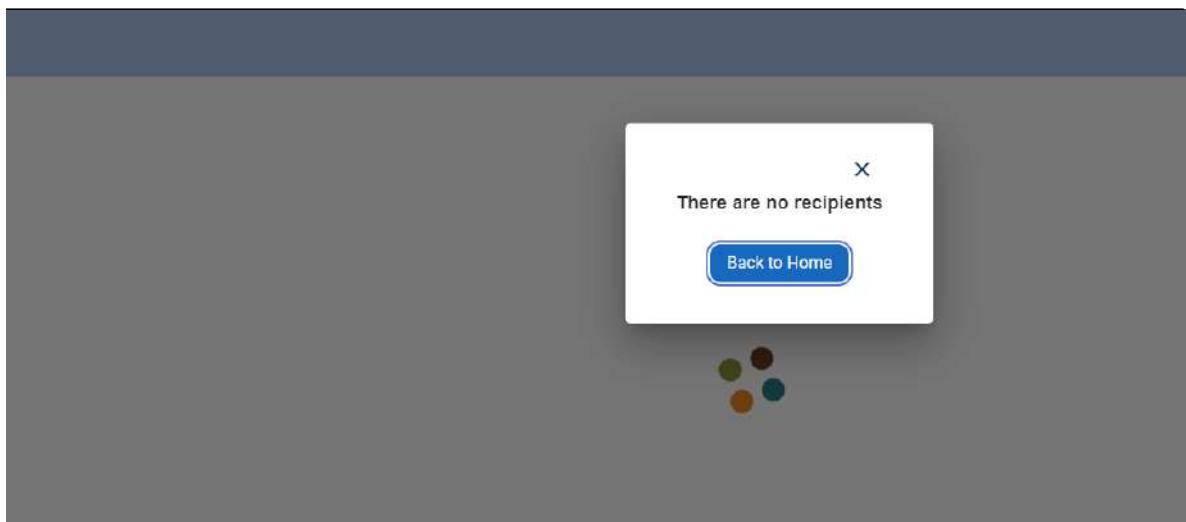


Figure - Check-Out Recipient Selection Screen - for no recipients (Desktop)

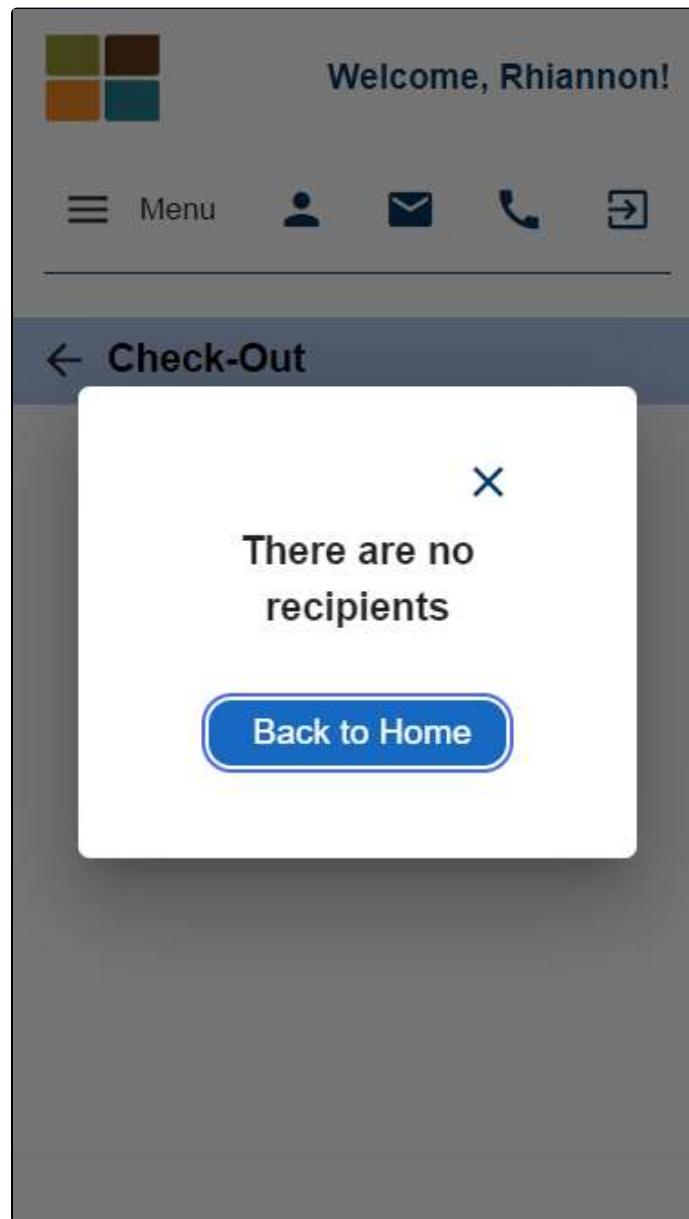


Figure - Check-Out Recipient Selection Screen - for no recipients (Mobile)

Check-Out

Check-Out Failed We are unable to access your exact location. Please enable the location services to proceed with check-in/out. To get more information about location services, please check out [Google's support page](#).

Please Recipient you worked for today. If you provide services for both the IHSS and WPCS Programs, you can select the Program Type after selecting your recipient. Then select the Location where you are checking out. Your hours worked here is optional. You can enter or update your hours worked on the Timesheet Entry screen prior to submitting your timesheet. Finally, select Check-Out to complete your Check-Out for this Recipient.

Recipient

JOTTER	0316607
ETH BENNETT	0019132

[View my recipient?](#)

Program Type: IHSS

Location:

Community

Worked

Minutes

Check-Out **Cancel**

Figure - Check-Out Recipient Selection Screen - Failed Check-out scenario when location not enabled (Desktop)

Check-Out

⚠ Check-Out Failed We are unable to access your exact location. Please enable the location services to proceed with check-in/out. To get more information about location services, please check out [Google's support page.](#)

Select the Recipient you worked for today. If you provide services for both the IHSS and WPCS Programs, you can select the Program Type after selecting your recipient. Then select the Location where you are checking out. Entering your hours worked here is optional. You can enter or update your hours worked on the Timesheet Entry screen prior to submitting your timesheet. Finally, select Check-Out to complete your Check-Out for this Recipient.

Select Recipient

JOHN JOTTER	0315507
--------------------	----------------

Select Recipient

JOHN JOTTER	0315507
KENNETH BENNETT	0019132

[Why don't I see my recipient?](#)

Program Type: IHSS

Select Location

Home

Community

Hours Worked

Hours	Minutes

Check-Out

Cancel

Figure - Check-Out Recipient Selection Screen - Failed Check-out scenario when location not enabled (Mobile)

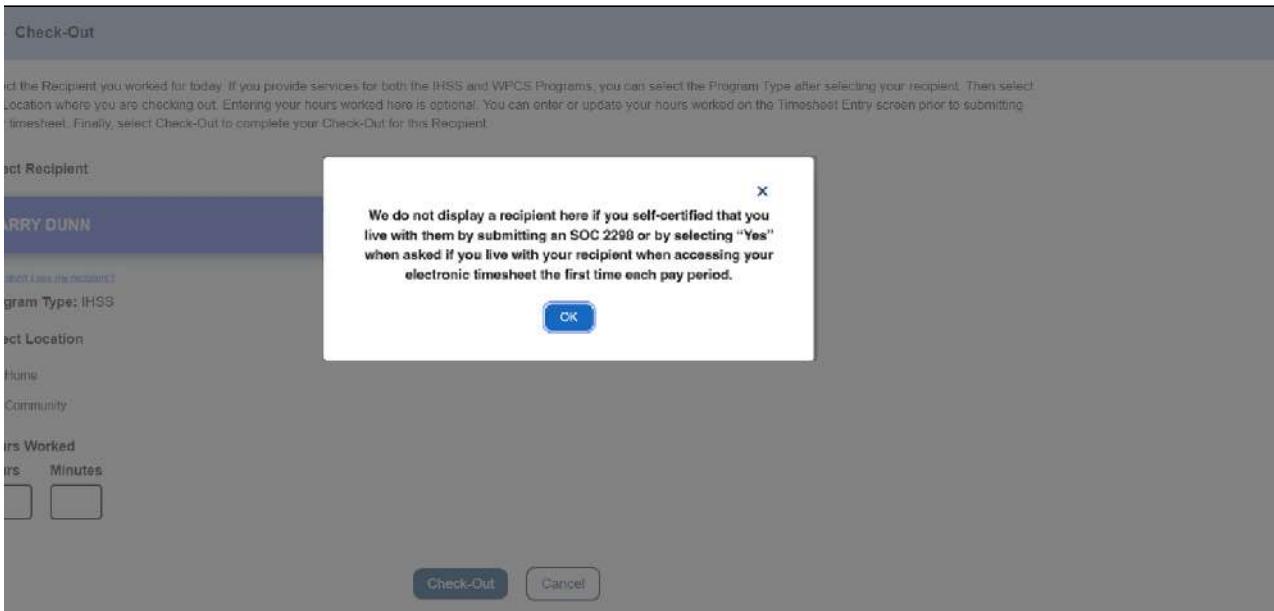


Figure - "Why don't I see my Recipient?" Pop-up (Desktop)

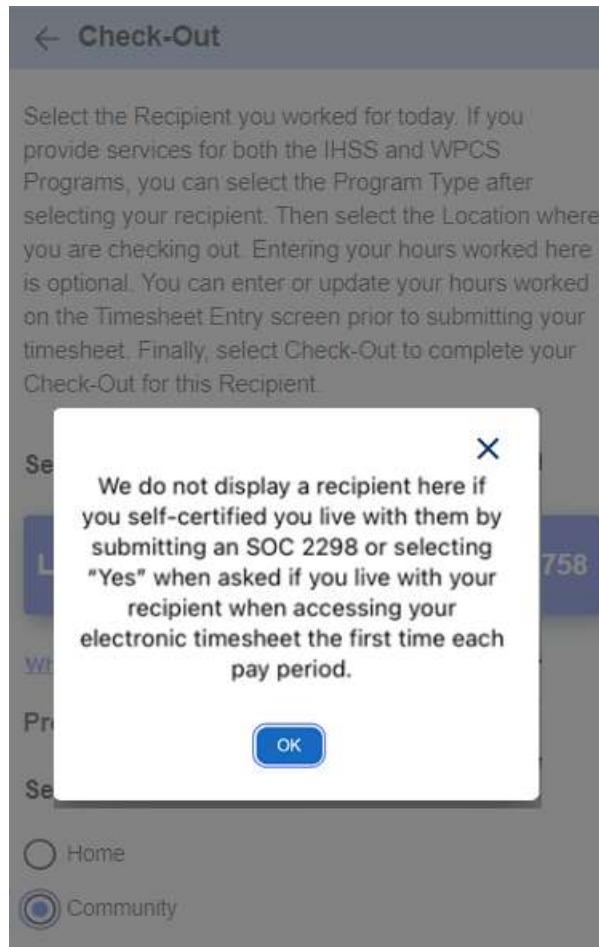


Figure - "Why don't I see my Recipient?" Pop-up (Mobile)

Static Text

The following static text is located on the Check-Out Recipient Selection screen. For translations, see DSD Appendix D - IHSS EVV Location Services.

Text
Check-Out
Select the Recipient you worked for today. If you provide services for both the IHSS and WPCS Programs, you can select the Program Type after selecting your recipient. Then select the Location where you are checking out. Entering your hours worked here is optional. You can enter or update your hours worked on the Timesheet Entry screen prior to submitting your timesheet. Finally, select Check-Out to complete your Check-Out for this Recipient.
Why don't I see my recipient?
Hours Worked
Hours
Minutes
Select Location:
Home
Community
<i>(Static text displayed when a Recipient is enrolled in both IHSS and WPCS programs.)</i>
Select a Program Type:
<i>(Static text displayed when a Recipient is enrolled in only one program)</i>
Program Type:

Actions/Functions

The following actions/functions are specific to the Check-Out Recipient Selection screen:

Action	Function	Label Translated
Why don't I see my Recipient?	The "Why don't I see my Recipient?" link displays the "Why don't I see my Recipient?" Pop-up	Yes
Check-Out	This button takes the user to Check-Out Confirmation Pop-up.	Yes
Cancel	Clicking on cancel will take back to home screen	Yes
"Why don't I see my Recipient?" Pop-up		
OK	The OK button navigates the user from the "Why don't I see my Recipient?" Pop-up back to the Check-Out Recipient Selection Screen.	Yes

Data Elements

The following data elements are associated with the Check-Out Recipient Selection screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Select Recipient:	It will display the list of recipients eligible for check-out.	String	Yes	N/A	No	Yes
Program Type:	It will display list of program types	String	Yes	N/A	No	Yes
Select Location:	It will allow to choose the location from Home or Community.	String	Yes	N/A	No	Yes
Hours Worked	It will allow the input fields for hours and minutes.	String	Yes	N/A	Yes	Yes

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Check-Out Confirmation Screen

The screenshot shows a desktop application window titled "CI". Inside, a message box displays the text "CI-823131 - DSD SC IHSS ESP EVV Check-Out Confirmation Screen" and the status "IMPLEMENTED". Below this, a main panel contains the instruction "Check-out for the Recipient below." A large, empty rectangular area is intended for displaying recipient information. At the bottom of the panel are two buttons: "Check-Out Another Recipient" and "Back to Home".

Figure - Check-Out Confirmation - Desktop

Check-Out Confirmation

 You have successfully checked out for the Recipient below.

LARRY DUNN

Recipient ID: 0783758

Program: IHSS

Hours Worked: 00(H) 00(M)

Location: Community

[Check-Out Another Recipient](#)

[Back to Home](#)

Figure - Check-Out Confirmation - Handheld

Actions/Functions

The following actions/functions are specific to the IHSS EVV Check-Out Confirmation Screen:

Action	Function	Label Translated
Check-Out Another Recipient	The Check-Out Another Recipient button navigates the user to the IHSS EVV Check-Out Recipient Selection Screen.	Yes
Back to Home	The Back to Home button navigates the user to the IHSS EVV Home Screen.	Yes

Data Elements

The following data elements are specific to the IHSS EVV Check-Out Confirmation Screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Recipient Name	Static Text displaying Recipient Name based off the selection made on the IHSS EVV Check-Out Recipient Selection Screen.	String	No	No	No	Yes
Recipient ID	Static Text displaying Recipient ID based off the selection made on the IHSS EVV Check-Out Recipient Selection Screen.	String	No	No	No	Yes
Program	Static Text displaying Program Type based off the selection made on the IHSS EVV Check-Out Recipient Selection Screen.	String	No	No	No	Yes
Hours Worked	Static Text displaying the Hours and Minutes based off the entries made on the IHSS EVV Check-Out Recipient Selection Screen.	String	No	No	No	Yes
Location	Static Text displaying Location based off the selection made on the IHSS EVV Check-Out Recipient Selection Screen.	String	No	No	No	Yes

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Check-Out Confirmation Pop-up

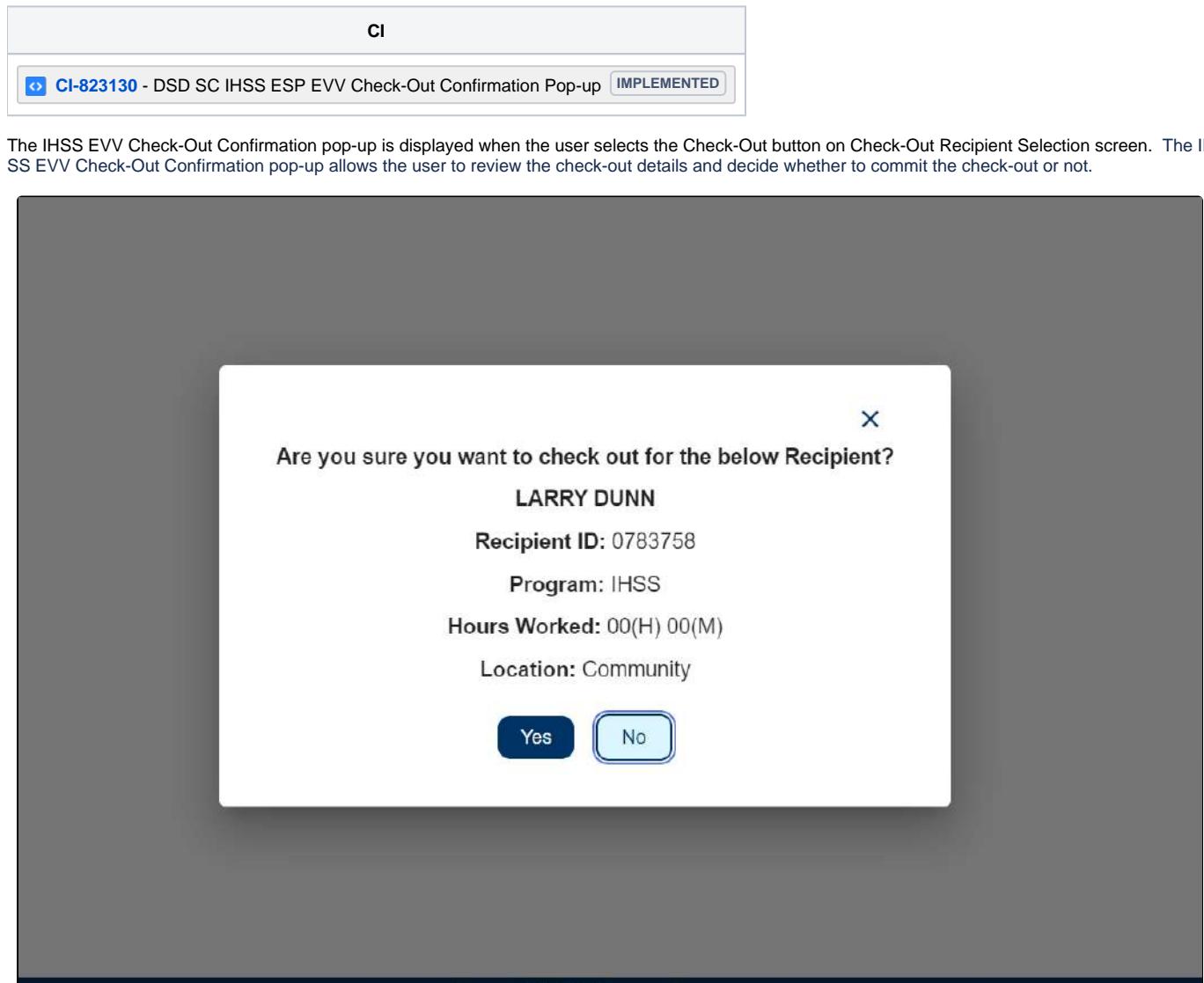


Figure - Check-Out Confirmation Pop-up - Desktop

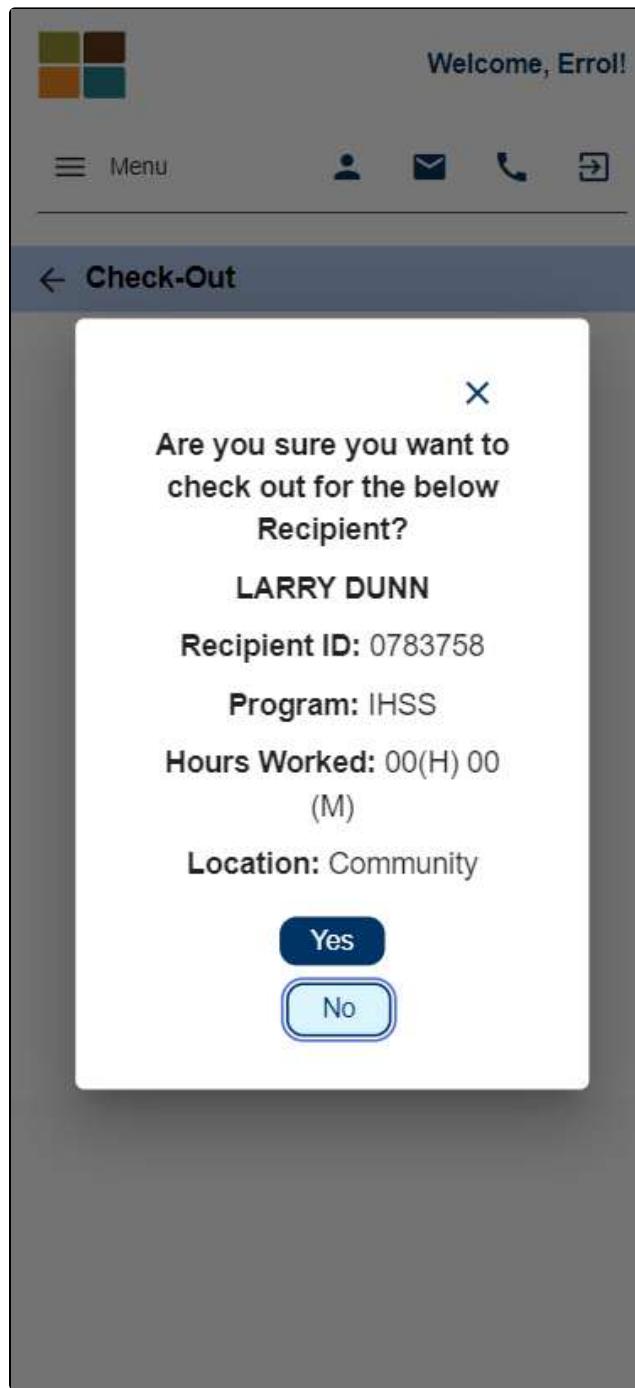


Figure - Check-Out Confirmation Pop-up - Handheld

Static Text

The following static text is located on the IHSS EVV Check-Out Confirmation Pop-up. For translations see DSD Appendix D - IHSS EVV Location Services.

Text

Are you sure you want to check out for the below Recipient?

Actions/Functions

The following actions/functions are specific to the IHSS EVV Check-Out Confirmation Pop-up:

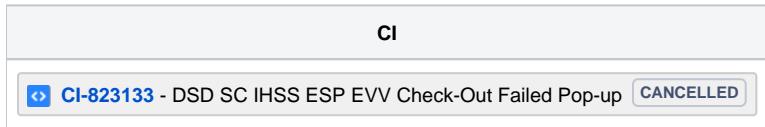
Action	Function	Label Translated
Yes	The Yes button navigates the user from the IHSS EVV Check-Out Pop-up to the IHSS EVV Check-Out Confirmation Screen.	Yes
No	The No button navigates the user from the IHSS EVV Check-Out Confirmation Pop-up back to the IHSS EVV Check-Out Recipient Selection Screen.	Yes

Data Elements

The following data elements are specific to the IHSS EVV Check-Out Confirmation Pop-up:

Check-in Confirmation Pop-up						
Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Recipient Name	Static Text displaying Recipient Name based off the selection made on the IHSS EVV Check-Out Recipient Selection Screen.	String (First Name Last Name)	No	No	No	Yes
Recipient ID	Static Text displaying Recipient ID based on the selection made on the IHSS EVV Check-Out Recipient Selection Screen.	String	No	No	No	Yes
Program	Static Text displaying Program Type based off the selection made on the IHSS EVV Check-Out Recipient Selection Screen or the default program if there is only a single program for the Recipient.	String	No	No	No	Yes
Hours Worked	Static Text displaying the Hours and Minutes based off the entries made on the IHSS EVV Check-Out Recipient Selection Screen.	String	No	No	No	Yes
Location	Static Text displaying Location based on the selection made on the IHSS EVV Check-Out Recipient Selection Screen.	String	No	No	No	Yes

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Check-Out Failed Pop-up



Cancelled by ASR Sprint 32 Team 5.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Verify Cell Phone Number



The Verify Cell Phone Number popup is available from the link on the My Preferences screen and allows the user to verify the cell phone number if the user chooses to receive notifications via Text Messages or Both Text Messages and Email. In order to verify the cell phone number, the user will be receive a verification code that needs to be entered correctly to complete a successful cell phone number verification.

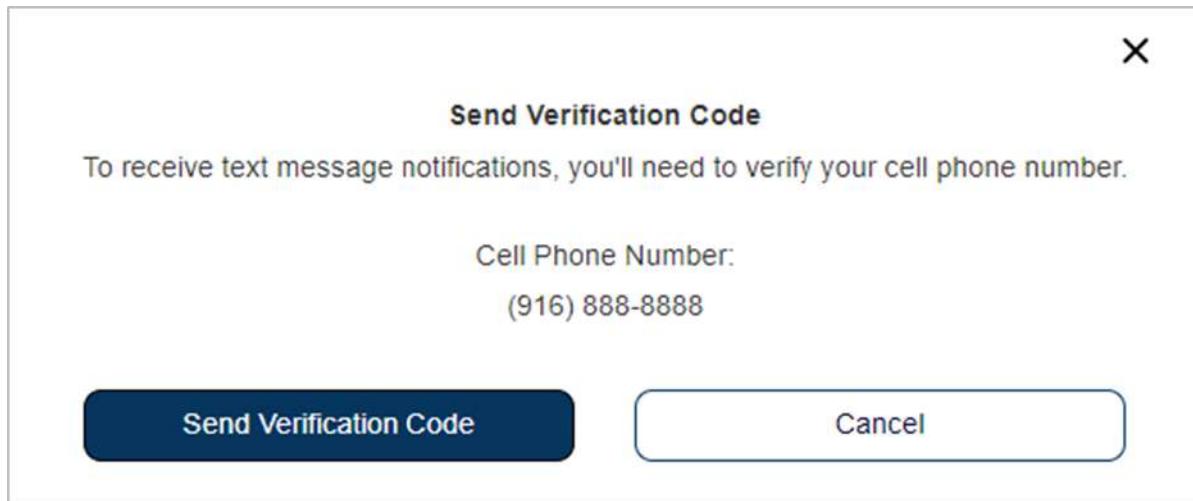


Figure - Step1- Send Verification Code

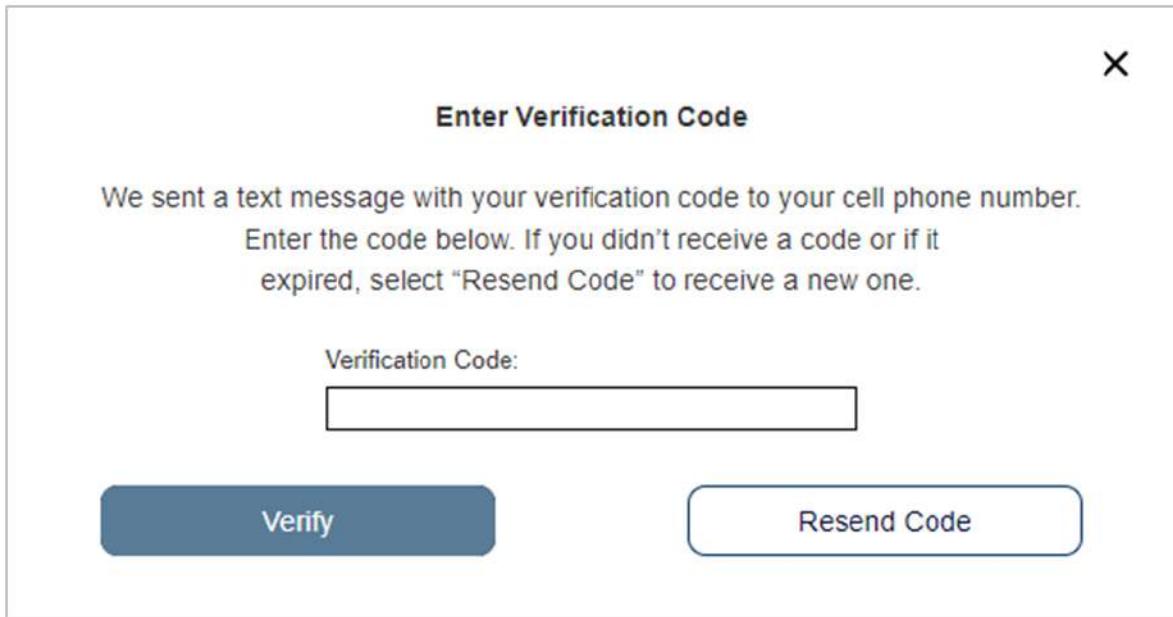


Figure - Step2- Enter Verification Code

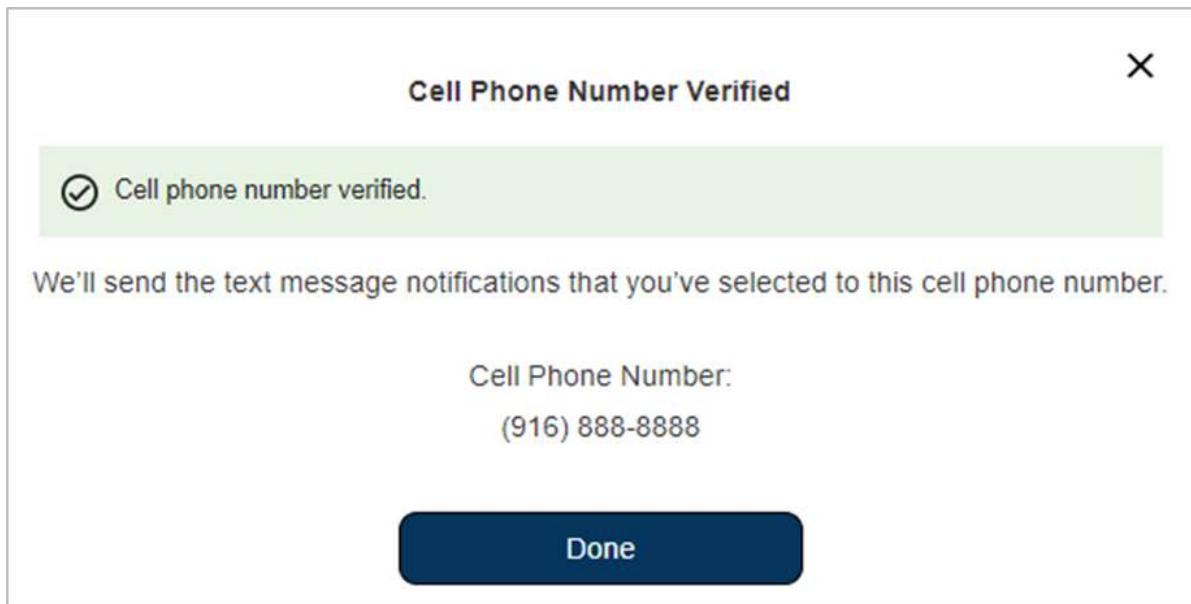


Figure - Step3 - Cell Phone Number Verified

Static Text

The following texts are associated with the Verify Cell Phone Number pop-up. For translations see DSD Appendix D - My Preferences.

Text
Send Verification Code
To receive text message notifications, you'll need to verify your cell phone number.
Cell Phone Number:
Cancel
Enter Verification Code
We sent a text message with your verification code to your cell phone number. Enter the code below. If you didn't receive a code or if it expired, select "Resend Code" to receive a new one.
Verification Code:
Resend Code
Verify
Verification code resent.
Invalid verification code, please enter a valid verification code.
Enter a valid verification code
Verification code expired, please select "Resend Code" to receive a new one.
Verification code expired
The verification code is blocked since you've entered an incorrect verification code more than 5 times. Please select "Resend Code" to receive a new one.
Verification code blocked
Cell Phone Number Verified
Done

We'll send the text message notifications that you've selected to this cell phone number.

Actions/Functions

The following actions are associated with the Verify Cell Phone Number pop-up:

Hyperlink	Function
Hyperlink	Function
Send Verification Code	This button, when selected, will send a 6-digit verification code to the user's cell phone. And displays a data entry field to enter the 'Verification Code' and two buttons 'Verify' and 'Resend Code'.
Cancel	This button, when selected, will close this pop-up and return the user to My Preferences screen.
Verify	This button when selected after the verification code is entered correctly, displays text 'Cell phone number verified'.
Resend Code	This button resends a 6-digit verification code to the user's cell phone and displays a text 'Verification Code resent.'
Done	This button takes the user back to My Preferences screen.

Data Elements

The following data elements are specific to the Verify Cell Phone Number pop-up:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Verification Code	A data entry field where the user enters the 6-digit code to verify the user's cell phone number	Data Entry	Yes	N/A	N/A

Structure

Structure Item	Applied to this Screen	Link
N/A	N/A	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Share of Cost Hours Details

CI

[CI-823264 - DSD SC Share of Cost Hours Details \(ESP\)](#) IMPLEMENTED

This screen is accessed from the Recipient Menu and allows a user to search for their Share of Cost details for an entered service month. When a valid date is entered and the date corresponds to a service month with share of cost details, the details will display in a collapsible cluster at the bottom of the screen.

Share of Cost Hours Details

Enter first day of the service month:

Date*

MM/DD/YYYY

Figure - Share of Cost Hours Details - Desktop

Share of Cost Hours Details

Enter first day of the service month:

Date*

MM/DD/YYYY

Figure - Share of Cost Hours Details - Mobile

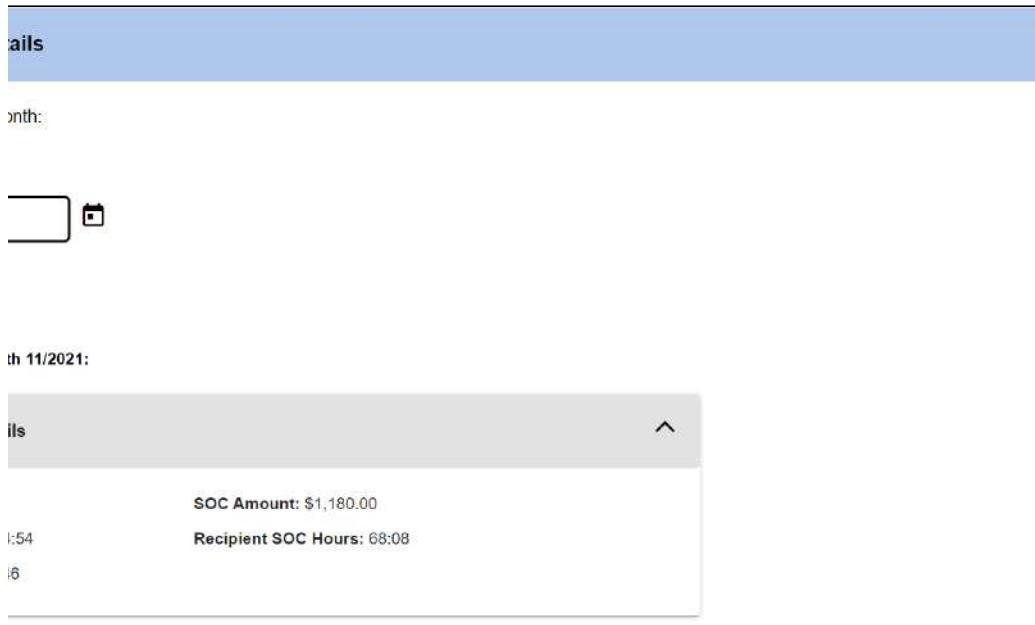


Figure - Share of Cost Hours Details - Search Returned - Desktop

Share of Cost Hours Details

Enter first day of the service month:

Date*

□

Search

Search results for service month 11/2021:

Share of Cost Hours Details	
^	
Service Month: 11/2021	
SOC Amount: \$1,180.00	
IHSS Authorized Hours: 254:54	
Recipient SOC Hours: 68:08	
IHSS Available Hours: 186:46	

Figure - Share of Cost Hours Details - Search Returned - Mobile

Static Text

The following static text is associated with the Share of Cost Details screen. See DSD Appendix D for translations.

Static Text
Enter first day of the service month:

Actions/Functions

The following actions are associated with the Share of Cost Details screen:

Action	Function	Label Translated
Search	Performs a search for service month with Recipient share of cost hours based on search criteria. The system allows the user to enter any date for the search and it returns results for the given month if applicable. Note: Search is not enabled until a valid date is entered in the field.	Yes

Data Elements

The following data elements are specific to the Share of Cost Details screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Date	A date field that allows a user to search for share of cost details of a previous month. Field includes a date picker.	String	Yes	N/A	Yes	Yes
Search Results - A collapsible cluster that only displays for service months where share of cost details exists						
Service Month	The service month in which the Recipient has share of cost hours.	Date (MM/YYYY)	No	N/A	No	Yes
IHSS Authorized Hours	The Recipient's authorized purchase hours for the service month.	String (HH:MM)	No	N/A	No	Yes
IHSS Available Hours	The available hours, after adjusting for the Recipient's share of cost, the Provider will be paid by the state.	String (HH:MM)	No	N/A	No	Yes
SOC Amount	The dollar amount corresponding to the Recipient's share of cost for the service month.	String (\$0.00)	No	N/A	No	Yes
Recipient SOC Hours	The Recipient's share of cost hours for the provided service month.	String (HH:MM)	No	N/A	No	Yes

Additional Information

No fields on the Recipient Menu screen are designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient	Recipient Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Add Training Time Claim

CI

CI-823309 - DSD SC Add Training Time Claim **IMPLEMENTED**

All training courses completed must be from the [IHSS Career Pathways Course Catalog](#). To enter your training time claim, select the pay period selected.

This screen is accessed when a Provider user clicks the Next button on the Career Pathways Claim Type screen. On the Add Training Time Claim screen the user will be able to enter training information related to the specific Recipient selected on the Career Pathways Claim Type screen.

On the Add Training Time Claim screen, the user must first select a pay period from the drop down menu (pay periods in which the Provider is eligible to log training time). Once the pay period is selected, the Training Time Claims section of the screen appears in which there is a default blank training row in the Training Time Claims group box. Each row is entitled Training Time <#>. As rows are entered the number of the row increases. The user has the option to enter more training information by selecting the Add New link. Selecting the Add New link adds a new blank training claim row that follows the next number in the row sequence. There is no limit to the number of rows a provider can submit on a single claim.

If there is data missing in any row and the user selects the Submit Claim button, the system will display the standard required field message for any data element that is missing data. Once all training information data is entered and no messages are returned, the Submit Claim button is enabled. By selecting the Submit Claim button, the user is taken to the Electronic Signature screen for the training time claim. If the user selects the Cancel button, the training time claim entry is deleted and the user is navigated back to the Career Pathways Claim Type screen.

The portal will maintain the integrity of the class information entered on the training time claim. If a Provider clicks the Cancel button on the Electronic Signature screen, when ESP navigates back to the Add Training Time Claim screen, the Provider can still view the training class information previously entered.

All training courses completed must be from the [IHSS Career Pathways Course Catalog](#). To enter your training time claim, select the pay period selected.

Figure - Add Training Time Claim - Pay Period Only (Desktop View)

← Add Training Time Claim

All training must be completed prior to submitting your training time claim and all training courses completed must be from the [IHSS Career Pathways Course Catalog](#). To enter your training time, please select a pay period. The training date(s) entered must be within the pay period selected.

Pay Period

Figure - Add Training Time Claim - Pay Period Only (Mobile View)

be from the [HSS Career Pathways Course Catalog](#). To enter your training time, please select a pay period. The training date(s) entered must be within

You would like to submit on this claim. To enter more than one training date, click the Add New link. Complete each row prior to adding a new one. Use the

The screenshot shows a web-based form for adding a training time claim. At the top, there is a message about selecting a pay period and entering training dates. Below this, a section for entering training details is shown, including fields for Name*, Training Date*, Hours, and Minutes. The Training Date field includes a calendar icon. At the bottom of the form are two buttons: 'Submit Claim' (in blue) and 'Cancel'.

Figure - Add Training Time Claim - Full Training Time Claim Detail (Desktop View)

← Add Training Time Claim

All training must be completed prior to submitting your training time claim and all training courses completed must be from the [IHSS Career Pathways Course Catalog](#). To enter your training time, please select a pay period. The training date(s) entered must be within the pay period selected.

Pay Period

Feb 1, 2022 - Feb 15, 2022 ▾

Enter the Career Pathway, Class Number, Class Name, Training Date and Time that corresponds to the classes you would like to submit on this claim. To enter more than one training date, click the Add New link. Complete each row prior to adding a new one. Use the Delete link to remove a row from the claim. Click the Submit Claim button when you are ready to finalize the claim.

Training Time Claim ^

Training Time 1

Career Pathway*

▼

Class Number*

Class Name*

Training Date*

MM/DD/YYYY

Hours

HH

Minutes

MM

[+ Add New](#)

Submit Claim

Cancel

Figure - Add Training Time Claim - Full Training Time Claim Detail (Mobile View)

Static Text

The following static text is associated with the Add Training Time Claim screen. For translations see DSD Appendix D - Career Pathways.

Text
All training must be completed prior to submitting your training time claim and all training courses completed must be from the IHSS Career Pathways Course Catalog .
Enter the Career Pathway, Class Number, Class Name, Training Date and Time that corresponds to the classes you would like to submit on this claim. To enter more than one training date, click the Add New link. Complete each row prior to adding a new one. Use the Delete link to remove a row from the claim. Click the Submit Claim button when you are ready to finalize the claim.
Training Time Claim
Training Time <#>

Actions/Functions

The following actions are associated with the Add Training Time Claim screen:

Action	Function	Label Translated
	The arrow available by the screen name will return the user to the Career Pathways screen.	No
Add New	When selected, this link will add a new blank training claim row that follows the next number in the row sequence. A user cannot add more than one new training claim row at a time. There is no limit to the number of rows that can be submitted on a single claim. Note: If the user selects the Add New and any data element is missing in the previous row, the system will not add the new row. Rather, the system will display the standard required field message for any data element that is missing data.	Yes
Delete	The Delete link will display once the user selects to add an additional row to the training time claim (Add New link). When selected, this allows the provider to delete any row(s) they have added as part of the claim. Selecting the Delete link will remove the associated row from the screen.	Yes
Submit Claim	When selected, this button navigates the user to the Electronic Signature screen for the training time claim. This button is enabled when there all training field information is entered. Note: If there is training data missing, this button will remain disabled and the system will display the standard required field message for any data element that is missing.	Yes
Cancel	When selected, this button cancels the training time claim entry (any data entered at the time the user selects the Cancel button will be lost) and the user is navigated back to the Career Pathways Claim Type screen. Note: When the Provider clicks the Cancel button on the Electronic Signature screen and ESP navigates them back to the Add Training Time Claim screen, the screen will still display the training class information entered on the claim.	Yes

Data Elements

The following data elements are associated with the Add Training Time Claim screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
<Recipient Name>	Recipient Name selected on the Career Pathways Claim Type screen	String (First Name) (Last Name)	No	No	No	No
Pay Period	Field for user to select the pay period related to the time the training occurred Note: Displays all pay periods in which the Provider is eligible with the most recent pay period on top	Drop Down	Yes	No	Yes	Yes
Career Pathways	Field for user to select the training type Trainings Options: Adult Education, General Health/Safety, Cognitive Impairments Behavioral Health, Complex Physical Care Needs, Transition to Home /Community Living	Drop Down	Yes	No	Yes	Yes
Class Number	Field for user to enter class number Note: 8 alphanumeric character maximum	String	Yes	No	Yes	Yes
Class Name	Field for user to enter the class name Note: 100 alphanumeric character maximum	String	Yes	No	Yes	Yes
Training Date	Field for the user to enter the date the training occurred for the current claim Note: Date field can be entered in the date MM/DD/YYYY format or the use of the calendar icon (picker). The date picker will not allow provider to select a date outside of the pay period selected.	Date (MM/DD/YYYY)	Yes	No	Yes	Yes
Hours	Field for user to enter the total hours of training for that specific date	Integer (HH)	Yes	00	Yes	Yes
Minutes	Field for user to enter the total minutes of training for that specific date	Integer (MM)	Yes	00	Yes	Yes

Additional Information

No fields on the Add Training Time Claim screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Electronic Signature (Training Time Claim)

This screenshot shows a modal window titled 'CI' (Claim) for a 'Training Time Claim'. At the top, there is a message: 'CI-823311 - DSD SC Career Pathways Electronic Signature' followed by a button labeled 'IMPLEMENTED'. Below this, a note states: 'This screen is accessed when a Provider user selects the Submit Claim button on the Add Training Time Claim screen and no edit messages are returned. This screen is used to capture the Provider's electronic signature.' The main body of the window contains a statement: 'Training Time Claim may be prosecuted under Federal and State laws and if convicted of fraud, I may also be subject to civil penalties. By signing as provider, I declare that the training time claimed on this Training Time Claim is true and correct. Once you sign this claim it will be submitted for review and you will not be able to make changes.' At the bottom, there are two buttons: 'Sign and Submit' and 'Cancel'.

Figure - Career Pathways Electronic Signature (Desktop View)

This screenshot shows a modal window titled 'Electronic Signature' for a 'Training Time Claim'. The title bar says 'Electronic Signature'. The main content area has a heading 'Please electronically sign your Training Time Claim'. Below this is a statement: 'I understand and agree that any false claim relating to this Training Time Claim may be prosecuted under Federal and State laws and if convicted of fraud, I may also be subject to civil penalties. By signing as the provider, I declare that the training time claimed on this Training Time Claim is true and correct. Once you sign this claim it will be submitted for review and you will not be able to make changes.' At the bottom, there is a checkbox followed by the text 'I, [redacted], agree to the statement above.' Below the checkbox is a 'Sign and Submit' button and a 'Cancel' button.

Figure - Career Pathways Electronic Signature (Mobile View)

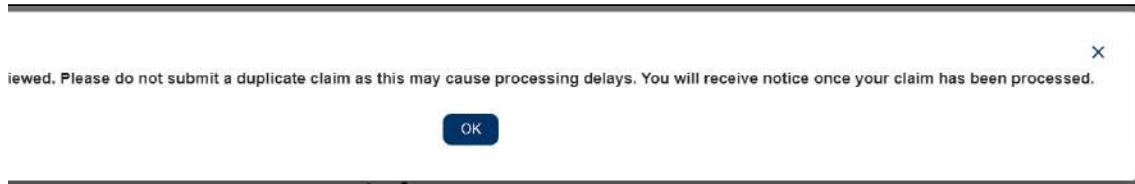


Figure - Career Pathways Electronic Signature Pop-up (Desktop View)

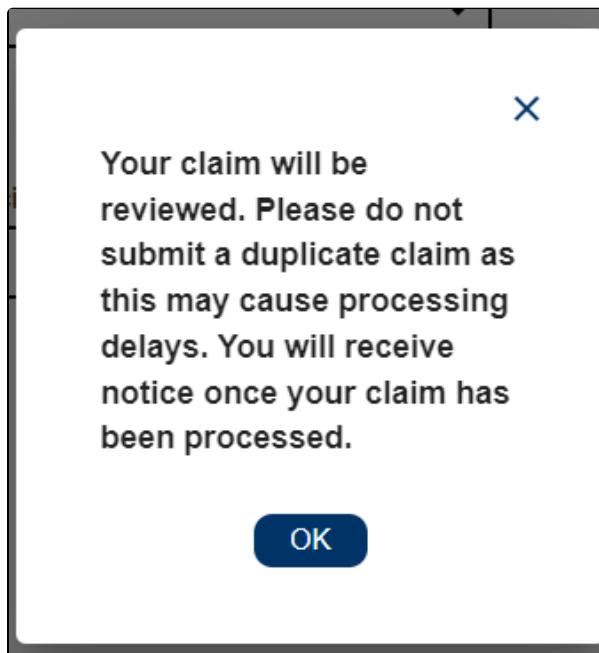


Figure - Career Pathways Electronic Signature Pop-up (Mobile View)

Static Text

The following static text is associated with the Career Pathways Electronic Signature screen. For translations see DSD Appendix D - Career Pathways.

Text
<p>Please electronically sign your Training Time Claim</p> <p>I understand and agree that any false claim relating to this Training Time Claim may be prosecuted under Federal and State laws and if convicted of fraud, I may also be subject to civil penalties. By signing as the provider, I declare that the training time claimed on this Training Time Claim is true and correct.</p> <p>Once you sign this claim it will be submitted for review and you will not be able to make changes.</p>

Actions/Functions

The following actions are associated with the Career Pathways Electronic Signature screen:

Action	Function	Label Translated

Sign and Submit	This button captures the Provider's electronic signature and displays a confirmation pop-up with the text "Your training claim will be reviewed." Note: This button is visible and remains disabled until the user selects the sign and submit checkbox.	Yes
Cancel	This button returns the user to the Add Training Time Claim screen.	Yes
OK	This button is present only on the informational pop-up message. Pressing OK dismisses the informational pop-up message and returns the user to the Provider Home screen.	Yes

Data Elements

The following data elements are associated with the Career Pathways Electronic Signature screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
I, <FirstName LastName>, agree to the statement above.	Selection of this checkbox enables the Sign and Submit button.	Checkbox	Yes	Blank	Yes	Yes

Additional Information

No fields on the Career Pathways Electronic Signature screen are designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Career Pathways Claim Type

The screenshot shows a user interface for a claim type selection. At the top, there is a header with the letter 'CI'. Below it, a message box contains the text 'CI-823310 - DSD SC Career Pathways Claim Type' followed by a blue rectangular button labeled 'IMPLEMENTED' with white text.

This screen is accessed when a Provider user selects the Career Pathways link under the Time Entry area on Provider Menu. On this screen, the provider will be able to initiate an online Career Pathways claim by selecting a Career Pathways Claim Type and the Recipient from the coordinating drop down field. The Career Pathways Claim Type drop down field includes the following selection options: Training Time Claim, Training Incentive, One-Month Assignment Incentive, and Six-Month Assignment Incentive. The Recipient field consists of all Recipients in which the Provider has an active assignment.

Once both fields are populated, the Provider will be able to select the Next button which will take the user to the Add Training Time Claim screen. If both the Career Pathways Claim Type and Recipient (name) fields are not populated, the Provider user will receive a message that the field cannot be left blank. The Cancel Request button is enabled at all times while the user is on the screen. If the user clicks the Cancel Request button, the portal navigates the user back to the Provider Home screen. If a Provider does not have an Active, Leave, or Terminated assignment to a Recipient, the screen will not display the Career Pathways Claim Type and Recipient fields. A informational message will be shown for the Provider instead and navigate the user back to the Provider Home screen.

A large screenshot of the Career Pathways Claim Type screen. The top portion is a light blue header bar. Below it is a large, mostly empty white area with a thin gray border. In the bottom-left corner of this area, there are two small buttons: a dark blue one labeled 'Next' and a light blue one labeled 'Cancel Request'. In the top-right corner of the main white area, there is a small, faint watermark-like text that reads 'An asterisk (*) indicates a required field'.

Figure - Career Pathways Claim Type (Desktop View)

Welcome, Fanny!

Menu

Career Pathways Claim Type

An asterisk (*) indicates a required field

To begin, select a Career Pathways claim type and a recipient name.

Career Pathways Claim Type*

Recipient*

Next

Cancel Request

Figure - Career Pathways Claim Type (Mobile View)



Figure - Informational Message (Desktop View)

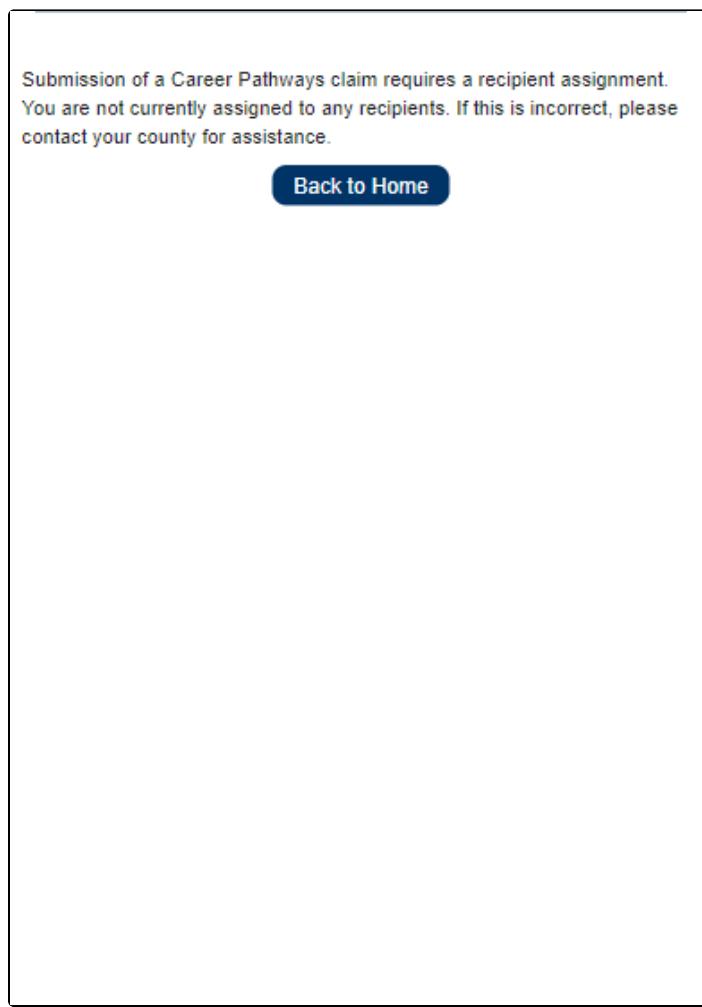


Figure - Informational Message (Mobile View)

Static Text

The following static text is associated with the Career Pathways Claim Type screen. For translations see DSD Appendix D - Career Pathways.

Text
To begin, select a Career Pathways claim type and a recipient name.
Career Pathways Claim Type cannot be blank.*
Recipient cannot be blank.*
Submission of a Career Pathways claim requires a recipient assignment. You are not currently assigned to any recipients. If this is incorrect, please contact your county for assistance.**
An asterisk (*) indicates a required field

*Static text displayed when the Provider did not populate both of the two fields

**Static text displayed when the Provider does not have an Active, Leave, or Terminated assignment to a Recipient

Actions/Functions

The following actions are associated with the Career Pathways Claim Type screen:

Action	Function	Label Translated
Next	This button will navigate the user to the Add Training Time Claim screen.	Yes
Cancel Request	This button will cancel the request and return the user to the Provider Home screen.	Yes
Back to Home	This button will navigate the user back to the Provider Home screen.	Yes

Data Elements

The following data elements are associated with the Career Pathways Claim Type screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Career Pathways Claim Type*	Allows the Provider to select a training type from the drop down menu. There are four (4) training types available for selection: Training Time Claim, Training Incentive, One-Month Assignment Incentive and Six-Month Assignment Incentive.	Drop Down	Yes	No	Yes	Yes
Recipient*	Allows the Provider to select a Recipient from the drop down menu. The Recipient field consists of all Recipients in which the Provider has an active assignment.	Drop Down	Yes	No	Yes	Yes

Additional Information

No fields on the Career Pathways Claim Type screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Incentive Claim Entry

CI	Document Name
CI-823445 - DSD SC Incentive Claim Entry IMPLEMENTED	DSD_SC_Incentive_Claim_Entry.docx

When a user selects an incentive claim type (Training Incentive, One-Month Assignment Incentive, or Six-Month Assignment Incentive), a recipient, and then clicks the Next button on the Career Pathways Claim Type screen, ESP will navigate the user to the Incentive Claim Entry screen. This screen allows a user to select the career pathway type aligned with the claim they would like to submit for payment. The incentive type selected on the Career Pathways Claim Type screen drives the career pathway types that a user can select on the Incentive Claim Entry screen. The list of career pathway selections by incentive type include:

Training: Adult Education, General Health/Safety, Cognitive Impairment Behavioral Health, Complex Physical Care Needs, and Transition to Home/Community Living

One-Month Assignment: Cognitive Impairment Behavioral Health, Complex Physical Care Needs, and Transition to Home/Community Living

Six-Month Assignment: Cognitive Impairment Behavioral Health, Complex Physical Care Needs, and Transition to Home/Community Living

Once the user selects the career pathway needed for the incentive claim, ESP will dynamically display the corresponding electronic signature text on the screen. Selecting the Sign and Submit button submits the claim in ESP and electronically transmits the data on the claim to Case Management for processing by CDSS.

The screenshot shows a desktop view of the Incentive Claim Entry screen. At the top, there is a blue header bar. Below it, a message states: "payment, you must have completed 15 hours of training in the selected Career Pathway. You must complete all training prior to submitting the training incentive and all training in the IHSS Career Pathways Course Catalog." A dropdown menu is visible on the left. In the center, there is a "Cancel Request" button. The bottom of the screen has a standard Windows taskbar.

Figure 1a - Incentive Claim Entry (Training) - No Career Pathway Selected (Desktop View)

The screenshot shows the same desktop view as Figure 1a, but with a career pathway selected. The message at the top now includes "and agree that any false claim to this incentive may be prosecuted under Federal and State laws, and if convicted of fraud, I may also be subject to civil penalties. By signing as the information on this claim is true and correct." Below this, there are two buttons: "Sign and Submit" and "Cancel Request".

Figure 1b - Incentive Claim Entry (Training) - Career Pathway Selected (Desktop View)

Incentive Claim Entry

To qualify for a Training Incentive payment, you must have completed 15 hours of training in the selected Career Pathway. You must complete all training prior to submitting the training incentive and all training courses completed must be from the [IHSS Career Pathways Course Catalog](#).

Career Pathway

▼

[Cancel Request](#)

Figure 2a - Incentive Claim Entry (Training) - No Career Pathway Selected (Mobile View)

Incentive Claim Entry

To qualify for a Training Incentive payment, you must have completed 15 hours of training in the selected Career Pathway. You must complete all training prior to submitting the training incentive and all training courses completed must be from the [IHSS Career Pathways Course Catalog](#).

Career Pathway

Adult Education ▾

Electronic Signature

Please electronically sign and submit your Adult Education claim. Once you submit this claim, it will be submitted for review and you will not be able to make changes.

I, [REDACTED], understand and agree that any false claim to this incentive may be prosecuted under Federal and State laws, and if convicted of fraud, I may also be subject to civil penalties. By signing as the provider, I declare that the information on this claim is true and correct.

Sign and Submit

Cancel Request

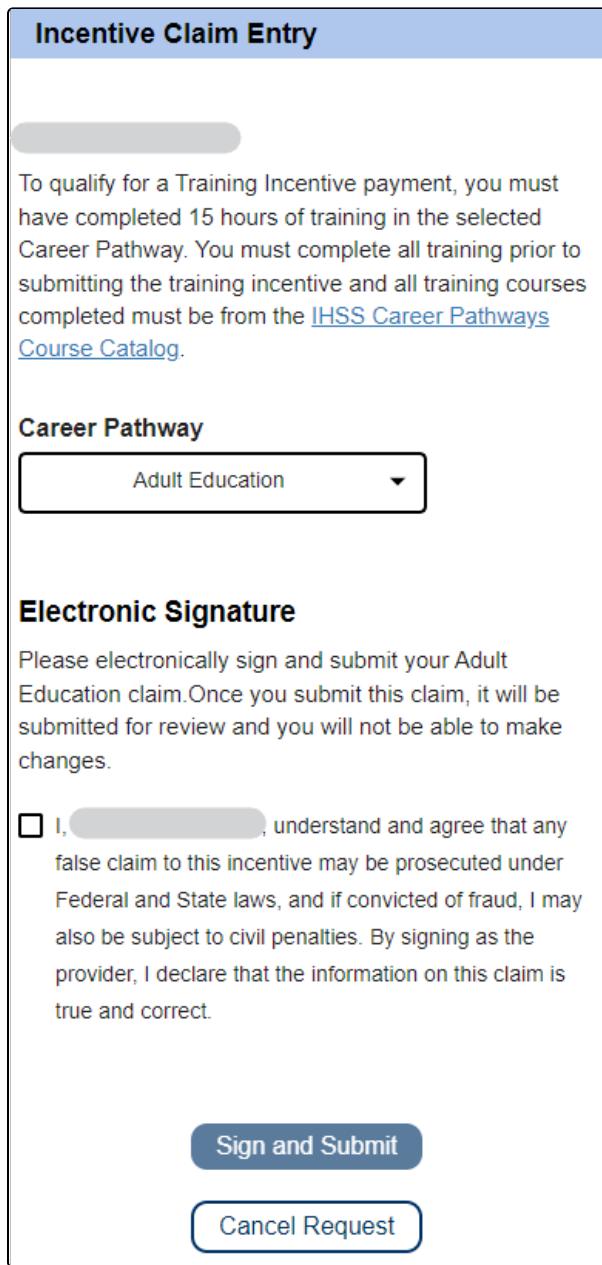


Figure 2b - Incentive Claim Entry (Training) - Career Pathway Selected (Mobile View)

irements prior to submitting your one-month incentive claim:
ing in a specialized Career Pathway, and then
as a need for specialized care a minimum of 40 hours per month for at least one month.

▪

Cancel Request

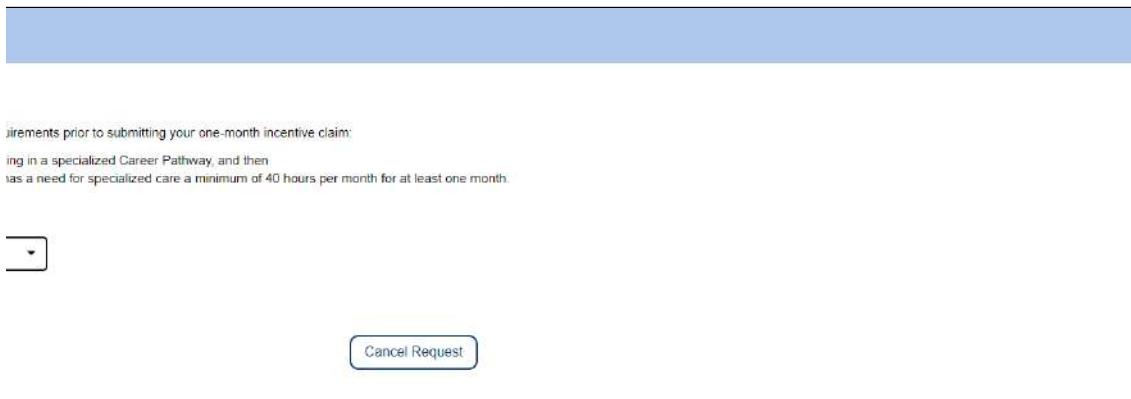


Figure 3a - Incentive Claim Entry (One-Month Assignment) - No Career Pathway Selected (Desktop View)

The screenshot shows a web-based application for submitting an incentive claim. At the top, there is a blue header bar. Below it, a section of the form is visible, containing several input fields and dropdown menus. A prominent red error message is displayed, indicating that the 'Assignment Type' field is required. The message reads: 'Assignment Type is required. Please select an assignment type from the dropdown menu.' Below this message, there is a dropdown menu with the placeholder text 'Select Assignment Type'. Further down the page, there is a section titled 'Eligibility Requirements' with a sub-section for 'Cognitive Impairments Behavioral Health'. This section includes a note about the minimum 40 hours per month requirement and a statement about the submission being final and subject to legal consequences if false. At the bottom right of the form, there are two buttons: 'Sign and Submit' (in a dark blue box) and 'Cancel Request' (in a white box). The rest of the page is mostly blank white space.

Eligibility Requirements prior to submitting your one-month incentive claim:
You must be assigned to a specialized Career Pathway, and then
work a minimum of 40 hours per month for at least one month.

Submit your Cognitive Impairments Behavioral Health claim. Once you submit this claim, it will be submitted for review and you will not be able to make changes.
I understand and agree that any false claim to this incentive may be prosecuted under Federal and State laws, and if convicted of fraud, I may also be subject to civil penalties. By signing as the claimant on this claim is true and correct.

Sign and Submit **Cancel Request**

Figure 3b - Incentive Claim Entry (One-Month Assignment) - Career Pathway Selected (Desktop View)

Incentive Claim Entry

You must meet the following requirements prior to submitting your one-month incentive claim:

- Complete 15 hours of training in a specialized Career Pathway, and then
- Work for a Recipient who has a need for specialized care a minimum of 40 hours per month for at least one month.

Career Pathway

▼

Cancel Request

Figure 4a - Incentive Claim Entry (One-Month Assignment) - No Career Pathway Selected (Mobile View)

Incentive Claim Entry

You must meet the following requirements prior to submitting your one-month incentive claim:

- Complete 15 hours of training in a specialized Career Pathway, and then
- Work for a Recipient who has a need for specialized care a minimum of 40 hours per month for at least one month.

Career Pathway

Cognitive Impairments Behavioral...

Electronic Signature

Please electronically sign and submit your Cognitive Impairments Behavioral Health claim. Once you submit this claim, it will be submitted for review and you will not be able to make changes.

I, [REDACTED], understand and agree that any false claim to this incentive may be prosecuted under Federal and State laws, and if convicted of fraud, I may also be subject to civil penalties. By signing as the provider, I declare that the information on this claim is true and correct.

Sign and Submit

Cancel Request

Figure 4b - Incentive Claim Entry (One-Month Assignment) - Career Pathway Selected (Mobile View)

Requirements prior to submitting your six-month incentive claim:
ing in a specialized Career Pathway, and then
has a need for specialized care a minimum of 40 hours per month for at least 6 months.

Cancel Request

Figure 5a - Incentive Claim Entry (Six-Month Assignment) - No Career Pathway Selected (Desktop View)

The screenshot shows a web-based application for claim entry. At the top, there is a blue header bar. Below it, a large white area contains several paragraphs of text describing requirements for a six-month incentive claim, mentioning specialized care and minimum hours. A dropdown menu is visible on the left side. Further down, there is a section with two buttons: "Sign and Submit" and "Cancel Request".

Figure 5b- Incentive Claim Entry (Six-Month Assignment) - Career Pathway Selected (Desktop View)

Incentive Claim Entry

[Redacted]

You must meet the following requirements prior to submitting your six-month incentive claim:

- Complete 15 hours of training in a specialized Career Pathway, and then
- Work for a Recipient who has a need for specialized care a minimum of 40 hours per month for at least 6 months.

Career Pathway

[Redacted]

Cancel Request

Figure 6a- Incentive Claim Entry (Six-Month Assignment) - No Career Pathway Selected (Mobile View)

Incentive Claim Entry

You must meet the following requirements prior to submitting your six-month incentive claim:

- Complete 15 hours of training in a specialized Career Pathway, and then
- Work for a Recipient who has a need for specialized care a minimum of 40 hours per month for at least 6 months.

Career Pathway

Cognitive Impairments Behavioral...

Electronic Signature

Please electronically sign and submit your Cognitive Impairments Behavioral Health claim. Once you submit this claim, it will be submitted for review and you will not be able to make changes.

I, [REDACTED], understand and agree that any false claim to this incentive may be prosecuted under Federal and State laws, and if convicted of fraud, I may also be subject to civil penalties. By signing as the provider, I declare that the information on this claim is true and correct.

Sign and Submit

Cancel Request

Figure 6b- Incentive Claim Entry (Six-Month Assignment) - Career Pathway Selected (Mobile View)

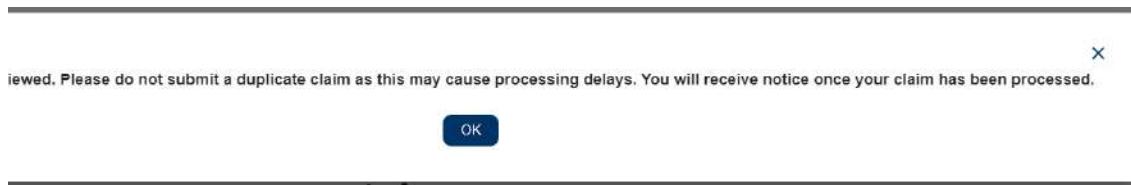


Figure 7 - Incentive Claim Entry Confirmation pop-up (Desktop View)

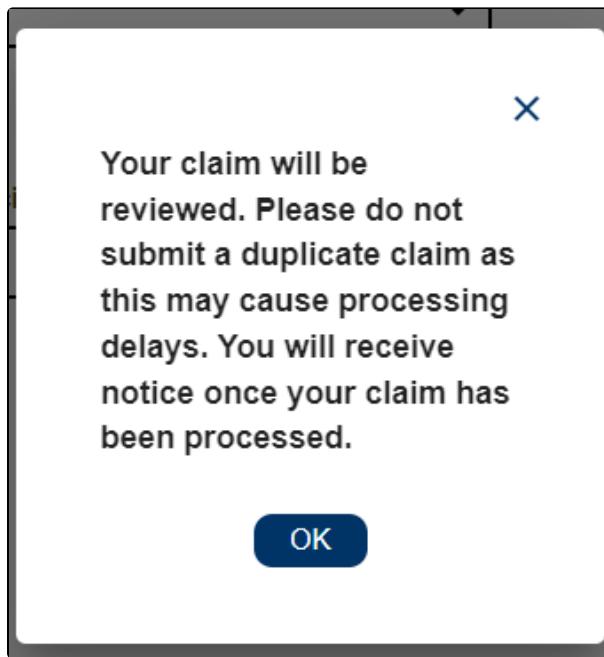


Figure 7 - Incentive Claim Entry Confirmation pop-up (Mobile View)

Static Text

The following static text is associated with the Incentive Claim Entry screen. For translations see DSD Appendix D - Career Pathways .

Text
Training Incentive
To qualify for a Training Incentive payment, you must have completed 15 hours of training in the selected Career Pathway. You must complete all training prior to submitting the training incentive and all training courses completed must be from the IHSS Career Pathways Course Catalog .
One-Month Assignment Incentive
You must meet the following requirements prior to submitting your 1 month incentive claim: 1. Complete 15 hours of training in a specialized Career Pathway, and then 2. Work for a Recipient who has a need for specialized care a minimum of 40 hours per month for at least 1 months.
Six-Month Assignment Incentive
You must meet the following requirements prior to submitting your 6 month incentive claim: 1. Complete 15 hours of training in a specialized Career Pathway, and then 2. Work for a Recipient who has a need for specialized care a minimum of 40 hours per month for at least 6 months.
Electronic Signature
Please electronically sign and submit your <Incentive Type> claim. Once you submit this claim, it will be submitted for review and you will not be able to make changes. I, <Provider First Name Last Name>, understand and agree that any false claim to this incentive may be prosecuted under Federal and State laws, and if convicted of fraud, I may also be subject to civil penalties. By signing as the provider, I declare that the information on this claim is true and correct.

Actions/Functions

The following actions are associated with the Incentive Claim Entry screen:

Action	Function	Label Translated
Sign and Submit	Once the provider has selected the electronic signature checkbox, the Sign and Submit Claim button will become active. Selecting this button will launch the Incentive Claim Entry confirmation pop-up screen.	Yes

Cancel	Selecting this button will navigate the provider back to the Career Pathway Claim Type screen.	Yes
Incentive Claim Entry Confirmation Pop-up		
OK	Selecting this button will close the Incentive Claim Entry confirmation pop-up and return the provider to the Provider Home screen.	Yes

Data Elements

The following data elements are associated with the Incentive Claim Entry screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Career Pathway	<p>User-selectable drop-down list that displays the following career pathway type options based on the incentive claim type:</p> <p><u>Training</u></p> <ul style="list-style-type: none"> • Adult Education • General Health/Safety • Cognitive Impairment Behavioral Health • Complex Physical Care Needs • Transition to Home/Community Living <p><u>One-Month Assignment</u></p> <ul style="list-style-type: none"> • Cognitive Impairment Behavioral Health • Complex Physical Care Needs • Transition to Home/Community Living <p><u>Six-Month Assignment</u></p> <ul style="list-style-type: none"> • Cognitive Impairment Behavioral Health • Complex Physical Care Needs • Transition to Home/Community Living 	Drop-down List	Yes (there is no error message as the submit function is not applicable until a selection is made)	Blank	Yes	Yes
I, <Provider First Name Last Name>, understand and agree...	User-selectable checkbox	Checkbox (Provider name format – First Name Last Name)	Yes	Blank	Yes	Yes

Additional Information

None .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/IHSS ESP Message Center



This screen is accessed when a user selects the Message Center hyperlink on the IHSS ESP Header in desktop view or the Message Center mail icon in mobile view. This screen has two tabs Electronic Forms tab (default tab) and Inbox tab. There will be a notification count dot to the tabs for any unread messages available to the user. The notification count is decremented each time a message is read. If all messages are read, then the notification count /dot is not displayed on tabs. Messages display in the user's preferred language, in the accordion message style with most recently received messages at the top of the list. Messages that were marked as high priority by a CM user display a red exclamation point to the left of the envelope icon. Read messages (only on the inbox tab) will have a Delete/trash can button to the right of the drop-down. When the user selects the 'Delete' button, they are presented with an accessible confirmation pop-up. Once the 3rd party form is downloaded from the Recipient inbox, the Delete/trash can button to the right of the drop-down is disabled.

Unread messages display the high priority indicator if applicable, the mail icon with dark blue fill, and the date and subject of the messages in bolded font.

To read a message, the user expands the message by clicking the message subject or respective down facing carrot. When a message is expanded, the message header is highlighted, down facing carrot changes to upward facing carrot, and the message body displays under the message header. Messages can be collapsed by clicking the message header again or selecting the upward facing carrot.

Once the user reads a message, the fill in the mail icon is removed, message date and subject display in unbolded font and the delete message icon appears. The message date in the message title is the last action date for the form. The high priority indicator remains unchanged. Help Desk users do not cause electronic form messages to be changed to read.

A screenshot of the IHSS ESP Message Center interface, specifically the Recipient Electronic Forms Tab. The page shows a list of 15 items, each represented by a horizontal row with a small icon on the left, followed by the item ID (e.g., 126A), a downward-facing arrow indicating it can be expanded, and a small blue square icon in the bottom right corner. Above the list, there is a navigation bar with "Items per page: 10" and "1 - 10 of 15" along with previous and next page buttons.

Figure – Message Center – Recipient Electronic Forms Tab – Only Show Pending Forms (Desktop View)

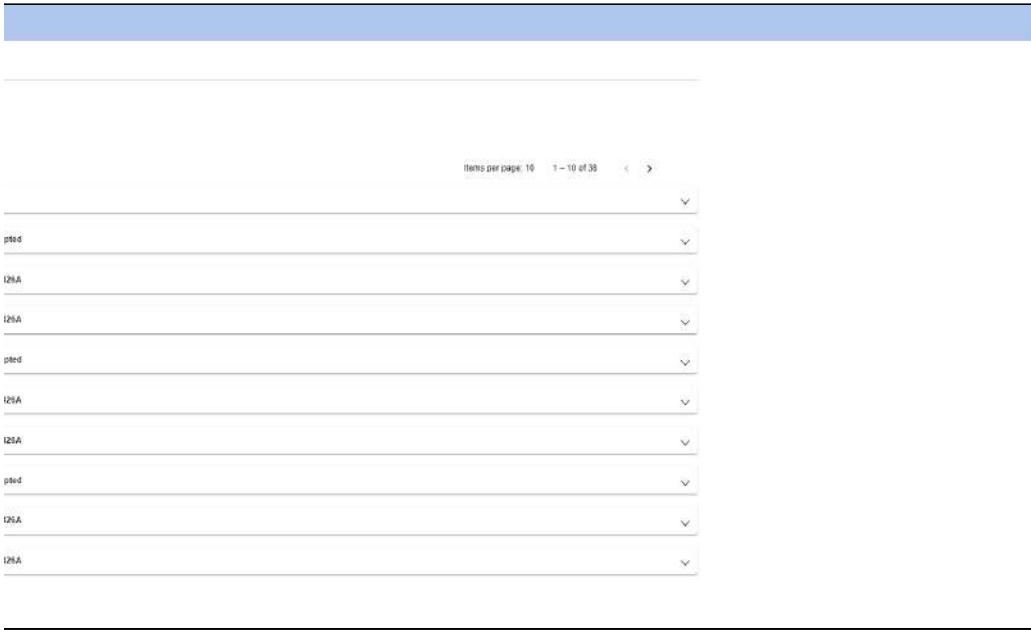


Figure – Message Center – Recipient Electronic Forms Tab – Show Pending and Accepted Forms (Desktop View)

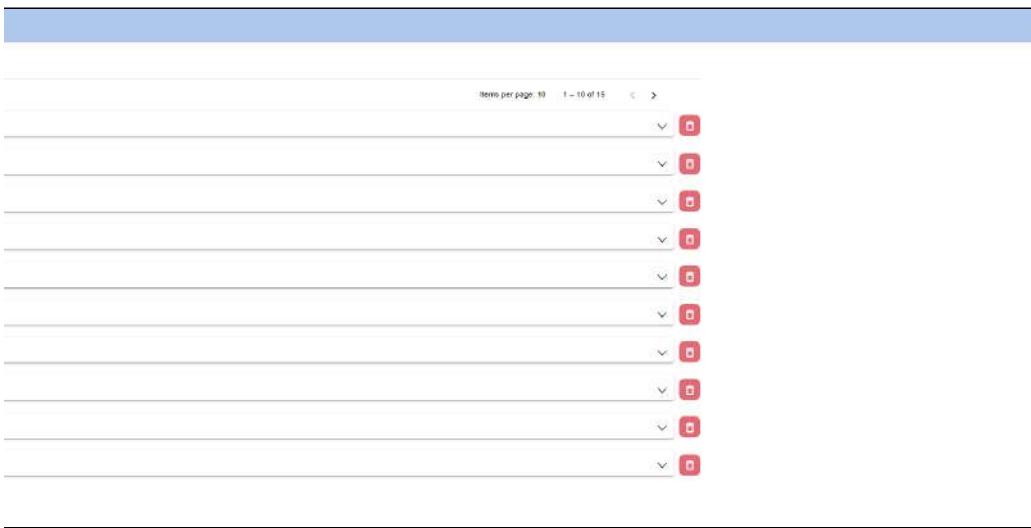


Figure – Message Center – Recipient Inbox Tab (Desktop View)

Message Center

Electronic Forms 22 **Inbox** 18

Select forms to show:

Only show Pending Forms

Show Pending and Accepted Forms

1 – 10 of 15 < >

Items per page: 10

08/30/2023: Electronic Form Completion Request for SOC 864

08/29/2023: Electronic Form Completion Request for SOC 426A

! 08/29/2023: Electronic Form Completion Request for SOC 426A

08/29/2023: Electronic Form Completion Request for SOC 426A

! 08/29/2023: Electronic Form Completion Request for SOC 426A

08/29/2023: Electronic Form Completion Request for SOC 426A

! 08/29/2023: Electronic Form Completion Request for SOC 426A

08/25/2023: Electronic Form Completion Request for SOC 426A

! 08/25/2023: Electronic Form Completion Request for SOC 426A

07/28/2023: Electronic Form Completion Request for SOC 295

Figure – Message Center – Recipient Electronic Forms Tab – Only show Pending Forms (Mobile View)

Message Center

Electronic Forms 22 **Inbox** 18

Select forms to show:

Only show Pending Forms

Show Pending and Accepted Forms

1 – 10 of 38 < >

Items per page: 10

08/30/2023: Electronic Form Completion Request for SOC 864

08/29/2023: Your Electronic Form SOC 426A has been accepted

08/29/2023: Electronic Form Completion Request for SOC 426A

08/29/2023: Electronic Form Completion Request for SOC 426A

08/29/2023: Electronic Form Completion Request for SOC 426A

08/29/2023: Your Electronic Form SOC 426A has been accepted

08/29/2023: Electronic Form Completion Request for SOC 426A

08/29/2023: Electronic Form Completion Request for SOC 426A

08/29/2023: Your Electronic Form SOC 426A has been accepted

08/29/2023: Electronic Form Completion Request for SOC 426A

08/29/2023: Electronic Form Completion Request for SOC 426A

! 08/29/2023: Electronic Form Completion Request for SOC 426A

08/29/2023: Your Electronic Form SOC 426A has been accepted

08/29/2023: Electronic Form Completion Request for SOC 426A

! 08/29/2023: Electronic Form Completion Request for SOC 426A

08/29/2023: Your Electronic Form SOC 426A has been accepted

08/29/2023: Electronic Form Completion Request for SOC 426A

! 08/29/2023: Electronic Form Completion Request for SOC 426A

Figure – Message Center – Recipient Electronic Forms Tab – Show Pending and Accepted Forms (Mobile View)

Message Center

Electronic Forms 7 **Inbox** 10

1 – 10 of 15 < >

Items per page: 10

- !** **✉** 08/11/2023: Reminder to complete and return form SOC 321 ✖
- ✉** 08/11/2023: Reminder to complete and return form SOC 295 ✖
- !** **✉** 08/11/2023: Reminder to complete and return form SOC 321 ✖
- ✉** 08/11/2023: Reminder to complete and return form SOC 295 ✖
- !** **✉** 08/11/2023: Reminder to complete and return form SOC 321 ✖
- ✉** 08/11/2023: Reminder to complete and return form SOC 295 ✖
- !** **✉** 08/11/2023: Reminder to complete and return form SOC 321 ✖
- ✉** 08/11/2023: Reminder to complete and return form SOC 295 ✖
- !** **✉** 08/11/2023: Reminder to complete and return form SOC 321 ✖
- ✉** 07/28/2023: Reminder to complete and return form SOC 873 ✖

Form SOC 873

- ✉** 08/11/2023: Reminder to complete and return form SOC 295 ✖
- !** **✉** 08/11/2023: Reminder to complete and return form SOC 321 ✖
- ✉** 08/11/2023: Reminder to complete and return form SOC 295 ✖
- !** **✉** 08/11/2023: Reminder to complete and return form SOC 321 ✖
- ✉** 08/11/2023: Reminder to complete and return form SOC 295 ✖
- !** **✉** 08/11/2023: Reminder to complete and return form SOC 295 ✖
- ✉** 07/28/2023: Reminder to complete and return form SOC 873 ✖

Figure – Message Center – Recipient Inbox Tab (Mobile View)

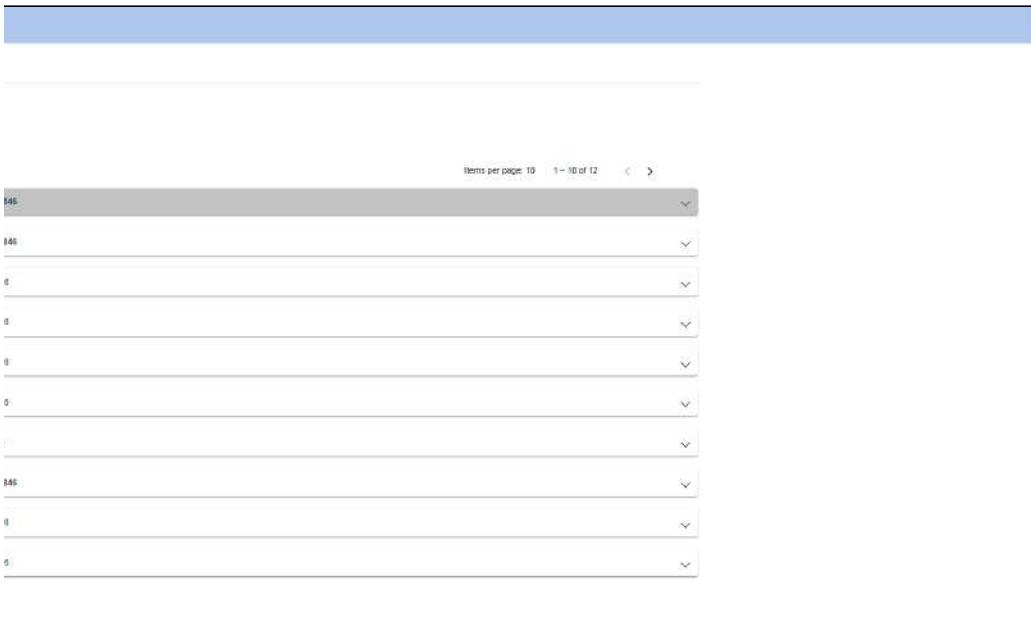


Figure – Message Center – Provider Electronic Forms Tab – Only Show Pending Forms (Desktop View)

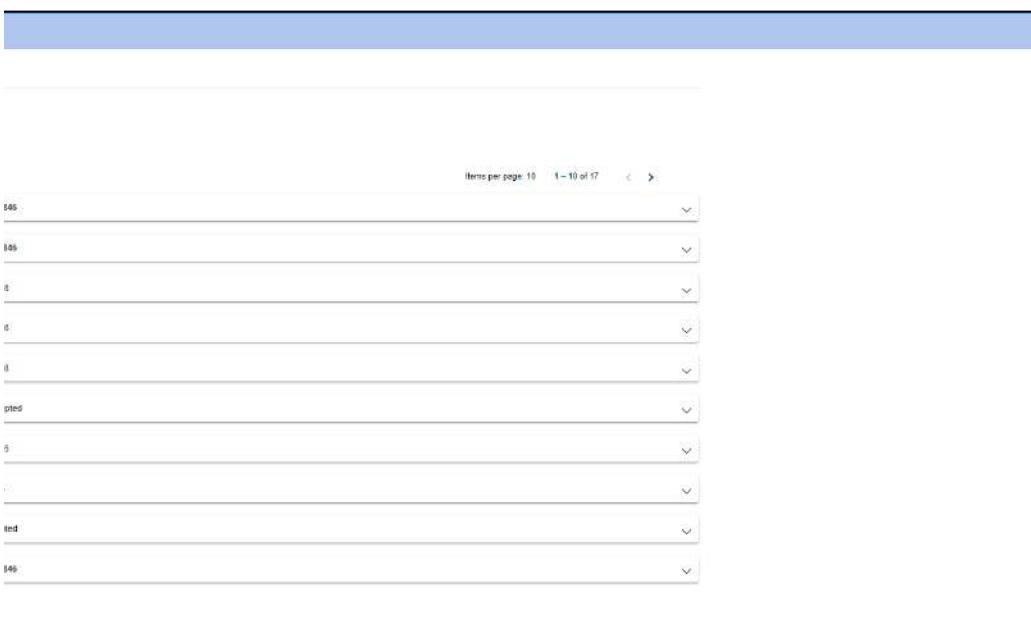


Figure – Message Center – Provider Electronic Forms Tab – Show Pending and accepted Forms (Desktop View)

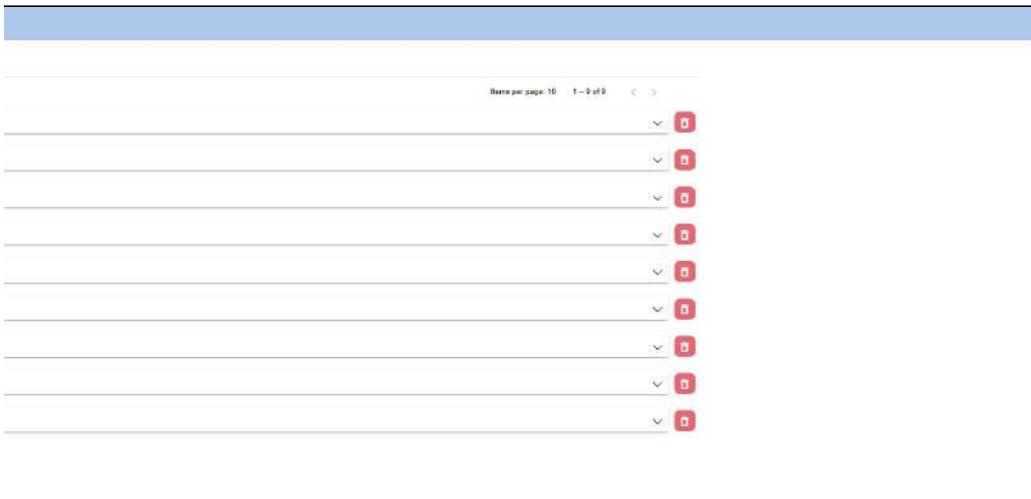


Figure – Message Center – Provider Inbox Tab (Desktop View)

A screenshot of a mobile application window titled "Message Center". The top navigation bar has "Electronic Forms" (with 8 notifications) and "Inbox" (with 9 notifications) tabs. The "Electronic Forms" tab is selected. A sidebar on the left says "Select forms to show:" with two radio button options: "Only show Pending Forms" (selected) and "Show Pending and Accepted Forms". Below this are buttons for "1 – 10 of 12" and "Items per page: 10". The main content area lists electronic form completion requests:

- ! 10/10/2023: Electronic Form Completion Request for SOC 846
- 10/05/2023: Electronic Form Completion Request for SOC 846
- 09/26/2023: Electronic Form Completion Request for SOC 2308
- 09/26/2023: Electronic Form Completion Request for SOC 2308
- 09/26/2023: Electronic Form Completion Request for SOC 2308
- 09/26/2023: Electronic Form Completion Request for SOC 2308

On the right side, there is a vertical list of messages:

- 09/26/2023: Electronic Form Completion Request for SOC 2308
- 09/26/2023: Electronic Form Completion Request for SOC 2308
- 09/26/2023: Electronic Form Completion Request for SOC 2308
- 09/22/2023: Electronic Form Completion Request for SOC 2305
- 09/21/2023: Electronic Form Completion Request for SOC 846
- ! 09/13/2023: Electronic Form Completion Request for SOC 846
- 09/13/2023: Electronic Form Completion Request for SOC 2308
- ! 09/13/2023: Electronic Form Completion Request for SOC 2305

Each message item has a small red square icon and a downward arrow.

Figure – Message Center – Provider Electronic Forms Tab – Only show Pending Forms (Mobile View)

Message Center

Electronic Forms 8 **Inbox** 9

Select forms to show:

Only show Pending Forms

Show Pending and Accepted Forms

1 – 10 of 17 < >

Items per page: 10

! **✉ 10/10/2023: Electronic Form Completion Request for SOC 846**

✉ 10/05/2023: Electronic Form Completion Request for SOC 846

✉ 09/26/2023: Electronic Form Completion Request for SOC 2308

✉ 09/26/2023: Electronic Form Completion Request for SOC 2308

✉ 09/26/2023: Electronic Form Completion Request for SOC 2308

✉ 09/26/2023: Electronic Form Completion Request for SOC 2308

✉ 09/25/2023: Your Electronic Form SOC 2305 has been accepted

✉ 09/22/2023: Electronic Form Completion Request for SOC 2305

✉ 09/21/2023: Electronic Form Completion Request for SOC 846

✉ 09/13/2023: Your Electronic Form SOC 846 has been accepted

! **✉ 09/13/2023: Electronic Form Completion Request for SOC 846**

Figure – Message Center – Provider Electronic Forms Tab – Show Pending and Accepted Forms (Mobile View)

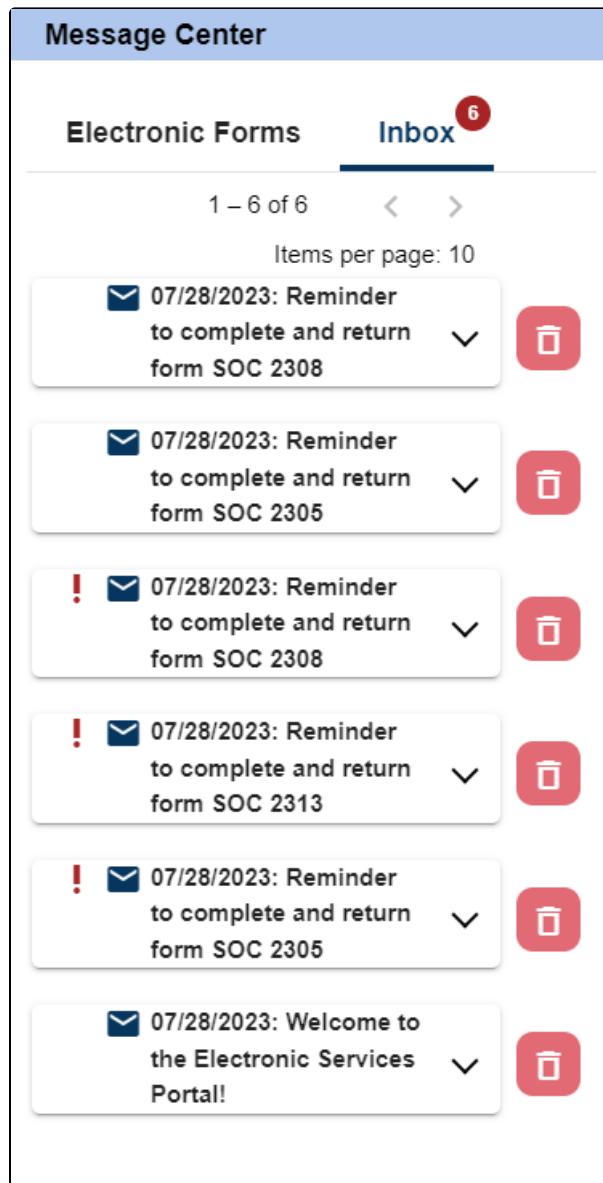


Figure – Message Center – Provider Inbox Tab (Mobile View)

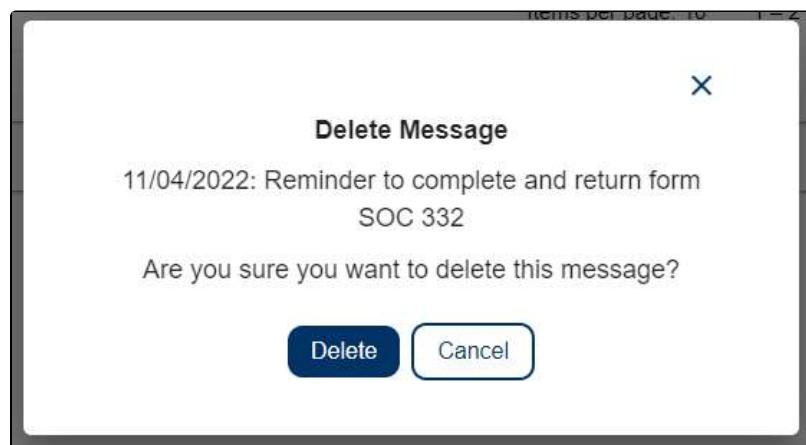


Figure – Message Center – Delete Messages (Desktop View)

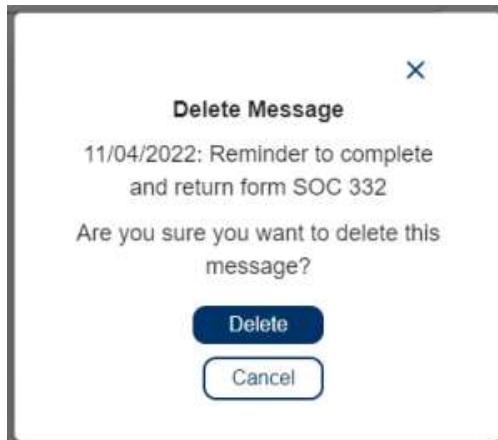


Figure – Message Center – Delete Message (Mobile View)

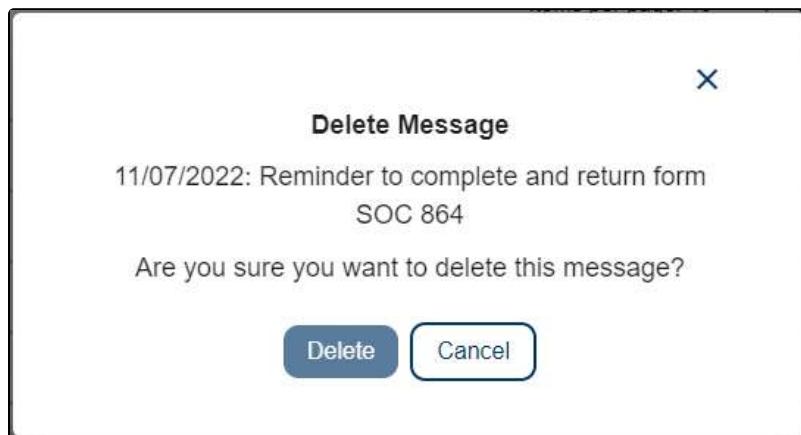


Figure – Message Center – Delete Messages (Help Desk User View)

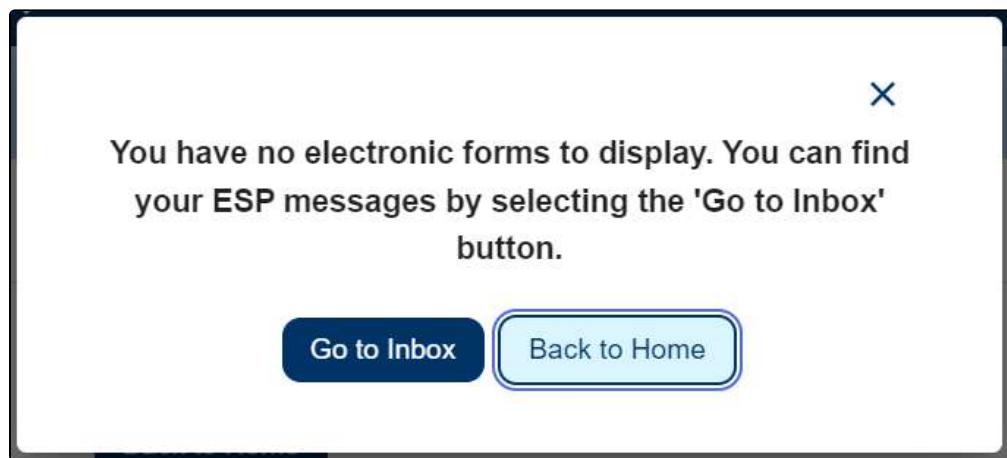


Figure – Message Center – No Electronic Forms (Desktop View)

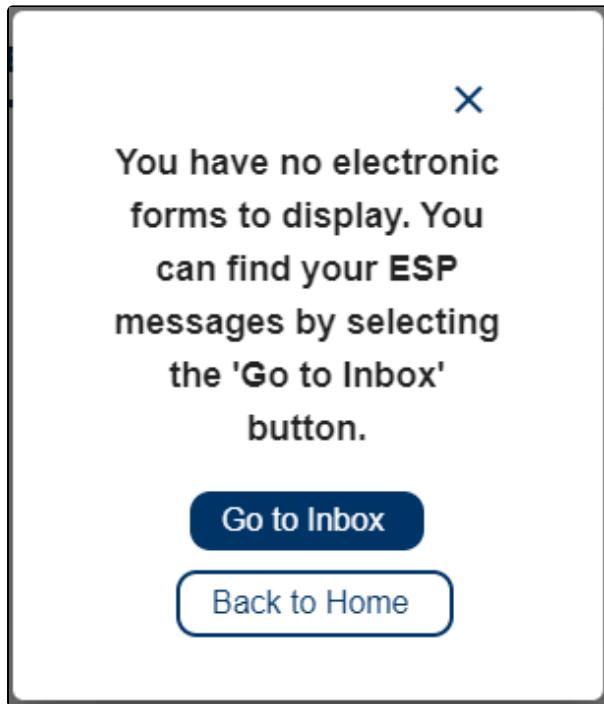


Figure – Message Center – No Electronic Forms (Mobile View)

Static Text

The following static text is associated with the Message Center screen. For all static text translations see DSD Appendix D.

Text	
No electronic forms in Message Center	You have no electronic forms to display.
No messages in Inbox	You have no messages to display.
	Items per page: 10
	<Variable: # - # of #. >
Delete Message Confirmation Pop-Up	<p>Delete Message</p> <p><Variable: Message Date> <Variable: Message Subject></p> <p>Are you sure you want to delete this message?</p>
No Electronic Forms Pop-Up	You have no electronic forms to display. You can find your ESP messages by selecting the 'Go to Inbox' button.

Actions/Functions

The following actions are associated with the Message Center screen:

Action	Function	Label Translated
COMMON (RECIPIENT & PROVIDER)		
Electronic Forms	The Electronic Forms tab contains all the electronic forms sent to the ESP user.	Yes
Inbox	The Inbox tab contains all the messages sent to the user via the Case Management Message Center.	Yes
Back to Home	The Back to Home button returns the user to the Home screen.	Yes

	Allows the user to navigate to the previous page of messages. Note: This button is grayed out if the user is viewing the first page of messages or has 10 or fewer active messages.	N/A
	Allows the user to navigate to the following page of messages. Note: This button is grayed out if the user is viewing the last page of messages or has 10 or fewer active messages.	N/A
	Allows the user to expand the message.	N/A
	Allows the user to collapse the message.	N/A
	This button opens the Delete Message confirmation pop-up.	N/A
[Complete the <var:SOC Full Form Name>.] Link to PDF Form	This hyperlink will allow the user to download the corresponding form sent to them by their county worker to complete and return to their IHSS county office.	Yes
Delete	This button allows the user to confirm they want to delete the selected message, and deletes the message. Note: This button is grayed out when viewed from a Help Desk user account.	Yes
Cancel	This button allows the user to cancel message deletion and closes the pop-up.	Yes
Go to Inbox	This button navigates the user to the Inbox Tab on the Message Center screen.	Yes

Data Elements

The following data elements are specific to the Message Center screen.

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Select forms to show	These radio buttons allow the user to view only pending forms or pending forms and accepted forms.	Radio Buttons	No	Only show Pending Forms	Yes	Yes

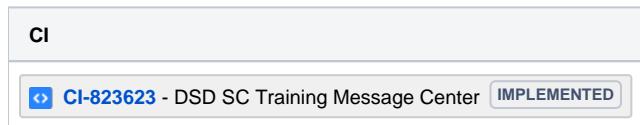
Additional Information

No fields on the Message Center screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient or Provider	Recipient Menu Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Training Message Center



This screen is accessed when a user selects the [Additional Information About Message Center](#) hyperlink on the Training screen or the [Message Center Training screen](#) hyperlink within the What's New message for Message Center. It displays the "Message Center" training static text.



Figure - Training Message Center (Desktop View)

[Training Message Center](#)

Message Center

You can receive important IHSS messages electronically through the ESP Message Center. An email notification and/or text message will be sent to you when you receive messages in your Message Center. You can access the Message Center by selecting the Message Center link or the mail icon on the top right of your screen. The Message Center mail icon will display a count of how many unread messages you have.

On the Inbox tab, you can view your messages by expanding or collapsing each message by selecting the message subject. Your newest messages are displayed on top and will be shown in bold until viewed. High priority messages will be labeled with an exclamation mark (!).

If you have questions about any of your messages, please contact your local IHSS office.

Figure - Training Message Center (Mobile View)

Static Text

All text on the screen is static text. For translations, see DSD Appendix D.

Actions/Functions

The following actions are associated with the Training Message Center screen:

Action	Function	Label Translated
	The arrow available by the screen name returns the user to the Training screen.	No

Data Elements

There are no data elements specific to the Training Message Center screen.

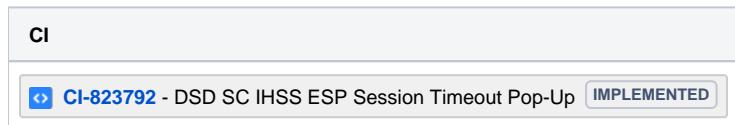
Additional Information

No fields on the Training Message Center screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient or Provider	Recipient Menu Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Session Timeout Pop-Up



The Session Timeout Warning popup will be displayed on ESP application when the user is idle for 15 minutes and no activity is performed. A popup will display a message, countdown and will have two action buttons on it. First is "Extend Session" which will allow user to continue using the application. User can click on extend session or dismiss icon to continue working. Second is "Logout" which allows user to log out from the application. If no action is taken within the countdown time, the Session Timed Out popup will be displayed with the OK button. Clicking on OK button or anywhere on the screen will redirect user to the login page.

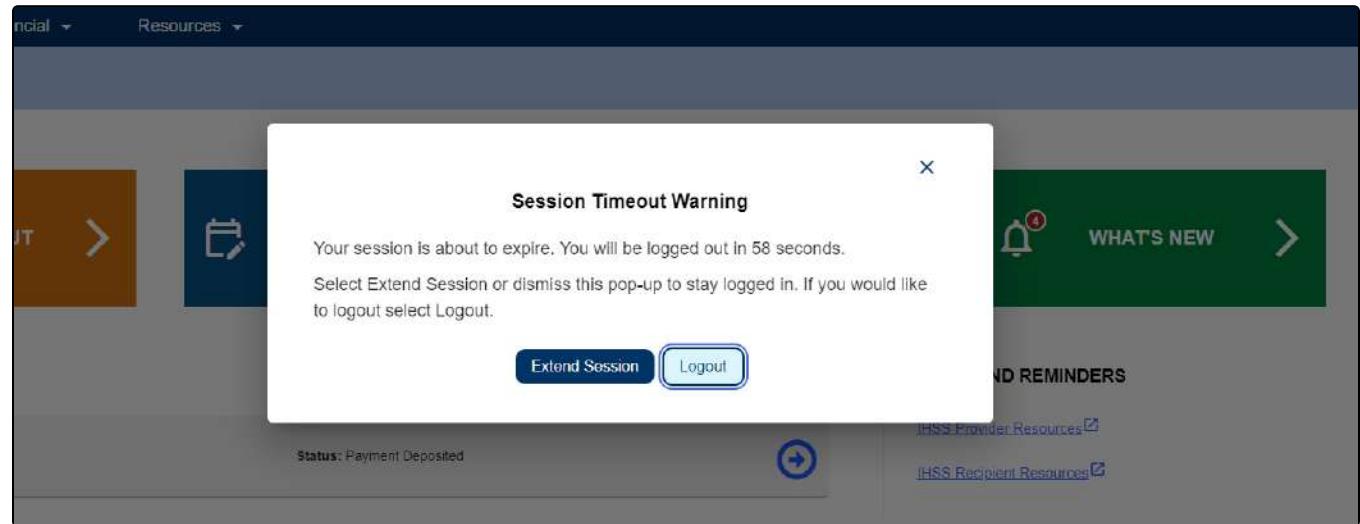


Figure - Session Timeout – Pop-up (Desktop)

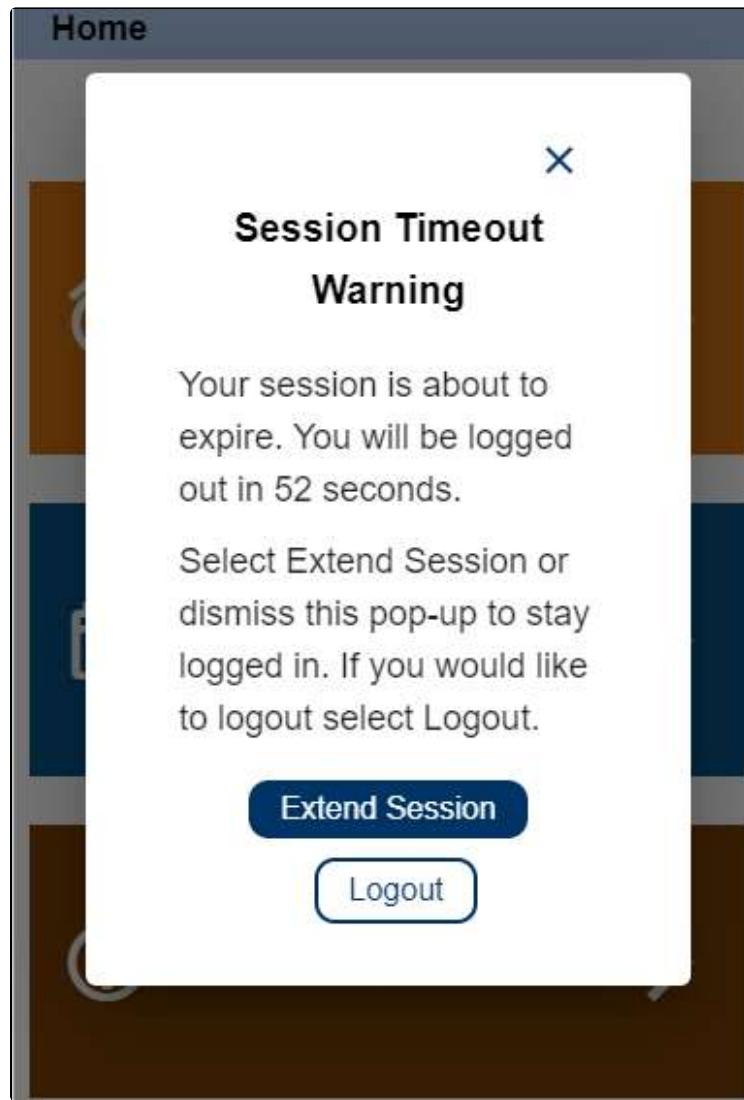


Figure - Session Timeout – Pop-up (Mobile)

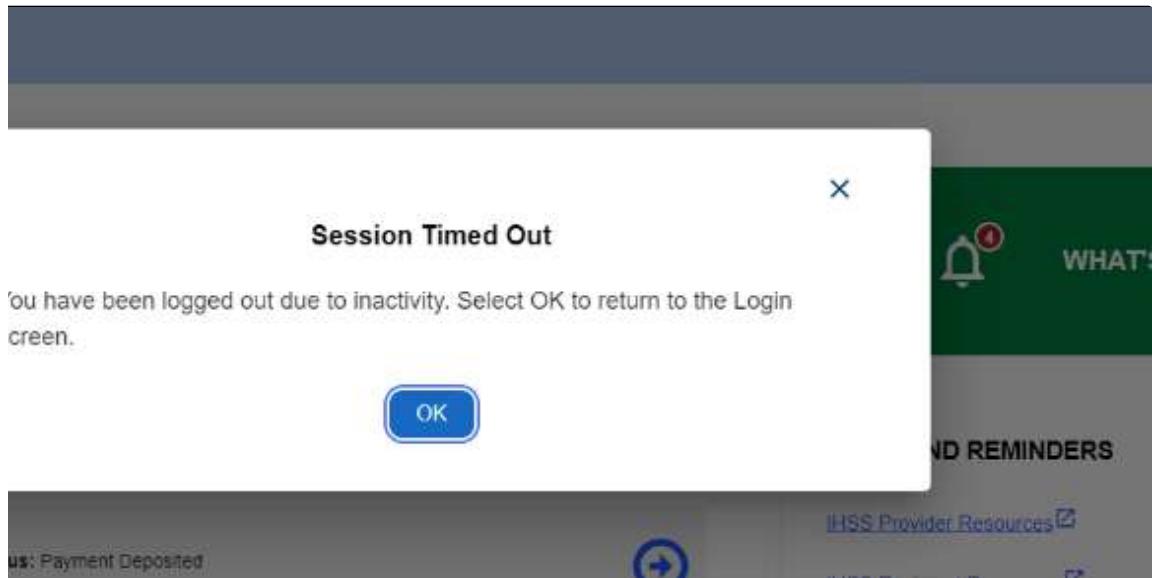


Figure - Logged out due to inactivity – Pop-up (Desktop)

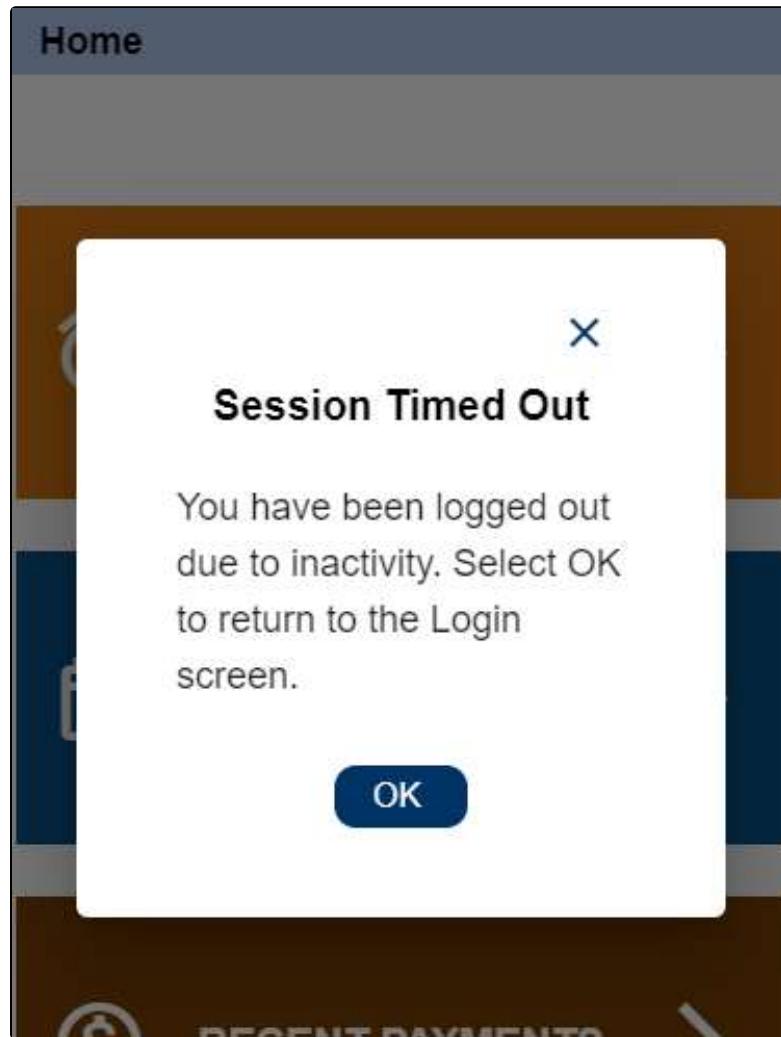


Figure - Logged out due to inactivity – Pop-up (Mobile)

Static Text

The following static text is located on the Session Timeout warning and Session Timed Out Pop-up. Respective translation can be found in Appendix D in Recipient and Provider Home pages.

Language	Text
English	Session Timeout Warning
English	Your session is about to expire. You will be logged out in <variable> seconds. Select Extend Session or dismiss this pop-up to stay logged in. If you would like to logout select Logout.
English	Session Timed Out
English	You have been logged out due to inactivity. Select OK to return to the Login screen.

Actions/Functions

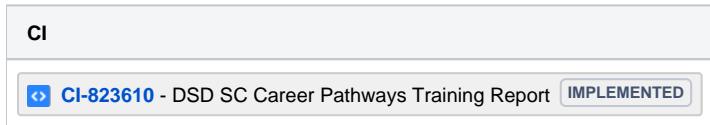
The following actions are associated with the Session Timeout warning and Session Timed Out Pop-up:

Action	Function	Label Translated
Extend Session	Clicking on this button will extend the session so that user can continue working and the popup will be dismissed.	Yes
Logout	Clicking on Logout button will logout from application and will be redirected to login page.	Yes
OK	Clicking on OK will redirect user to login page.	Yes

Additional Information

No fields on the Session Timeout warning and Session Timed Out Pop-up will be designated with a .

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Career Pathways Training Report



Users may navigate to the Career Pathways Training Report screen by selecting this option in the Resources Menu. This page allows Providers to see the total number of training hours approved in a Career Pathway category so they can view their progress towards qualifying for an incentive payment. Training Time Claim class entries that were rejected do not populate on this report or count towards the total hours required per pathway to qualify for a Career Pathway Training Incentive payment.

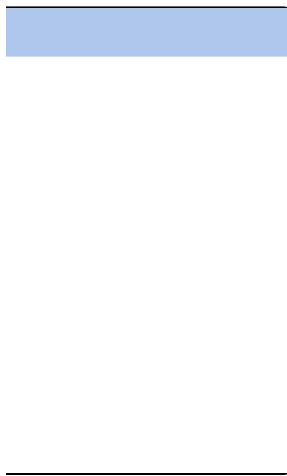


Figure - Career Pathways Training Report - Expanded Desktop View



Figure - Career Pathways Training Report - Collapsed Desktop View

Career Pathways Training Report

The class history displayed on this page only reflects information from approved training time claims. Click the Download Training Report button to generate a class history report.

Total Training Hours Completed ^

Career Pathway	Total Hours
----------------	-------------

 [Download Training Report](#)

Figure - Career Pathways Training Report - Expanded Mobile View

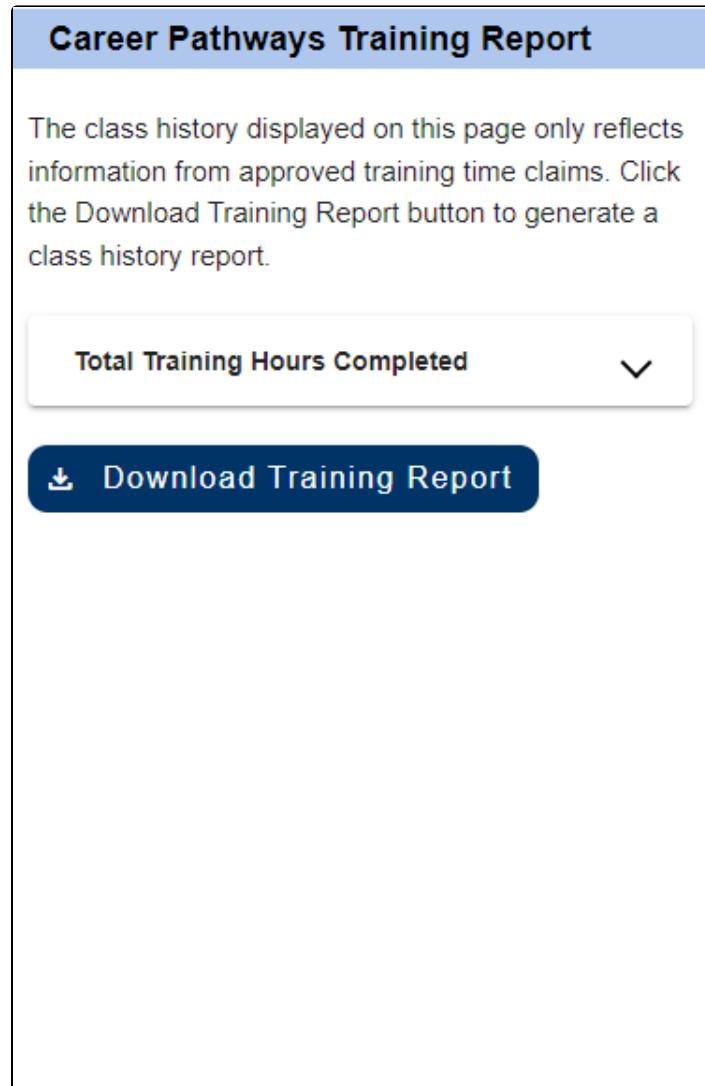


Figure - Career Pathways Training Report - Collapsed Mobile View

Static Text

The following static text is associated with the Career Pathways Training Report screen. Static Text Translations can be found in DSD Appendix D - Career Pathways.

Text
The class history displayed on this page only reflects information from approved training time claims. Click the Download Training Report button to generate a class history report.
Career Pathway
Total Hours

Actions/Functions

The following actions are associated with the Career Pathways Training Report screen.

Action	Function	Label Translated
 or 	Allows the Provider to expand or collapse the Total Training Hours Completed table Note: The screen defaults to expanded table when the user navigates to this screen.	N/A
 Download Training Report	Allows the Provider to generate and download the Career Pathways Training Report	Yes

Data Elements

The following data elements are specific to the Career Pathways Training Report screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Total Training Hours Completed						
Adult Education	Displays the Provider's number of approved hours completed in this Career Pathways Category	String (HH(H) MM (M))	No	00(H) 00 (M)	No	Yes
General Health Safety	Displays the Provider's number of approved hours completed in this Career Pathways Category	String (HH(H) MM (M))	No	00(H) 00 (M)	No	Yes
Cognitive Impairments Behavioral Health	Displays the Provider's number of approved hours completed in this Career Pathways Category	String (HH(H) MM (M))	No	00(H) 00 (M)	No	Yes
Complex Physical Care Needs	Displays the Provider's number of approved hours completed in this Career Pathways Category	String (HH(H) MM (M))	No	00(H) 00 (M)	No	Yes
Transition to Home /Community Living	Displays the Provider's number of approved hours completed in this Career Pathways Category	String (HH(H) MM (M))	No	00(H) 00 (M)	No	Yes

Additional Information

No fields on the Career Pathways Training Report screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient or Provider	Recipient Menu Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Training Career Pathways Training Report Screen



This screen is accessed when a user selects the [Career Pathways Training Report](#) hyperlink on the Training screen or within the What's New message for Career Pathways Training Report. It displays the "How to View Your Career Pathways Training Report" training static text.

Career Pathways Training Report

to View Your Career Pathways Training Report

Click the **Resources** menu item and select **Career Pathways Training Report**.

Click on the **Download Training Report** button to view a list of all your approved Career Pathways claims.

- A pdf will open that you can view, save or print.

Figure - Training Career Pathways Training Report (Desktop View)

Career Pathways Training
←
Report

How to View Your Career Pathways Training Report

1. Click the **Resources** menu item and select **Career Pathways Training Report**.
2. Click on the **Download Training Report** button to view a list of all your approved Career Pathways claims.
 - A pdf will open that you can view, save or print.

Figure - Training Career Pathways Training Report (Mobile View)

Static Text

All text on the screen is static text. For translations, see DSD Appendix D.

Actions/Functions

The following actions are associated with the Training Career Pathways Training Report screen:

Action	Function	Label Translated
←	The arrow available by the screen name returns the user to the Training screen.	No

Data Elements

There are no data elements specific to the Training Career Pathways Training Report screen.

Additional Information

No fields on the Training Career Pathways Training Report screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient or Provider	Recipient Menu Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/View W-2



User will click on View W-2 button on W-2 Forms screen in order to navigate to this screen. This screen allows the user to view the W-2 form on page in preview mode. Download W-2 button is added on top of screen which allows to download a copy in user's local device. Download file name would be [w2_<provider_id>_<case_id>_<tax_year>].pdf. Back arrow is added near screen name which will allow user to go back to previous screen W-2 Forms.

A screenshot of a desktop application window titled 'View W-2 (Desktop View)'. The window contains two identical copies of a W-2 tax form. The top part of the form is for 'WEST SACRAMENTO CA 95891' and the bottom part is for 'PREPRINT CA 07010-0000'. Both forms are dated '2022' and show 'W-2' in the center. The forms include sections for 'Employee Information', 'Employer Information', 'Wages and Tax', and 'Other Information'. The data on the forms is identical, reflecting wages of \$40,000, taxes withheld of \$3,000, and other amounts like \$200 and \$100.

Figure - View W-2 (Desktop View)

The image shows a mobile device displaying the 'View W-2' screen. At the top, there is a blue header bar with a back arrow icon and the text 'View W-2'. Below this is a dark blue button with a white download icon and the text 'Download W-2'. The main content area is a PDF viewer showing two copies of the W-2 tax form for the year 2022. The forms are filled out with various details such as names, Social Security numbers, and tax amounts. The PDF viewer has a standard toolbar at the top with icons for zoom, search, and file operations.

Figure - View W-2 (Mobile View)

Static Text

There is no static text associated with this screen.

Actions/Functions

The following actions are associated with the W-2 Forms screen:

Action	Function	Label Translated
Download W-2	Downloads the secured PDF document (copy of the W-2) on user's local device	Yes
	Back arrow button will allow user to go back to previous screen W-2 Forms.	No

Additional Information

No fields on the W-2 Forms screen are designated with a

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Hire Provider - Action Requires Verification Code

CI
CI-824066 - DSD SC ESP Hire Provider - Action Requires Verification Code IMPLEMENTED

The Action Requires Verification Code is created to send a one-time-passcode to the ESP user which is displayed when the user selects Hire Provider. The Action Requires Verification Code screen allows the user to request for a verification code via their email or phone number.

Note: The Help Desk user is not required to verify the verification code, therefore, the Send Verification Code button is disabled. A new button Continue is added.

Action Requires Verification Code

In order to hire a provider, we must first send you a one-time verification code.

If you select "Email me," the verification code will be sent to your email address.

If you select "Text me," the verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information please review our [SMS Terms Of Service \(PDF\)](#) and [Privacy Policy](#).

If you select "Call me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.

The verification code will expire 10 minutes after being sent, so be sure you have access to your email or phone.

Select your verification option

Email me at p***@gma***
 Text me at ***-***-3098
 Call me at ***-***-3098

Send Verification Code Cancel Request

Figure: Hire Provider - Action Requires Verification Code - Recipient Has Email & Phone Numbers (desktop)

Action Requires Verification Code

In order to hire a provider, we must first send you a one-time verification code.

If you select "Email me," the verification code will be sent to your email address.

If you select "Text me," the verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information please review our [SMS Terms Of Service \(PDF\)](#) and [Privacy Policy](#).

If you select "Call me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.

The verification code will expire 10 minutes after being sent, so be sure you have access to your email or phone.

Select your verification option

Email me at p***@gma***
 Text me at ***-***-3098
 Call me at ***-***-3098

Send Verification Code Cancel Request

Figure: Hire Provider - Action Requires Verification Code - Recipient Has Email & Phone Numbers (mobile)

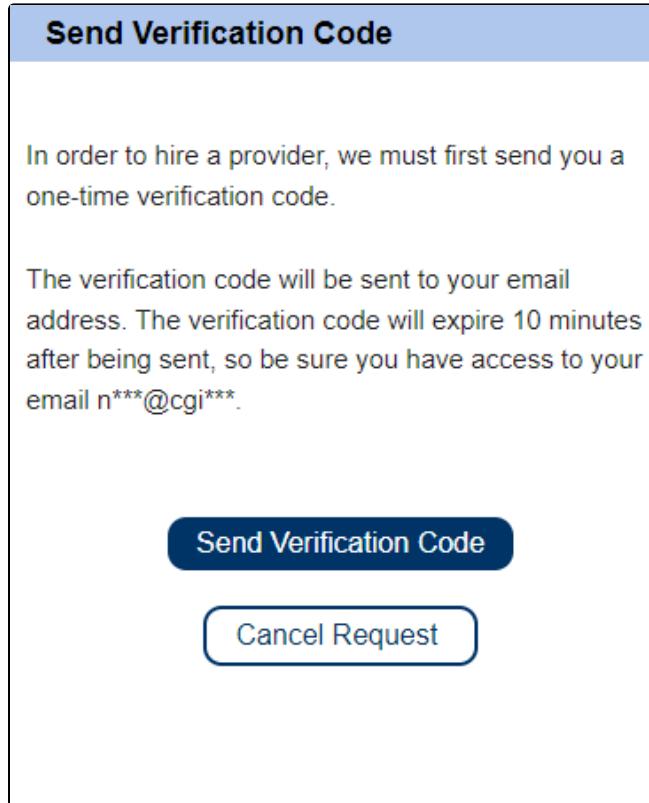


Figure: Hire Provider - Action Requires Verification Code - Recipient Has Email Only (desktop)

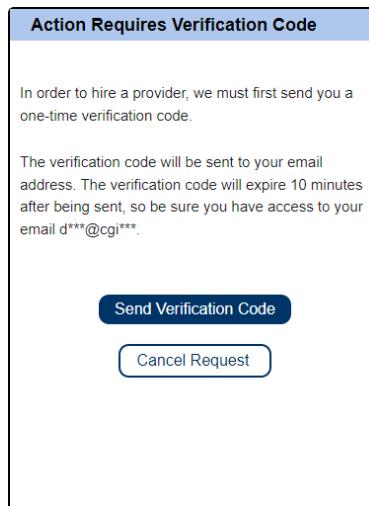


Figure: Hire Provider - Action Requires Verification Code - Recipient Has Email Only (mobile)

Action Requires Verification Code

, we must first send you a one-time verification code.

The verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information please review our [SMS Terms Of Service \(PDF\)](#) and [Privacy Policy](#).

If you select "Text me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.

The verification code will expire 10 minutes after being sent, so be sure you have access to your phone.

Verification Option

Text me

Call me

[Send Verification Code](#)

[Cancel Request](#)

Figure: Hire Provider - Action Requires Verification Code - Recipient Has Cell Phone Only (desktop)

<p>Action Requires Verification Code</p> <p>In order to hire a provider, we must first send you a one-time verification code.</p> <p>If you select "Text me," the verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information please review our SMS Terms Of Service (PDF) and Privacy Policy.</p> <p>If you select "Call me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.</p> <p>The verification code will expire 10 minutes after being sent, so be sure you have access to your phone.</p>	<p>Select your verification option</p> <p><input type="radio"/> Text me at ***-***-9351</p> <p><input type="radio"/> Call me at ***-***-9351</p> <p>Send Verification Code</p> <p>Cancel Request</p>
---	---

Figure: Hire Provider - Send Verification Code - Recipient Has Cell Phone Only (mobile)

Verification Code

At this time we do not have a phone number or email address, or they have been updated too recently.

Please request a verification code, or contact your county for more information.

Figure: Hire Provider - Action Requires Verification Code - Recipient Has No Email/Phone (desktop)

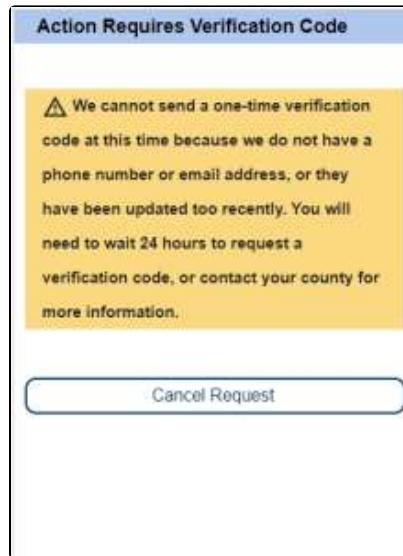


Figure: Hire Provider - Action Requires Verification Code - Recipient Has No Email/Phone (mobile)

This screenshot shows a desktop application window titled "Action Requires Verification Code". The main content area contains several paragraphs of text explaining the verification process:

- "In order to hire a provider, we must first send you a one-time verification code."
- "The verification code will be sent to your email address."
- "The verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information, see our [SMS Terms Of Service](#) and [Privacy Policy](#).
- "The verification code will be verbally provided to you in an automated telephone call to your primary telephone number."
- "The verification code will expire 10 minutes after being sent, so be sure you have access to your email or phone."

Below the text, there is a section titled "Select an option" with three radio buttons:

- Email me
- Text me
- Call me

At the bottom of the window are three buttons: "Send Verification Code", "Cancel Request", and "Continue".

Figure: Hire Provider - Action Requires Verification Code - Help Desk Users Only

Text

The following text are displayed for Hire Provider - Action Requires Verification Code screen.

See Appendix D for the translations.

Text
Action Requires Verification Code
In order to hire a provider, we must first send you a one-time verification code.
If you select "Email me," the verification code will be sent to your email address.

If you select "Text me," the verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information please view our SMS Terms of Service and Privacy Policy.
If you select "Call me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.
The verification code will be sent to your email address. The verification code will expire 10 minutes after being sent, so be sure you have access to your email <a***@dom***>.
The verification code will expire 10 minutes after being sent, so be sure you have access to your phone.
The verification code will expire 10 minutes after being sent, so be sure you have access to your email or phone.
Select your verification option
Email me at <a***@dom***>
Text me at <***-***-####>
Call me at <***-***-####>
Cancel Request
Send Verification Code
Continue

Actions/Functions

The following actions are associated with the Hire Provider - Action Requires Verification Code screen:

Hyperlink	Function
Send Verification Code	This button, when selected, will send a 6-digit verification code to the user's email or phone number and take the user to Enter Verification Code screen.
Cancel Request	This button, when selected, will close this screen and return the user to Hire Provider screen.
Continue	This button when selected will take the Help Desk users to Enter Verification Code screen.

Data Elements

The following data elements are specific to the Hire Provider - Action Requires Verification Code screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Email me	An option selected by the user if they want to receive their verification code via email.	Radio button	Yes	N/A	N/A
Text me	An option selected by the user if they want to receive their verification code via text message.	Radio button	Yes	N/A	N/A
Call me	An option selected by the user if they want to receive their verification code via voice message.	Radio button	Yes	N/A	N/A

Structure

Structure Item	Applied to this Screen	Link
N/A	N/A	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Enter Verification Code

CI

CI-824067 - DSD SC ESP Enter Verification Code IMPLEMENTED

The Enter Verification Code is created for the user to enter and verify the one-time-passcode sent to their email or phone number before they can update their account information.

Note: The Help Desk user will not need to verify the verification code, therefore, the Verify and the Resend Code buttons will be disabled. A new button Continue is added for the Help Desk users.

Please enter the code below. The code expires after 10 minutes. If you did not receive a code or if it expired, select "Resend Code" to receive a new code.

Verify Resend Code Cancel Request

Figure - Enter Verification Code - Code Sent via Email

Please enter your cell phone number. Please enter the code below. The code expires 10 minutes after it was sent. If you did not receive a code or if it expired, select "Resend Code" to receive a new code.

Verify Resend Code Cancel Request

Figure - Enter Verification Code - Code Sent via Text Message

Please enter the code to your primary phone number. Please enter the code below. The code expires after 10 minutes. If you did not receive a code or if it expired, select "Resend Code" to receive a new code.

Verify Resend Code Cancel Request

Figure - Enter Verification Code - Code Sent via Voice Message

← Enter Verification Code

We sent an email with your verification code to your email address. Please enter the code below. The code expires after 10 minutes. If you did not receive a code or if it expired, select "Resend Code" to receive a new code.

Verification Code*

Verify

Resend Code

Cancel Request

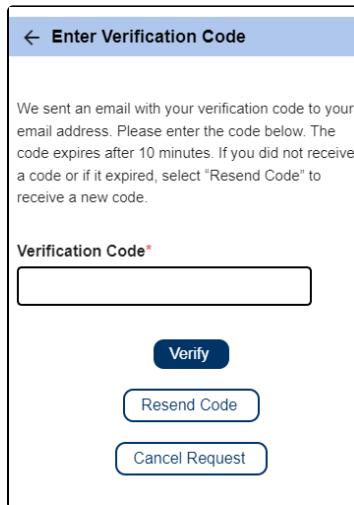
A screenshot of a mobile application interface titled "Enter Verification Code". At the top, there's a blue header bar with a back arrow and the title. Below the header, there's a message instructing the user to enter a verification code sent via email. A text input field is provided for the code. Below the input field are three buttons: "Verify" (in blue), "Resend Code" (in light blue), and "Cancel Request" (in light blue). The entire interface is contained within a white rectangular box.

Figure - Enter Verification Code - Code Sent via Email (Mobile)

← Enter Verification Code

We sent a text message with your verification code to your cell phone number. Please enter the code below. The code expires 10 minutes after it was sent. If you did not receive a code or if it expired, select "Resend Code" to receive a new code.

Verification Code*

Verify

Resend Code

Cancel Request

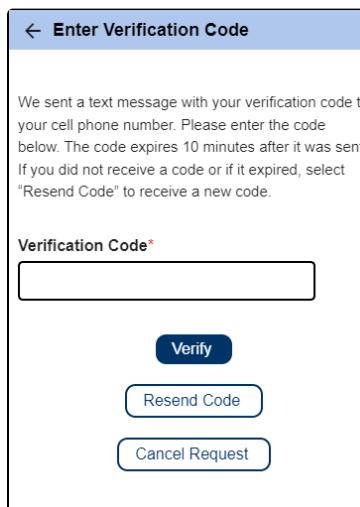
A screenshot of a mobile application interface titled "Enter Verification Code". At the top, there's a blue header bar with a back arrow and the title. Below the header, there's a message instructing the user to enter a verification code sent via text message. A text input field is provided for the code. Below the input field are three buttons: "Verify" (in blue), "Resend Code" (in light blue), and "Cancel Request" (in light blue). The entire interface is contained within a white rectangular box.

Figure - Enter Verification Code - Code Sent via Text Message (Mobile)

← Enter Verification Code

We sent a voice message with your verification code to your primary phone number. Please enter the code below. The code expires after 10 minutes. If you did not receive a code or if it expired, select "Resend Code" to receive a new code.

Verification Code*

Verify

Resend Code

Cancel Request

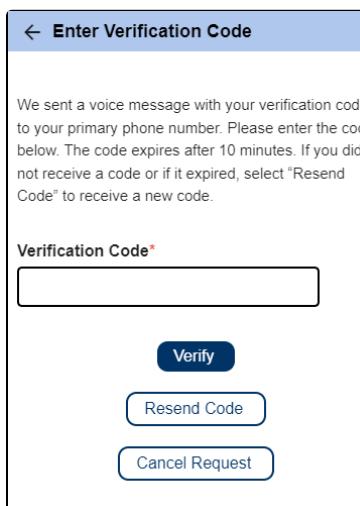
A screenshot of a mobile application interface titled "Enter Verification Code". At the top, there's a blue header bar with a back arrow and the title. Below the header, there's a message instructing the user to enter a verification code sent via voice message. A text input field is provided for the code. Below the input field are three buttons: "Verify" (in blue), "Resend Code" (in light blue), and "Cancel Request" (in light blue). The entire interface is contained within a white rectangular box.

Figure - Enter Verification Code - Code Sent via Voice Message (Mobile)

Figure - Enter Verification Code - Help Desk Users Only

Text

The following text are displayed for the Enter Verification Code screen:

See Appendix D for the translations.

Text
Enter Verification Code
We sent an email with your verification code to your email address. Please enter the code below. The code expires after 10 minutes. If you did not receive a code or if it expired, select "Resend Code" to receive a new code.
We sent a text message with your verification code to your cell phone number. Please enter the code below. The code expires after 10 minutes. If you didn't receive a code or if it expired, select "Resend Code" to receive a new code.
We sent a voice message with your verification code to your primary phone number. Please enter the code below. The code expires after 10 minutes. If you did not receive a code or if it expired, select "Resend Code" to receive a new code.
Verify
Resend Code
Cancel Request
Continue

Actions/Functions

The following actions are associated with the Enter Verification Code screen:

Hyperlink	Function
Verify	This button when selected verifies the verification code entered by the user. Note: This button is disabled for the helpdesk users.
Resend Code	This button resends a new 6-digit verification code to the user's email or phone number and displays a text 'New verification code sent.' Note: This button is disabled for the helpdesk users.
Cancel Request	For completing Hire Provider: This button, when selected, will return the Recipient to Hire Provider screen. For completing Direct Deposit Enrollment: This button, when selected will return the Provider to Home screen. For completing Contact Information update: This button, when selected will return the Recipient to Account Information screen.
Continue	For completing Hire Provider: This button, when selected, will take the Help Desk user to Hire Provider screen. For completing Direct Deposit Enrollment: This button, when selected will return the Provider to Direct Deposit Enrollment screen. For completing Contact Information update: This button, when selected will return the Recipient to Contact Information screen.

Data Elements

The following data elements are specific to the Enter Verification Code screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Verification Code	A data entry field where the user enters the 6-digit verification code.	Data Entry	Yes	N/A	Yes

Structure

Structure Item	Applied to this Screen	Link
N/A	N/A	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Two-Step Verification

CI	Document Name
 CI-823657 - DSD SC Two-Step Verification IMPLEMENTED	DSD_SC_Two-Step_Verification.docx

The Two-Step Verification screen is accessed by selecting the Verification Code as the preferred password reset option on Get User Name or Password Reset screen. This screen allows the user to select how they want to receive their verification code. This screen displays options depending on the contact information on file for that user.



Figure - Two-Step Verification - Email Only

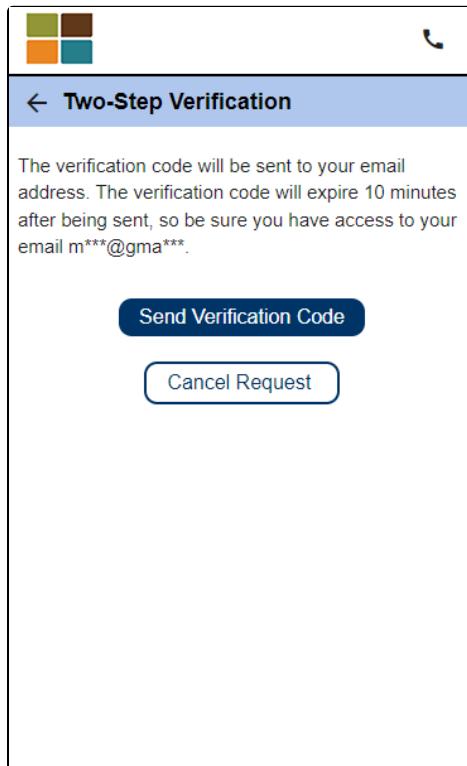


Figure - Two-Step Verification - Email Only - Handheld

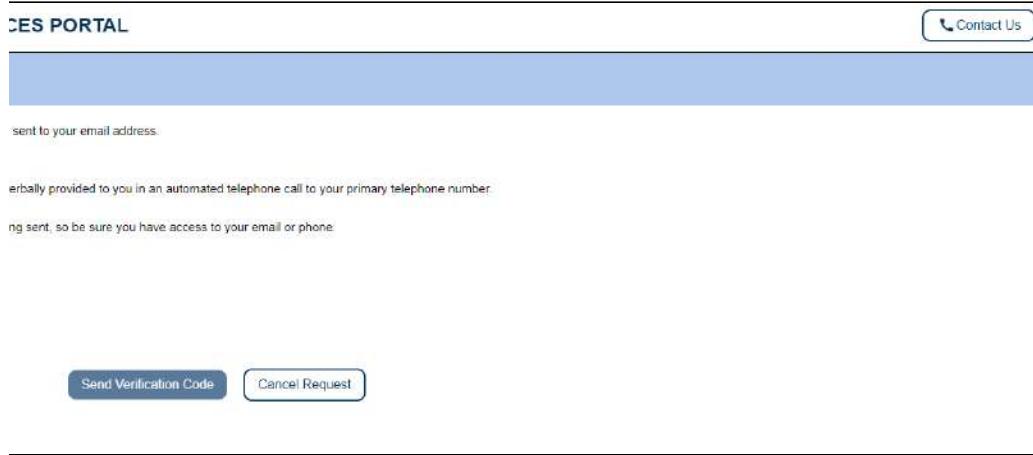


Figure - Two-Step Verification - Email & Call

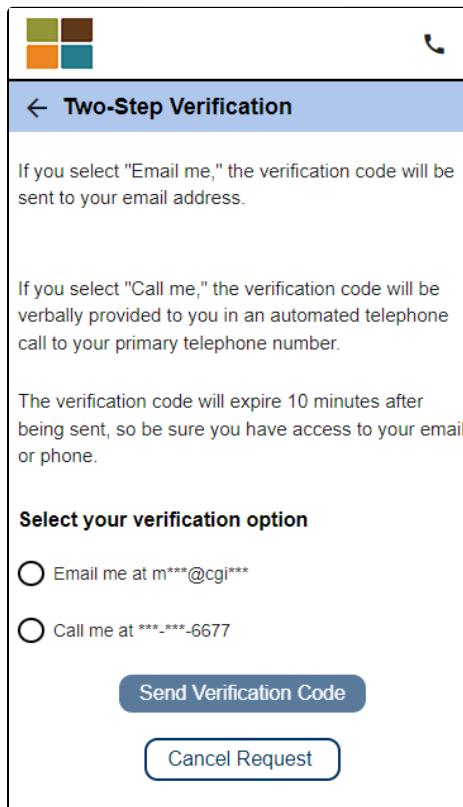


Figure - Two-Step Verification - Email & Call - Handheld

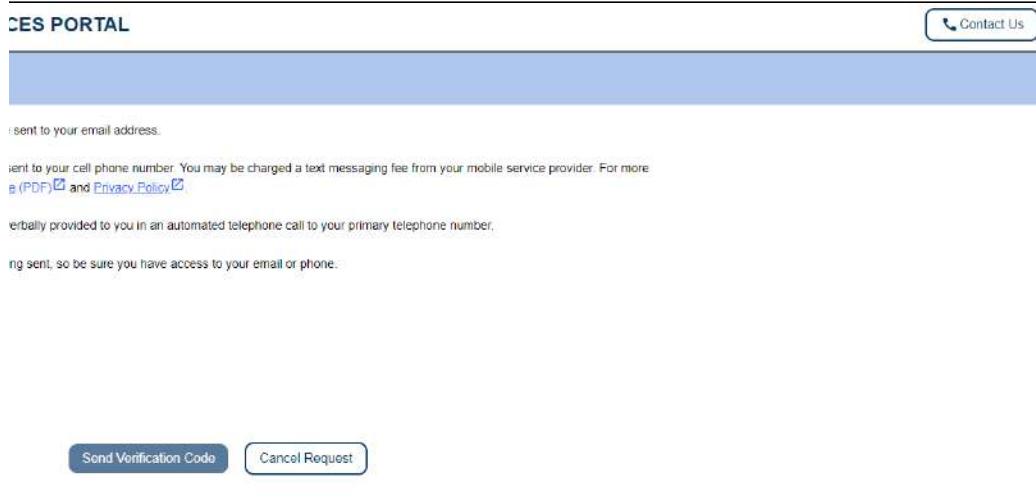


Figure - Two-Step Verification - Email, Text & Call

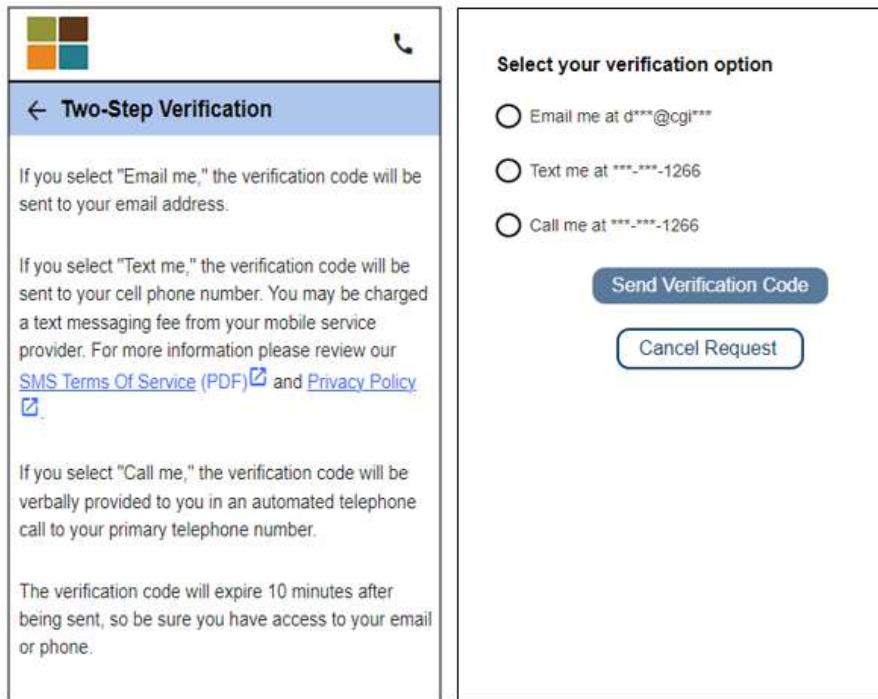


Figure - Two-Step Verification - Email, Text & Call - Handheld

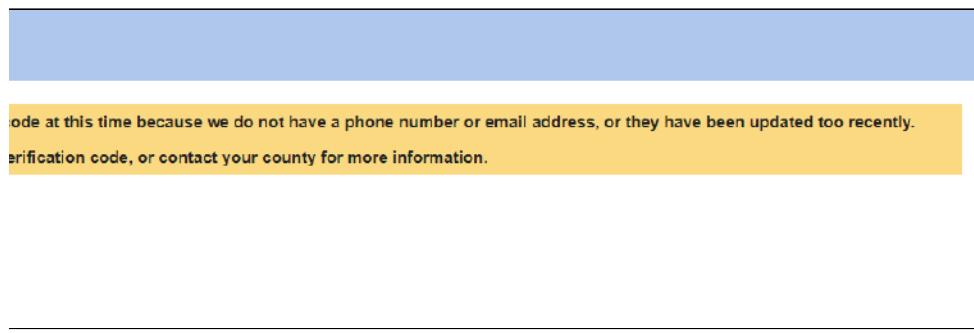


Figure - Two-Step Verification - No Email and Phone Number

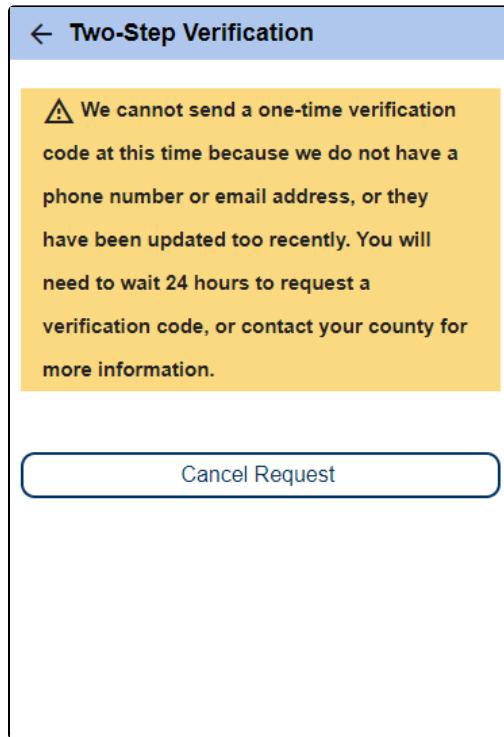


Figure - Two-Step Verification - No Email and Phone Number - Handheld

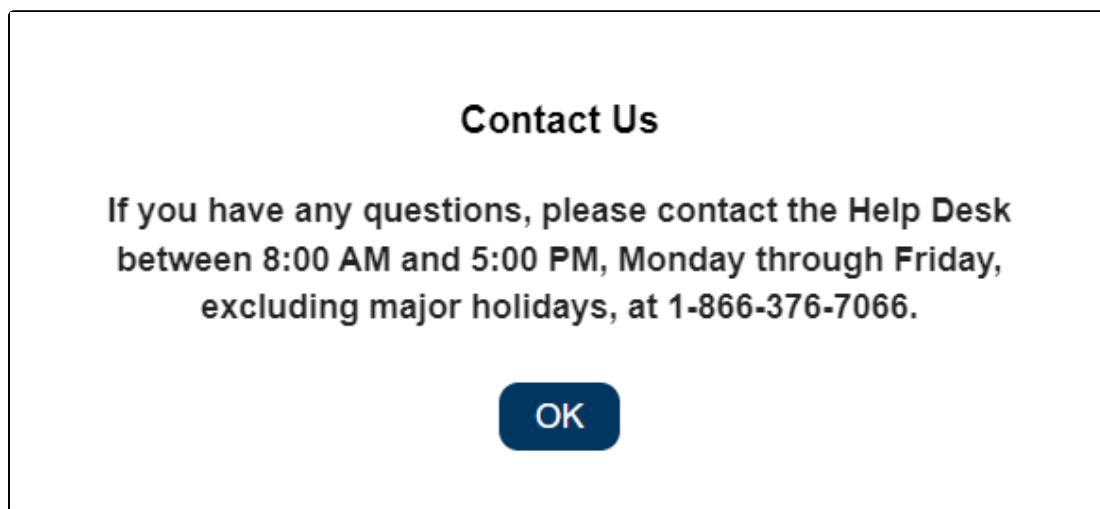


Figure - Contact Us

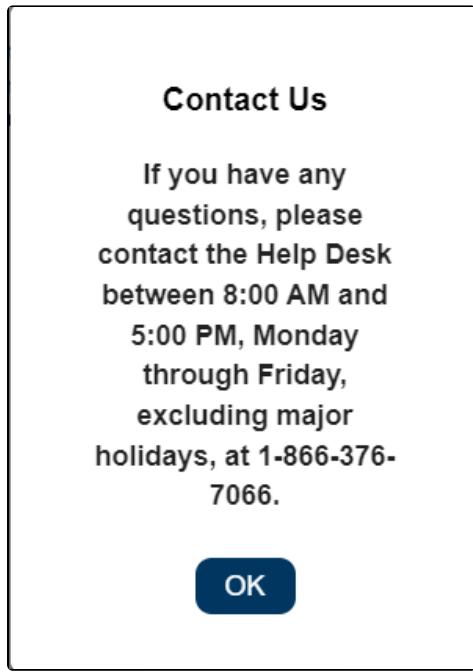


Figure - Contact Us - Handheld

Static Text

See Appendix D for the Translations

Two Step Verification
Two-Step Verification
The verification code will be sent to your email address. The verification code will expire 10 minutes after being sent, so be sure you have access to your email <a***@dom***>.
If you select "Email me," the verification code will be sent to your email address.
If you select "Call me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.
If you select "Text me," the verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information please view our SMS Terms of Service and Privacy Policy .
The verification code will expire 10 minutes after being sent, so be sure you have access to your email or phone.
We cannot send a one-time verification code at this time because we do not have a phone number or email address, or they have been updated too recently. You will need to wait 24 hours to request a verification code, or contact your county for more information.
Select your verification option
Email me at <a***@dom***>
Text me at <***-***-####>
Call me at <***-***-####>
Contact Us
If you have any questions, please contact the Help Desk between 8:00 AM and 5:00 PM, Monday through Friday, excluding major holidays, at 1-866-376-7066.

Actions/Functions

The following actions are associated with the Two-Step Verification screen:

Action	Function	Label Translated
Back Arrow 	Clicking the back arrow takes the user to Get User Name or Password Reset screen.	No
Send Verification Code	This button sends the verification code to the user's email or phone and displays the Enter Verification Code screen.	Yes
Cancel Request	This button will return the user to the IHSS ESP Login screen.	Yes
Contact Us	This button will bring up the Contact Us popup.	Yes
OK	This button closed the Contact Us popup.	Yes

Links

The following links are associated with the Two-Step Verification screen:

Link	Function	Label Translated
SMS Terms of Service	Clicking the link takes the user to CDSS website which brings ups the SMS Terms of Service PDF.	Yes
Privacy Policy	Clicking the link takes the user to CDSS privacy policy page: https://www.cdss.ca.gov/privacy-policy .	Yes

Data Elements

The following data elements are specific to the Two-Step Verification screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Select your verification option						
Email me at d***@cgi***	User can select to receive the verification sent to their email. Note: the email address is masked.	String	No	Blank	Yes	Yes
Text me at ***-***-1234	User can select to receive the verification texted to their cell phone number. Note: the phone number is masked.	String	No	Blank	Yes	Yes
Call me at ***-***-1234	User can select to receive a call to their phone number. Note: the phone number is masked.	String	No	Blank	Yes	Yes

Additional Information

No fields on the Two-Step Verification screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	No	IHSS ESP Header
IHSS Logo	Yes (Not Hyperlinked)	
Header	Pre-Login Header	
Menu	No	N/A
Footer	No	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Enter Verification Code (2)

CI	Document Name
 CI-823658 - DSD SC Enter Verification Code CANCELLED	DSD_SC_Enter_Verification_Code.docx

Cancelled by ASR - Team 3 (TMS) - Sprint 110

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Direct Deposit - Action Requires Verification Code

CI

CI-824069 - DSD SC ESP Direct Deposit - Action Requires Verification Code IMPLEMENTED

The Action Requires Verification Code is created to send a one-time-passcode to the ESP user which is displayed when the user selects Direct Deposit Enrollment. The Action Requires Verification Code screen allows the user to request for a verification code via their email or phone number.

Action Requires Verification Code

Before we can process your direct deposit, we must first send you a one-time verification code.

The verification code will be sent to your email address.

The verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information, see our [SMS Terms Of Service \(PDF\)](#) and [Privacy Policy](#).

The verification code will be verbally provided to you in an automated telephone call to your primary telephone number.

The verification code will expire 10 minutes after being sent, so be sure you have access to your email or phone.

Choose an option

Email

Phone

Both

Send Verification Code Cancel Request

Figure - Direct Deposit - Action Requires Verification Code - Provider Has Email & Phone Numbers (desktop)

<p>Action Requires Verification Code</p> <p>To enroll in or change your direct deposit, we must first send you a one-time verification code.</p> <p>If you select "Email me," the verification code will be sent to your email address.</p> <p>If you select "Text me," the verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information please review our SMS Terms Of Service (PDF) and Privacy Policy.</p> <p>If you select "Call me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.</p>	<p>The verification code will expire 10 minutes after being sent, so be sure you have access to your email or phone.</p> <p>Select your verification option</p> <p><input type="radio"/> Email me at d***@cgi***</p> <p><input type="radio"/> Text me at ***-***-1266</p> <p><input type="radio"/> Call me at ***-***-1266</p> <p style="text-align: center;">Send Verification Code</p> <p style="text-align: center;">Cancel Request</p>
---	---

Figure - Direct Deposit - Action Requires Verification Code - Provider Has Email & Phone Numbers (mobile)

Verification Code
<p>your direct deposit, we must first send you a one-time verification code.</p> <p>," the verification code will be sent to your email address.</p> <p>' the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.</p> <p>will expire 10 minutes after being sent, so be sure you have access to your email or phone.</p> <p>tion option</p> <p><input type="radio"/> cgi***</p> <p>1266</p> <p style="text-align: center;">Send Verification Code</p> <p style="text-align: center;">Cancel Request</p>

Figure - Direct Deposit- Action Requires Verification Code - Provider Has Email and Home Phone (desktop)

Action Requires Verification Code

To enroll in or change your direct deposit, we must first send you a one-time verification code.

If you select "Email me," the verification code will be sent to your email address.

If you select "Call me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.

The verification code will expire 10 minutes after being sent, so be sure you have access to your email or phone.

Select your verification option

Email me at d***@cgixxx

Call me at ***-***-1266

Send Verification Code

Cancel Request

Figure - Direct Deposit- Action Requires Verification Code - Provider Has Email and Home Phone (mobile)

Verification Code

our direct deposit, we must first send you a one-time verification code.

" the verification code will be sent to your email address.

the verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information our [SMS Terms Of Service \(PDF\)](#) and [Privacy Policy](#).

Il expire 10 minutes after being sent, so be sure you have access to your email or phone.

on option

:cgixxx

266

Send Verification Code

Cancel Request

Figure: Direct Deposit - Action Requires Verification Code - Provider Has Email & Cell Phone (desktop)

Action Requires Verification Code	<p>To enroll in or change your direct deposit, we must first send you a one-time verification code.</p> <p>If you select "Email me," the verification code will be sent to your email address.</p> <p>If you select "Text me," the verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information please review our SMS Terms Of Service (PDF) and Privacy Policy.</p> <p>The verification code will expire 10 minutes after being sent, so be sure you have access to your email or phone.</p>
Select your verification option <input type="radio"/> Email me at d***@cgi*** <input type="radio"/> Text me at ***-***-1266 <input type="button" value="Send Verification Code"/> <input type="button" value="Cancel Request"/>	

Figure: Direct Deposit - Action Requires Verification Code - Provider Has Email & Cell Phone (mobile)

Action Requires Verification Code	<p>To enroll in or change your direct deposit, we must first send you a one-time verification code.</p> <p>The verification code will be sent to your email address. The verification code will expire 10 minutes after being sent, so be sure you have access to your email s***@cgi***.</p>
<input type="button" value="Send Verification Code"/> <input type="button" value="Cancel Request"/>	

Figure: Direct Deposit - Action Requires Verification Code - Provider Has Email Only (desktop)

Action Requires Verification Code	<p>To enroll in or change your direct deposit, we must first send you a one-time verification code.</p> <p>The verification code will be sent to your email address. The verification code will expire 10 minutes after being sent, so be sure you have access to your email s***@cgi***.</p>
<input type="button" value="Send Verification Code"/> <input type="button" value="Cancel Request"/>	

Figure: Direct Deposit - Action Requires Verification Code - Provider Has Email Only (mobile)

Verification Code

ur direct deposit, we must first send you a one-time verification code.

The verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information please review our [SMS Terms Of Service \(PDF\)](#) and [Privacy Policy](#).

The verification code will be verbally provided to you in an automated telephone call to your primary telephone number.

The verification code will expire 10 minutes after being sent, so be sure you have access to your phone.

One option

98

98

[Send Verification Code](#) [Cancel Request](#)

Figure: Direct Deposit - Action Requires Verification Code - Provider Has Cell Phone Only (desktop)

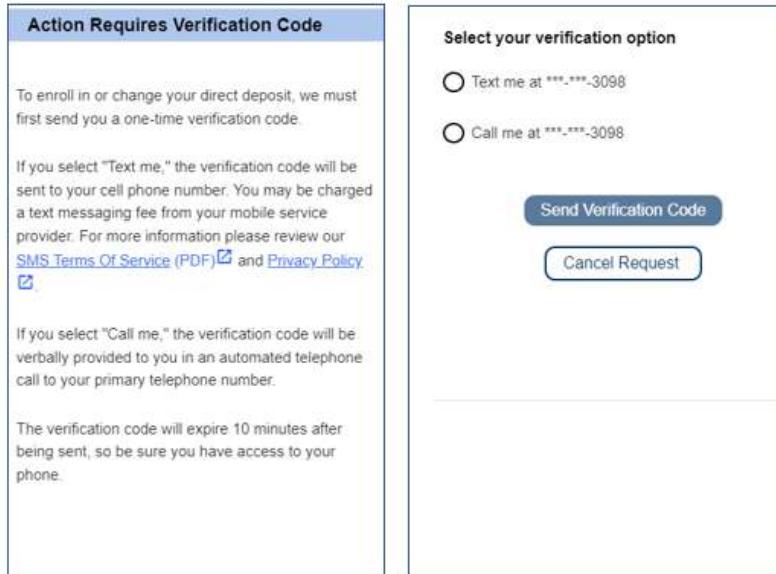


Figure: Direct Deposit - Action Requires Verification Code - Provider Has Cell Phone Only (mobile)

Code

verification code at this time because we do not have a phone number or email address, or they have been updated too recently.
request a verification code, or contact your county for more information.

Figure: Direct Deposit- Action Requires Verification Code - Provider Has No Email/Phone (desktop)

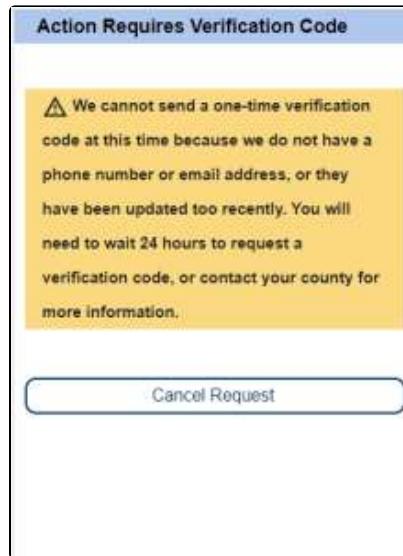


Figure: Direct Deposit- Action Requires Verification Code - Provider Has No Email/Phone (mobile)

A screenshot of a web-based application interface titled "Action Requires Verification Code".

In or change your direct deposit, we must first send you a one-time verification code.

Select "Email me," the verification code will be sent to your email address.

Select "Call me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone

fication code will expire 10 minutes after being sent, so be sure you have access to your email or phone.

your verification option

call me at !***@cgi***

me at ***-***-5790

Send Verification Code **Cancel Request** **Continue**

Figure: Direct Deposit- Action Requires Verification Code - Action Requires Verification Code - Help Desk Users Only

Text

The following text are displayed for Direct Deposit - Action Requires Verification Code screen:

See Appendix D for the translations.

Text
Action Requires Verification Code
To enroll in or change your direct deposit, we must first send you a one-time verification code.
If you select "Email me," the verification code will be sent to your email address.
If you select "Text me," the verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information please view our SMS Terms of Service and Privacy Policy.
If you select "Call me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.
The verification code will be sent to your email address. The verification code will expire 10 minutes after being sent, so be sure you have access to your email <a***@dom***>.
The verification code will expire 10 minutes after being sent, so be sure you have access to your phone.
The verification code will expire 10 minutes after being sent, so be sure you have access to your email or phone.
We cannot send a one-time verification code at this time because we do not have a phone number or email address, or they have been updated too recently. You will need to wait 24 hours to request a verification code, or contact your county for more information.
Select your verification option
Email me at <a***@dom***>
Text me at <***-***-####>
Call me at <***-***-####>
Cancel Request
Send Verification Code
Continue

Actions/Functions

The following actions are associated with the Direct Deposit - Action Requires Verification Code screen:

Hyperlink	Function
Hyperlink	Function
Send Verification Code	This button, when selected, will send a 6-digit verification code to the user's email or phone number and take the user to Enter Verification Code screen. Note: This button is disabled for the helpdesk user.
Cancel Request	This button, when selected, will close this screen and return the user to Home page.
Continue	This button, when selected, will take the user to Enter Verification Code screen.

Data Elements

The following data elements are specific to the Direct Deposit - Action Requires Verification Code screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Email me	An option selected by the user if they want to receive their verification code via email.	Radio button	Yes	N/A	N/A
Text me	An option selected by the user if they want to receive their verification code via text message.	Radio button	Yes	N/A	N/A
Call me	An option selected by the user if they want to receive their verification code via voice message.	Radio button	Yes	N/A	N/A

Structure

Structure Item	Applied to this Screen	Link
N/A	N/A	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Contact Information - Action Requires Verification Code

CI

CI-824149 - DSD SC ESP Contact Information - Action Requires Verification Code IMPLEMENTED

The Action Requires Verification Code screen sends a one-time-passcode to the ESP user which is displayed when the user selects Contact Information. The Action Requires Verification Code screen allows the user to request for a verification code via their email or phone number.

Action Requires Verification Code

contact information, we must first send you a one-time verification code.

, " the verification code will be sent to your email address.

the verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more

ew our [SMS Terms Of Service](#) and [Privacy Policy](#).

the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.

ill expire 10 minutes after being sent; so be sure you have access to your email or phone.

Action Option

cgi***
266
266

Send Verification Code **Cancel Request**

Figure - Contact Information - Action Requires Verification Code - Recipient/Provider Has Email & Phone Numbers (desktop)

Action Requires Verification Code	<p>The verification code will expire 10 minutes after being sent, so be sure you have access to your email or phone.</p> <p>Select your verification option</p> <p><input type="radio"/> Email me at d***@cgi***</p> <p><input type="radio"/> Text me at ***-***-1266</p> <p><input type="radio"/> Call me at ***-***-1266</p> <p style="text-align: right;">Send Verification Code</p> <p style="text-align: right;">Cancel Request</p>
--	---

Figure - Contact Information - Action Requires Verification Code - Recipient/Provider Has Email & Phone Numbers (mobile)

Action Requires Verification Code	<p>our contact information, we must first send you a one-time verification code.</p> <p>me," the verification code will be sent to your email address.</p> <p>ie," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.</p> <p>will expire 10 minutes after being sent, so be sure you have access to your email or phone.</p> <p>Select your verification option</p> <p><input type="radio"/> Email me at d***@cgi***</p> <p><input type="radio"/> Text me at ***-***-1266</p> <p><input type="radio"/> Call me at ***-***-1266</p> <p style="text-align: right;">Send Verification Code</p> <p style="text-align: right;">Cancel Request</p>
--	--

Figure - Contact Information - Action Requires Verification Code - Recipient/Provider Has Email and Home Phone (desktop)

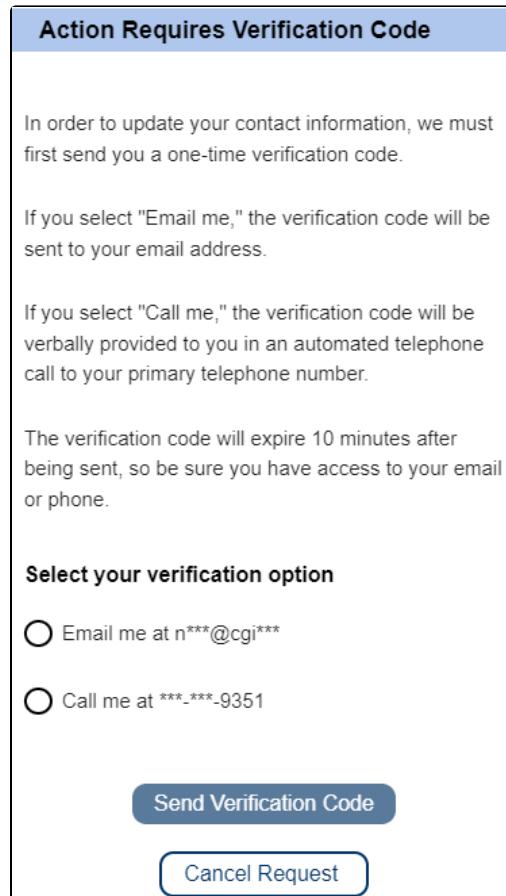


Figure - Contact Information - Action Requires Verification Code - Recipient/Provider Has Email and Home Phone (mobile)

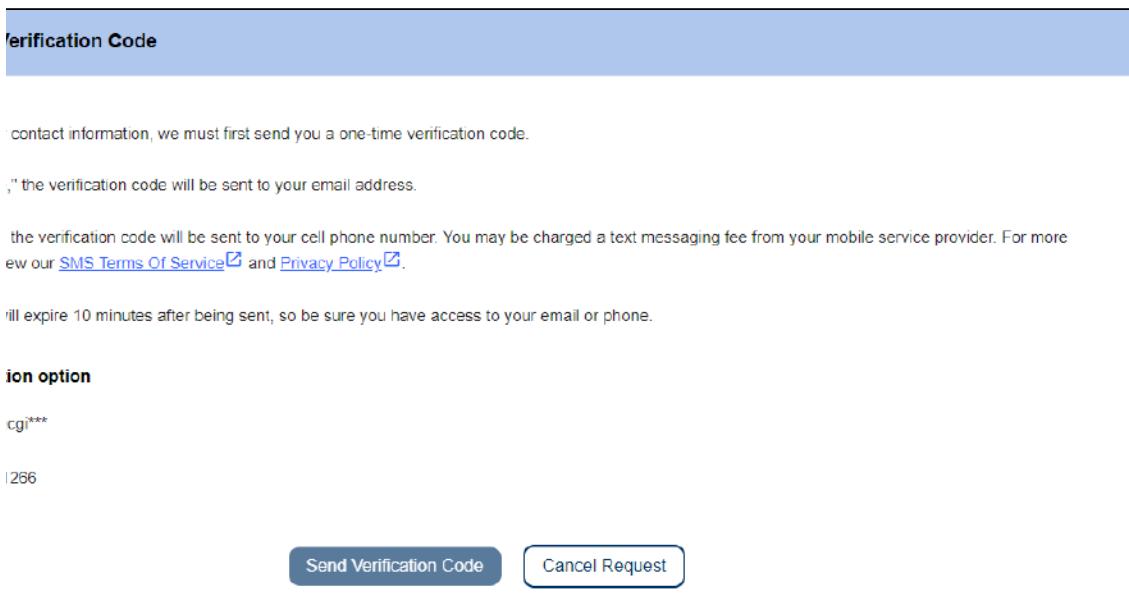


Figure: Contact Information - Action Requires Verification Code - Recipient/Provider Has Email & Cell Phone (desktop)

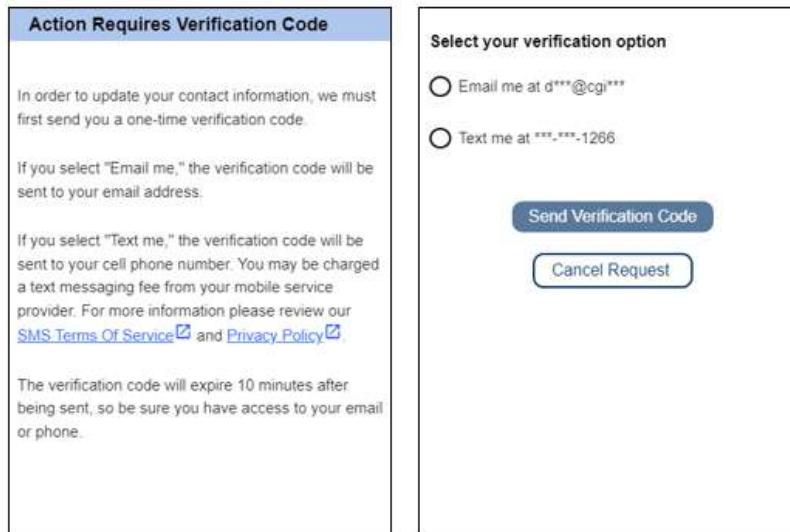


Figure: Contact Information - Action Requires Verification Code - Recipient/Provider Has Email & Cell Phone (mobile)

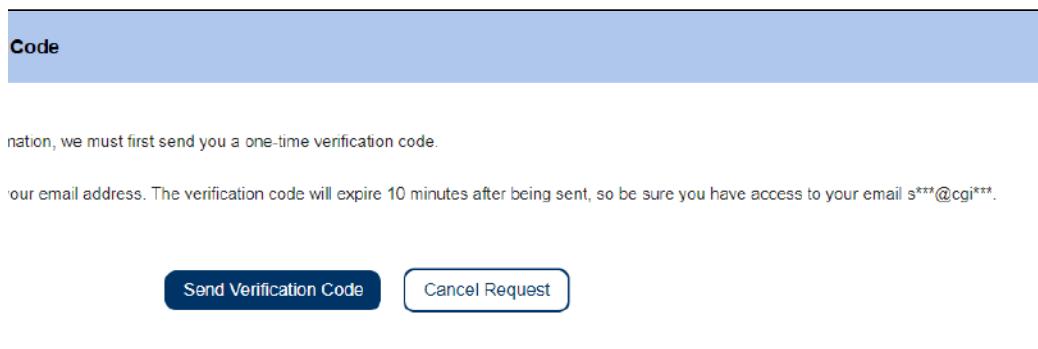


Figure: Contact Information - Action Requires Verification Code - Recipient/Provider Has Email Only (desktop)

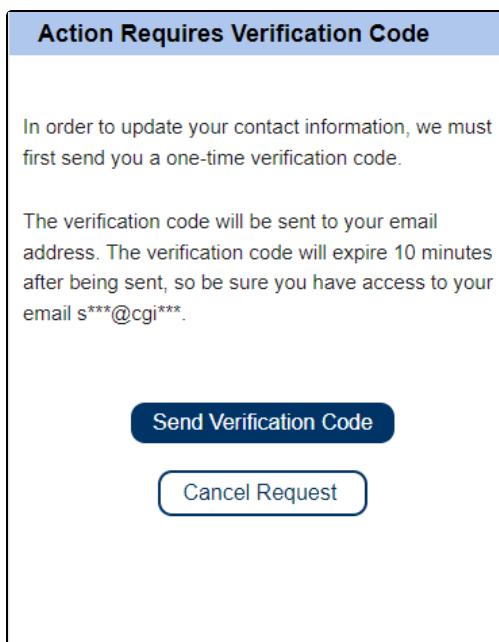


Figure: Contact Information - Action Requires Verification Code - Recipient/Provider Has Email Only (mobile)

Contact Information - Action Requires Verification Code

In order to update your contact information, we must first send you a one-time verification code.

The verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information please review our [SMS Terms Of Service](#) and [Privacy Policy](#).

If you select "Text me," the verification code will be sent to your cell phone number.

If you select "Call me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.

The verification code will expire 10 minutes after being sent, so be sure you have access to your phone.

1 option

9

9

[Send Verification Code](#)

[Cancel Request](#)

Figure: Contact Information - Action Requires Verification Code - Recipient/Provider Has Cell Phone Only (desktop)

Action Requires Verification Code

In order to update your contact information, we must first send you a one-time verification code.

If you select "Text me," the verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information please review our [SMS Terms Of Service](#) and [Privacy Policy](#).

If you select "Call me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.

The verification code will expire 10 minutes after being sent, so be sure you have access to your phone.

Select your verification option

Text me at ***-***-3309

Call me at ***-***-3309

[Send Verification Code](#)

[Cancel Request](#)

Figure: Contact Information - Action Requires Verification Code - Recipient/Provider Has Cell Phone Only (mobile)

Contact Information - Action Requires Verification Code

verification code at this time because we do not have a phone number or email address, or they have been updated too recently.

Please request a verification code, or contact your county for more information.

Figure: Contact Information - Action Requires Verification Code - Recipient/Provider Has No Email/Phone (desktop)



Figure: Contact Information - Action Requires Verification Code - Recipient Has No Email/Phone (mobile)

A screenshot of a mobile application interface titled "Requires Verification Code". It contains the following text:

To update your contact information, we must first send you a one-time verification code.

Select "Email me," the verification code will be sent to your email address.

Select "Call me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.

The verification code will expire 10 minutes after being sent, so be sure you have access to your email or phone.

Your verification option

Email me at l***@cgi***

Call me at ***-***-5790

At the bottom are three buttons: "Send Verification Code" (blue), "Cancel Request" (white), and "Continue" (white).

Figure: Contact Information - Action Requires Verification Code - Action Requires Verification Code - Help Desk Users Only

Text

The following text are displayed for Contact Information - Action Requires Verification Code screen:

See Appendix D for the translations.

Text

Action Requires Verification Code
To enroll in or change your direct deposit, we must first send you a one-time verification code.
If you select "Email me," the verification code will be sent to your email address.
If you select "Text me," the verification code will be sent to your cell phone number. You may be charged a text messaging fee from your mobile service provider. For more information please view our SMS Terms of Service and Privacy Policy.
If you select "Call me," the verification code will be verbally provided to you in an automated telephone call to your primary telephone number.
The verification code will be sent to your email address. The verification code will expire 10 minutes after being sent, so be sure you have access to your email <a***@dom***>.
The verification code will expire 10 minutes after being sent, so be sure you have access to your phone.
The verification code will expire 10 minutes after being sent, so be sure you have access to your email or phone.
We cannot send a one-time verification code at this time because we do not have a phone number or email address, or they have been updated too recently. You will need to wait 24 hours to request a verification code, or contact your county for more information.
Select your verification option
Email me at <a***@dom***>
Text me at <***-***-####>
Call me at <***-***-####>
Cancel Request
Send Verification Code
Continue

Actions/Functions

The following actions are associated with the Contact Information - Action Requires Verification Code screen:

Hyperlink	Function
Send Verification Code	This button, when selected, will send a 6-digit verification code to the user's email or phone number and take the user to Enter Verification Code screen. Note: This button is disabled for the helpdesk user.
Cancel Request	This button, when selected, will close this screen and return the user to Account Information screen.
Continue	This button, when selected, will take the user to Enter Verification Code screen.

Data Elements

The following data elements are specific to the Contact Information - Action Requires Verification Code screen:

Field Name	Help	Data Type	Required Indicator	Default Value	Editable Field
Email me	An option selected by the user if they want to receive their verification code via email.	Radio button	Yes	N/A	N/A
Text me	An option selected by the user if they want to receive their verification code via text message.	Radio button	Yes	N/A	N/A
Call me	An option selected by the user if they want to receive their verification code via voice message.	Radio button	Yes	N/A	N/A

Structure

Structure Item	Applied to this Screen	Link
N/A	N/A	N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Training Electronic Forms

CI
CI-824131 - DSD SC Training Electronic Forms IMPLEMENTED
<p>This screen is accessed when a user selects the Electronic Forms on ESP hyperlink on the Training screen. This screen describes the concept of receiving, viewing, completing, and downloading IHSS Electronic Forms for the Recipient or Provider.</p> <p>ic form. An email and/or text message notification will be sent to you when you . The Message Center mail icon will display a count of how many unread messages wed. High priority electronic forms will be labeled with a red exclamation mark (!).</p> <p>link within the message. The editable electronic form will be displayed in a new bottom of the page or by selecting a tab from the top of the page. Your county will be unable to view the electronic form until it has been submitted. submitted to your county for review.</p> <p>of your completed form. You can view your completed electronic forms by selecting</p>

Figure - Training Electronic Forms (Desktop View)

Training Electronic Forms

IHSS Electronic Forms

Your county can send you IHSS program forms for electronic completion through the ESP Message Center as an electronic form. An email and/or text message notification will be sent to you when you receive an electronic form in your Message Center. You can select your notification option on the 'My Preferences' screen.

You can access your electronic forms by selecting the Message Center link or the mail icon on the top right of your screen. The Message Center mail icon will display a count of how many unread messages and/or electronic forms you have. Your newest electronic forms are displayed at the top and will be shown in bold until viewed. High priority electronic forms will be labeled with a red exclamation mark ().

Completing IHSS Electronic Forms

On the Electronic Forms tab, you can complete your electronic forms by selecting the message subject then selecting the link within the message. The editable electronic form will be displayed in a new browser window, which may require you to disable your browser's pop-up blocker.

Electronic Forms may span multiple pages, you can navigate between pages by using the Back and Next buttons on the bottom of the page or by selecting a

Completing IHSS Electronic Forms

On the Electronic Forms tab, you can complete your electronic forms by selecting the message subject then selecting the link within the message. The editable electronic form will be displayed in a new browser window, which may require you to disable your browser's pop-up blocker.

Electronic Forms may span multiple pages, you can navigate between pages by using the Back and Next buttons on the bottom of the page or by selecting a tab from the top of the page.

Selecting the 'Save' button will save a draft copy of the electronic form so that you can return and complete/submit it later. Your county will be unable to view the electronic form until it has been submitted. Selecting the 'Submit' button will trigger field validation. If every required field has been completed, then the form will be submitted to your county for review.

Viewing or downloading completed IHSS Electronic Forms

Once your county accepts your electronic form, you will receive a new message allowing you to view or download a PDF of your completed form. You can view your completed electronic forms by selecting the 'Show Pending and Accepted Forms' radio button.

Figure - Training Electronic Forms (Mobile View)

Static Text

All text on the screen is static text. For translations, see DSD Appendix D.

Actions/Functions

The following actions are associated with the Training Electronic Forms screen:

Action	Function	Label Translated
	The arrow available by the screen name returns the user to the Training screen.	No

Data Elements

There are no data elements specific to the Training Electronic Forms screen.

Additional Information

No fields on the Training Electronic Forms screen are designated with an .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Recipient or Provider	Recipient Menu Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Request Employment/Wage Verification

CI	Document Name
CI-824376 - DSD SC Request Employment/Wage Verification IMPLEMENTED	DSD_SC_Request_Employment/Wage_Verification.docx

This screen is accessed when a user selects the Request New Verification button on the Employment/Wage Verification screen. This screen is used by the Provider to request for Employment Verification Letter or Employment Verification Letter and Wage Verification. The HD users will not be able to request a verification, therefore Request Verification button will be disabled for the Help Desk users.

[**← Request Employment/Wage Verification**](#)

Select Employment Verification Letter to generate a letter confirming your employment status.

Select Employment Verification Letter and Wage Verification to generate a letter confirming your employment status including wage information.

- Enter a Start Date and End Date.
- Payments Issued to you in the Date range you enter will be included with the Employment letter.

Select Request Verification to submit your request.

Select Cancel Request to return to the Employment/Wage Verification screen.

Select Your Verification type

Employment Verification Letter

Employment Verification Letter and Wage Verification

Select Date Range:

Start Date* 

End Date* 

Request Verification Cancel Request

Figure - Employment/Wage Verification (Desktop View)

← Request Employment/Wage Verification

Select Employment Verification Letter to generate a letter confirming your employment status.

Select Employment Verification Letter and Wage Verification to generate a letter confirming your employment status including wage information.

- Enter a Start Date and End Date.
- Payments Issued to you in the Date range you enter will be included with the Employment letter.

Select Request Verification to submit your request.

Select Cancel Request to return to the Employment/Wage Verification screen.

Select Your Verification type

Employment Verification Letter

Employment Verification Letter and Wage Verification

Select Date Range:

Start Date*

MM/DD/YYYY

End Date*

MM/DD/YYYY

Request Verification

Cancel Request

Figure - Employment/Wage Verification (Mobile View)



Figure - Employment/Wage Verification - Confirmation Popup (Desktop View)

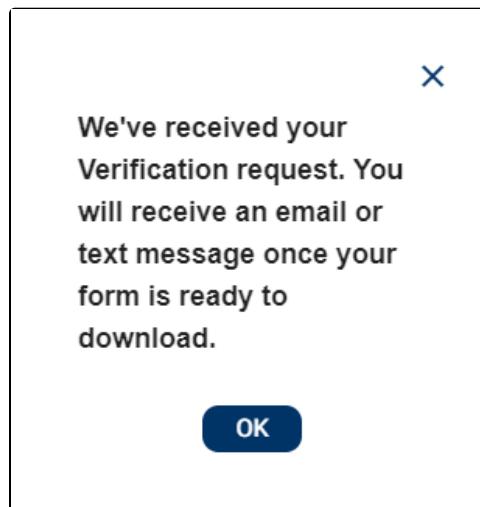


Figure - Employment/Wage Verification - Confirmation Popup (Mobile View)

Static Text

Text
Select Employment Verification Letter to generate a letter confirming your employment status.
Select Employment Verification Letter and Wage Verification to generate a letter confirming your employment status including wage information.
<ul style="list-style-type: none">○ Enter a Start Date and End Date.○ Payments Issued to you in the Date range you enter will be included with the Employment letter.
Select Request Verification to submit your request.
Select Cancel Request to return to the Wage/Employment Verification screen.
Select Your Verification Type
We've received your Verification request. You will receive an email or text message once your form is ready to download.

Actions/Functions

The following actions are associated with the Request Employment/Wage Verification screen:

Action	Function	Label Translated
Employment Verification Letter	Allows the user to select only Employment verification.	Yes
Employment Verification Letter and Wage Verification	Allows the user to select both types of verifications; Employment and Wage. Note: Selecting this radio button displays additional fields needed for Wage Verification request.	Yes
Request Verification	This button displays the confirmation popup. NOTE: This button will be disabled for the Help Desk users.	Yes
Cancel Request	This button takes the user to Employment/Wage Verification screen.	Yes
OK	This button takes the user to Employment/Wage Verification screen.	Yes

Data Elements

The following data elements are specific to the Request Employment/Wage Verification screen:

Field Name	Data Type	Required Field	Default Value	Editable Field	Label Translated
Note: Selecting the Employment Verification Letter and Wage Verification radio button displays the following fields:					
Start Date	Date (MM/DD/YYYY)	Yes	No	Yes	Yes
End Date	Date (MM/DD/YYYY)	Yes	No	Yes	Yes

Additional Information

No fields on the Request Employment/Wage Verification screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link

Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Employment/Wage Verification

CI	Document Name
CI-824375 - DSD SC Employment/Wage Verification IMPLEMENTED	DSD_SC_Employment/Wage_Verification.docx

This screen is accessed when a user selects the sub-menu Employment/Wage Verification. This screen is used by the Providers to request for Employment and Wage Verification forms and it displays the previous requests.

The screenshot shows a web-based application interface for employment and wage verification. At the top, there is a navigation bar with a logo and several menu items. Below the navigation bar, a large blue header bar contains the text "Employment/Wage Verification". The main content area features two distinct request cards, each with a light gray background and a thin black border.

Request Card 1: This card is titled "Employment Verification Request" and has a status of "PENDING". It includes a "Download" button and a "Print" button. The "Request Date" is listed as 07/12/2024. The card also contains some smaller, less legible text.

Request Card 2: This card is titled "Wage Verification Request" and has a status of "PENDING". It includes a "Download" button and a "Print" button. The "Request Date" is listed as 06/06/2024. The card also contains some smaller, less legible text.

Figure - Employment/Wage Verification (Desktop View)

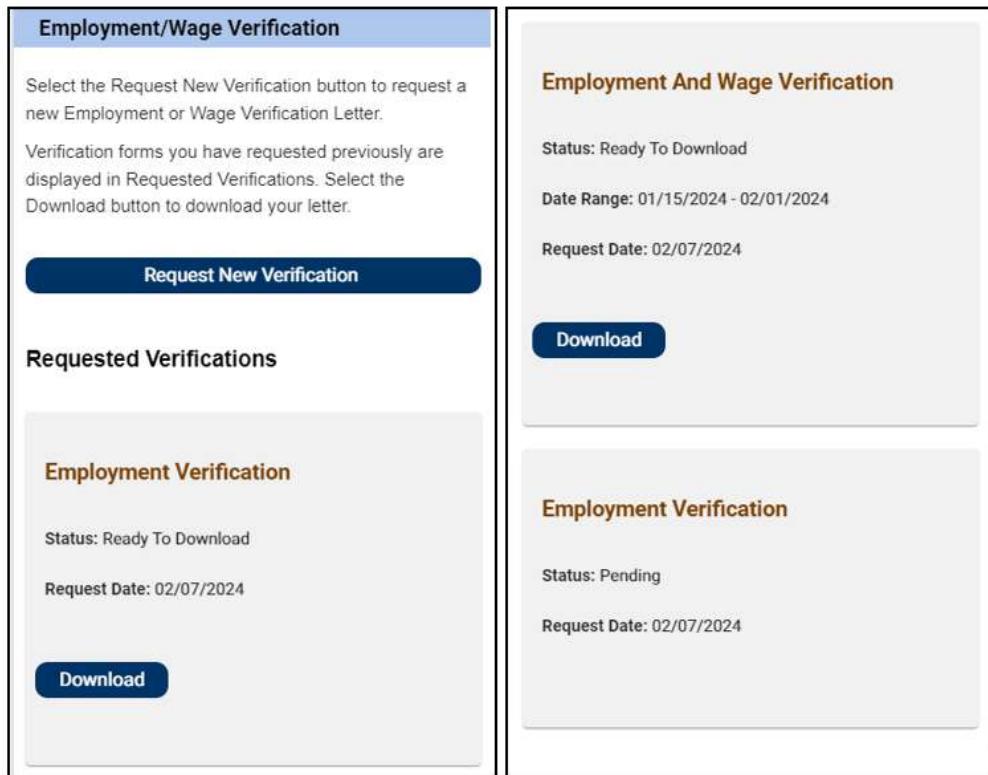


Figure - Employment/Wage Verification (Mobile View)

Static Text

Text
Select the Request New Verification button to request a new Employment or Wage Verification Letter.
Verification forms you have requested previously are displayed in Requested Verifications. Select the Download button to download your letter.
Displayed when there are submitted requests
Requested Verifications
Employment And Wage Verification
Employment Verification

Actions/Functions

The following actions are associated with the Employment/Wage Verification screen:

Action	Function	Label Translated
Request New Verification	This button will take the user to Request Employment/Wage Verification screen.	Yes
Download	This button displays the PDF of Employment and Wage Verifications form, NOTE: This button is disabled for the Help Desk users.	Yes

Data Elements

The following data elements are specific to the Employment/Wage Verification screen:

Field Name	Help	Data Type	Required Field	Default Value	Editable Field	Label Translated
Note: Submitting the Employment and Wage Verification displays the following fields.						
Date Range	Displays the date range the verification is requested for. Note: This field only displays when there are submitted requests.	Date (MM/DD/YYYY)	Yes	No	No	Yes
Status	Displays the status of the request. "Ready to Download" when the file is ready. "Pending" when the file is being processed. Note: This field only displays when there are submitted requests.	String	Yes	No	No	Yes
Request Date	The date on which the request is submitted. Note: This field only displays when there are submitted requests.	Date (MM/DD/YYYY)	Yes	No	No	Yes

Additional Information

No fields on the Employment/Wage Verification screen will be designated with a  .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Screen Designs/Training Employment And Wage Verification

The screenshot shows a web-based application interface. At the top, there is a header bar with the text "CI" on the left and a search bar containing "CI-824402 - DSD SC Training Employment And Wage Verification" with a status indicator "IMPLEMENTED" on the right. Below the header is a main content area with a blue header bar containing the text "← Training Employment and Wage Verification". The main content area contains a section titled "How to Request an Employment Verification Letter and Wage Verification" followed by a numbered list of instructions:

1. Click the Financial menu item and select Wage/Employment Verifications
2. Select Request New Verification
3. Select Employment Verification Letter or Employment Verification Letter and Wage Verification
 - o If selecting Employment Verification Letter, select Employment Verification Letter and select Request Verification
 - o If selecting Employment Verification Letter and Wage Verification, select a Start Date, and End Date. Then select Request Verification. All payments issued to you in the date range you select will be listed on the Wage Verification.
4. Select the Download button in the Requested Verifications section to download your Verification form on the Employment/Wage Verifications screen.
 - o A form in Pending Status may not be ready to download for a few minutes. You will receive an email or text message once your form is ready to download.

Figure - Training Employment and Wage Verification (Desktop View)

Training Employment and Wage Verification	<p>How to Request an Employment Verification Letter and Wage Verification</p> <ol style="list-style-type: none"> 1. Click the Financial menu item and select Wage/Employment Verifications 2. Select Request New Verification 3. Select Employment Verification Letter or Employment Verification Letter and Wage Verification <ul style="list-style-type: none"> o If selecting Employment Verification Letter, select Employment Verification Letter and select Request Verification o If selecting Employment Verification Letter and Wage Verification, select a Start Date, and End Date. Then select Request Verification. All payments issued to you in the date range you select will be listed on the Wage Verification. <p>4. Select the Download button in the Requested Verifications section to download your Verification form on the Employment/Wage Verifications screen.</p> <ul style="list-style-type: none"> o A form in Pending Status may not be ready to download for a few minutes. You will receive an email or text message once your form is ready to download.
--	--

Figure - Training Employment and Wage Verification (Mobile View)

Static Text

All text on the screen is static text. For translations, see DSD Appendix D.

Text
Training Employment and Wage Verification
How to Request an Employment Verification Letter and Wage Verification
<ol style="list-style-type: none"> 1. Click the Financial menu item and select Wage/Employment Verifications 2. Select Request New Verification 3. Select Employment Verification Letter or Employment Verification Letter and Wage Verification <ul style="list-style-type: none"> o If selecting Employment Verification Letter, select Employment Verification Letter and select Request Verification o If selecting Employment Verification Letter and Wage Verification, select a Start Date, and End Date. Then select Request Verification. All payments issued to you in the date range you select will be listed on the Wage Verification. <p>4. Select the Download button in the Requested Verifications section to download your Verification form on the Employment/Wage Verifications screen.</p> <ul style="list-style-type: none"> o A form in Pending Status may not be ready to download for a few minutes. You will receive an email or text message once your form is ready to download.

Actions/Functions

The following actions are associated with the Training Employment And Wage Verification screen:

Action	Function	Label Translated
	The arrow available by the screen name will return the user to the Training screen.	No

Data Elements

There are no data elements specific to the Training Employment And Wage Verification screen.

Additional Information

No fields on the Training Employment And Wage Verification screen will be designated with a .

Structure

Structure Item	Applied to this Screen	Link
Skip to Content	Yes	IHSS ESP Header
IHSS Logo	Yes (Hyperlinked)	
Header	Post-Login Header	
Menu	Provider	Provider Menu
Footer	Yes	IHSS ESP Footer

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Navigation Elements

See DSD Section 20 for all CMIPS Navigational elements.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages

This section defines the screen validation criteria and documents the error messages that will be displayed for each edit. Error messages within the web Website and those provided by Case Management through the interfaces are documented.

- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/E-Timesheets](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Travel Claims](#)
- [DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Training Time Claims](#)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Website

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (1-20)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (21-40)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (41-60)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (61-80)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (81-100)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (101-120)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (121-140)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (141-160)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (161-180)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (181-200)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (201-220)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Website (221-240)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
01	21159 21160 21012	CI-753479 - DSD EM IHSSW WEB 01 IMPLEMENTED	Login screen – Login button	WHEN a user clicks the Login button AND The User Name entry does not match a known Provider or Recipient user name OR The User Name entry does not match a known Support User (i.e., Help Desk or other support user type)	Do not allow the action	<p>WEBSITE: Highlight the User Name and Password fields AND Below the Password field, display the message "User Name and/or Password is incorrect. 1 of 5 attempts. If you forgot your User Name and/or Password please select Forgot User Name or Password?" (Translated) AND Create a record in the UserFailedAttempt table and increment the Failed Attempts for this User Name by (1) until (5) is reached and stop incrementing.</p> <p>CM: N/A</p>
02	21159 21160 21012	CI-753480 - DSD EM IHSSW WEB 02 IMPLEMENTED	Login screen – Login button	WHEN a user clicks the Login button AND The User Name entry is known to the IHSS ESP AND The Password entry does not match the current password for that User Name	Do not allow the action	<p>WEBSITE: Highlight the User Name and Password fields AND Below the Password field, display the message "User Name and/or Password is incorrect. 1 of 5 attempts. If you forgot your User Name and/or Password please select Forgot User Name or Password?" (Translated) AND Create a record in the UserFailedAttempt table and increment the Failed Attempts for this User Name by (1) until (5) is reached and stop incrementing and lock the account.</p> <p>IF The Failed Attempts for this User Name is greater than 4 THEN Insert a record in the UserLocked table AND Delete all records matching this User Name from the UserFailedAttempt table.</p> <p>CM: N/A</p>
03	21005		Cancelled with CR 1287 – Sprint 4			
04			Cancelled by ASR Sprint 54 Team 1&2			
05	21161	CI-753483 - DSD EM IHSSW WEB 05 IMPLEMENTED	IHSS ESP Register Step 1	When user registering is a Provider AND A character that IS NOT numeric is entered in the Provider Number field OR When user registering is a Recipient AND When a character that IS NOT numeric is entered in the Case Number field	Do not allow the action.	<p>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." (Translated)</p> <p>CM: N/A</p>

06	21161	<input checked="" type="checkbox"/> CI-753484 - DSD EM IHSSW WEB 06 IMPLEMENTED	IHSS ESP Register Step 1	When a user selects the Next button AND Cúram interface response is 'False'	Do not allow the action	WEBSITE: IF User is a Provider THEN Display the error message "Matching IHSS provider not found. All fields must match payroll information." OR IF User is a Recipient THEN Display the error message "Matching IHSS consumer not found. All fields must match program information." (Translated) CM: Interface response was 'False'
07	21161	<input checked="" type="checkbox"/> CI-753485 - DSD EM IHSSW WEB 07 IMPLEMENTED	IHSS ESP Register Step 2	When a user selects the Next button on the IHSS ESP – Register Step 2 screen OR When a user tabs out of the User Name field AND The User Name entered in Create User Name matches a user name already stored in the IHSS ESP	Do not allow the action	WEBSITE: Highlight the Create User Name field AND Display the error message "User Name already exists. If you have not registered before please select a different user name." (Translated) CM: N/A
08	21161	<input checked="" type="checkbox"/> CI-753486 - DSD EM IHSSW WEB 08 IMPLEMENTED	IHSS ESP Register Step 2	When a user enters a value in the Create Password field that is not alphanumeric OR The value does not have at least (2) numeric characters	Do not allow the action	WEBSITE: Highlight the Create 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)." (Translated) CM: N/A
09	21161	<input checked="" type="checkbox"/> CI-753487 - DSD EM IHSSW WEB 09 IMPLEMENTED	IHSS ESP Register Step 2	When a user enters a value in the Create Password field and the value is less than (8) characters in length	Do not allow the action	WEBSITE: Highlight the Create Password field AND Display the error message "Password must be at least 8 characters in length." (Translated) CM: N/A
10	21161	<input checked="" type="checkbox"/> CI-753488 - DSD EM IHSSW WEB 10 CANCELLED	Canceled by ASR Sprint 9 - Team 5 (EMLS)			
11	21161	<input checked="" type="checkbox"/> CI-753489 - DSD EM IHSSW WEB 11 IMPLEMENTED	IHSS ESP Register Step 2	When a user enters a value in the Create Password field and the value does not have at least (2) numeric characters	Do not allow the action	WEBSITE: Highlight the Create Password field AND Display the error message "Password must contain at least 2 numbers." (Translated) CM: N/A
12	21161	<input checked="" type="checkbox"/> CI-753490 - DSD EM IHSSW WEB 12 IMPLEMENTED	IHSS ESP Register Step 2	When a user enters a value in the Confirm Password field is not an exact match to the Create Password field	Do not allow the action	WEBSITE: Highlight the Confirm Password field AND Display the error message "Password does not match." (Translated) CM: N/A
13	20821 21161	<input checked="" type="checkbox"/> CI-753491 - DSD EM IHSSW WEB 13 IMPLEMENTED	IHSS ESP Register Step 2	When a user enters a value in the Confirm Email field that is not an exact match to the Email field	Do not allow the action	WEBSITE: Highlight the Confirm Email field AND Display the error message "Email address does not match." (Translated) CM: N/A
14	21161 21065	<input checked="" type="checkbox"/> CI-753492 - DSD EM IHSSW WEB 14 IMPLEMENTED	Expired Complete Registration hyperlink – Data deleted	When a user selects the hyperlink to the Register Step 5 screen from the email (ETSE14) AND The temporary data associated with that hyperlink has been deleted	Allow the action	WEBSITE: Display the Register - Introduction screen and a popup with an OK button and the following error message, "Your registration link has expired. Please begin the registration process again." (Translated) CM: N/A
15	21161 21159	<input checked="" type="checkbox"/> CI-753493 - DSD EM IHSSW WEB 15 IMPLEMENTED	Register Step 5	When a user selects the Login button on the Register Step 5 screen AND The User Name does not match the registrant selected user name AND/OR The Password does not match the registrant selected password AND/OR The Security Question does not match the registrant selected Security Question	Do not allow the action	WEBSITE: Display the service-level error message "Login User Name, Password, or Security Question is incorrect." (Translated) AND Increment the Failed Registration Attempts counter by (1) AND Insert a record for this user in the UserFailedAttempt table. CM: N/A

16		CI-753494 - DSD EM IHSSW WEB 16 <small>CANCELLED</small>	Cancelled by ASR Sprint 10 - Team 5 (EMLS)			
17	21161	CI-753495 - DSD EM IHSSW WEB 17 <small>IMPLEMENTED</small>	Register Step 5	When a user selects the Login button on the Register Step 5 screen AND As a result of an error the Failed Registration Attempts counter increments to (5)	Do not allow the action	<p>WEBSITE: Disable all fields AND Disable the Login button AND Display the error message in a popup with a Return to Login button, "Registration and account verification cannot be completed. Please select Return to Login button to the IHSS Electronic Services Portal to begin the registration process." (Translated) AND Delete the temporarily stored registration data including records for this user in the UserFailedAttempt table AND Insert a record for this user in the UserLocked table.</p> <p>CM: N/A</p>
18	21013	CI-753496 - DSD EM IHSSW WEB 18 <small>IMPLEMENTED</small>	Get User Name or Password Reset	When a user selects the Next button on the Get User Name or Password Reset screen AND The User Name entered in the Enter Your User Name field <u>is not</u> known to the IHSS ESP OR The User Name entered in the Enter Your User Name field <u>is</u> known to the IHSS ESP AND Interface to Cúram with (CMNE880R) to confirm match on email address for this IHSS ESP known User Name – Data sent for verification will be: <ul style="list-style-type: none">• First Name• Last Name• Provider Number or Case Number• Email Address as associated to that User Name WHERE Response email address from Cúram <u>is not</u> a match	Do not allow action	<p>WEBSITE: Display the error message "User Name or email address is incorrect." (Translated)</p> <p>CM: N/A</p>
19	21013	CI-753497 - DSD EM IHSSW WEB 19 <small>CANCELLED</small>	Cancelled by ASR 6 - Team 5			
20	21013	CI-753498 - DSD EM IHSSW WEB 20 <small>IMPLEMENTED</small>	Password Reset – Create New Password AND Change Password – Create New Password	When a user enters a value in the Enter New Password field that is not alphanumeric	Do not allow the action	<p>WEBSITE: Highlight the Enter New 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)" (Translated)</p> <p>CM: N/A</p>

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
21	21013	CI-753499 - DSD EM IHSSW WEB 21 <small>IMPLEMENTED</small>	Password Reset – Create New Password AND Change Password – Create New Password	When a user enters a value in the Enter New Password field and the value is less than (8) characters in length	Do not allow the action	<p>WEBSITE: Highlight the Enter New Password field AND Display the error message "Password must be at least 8 characters in length." (Translated)</p> <p>CM: N/A</p>
22	21013	CI-753500 - DSD EM IHSSW WEB 22 <small>CANCELLED</small>	Canceled by ASR 7 - Team 5 (EMLS)			

23	21013	CI-753501 - DSD EM IHSSW WEB 23 CANCELLED	Canceled by ASR Sprint 5 Team 5			
24	21013	CI-753502 - DSD EM IHSSW WEB 24 IMPLEMENTED	Password Reset – Create New Password AND Change Password – Create New Password	When a user enters a value in the Confirm New Password field is not an exact match to the Enter New Password field	Do not allow the action	WEBSITE: Highlight the Confirm New Password field AND Display the error message "Password does not match." (Translated) CM: N/A
25	21013	CI-753503 - DSD EM IHSSW WEB 25 IMPLEMENTED	Password Reset – Create New Password	When a user selects the Reset Password & Continue to Login button on the Password Reset – Change Password screen AND The Enter New Password and Confirm New Password are the same AND The Security Question answer is not a valid match	Do not allow the action	WEBSITE: Highlight the Security Question field AND Display the error message "Security Question response was not correct. Please try again." (Translated) CM: N/A
26	21013	CI-753504 - DSD EM IHSSW WEB 26 IMPLEMENTED	Expired Password Reset – Create New Password hyperlink	When a user selects an expired hyperlink to the Password Reset – Create New Password hyperlink screen from the email (ETSE16) AND Is taken to the Create New Password screen	Allow the action	WEBSITE: Display the error message "The Verify Account and Create New Password link has expired. This link was only valid for <variable – configuration value: XXXX> minutes. Password reset cannot be completed. Please return to the IHSS Electronic Services Portal to begin the password reset process." (Translated) CM: N/A
27	21013	CI-753505 - DSD EM IHSSW WEB 27 IMPLEMENTED	Password Reset – Create New Password	When a user selects the Reset Password & Continue to Login button on the Password Reset – Create New Password screen AND The Enter New Password /Confirm New Password value is the same as any of the previous (5) passwords	Do not allow the action	WEBSITE: Highlight the Enter New Password field AND Display the error message "Password cannot be the same as any of the 5 previous passwords." (Translated) CM: N/A
28	21005	CI-753506 - DSD EM IHSSW WEB 28 IMPLEMENTED	Password Reset – Create New Password	When a user selects the Reset Password & Continue to Login button on the Password Reset – Create New Password screen AND No errors are encountered	Allow the action	WEBSITE: Disable all screen fields and buttons And Display the informational pop-up message "Your password has been successfully changed." (Translated) And Pressing the OK button on this informational pop-up message will dismiss the message and go to login page. CM: N/A
29	21040	CI-753507 - DSD EM IHSSW WEB 29 IMPLEMENTED	Change Password – Create New Password	When a user selects the Change Password button on the Change Password – Create New Password screen AND The Enter New Password /Confirm New Password value is the same as any of the previous (5) passwords	Do not allow the action	WEBSITE: Highlight the Enter New Password field AND Display the error message "Password cannot be the same as any of the 5 previous passwords." (Translated) CM: N/A
30	21040	CI-753508 - DSD EM IHSSW WEB 30 IMPLEMENTED	Change Password – Create New Password	When a user selects the Change Password button on the Change Password – Create New Password screen AND No errors are encountered	Allow the action	WEBSITE: Disable all screen fields and buttons And Display the informational pop-up message "Your password has been successfully changed." (Translated) And Pressing the OK button on this informational pop-up message will dismiss the message and return to Timesheet landing page. CM: N/A

31	21161	CI-753509 - DSD EM IHSSW WEB 31 IMPLEMENTED	IHSS ESP Register Step 1	When user registering is a Provider AND The user attempts to leave the Provider Number field AND The field does not contain 9 numeric characters	Do not allow the action	WEBSITE: Highlight the Provider Number field AND Display the error message "Provider Number must be 9 digits." CM: N/A
32	21161	CI-753510 - DSD EM IHSSW WEB 32 IMPLEMENTED	IHSS ESP Register Step 1	When user registering is a Provider AND The user attempts to leave the Case Number field AND The field does not contain 7 numeric characters	Do not allow the action	WEBSITE: Highlight the Case Number field AND Display the error message "Case Number must be 7 digits." (Translated) CM: N/A
33	21161	CI-753511 - DSD EM IHSSW WEB 33 IMPLEMENTED	IHSS ESP Register Step 1	When user registering is a Provider AND The user selects the Next button AND The Provider Number entered matches a Provider Number already registered with the IHSS ESP	Do not allow the action	WEBSITE: Disable all screen fields and buttons AND Display the informational pop-up "This Provider Number is already registered with the IHSS Website. Please Login." AND Pressing the OK button on this informational pop-up message will dismiss the message and return the User to the Login Screen. CM: N/A
34	21161	CI-753512 - DSD EM IHSSW WEB 34 IMPLEMENTED	IHSS ESP Register Step 1	When user registering is a Recipient AND Selects the Next button AND The Case Number entered matches a Case Number already registered with the IHSS ESP	Do not allow the action	WEBSITE: Disable all screen fields and buttons AND Display the informational pop-up "This Case Number is already registered with the IHSS Electronic Services Portal. Please Return to the Login screen." (Translated) AND Pressing the OK button on this informational pop-up message will dismiss the message and return the User to the Login Screen. CM: N/A
35	21161	CI-753513 - DSD EM IHSSW WEB 35 IMPLEMENTED	IHSS ESP Register Step 1	When a user enters a Date of Birth AND Entry is not in MM/DD/YYYY format	Do not allow the action	WEBSITE: Highlight the Date of Birth field AND Display the error message "Incorrect Date Format" (Translated)
36	21161	CI-753514 - DSD EM IHSSW WEB 36 IMPLEMENTED	IHSS ESP Register Step 1	When the user registering is a Provider AND Moves the focus out of the SSN (Last 4 Digits) field AND The field does not contain 4 numeric characters	Do not allow the action	WEBSITE: Highlight the SSN (Last 4 Digits) field AND Display the error message "SSN entry must be 4 digits." (Translated) CM: N/A
37	21161	CI-753515 - DSD EM IHSSW WEB 37 IMPLEMENTED	IHSS ESP Register Step 1	When a user that is indicated as a Recipient selects the Next button of IHSS ESP Register Step 1 AND The Recipient Case County E-Timesheet configuration is not 'True'	Do not allow the action	WEBSITE: Display the error message "The IHSS Website is not available for your county yet. A county schedule is available by selecting the Electronic Timesheet News link." (Translated) CM: Return indication of E-Timesheet configuration 'False' CM: Response to Validate User (CMNE880A)
38	21160	CI-753516 - DSD EM IHSSW WEB 38 IMPLEMENTED	Any Action with Interface to Cúram When Cúram is Unavailable OR If a back-end Error is triggered for any reason	When a user attempts an action AND A call to Cúram results in a system not available response	Do not allow the action	WEBSITE: Display the popup error message, "Something went wrong! Please logout and try again. If this problem continues, please call the Help Desk between 8:00 AM and 5:00 PM, Monday through Friday, excluding major holidays at 1-866-376-7066." (Translated) AND The keyboard focus is immediately moved to the active element within the popup error message CM: Response to any web service indicating function not available

39	21161	<input checked="" type="checkbox"/> CI-753721 - DSD EM IHSSW WEB 39 IMPLEMENTED	IHSS ESP Register Step 2	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 the email address in the format "someone@example.com" (Translated) CM: N/A
40	21161	<input checked="" type="checkbox"/> CI-753722 - DSD EM IHSSW WEB 40 CANCELLED	Canceled by ASR Sprint 8 - Team 5 (EMLS)			

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
41	21161	<input checked="" type="checkbox"/> CI-753723 - DSD EM IHSSW WEB 41 CANCELLED	Canceled by ASR Sprint 8 - Team 5 (EMLS)			
42	21161	<input checked="" type="checkbox"/> CI-753724 - DSD EM IHSSW WEB 42 CANCELLED	Canceled by ASR Sprint 8 - Team 5 (EMLS)			
43	21161	<input checked="" type="checkbox"/> CI-753725 - DSD EM IHSSW WEB 43 CANCELLED	Canceled by ASR Sprint 8 - Team 5 (EMLS)			
44	21161	<input checked="" type="checkbox"/> CI-753726 - DSD EM IHSSW WEB 44 IMPLEMENTED	IHSS ESP Register Step 2	When a user enters a value in the User Name field on the IHSS ESP Register Step 2 screen OR When the User Name field is left blank and the user tabs out of the field AND The user name entered is not a minimum of 6 characters long	Do not allow the action	WEBSITE: Highlight the Create User Name field AND Display the error message "User Name must have at least 6 characters" (Translated) CM: N/A
45	21161	<input checked="" type="checkbox"/> CI-753727 - DSD EM IHSSW WEB 45 IMPLEMENTED	IHSS ESP Register Step 1	When a user selects the 'Next' button on the IHSS ESP Register Step 1 screen AND The response to CMNE880A = 'False'	Do not allow the action	WEBSITE: Display the error message "User is not eligible to register with the IHSS website at this time."
46	21005	<input checked="" type="checkbox"/> CI-754616 - DSD EM IHSSW WEB 46 CANCELLED	Cancelled by CR 1287 – Sprint 40			
47	21160	<input checked="" type="checkbox"/> CI-763377 - DSD EM IHSSW WEB 47 IMPLEMENTED	IHSS ESP – Login Screen – System Down	When a user selects the Login button on the IHSS ESP Login page AND The system is not available during a non-maintenance period.	Do not allow the action	Display the message "The IHSS website is currently unavailable. Please try again later." (Translated)
48	21161	<input checked="" type="checkbox"/> CI-763378 - DSD EM IHSSW WEB 48 IMPLEMENTED	IHSS ESP – Register Step 2 OR Website Support User – Register Step 2 – User Name	When a user enters a value in the Create User Name on the IHSS ESP – Register Step 2 screen OR When a user enters a value in the Create User Name on the Website Support User – Register Step 2 screen AND A blank space is included within the characters in the User Name OR The User Name begins with a blank space NOTE: Blank spaces after the last character in the User Name will be ignored and dropped	Do not allow the action	WEBSITE: Highlight the Create User Name field AND Display the error message "User Name must have at least 6 characters." (Translated) CM: N/A

49	21160	CI-763379 - DSD EM IHSSW WEB 49 IMPLEMENTED	Account Information - Reset My Security Questions - Update Security Questions Screen	When a user selects the Save Updates button on the Account Information - Reset My Security Questions - Update Security Questions Screen AND No errors are encountered	Allow the action	WEBSITE: Display the informational pop-up message "Your account information has been successfully changed." (Translated) CM: N/A
50	21161	CI-763380 - DSD EM IHSSW WEB 50 IMPLEMENTED	Register – Step 3 OR Website Support User – Register – Step 3 OR Update Security Questions Security Answer <1, 2,3> fields	User tabs out of the Security Answer 1, 2 or 3 field OR User clicks the Save Updates button OR User clicks the Next button AND Security Answer 1, 2, or 3 contains a non-alphanumeric character.	Do not allow the action.	Display 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)." on the Security Answer field.
51	21161	CI-763411 - DSD EM IHSSW WEB 51 IMPLEMENTED	IHSS ESP – Register Step 2 OR Website Support User – Register Step 2 User Name	When a user enters a value in the Create User Name on the IHSS ESP – Register Step 2 screen OR When a user enters a value in the Create User Name on the Website Support User – Register Step 2 screen AND The Create User Name field contains any of the following characters: #, %, &, ', > or ?	Do not allow the action	WEBSITE: Highlight the Create User Name field AND 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)." (Translated) CM: N/A
52	21162	CI-766222 - DSD EM IHSSW WEB 52 IMPLEMENTED	Get User Name or Password Reset	When a user clicks the Send User Name button And the Enter Your Provider Number entry is not known to the IHSS ESP	Do not allow action	WEBSITE: Display the service level error message "Provider number or email address is incorrect." CM: N/A
53	21162	CI-766223 - DSD EM IHSSW WEB 53 IMPLEMENTED	Get User Name or Password Reset	When a user clicks the Send User Name button And the Enter Your Provider Number entry is known to the IHSS ESP AND Interface to Cúram with (CMNE880R) to confirm match on email address for this IHSS ESP known Provider Number WHERE Response email address from Cúram <u>is not</u> a match	Do not allow action	WEBSITE: Display the service level error message "Provider number or email address is incorrect." CM: N/A
54	21162	CI-766224 - DSD EM IHSSW WEB 54 IMPLEMENTED	Get User Name or Password Reset	When a user clicks the Send User Name button And the Enter Your Case Number entry is not known to the IHSS ESP	Do not allow action	WEBSITE: Display the service level error message "Case number or email address is incorrect." (translated) CM: N/A
55	21162	CI-766225 - DSD EM IHSSW WEB 55 IMPLEMENTED	Get User Name or Password Reset	When a user clicks the Send User Name button And the Enter Your Case Number entry is known to the IHSS ESP AND Interface to Cúram with (CMNE880R) to confirm match on email address for this IHSS ESP known Provider Number WHERE Response email address from Cúram <u>is not</u> a match	Do not allow action	WEBSITE: Display the service level error message "Case number or email address is incorrect." (translated) CM: N/A
56	21005	CI-768670 - DSD EM IHSSW WEB 56 IMPLEMENTED	Timesheet Provider – Electronic Signature	When a Provider user clicks the Electronically Sign Timesheet & Submit for Recipient Review button And the timesheet has already been submitted	Do not allow action	WEBSITE: Disable all screen fields and buttons AND Display the informational pop-up message "Timesheet has already been submitted." AND Pressing the OK button on this informational pop-up message will dismiss the message and take the User to the Timesheet Entry screen. CM: N/A

57	21005	CI-771368 - DSD EM IHSSW WEB 57 IMPLEMENTED	Timesheet Recipient Electronic Signature	When a recipient user clicks the Electronically Sign Timesheet & Submit for Payment button And the timesheet has already approved or rejected	Do not allow action	<p>WEBSITE: Disable all screen fields and buttons AND Display the informational pop-up message "Timesheet has already been reviewed." AND Pressing the OK button on this informational pop-up message will dismiss the message and take the User to the Provider Timesheets – Timesheet Review Screen if there are remaining timesheets to review or to the Provider Timesheets – Provider Selection if there are no more timesheets to review.</p> <p>CM: N/A</p>
58	21005	CI-771369 - DSD EM IHSSW WEB 58 IMPLEMENTED	Reject E-Timesheet	When a user clicks the "Reject E-Timesheet" button on "Reject E-Timesheet" screen And the timesheet has already been approved or rejected	Do not allow action	<p>WEBSITE: Disable all screen fields and buttons AND Display the informational pop-up message "Timesheet has already been reviewed." AND Pressing the OK button on this informational pop-up message will dismiss the message and take the User to the Provider Timesheets – Timesheet Review Screen if there are remaining timesheets to review or to the Provider Timesheets – Provider Selection if there are no more timesheets to review.</p> <p>CM: N/A</p>
59	21161	CI-771370 - DSD EM IHSSW WEB 59 IMPLEMENTED	Registration step 2 of 3	<p>When a user enters a value in the Email field on the Registration step 2 of 3 that does not have a valid domain address (e.g. gmail.com)</p> <p>OR</p> <p>When a user leaves the Email field blank and tabs out of the field</p>	Do not allow action	Display the error message "Enter the email address in the format someone@example.com"

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
61	21079	CI-790022 - DSD EM IHSSW WEB 61 IMPLEMENTED	Direct Deposit: Bank Details – ROUTING NUMBER	<p>When a user enters a value in the ROUTING NUMBER field AND There are not 9 numeric digits entered OR The first digit of the number is other than 0, 1, 2, or 3 OR When a user enters a non-numeric character in the ROUTING NUMBER field OR When a user clicks the Next button and the Routing Number field is blank.</p>	Do not allow the action	Display the error message "Routing Number must be 9 numbers and must start with 0, 1, 2 or 3. For help locating your routing number please contact your bank."
62	21079	CI-790023 - DSD EM IHSSW WEB 62 IMPLEMENTED	Direct Deposit: Bank Details – ACCOUNT NUMBER	<p>When a user enters a value in the ACCOUNT NUMBER field AND There are not at least 4 numeric digits entered OR When the user enters a non-numeric character in the ACCOUNT NUMBER field OR When a user clicks the Next button and the Account Number field is blank.</p>	Do not allow the action	Display the error message "Account Number must be 4 to 17 numbers."
63	21079	CI-790024 - DSD EM IHSSW WEB 63 IMPLEMENTED	Direct Deposit: Bank Details – CONFIRM ACCOUNT NUMBER	<p>When a user enters a value in the CONFIRM ACCOUNT NUMBER field that is not an exact match to the ACCOUNT NUMBER field OR When a user clicks the Next button and the Confirm Account Number field is blank.</p>	Do not allow the action	Display the error message "Account Numbers do not match."
64	16203	CI-790609 - DSD EM IHSSW WEB 64 IMPLEMENTED	Sick Leave Claim Time Entry – Absence Date format	<p>When a user enters an Absence Date AND Entry has special characters or is not in MM /DD/YYYY format</p>	Do not allow the action	<p>WEBSITE: Highlight the Absence Date field AND Display the error message "Incorrect Date Format."</p> <p>CM: N/A</p>

65	16203	CI-790610 - DSD EM IHSSW WEB 65 IMPLEMENTED	Sick Leave Claim Time Entry – Absence Date (pay period)	When a user enters an Absence Date AND Entry earlier than the first day of the Pay Period selected on the Sick Leave Claim screen	Do not allow the action	WEBSITE: Highlight the Absence Date field AND Display the error message "The absence date must be within the pay period selected." CM: N/A
66	16203	CI-790611 - DSD EM IHSSW WEB 66 IMPLEMENTED	Sick Leave Claim Time Entry – Absence Date (eligible to work)	When a user enters an Absence Date AND Entry is within the Pay Period selected on the Sick Leave Claim screen AND The Provider is/was not eligible to provide services to the Recipient for the entry date.	Do not allow the action	WEBSITE: Highlight the Absence Date field AND Display the error message "You cannot claim Sick Leave for this date because you were not eligible to work for the selected Recipient on this day." CM: Return Error
67	16203	CI-790612 - DSD EM IHSSW WEB 67 IMPLEMENTED	Sick Leave Claim Time Entry – Absence Date (future date)	When a user enters an Absence Date AND The entry is later than the last date of the Pay Period selected on the Sick Leave Claim screen OR When a user enters an Absence Date AND Pay Period selected on the Sick Leave Claim screen is the current Pay Period AND The entry date is a future date	Do not allow the action	WEBSITE: Highlight the Absence Date field AND Display error message "Sick Leave may not be claimed for a future date." CM: N/A
68	16203	CI-790613 - DSD EM IHSSW WEB 68 IMPLEMENTED	Sick Leave Claim Time Entry –Minutes	When a user enters Minutes AND The minutes entered are not 00 or 30	Do not allow the action	WEBSITE: Highlight the Minutes field AND Display the error message "Minutes must be 0 or 30 only." CM: N/A
69	16203	CI-790614 - DSD EM IHSSW WEB 69 IMPLEMENTED	Sick Leave Claim Time Entry –Hours, Minutes (less than 1 hr. when at least 1 hr. available)	When a user enters minutes AND The user has not entered hours AND Available Hours are greater than 30 minutes AND User selects the Submit Claim button	Do not allow the action	WEBSITE: Display the error message banner "⚠ You must claim a minimum of 1 hours of Sick Leave for each Absence Date when you have at least 1 hour available." CM: N/A
70	16203	CI-790615 - DSD EM IHSSW WEB 70 IMPLEMENTED	Sick Leave Claim Time Entry – Hours, Minutes (exceeds available hours)	When a user enters Hours and Minutes AND The hours + minutes exceeds remaining Sick leave available AND User selects the Submit Claim button	Do not allow the action	WEBSITE: Add New Button is disabled AND Display the error message banner "⚠ The total time entered exceeds the available hours for Sick Leave." CM: N/A
71	16203	CI-790616 - DSD EM IHSSW WEB 71 IMPLEMENTED	Sick Leave Claim Time Entry – Hours, Minutes (exceeds 24 hours)	When a user enters Hours and Minutes AND The hours + minutes exceeds 24 hours AND Selects the Submit Claim button	Do not allow the action	WEBSITE: Highlight the Hours and/or Minutes fields (latest edited field) AND Display the error message "Sick leave hours may not exceed 24 hours per day." CM: N/A
72		CI-790617 - DSD EM IHSSW WEB 72 CANCELLED	Cancelled with SCF-43 - Duplicate of EM #68			
73		CI-790618 - DSD EM IHSSW WEB 73 CANCELLED	Cancelled with SCF-43 - Duplicate of EM #69			

74		CI-790619 - DSD EM IHSSW WEB 74 CANCELLED	Cancelled with SCF-43 - Duplicate of EM #70			
75		CI-790620 - DSD EM IHSSW WEB 75 CANCELLED	Cancelled with SCF-43 - Duplicate of EM #71			
76	16203	CI-790633 - DSD EM IHSSW WEB 76 IMPLEMENTED	Sick Leave Claim Time Entry – Absence Date – Duplicate date	When a user enters an Absence Date AND That date has already been entered on another detail for the current claim	Do not allow the action	WEBSITE: Highlight the Absence Date field AND Display the error message "You have already entered time for this day." CM: N/A
77	16203	CI-790634 - DSD EM IHSSW WEB 77 IMPLEMENTED	Sick Leave Claim Time Entry – Hours (non-numeric)	When a user attempts to enter non-numeric characters in the Hours field. Note this will only occur for Android devices. Apple devices and computer browsers do not allow the user to even attempt to enter non-numeric characters in a field defined as numeric	Do not allow the action	WEBSITE: Highlight the Hours field AND Display the error message "Hours entered must be a number." CM: N/A
78	16203	CI-790635 - DSD EM IHSSW WEB 78 IMPLEMENTED	Sick Leave Claim Time Entry – Minutes (non-numeric)	When a user attempts to enter non-numeric characters in the Minutes field. Note this will only occur for Android devices. Apple devices and computer browsers do not allow the user to even attempt to enter non-numeric characters in a field defined as numeric	Do not allow the action	WEBSITE: Highlight the Minutes field AND Display the error message "Minutes entered must be a number." CM: N/A
79		CI-790636 - DSD EM IHSSW WEB 79 CANCELLED	Cancelled with SCF-43 - Duplicate of EM #77			
80		CI-790637 - DSD EM IHSSW WEB 80 CANCELLED	Cancelled with SCF-43 - Duplicate of EM #78			

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
81	16203	CI-790638 - DSD EM IHSSW WEB 81 CANCELLED	Cancelled by ASR Sprint 56 Team 1&2			
82	21001	CI-790657 - DSD EM IHSSW WEB 82 IMPLEMENTED	Login screen	When a user is on a desktop browser AND has the Caps Lock on	Allow the action	WEBSITE: Display the error message above the User Name field:  Caps Lock is on CM: N/A
83	21101	CI-795496 - DSD EM IHSSW WEB 83 IMPLEMENTED	Login screen - Login	When a user attempts to login to the IHSS ESP using a User Name that is associated to a Case Number that has been indicated with IHSS an Website Registration of "Inactive"	Do not allow the action	WEBSITE: Display the error message: "This User account has been inactivated. Please, contact your County IHSS office for further assistance." (Translated) CM: Webservice returns ETEC820

84	21101	✖ CI-795497 - DSD EM IHSSW WEB 84 IMPLEMENTED	Get User Name or Password – Get User Name	When a user attempts to Get User Name to the IHSS ESP using a Case Number that has been indicated with an IHSS ESP Registration of "Inactive"	Do not allow the action	WEBSITE: Display the error message: "This User account has been inactivated. Please, contact your County IHSS office for further assistance." (Translated) CM: Webservice returns ETEC820
85	21101	✖ CI-795498 - DSD EM IHSSW WEB 85 IMPLEMENTED	Get User Name or Password – Password Reset	When a user attempts to Reset Password to the IHSS ESP using a User Name that is associated to a Case Number that has been indicated with an IHSS ESP Registration of "Inactive"	Do not allow the action	WEBSITE: Display the error message: "This User account has been inactivated. Please, contact your County IHSS office for further assistance." (Translated) CM: Webservice returns ETEC820
86	21101	✖ CI-795499 - DSD EM IHSSW WEB 86 IMPLEMENTED	IHSS ESP Registration Step 1 - Register	When a user attempts to Register to the IHSS ESP using a Case Number that has been indicated with an IHSS ESP Registration of "Inactive"	Do not allow the action	WEBSITE: Display the error message: "This User account has been inactivated. Please, contact your County IHSS office for further assistance." (Translated) CM: Webservice returns ETEC820
87	21012	✖ CI-800281 - DSD EM IHSSW WEB 87 IMPLEMENTED	IHSS ESP Register Step 1	When a user exist the First Name field AND The First Name entered contains not English characters	Do not allow the action	WEBSITE: Highlight the First Name field AND Display the error message "First Name can only contain letters (A-Z or a-z), apostrophe ('), hyphen/dash, and spaces." (Translated) CM: N/A
88	21012	✖ CI-800282 - DSD EM IHSSW WEB 88 IMPLEMENTED	IHSS ESP Register Step 1	When a user exist the Last Name field AND The Last Name entered contains not English characters	Do not allow the action	WEBSITE: Highlight the Last Name field AND Display the error message "Last Name can only contain letters (A-Z or a-z), apostrophe ('), hyphen/dash, and spaces." (Translated) CM: N/A
89	21012	✖ CI-800283 - DSD EM IHSSW WEB 89 IMPLEMENTED	IHSS ESP Register Step 2	When a user exist the User Name field AND The User Name entered contains not English characters	Do not allow the action	WEBSITE: Highlight the User Name field AND Display the error message "It appears that you are using non-English characters, please switch to English." (Translated) CM: N/A
90	16203	✖ CI-801522 - DSD EM IHSSW WEB 90 IMPLEMENTED	Recent Payments – Rejected payment request	When a user selects a timesheet that has status of "Rejected Timesheet" (not exceptioned) from Pay period – Payment Type dropdown	Allow the action.	WEBSITE: Display the warning: This timesheet needs your attention! Please check your email for more information. CM: N/A
91		✖ CI-819076 - DSD EM IHSSW WEB 91 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
92		✖ CI-819088 - DSD EM IHSSW WEB 92 CANCELLED	Cancelled by SCF-124			
93	21159 21160 21012	✖ CI-822197 - DSD EM IHSSW WEB 93 IMPLEMENTED	Login screen – Login button	WHEN a user clicks the Login button AND A record for the user exists in the UserLocked Table	Do not allow the action	WEBSITE: Display the message "User Name and/or Password is incorrect. <n> of 5 attempts. If you forgot your User Name and/or Password please select Forgot User Name or Password? " (Translated) CM: N/A

94	21169	CI-822436 - DSD EM IHSSW WEB 94 <small>IMPLEMENTED</small>	Payment Search	When a user enters a date AND The MM entry is not 01 – 12	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Incorrect Date Format" (Translated)
95	21169	CI-822437 - DSD EM IHSSW WEB 95 <small>IMPLEMENTED</small>	Payment Search	When a user enters a date AND The DD entry is not 01 – 31	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Incorrect Date Format" (Translated)
96	21169	CI-822438 - DSD EM IHSSW WEB 96 <small>IMPLEMENTED</small>	Payment Search	When a user enters a date AND The YYYY entry is not equal to or greater than 1900	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Date cannot be earlier than 1/1/2000" (Translated)
97	21169	CI-822439 - DSD EM IHSSW WEB 97 <small>IMPLEMENTED</small>	Payment Search	When a user enters a date AND The MM entry is any of the following: 04 06 09 11 AND The DD entry is 31 OR The MM entry is 02 AND The DD entry is 30 or 31 OR The DD entry is 29 AND The YYYY entry is not a leap year	Do not allow the action	WEBSITE: No error message will be displayed and entered date is moved to first date of next month.
98	21169	CI-822440 - DSD EM IHSSW WEB 98 <small>IMPLEMENTED</small>	Payment Search	When a user enters a date AND Entry is not in MM/DD/YYYY format	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Incorrect Date Format" (Translated)
99	21169	CI-822511 - DSD EM IHSSW WEB 99 <small>IMPLEMENTED</small>	Timesheet History	When a user enters a date AND The MM entry is not 01 – 12	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Month must be 01 – 12" (Translated)
100	21169	CI-822512 - DSD EM IHSSW WEB 100 <small>IMPLEMENTED</small>	Timesheet History	When a user enters a date AND The DD entry is not 01 – 31	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Day must be 01 – 31" (Translated)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
101	21169	CI-822514 - DSD EM IHSSW WEB 101 <small>IMPLEMENTED</small>	Timesheet History AND Payment Search Screen	When a user enters a date AND The YYYY entry is not equal to or greater than 01/01/2000	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Date cannot be earlier than 1/1/2000" (Translated)
102	21169	CI-822515 - DSD EM IHSSW WEB 102 <small>IMPLEMENTED</small>	Timesheet History	When a user enters a date AND The MM entry is any of the following: 04 06 09 11 AND The DD entry is 31 OR The MM entry is 02 AND The DD entry is 30 or 31 OR The DD entry is 29 AND The YYYY entry is not a leap year	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "This month does not have this many days" (Translated)
103	21169	CI-822516 - DSD EM IHSSW WEB 103 <small>IMPLEMENTED</small>	Timesheet History AND Payment Search Screen	When a user enters a date AND Entry is not in MM/DD/YYYY format	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Incorrect Date Format" (Translated)

104	12086 12174 21195	CI-822617 - DSD EM IHSSW WEB 104 IMPLEMENTED	Hire Provider Step 1 - Find Provider	When the user selects the Find Provider button AND A 9-digit number has been entered in the Provider Number field AND Provider Number entered does not match a Provider Number in CMIPS	Do not allow the action	Display the error message, "The Provider Number you entered does not match a Provider in our records. Please check the number and try again."
105	12086 12174 21195	CI-822618 - DSD EM IHSSW WEB 105 IMPLEMENTED	Hire Provider Step 1 - Find Provider	When the user selects the Find Provider button AND The case has pending evidence and the entered Provider number is for a Provider who is in 'Pending' or 'Pending Reinstatement' status OR Recipient Status is NOT 'Eligible' or 'Presumptive Eligible' OR Recipient is under 18 years of age	Do not allow the action	Display the error message, "At this time, you cannot use this service to hire a provider. Please contact your county."
106		CI-822619 - DSD EM IHSSW WEB 106 CANCELLED	Cancelled by ASR Sprint 48 Team 1&2			
107	12086 12286 12174 21195	CI-822620 - DSD EM IHSSW WEB 107 IMPLEMENTED	Hire Provider Step 1 - Find Provider	When a user selects the Find Provider button AND Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older AND Provider is in 'Ineligible' status OR Provider is in 'Eligible' status AND Provider has an Active Overtime Violation Exemption Record OR The Provider has an existing hours segment in 'Terminated' status with the Recipient AND The relationship of that existing segment is 'Spouse' OR The relationship of that existing segment is 'Parent of Adult Child' OR The relationship of that existing segment is 'Parent of Minor Child' AND There is Pending Evidence or Evidence awaiting Supervisor Review on the case	Do not allow the action	Display the error message, "This Provider cannot be hired using this service. Please contact your county."
108	12086 12174 21196 21195	CI-822621 - DSD EM IHSSW WEB 108 IMPLEMENTED	Hire Provider Step 1 - Find Provider	When a user selects the Find Provider button AND Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older AND The case does not have pending evidence AND Provider is in 'Eligible', 'Pending' or 'Pending Reinstatement' status AND Provider is assigned to this Recipient Case AND Most current hours segment is 'Active' or 'Leave' OR The current hours segment is 'Terminated' AND A future dated 'Active' hours segment exists	Do not allow the action	Display the error message, "You have already hired this Provider. Please contact your county if you want to make any changes."

109	12086 12174 21195	CI-822622 - DSD EM IHSSW WEB 109 IMPLEMENTED	Hire Provider Step 1 - Find Provider	When the user selects the Find Provider button AND Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older AND Recipient has an ICT 'In-progress'	Do not allow the action	Display the error message, "Your case is being transferred to a new county. Please contact your county to have this Provider assigned."
110	12086 12174 21195	CI-822623 - DSD EM IHSSW WEB 110 IMPLEMENTED	Hire Provider Step 1 - Find Provider	When the user selects the Find Provider button AND Provider is under 18 years of age	Do not allow the action	Display the error message, "This Provider cannot be hired using this service. Please contact your county."
111	12086 12174 21195	CI-822625 - DSD EM IHSSW WEB 111 IMPLEMENTED	Hire Provider Step 1 - Enter Invalid Provider Number Format	When the user enters a non-numeric value in the Provider Number field	Do not allow the action	Display the error message, "Provider Number field must contain numbers only."
112	12086 12174 21195	CI-822626 - DSD EM IHSSW WEB 112 IMPLEMENTED	Hire Provider Step 1 - Enter Non 9-digit Provider Number Format	When the user enters less than 9 digits in the Provider Number field	Do not allow the action	Display the error message, "Provider Number must be 9 digits."
113	12086 12174 21195	CI-822627 - DSD EM IHSSW WEB 113 CANCELLED	Canceled by ASR Sprint 2 Team 5			
114	12086 12174 21195	CI-822628 - DSD EM IHSSW WEB 114 CANCELLED	Canceled by ASR Sprint 2 Team 5			
115	12086 12174 21195	CI-822629 - DSD EM IHSSW WEB 115 CANCELLED	Canceled by ASR Sprint 2 Team 5			
116	12086 12174 21195	CI-822630 - DSD EM IHSSW WEB 116 CANCELLED	Canceled by ASR Sprint 2 Team 5			
117	12086 12174 21195	CI-822634 - DSD EM IHSSW WEB 117 IMPLEMENTED	Hire Provider Step 3 - Enter Provider Start Date	When a user enters the Provider Start Date AND Entry is not in MM/DD/YYYY format	Do not allow the action	Display the error message, "Incorrect Date Format"
118	12086 12174 21197 21195	CI-822635 - DSD EM IHSSW WEB 118 IMPLEMENTED	Hire Provider Step 3 - Enter Provider Start Date	When a user enters the Provider Start Date AND Entry exceeds the number of days prior to current date as set by the StartDateConfigurationDays.	Do not allow the action	Display the error message, "Start Date cannot be more than <XX = StartDateConfigurationDays> days in the past."
119	12086 12174 21195	CI-822675 - DSD EM IHSSW WEB 119 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP AND The entered start date for the Provider is prior to the Start Date of an authorization segment with ICT evidence for the case OR The entered start date for the Provider is prior to the Effective Date for the Provider OR The entered start date for the Provider is prior to the Termination segment Start Date OR The entered start date for the Provider overlaps or crosses into a Case Authorization segment that is not 'Eligible' or 'Presumptive Eligible' OR The Provider has been a back-up provider (has a segment using the BUAP wage rate) for this Recipient and the entered Start Date is not in a pay period that is after the pay period in which the End Date of the 'Active' BUAP segment falls	Do not allow the action	Displays the error message, "The start date for this provider cannot be before <MM/DD/YYYY>. Contact your county if you need assistance."

120	12086 12174 21195	CI-822676 - DSD EM IHSSW WEB 120 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP AND The value for Relationship = Child and the Recipient DOB is AFTER the Provider DOB	Do not allow the action	Displays the error message, "You cannot be younger than your child. Please correct the relationship entry or contact your county if you need assistance."
-----	-------------------------	--	---	---	-------------------------	---

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
121	12086 12174 21195	CI-822677 - DSD EM IHSSW WEB 121 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP AND The value for Relationship = Parent and the Recipient DOB is BEFORE the Provider DOB	Do not allow the action	Displays the error message, "You cannot be older than your parent. Please correct the relationship entry or contact your county if you need assistance."
122	12086 12174 21195	CI-822678 - DSD EM IHSSW WEB 122 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP OR User tabs out of the Provider Start Date field AND The Provider Start Date is a future date	Do not allow the action	Displays the error message, "The start date for this provider cannot be after <MM/DD/YYYY = Current Date>. Contact your county if you need assistance."
123	12086 12174 21195	CI-822679 - DSD EM IHSSW WEB 123 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP AND The value for Relationship = Parent and the Recipient case has four Providers in 'Active', 'Leave' or 'Pending' Status assigned with the Relationship to the Recipient of "Parent of a Minor Child" or "Parent of an Adult Child" OR The value for Relationship = Spouse and the Recipient case has a Provider in 'Active', 'Leave', or 'Pending' status assigned or on the Pending eHire table with a relationship of 'Spouse' OR Provider does not have any existing hours segments with the Recipient AND 'Parent' is selected by the Recipient in ESP OR 'Spouse' is selected by the Recipient in ESP AND There is Pending Evidence or Evidence awaiting Supervisor Review on the case	Do not allow the action	Displays the error message, "This Provider cannot be hired using this service. Please contact your county."
124	12086 12174 21195	CI-822680 - DSD EM IHSSW WEB 124 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP AND The entered start date for the Provider is Prior to the Eligibility Begin Date for the Recipient	Do not allow the action	Displays the error message, "The start date for this provider cannot be before <MM/DD/YYYY = Recipient Eligibility Begin Date>. Contact your county if you need assistance."

125	21195	CI-822701 - DSD EM IHSSW WEB 125 IMPLEMENTED	Hire Provider Step 1 - Find Provider	<p>When a Recipient selects the Find Provider button on the Hire Provider Step 1 (Locate Provider) screen in ESP</p> <p>AND</p> <p>Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older</p> <p>AND</p> <p>Recipient Person Type includes 'Provider'</p> <p>AND</p> <p>The Provider Number entered belongs to this Recipient</p> <p>THEN</p> <p>Web Service from ESP to CM to Find Provider returns an error message</p>	Do not allow the action	Display the error message, "This Provider cannot be hired using this service. Please contact your county."
126	21195	CI-822702 - DSD EM IHSSW WEB 126 IMPLEMENTED	Hire Provider Step 1 - Find Provider	<p>When a Recipient selects the Find Provider button on the Hire Provider Step 1 (Locate Provider) screen in ESP</p> <p>AND</p> <p>Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older</p> <p>AND</p> <p>The Provider Number entered has a Pending trigger on the hire provider trigger table for this recipient case</p> <p>THEN</p> <p>Web Service from ESP to CM to Find Provider returns an error message</p>	Do not allow the action	Display the error message, "Hiring details are pending for this Provider. You will receive an email when the hiring process is complete."
127	21195	CI-822816 - DSD EM IHSSW WEB 127 IMPLEMENTED	Hire Provider Step 3 - Provider Details	<p>When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP</p> <p>AND</p> <p>The Recipient is Advance Pay</p> <p>AND</p> <p>There is a wage rate change effective date for the Recipient's case county with an Effective from Date that is after the Recipient entered Start Date</p>	Do not allow the action	<p>Display the message "This Provider cannot be hired using this service. Please contact your county."</p> <p>AND</p> <p>Do not display any other error message.</p>
128	21322	CI-822917 - DSD EM IHSSW WEB 128 IMPLEMENTED	Contact Information - Save Address - Postal Code	<p>When a user enters less than five (5) numeric characters in the Postal Code field</p> <p>AND</p> <p>The user selects Save</p>	Allow the action	Display the field-level error message beneath the Postal Code field, "Postal Code must be 5 numeric characters."
129	21248 21250	CI-822961 - DSD EM IHSSW WEB 129 IMPLEMENTED	Contact Information - Edit Phone Number(s)	<p>When less than ten (10) numeric characters in the Phone Number field</p> <p>OR</p> <p>Phone Number is blank</p> <p>AND</p> <p>The Save button is selected</p>	Do not allow the action	Display the field-level error message (translated), "Phone Number must be 10 numeric characters."
130		CI-822962 - DSD EM IHSSW WEB 130 CANCELLED	Cancelled by ASR Sprint 61 Team 1&2			
131		Reserved by Team 1&2 Sprint 50				

132	21195	CI-822975 - DSD EM IHSSW WEB 132 IMPLEMENTED	Hire Provider Step 1 - Find Provider (Web Service from ESP to CM to Find Provider)	When a Recipient selects the Find Provider button on the Hire Provider Step 1 (Locate Provider) screen in ESP AND Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older AND Provider enrollment eligibility status = Pending Reinstatement (PMEE003) OR Provider enrollment eligibility status = Pending (PMEE004) AND Provider has previously been assigned to this Recipient (current status with Recipient is "Terminated")	Do not allow the action	Display the error message, "This Provider cannot be hired using this service. Please contact your county."
133	21191	CI-822974 - DSD EM IHSSW WEB 133 IMPLEMENTED	Direct Deposit: Bank Details – ROUTING NUMBER	When a user enters a value in the ROUTING NUMBER field AND The entry is 9 numeric digits AND The first digit of the entered number is 0, 1, 2, or 3 AND The ROUTING NUMBER does not match a value on the routingnumbers database table	Do not allow the action	Display the error message "Please check your routing number and try again."
134	21160	CI-822976 - DSD EM IHSSW WEB 134 IMPLEMENTED	Login Screen - Maintenance Message	When a Recipient accesses the login screen AND The ESP system is down for maintenance	Allow the action	Display the maintenance message, " Please be advised that the system will be unavailable from HH:MM am/pm Month DD until HH:MM am/pm on Month DD, YYYY for maintenance." as a banner on the top of the screen, below the information banner.
135	21195	CI-822993 - DSD EM IHSSW WEB 135 IMPLEMENTED	Hire Provider Step 1 – Provider with No Validated SSN	When a Recipient selects the Find Provider button on the Locate Provider screen in ESP AND Web Service from ESP to CM to Find Provider returns AND Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older AND The Provider does not have an active Alt ID with a Type of SSN in CMIPS	Do not allow the action	Display the error message, "This Provider cannot be hired using this service. Please contact your county."
136	21009 12013	CI-822997 - DSD EM IHSSW WEB 136 IMPLEMENTED	Timesheet Entry	When a user selects Save on the Time Entry Timesheet screen AND Both paid and draft hours are entered for a day AND Total Time entered for service hours and Training Time Claim Entries where Review Outcome=Approved, across all timesheets for all Recipients and programs is greater than 24 hours	Allow the action	Display the information message, "You are unable to claim more than 24 hours worked in one day across multiple recipients. Ineligible hours will not be paid."

137	21099	CI-823045 - DSD EM IHSSW WEB 137 IMPLEMENTED	Sick Leave Claim Time Entry – Submit button	<p>When the user selects the Submit Claim button on the Sick Leave Claim Time Entry screen</p> <p>AND</p> <p>Sick Leave hours were successfully added for this claim</p> <p>AND</p> <p>The Recipient is no longer eligible for services for the date(s) entered</p> <p>OR</p> <p>The Provider is no longer eligible to provide services for the date(s) entered</p>	Do not allow the action	<p>The Cúram Validate Sick Leave Claim (CMNE880E) web service returns error ESKLV805</p> <p>AND</p> <p>Disable the Submit Claim button</p> <p>AND</p> <p>The focus is shifted to the top of the screen</p> <p>AND</p> <p>The error message " Your eligibility or your recipient's eligibility has changed since you started this claim. This claim is no longer valid. Please try again with a new claim. If you are not able to start a new claim please contact your county." (translated) is displayed in red at the top of the screen.</p>
138	21099	CI-823047 - DSD EM IHSSW WEB 138 IMPLEMENTED	Sick Leave Claim Electronic Signature – Sign and Submit for Payment button	<p>When the user selects the Sign and Submit for Payment button on the Sick Leave Claim Electronic Signature screen</p> <p>AND</p> <p>After accessing the Sick Leave Claim Electronic Signature screen the Recipient is no longer eligible for services for the date(s) entered</p> <p>OR</p> <p>The Provider is no longer eligible to provide services for the date(s) entered</p>	Do not allow the action	<p>The Cúram Submit Sick Leave Claim (CMNE880F) web service returns error ESKLV805</p> <p>AND</p> <p>The signature checkbox is deselected and disabled</p> <p>AND</p> <p>The focus is shifted to the top of the screen</p> <p>AND</p> <p>The error message " Your eligibility or your recipient's eligibility has changed since you started this claim. This claim is no longer valid. Please try again with a new claim. If you are not able to start a new claim please contact your county." (translated) is displayed in red at the top of the screen.</p>
139	21099	CI-823054 - DSD EM IHSSW WEB 139 IMPLEMENTED	Sick Leave Claim Time Entry – Submit button	<p>When the user selects the Submit Claim button on the Sick Leave Claim Time Entry screen</p> <p>AND</p> <p>Sick Leave hours were successfully added for this claim</p> <p>AND</p> <p>After hours were added, a sick leave claim was successfully processed in CMIPS that reduced the available hours for sick leave</p> <p>AND</p> <p>The hours added now exceed the remaining sick leave hours</p>	Do not allow the action	<p>The Cúram Validate Sick Leave Claim (CMNE880E) web service returns error ESKLV804</p> <p>AND</p> <p>Disable the Submit Claim button</p> <p>AND</p> <p>The focus is shifted to the top of the screen</p> <p>AND</p> <p>The error message "Another Sick Leave claim has been processed since you started this claim. This claim is no longer valid. Press Cancel on this screen and try again with a new claim. If you are not able to start a new claim please contact the Help Desk between 8:00 AM and 5:00 PM, Monday through Friday, excluding major holidays, at 1-866-376-7066." (translated) is displayed in red at the top of the screen.</p>
140	21099	CI-823056 - DSD EM IHSSW WEB 140 IMPLEMENTED	Sick Leave Claim Electronic Signature – Sign and Submit for Payment button	<p>When the user selects the Sign and Submit for Payment button on the Sick Leave Claim Electronic Signature screen</p> <p>AND</p> <p>After accessing the Sick Leave Claim Electronic Signature screen a sick leave claim was successfully processed in CMIPS that reduced the available hours for sick leave</p> <p>AND</p> <p>The hours being submitted now exceed the remaining sick leave hours</p>	Do not allow the action	<p>The Cúram Submit Sick Leave Claim (CMNE880F) web service returns error ESKLV804</p> <p>AND</p> <p>The signature checkbox is deselected and disabled</p> <p>AND</p> <p>The focus is shifted to the top of the screen</p> <p>AND</p> <p>The error message "Another Sick Leave claim has been processed since you started this claim. This claim is no longer valid. Press Cancel on this screen and try again with a new claim. If you are not able to start a new claim please contact the Help Desk between 8:00 AM and 5:00 PM, Monday through Friday, excluding major holidays, at 1-866-376-7066." (translated) is displayed in red at the top of the screen.</p>

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
----	--------	----	----------------------------	-----------	--------	-------

141	12086 12174 21195	CI-823085 - DSD EM IHSSW WEB 141 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a Recipient user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP AND The entered start date for the Provider is during a period in which the Provider was serving a violation suspension	Do not allow the action	Displays the error message, "The start date for this provider cannot be before <MM/DD/YYYY – the Ineligible End Date +1 on an overtime violation record>. Contact your county if you need assistance."
142	21302	CI-823124 - DSD EM IHSSW WEB 142 IMPLEMENTED	Check-Out Recipient Selection - User Enters Hours > 24	When a user enters the hours greater than 24 AND Selects the Check-Out button	Do not allow the action	Highlight the Hours field AND Display the error message in red text: Hours entry cannot be greater than 24.
143	21302	CI-823125 - DSD EM IHSSW WEB 143 IMPLEMENTED	Check-Out Recipient Selection - User Enters Minutes > 59	When a user enters the minutes greater than 59 AND Selects the Check-Out button	Do not allow the action	Highlight the Minutes field AND Display an error message in red text: Minutes entry cannot be greater than 59.
144	21302	CI-823126 - DSD EM IHSSW WEB 144 IMPLEMENTED	Check-Out Recipient Selection - User Enters Hours > 24 and Minutes > 59	When a user enters the hours greater than 24 and minutes greater than 59 AND Selects the Check-Out button	Do not allow the action	Highlight both Hours and Minutes fields AND Display error messages in red text: Hours entry cannot be greater than 24. Minutes entry cannot be greater than 59.
145	21302	CI-823127 - DSD EM IHSSW WEB 145 IMPLEMENTED	Check-Out Recipient Selection - User Enters 24 for Hours and Minutes > 0	When the user enters 24 for hours and minutes greater than 0 AND Selects the Check-Out button	Do not allow the action	Highlight the Minutes field AND Display an error message in red text: Time entry cannot be greater than 24:00.
146	21302	CI-823145 - DSD EM IHSSW WEB 146 IMPLEMENTED	Check-In/Out - User Select Not Now When Checking In	When the user selects Check-In card AND Selects the Not Now option on Enable your location pop-up	Do not allow the action	Display the warning message, "This app requires the location services to be turned on in order to check-in/out. Please enable the location services to proceed."
147	21302	CI-823146 - DSD EM IHSSW WEB 147 IMPLEMENTED	Check-In/Out - User Selects Not Now When Checking Out	When the user selects Check-Out card AND Selects the Not Now option on Enable your location pop-up	Do not allow the action	Display the warning message, "This app requires the location services to be turned on in order to check-in/out. Please enable the location services to proceed."
148	21302	CI-823147 - DSD EM IHSSW WEB 148 IMPLEMENTED	Check-In/Out - User Blocks the Location Services when Checking In	When the user selects Check-In card AND Selects the Enable option on Enable your location pop-up AND Selects Block on Know your location pop-up	Do not allow the action	Display the warning message, "We are unable to access your exact location. Please enable the location services to proceed with check-in/out. To get more information about location services, please check out Google's support page." NOTE: The link to the support page will be browser specific. Example: if the user is using Firefox then the link will take the user to Firefox's support page.

149	21302	CI-823148 - DSD EM IHSSW WEB 149 IMPLEMENTED	Check-In/Out - User Blocks the Location Services when Checking Out	When the user selects Check-Out card AND Selects the Enable option on Enable your location pop-up AND Selects Block on Know your location pop-up	Do not allow the action	Display the warning message, "We are unable to access your exact location. Please enable the location services to proceed with check-in/out. To get more information about location services, please check out Google's support page." NOTE: The link to the support page will be browser specific. Example: if the user is using Firefox then the link will take the user to Firefox's support page.
150	21320	CI-823168 - DSD EM IHSSW WEB 150 IMPLEMENTED	Notification Preference - User selects Text Messages when there is no cell phone number on file	When the user selects Text Messages or Both Text Messages and Email AND There is no phone number on file	Do not allow the action	Display the warning message, "We don't have your cell phone on file, in order to receive text messages, please set your cell phone number on the Contact Information screen ."
151	21320	CI-823169 - DSD EM IHSSW WEB 151 IMPLEMENTED	Notification Preference - User selects Text Messages when the cell phone number is not verified	When the user selects Text Messages or Both Text Messages and Email AND User has not verified the cell phone number	Do not allow the action	Display the warning message, "In order to receive text messages, please verify your cell phone number by clicking on the "Verify" link below before making preference changes."
152	21320	CI-823170 - DSD EM IHSSW WEB 152 IMPLEMENTED	Verify Cell Phone Number - User enters an invalid Verification Code	When the user selects enters an invalid Verification Code AND Selects the Verify button	Do not allow the action	Display the warning message "Invalid verification code, please enter a valid verification code."
153	21320	CI-823171 - DSD EM IHSSW WEB 153 IMPLEMENTED	Verify Cell Phone Number - User enters an expired Verification Code	When the user selects enters an expired Verification Code AND Selects the Verify button	Do not allow the action	Display the warning message "Verification code expired, please select "Resend Code" to receive a new one."
154	21320	CI-823172 - DSD EM IHSSW WEB 154 IMPLEMENTED	Verify Cell Phone Number - User enters a blocked Verification Code	When the user selects enters a blocked Verification Code AND Selects the Verify button	Do not allow the action	Display the warning message "The verification code is blocked since you've entered an incorrect verification code more than 5 times. Please select "Resend Code" to receive a new one."
155	11922	CI-823250 - DSD EM IHSSW WEB 155 IMPLEMENTED	Login Screen - Internet Explorer browser	When the user launches IHSS website using an Internet Explorer (I.E.) browser AND The date is after the Internet Explorer cut-off date.	Do not allow the action	Display the warning message: "As of 02/18/2022 this website no longer supports Microsoft Internet Explorer. Please use another web browser. Learn more about switching to another free web browser: ESP-Help ."
156	21345	CI-823266 - DSD EM IHSSW WEB 156 IMPLEMENTED	Share of Cost Hours Details - Invalid Date	When an attempt is made to input a date that is not in the correct MM/DD/YYYY or M/D/YYYY format.	Do not allow the action	Highlight the date field and display the error message, ' Incorrect Date Format '.
157	12086 12174 21195	CI-823280 - DSD EM IHSSW WEB 157 IMPLEMENTED	Hire Provider Step 1 - Find Provider	When a Recipient user clicks the Find Provider button on the Hire Provider - Step 1 screen in ESP AND The Provider Number field is blank	Do not allow the action	Display error message on the Provider Number field: "Provider Number Cannot be Blank."

158	12086 12174 21195	CI-823285 - DSD EM IHSSW WEB 158 IMPLEMENTED	Hire Provider Step 3 - Enter Provider Start Date	When a Recipient user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP OR Recipient user tabs out of the Start Date for the Provider field AND The Start Date for the Provider field is blank	Do not allow the action	Displays the error message, "Start Date cannot be blank."
159	12086 12174 21195	CI-823286 - DSD EM IHSSW WEB 159 IMPLEMENTED	Hire Provider Step 3 - Enter Provider Relationship	When a Recipient user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP OR Recipient user tabs out of the Relationship field AND The Relationship field is blank	Do not allow the action	Displays the error message, "Relationship cannot be blank."
160	21013	CI-823298 - DSD EM IHSSW WEB 160 IMPLEMENTED	Change Password - Create New Password - Enter New Password	When a user clicks the Change Password or Reset Password & Continue to Login button AND The Password field is blank	Do not allow the action	Displays the error message at the field level, "Password cannot be blank."

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
161	21013	CI-823299 - DSD EM IHSSW WEB 161 IMPLEMENTED	Change Password - Create New Password - Enter New Password	When a user clicks the Change Password or Reset Password & Continue to Login button AND The Confirm Password field is blank	Do not allow the action	Displays the error message at the field level, "Confirm Password cannot be blank."
162	21013	CI-823304 - DSD EM IHSSW WEB 162 IMPLEMENTED	Get User Name or Password Reset Screen - Invalid User Name	When a user enters a value in the User Name field of the Password Reset screen AND The user name entered is not a minimum of 6 characters long	Do not allow the action	WEBSITE: Highlight the Create User Name field AND Display the error message "User name cannot be blank." (Translated) CM: N/A
163	21013 21162	CI-823305 - DSD EM IHSSW WEB 163 IMPLEMENTED	Get User Name or Password Reset Screen - Blank Email	When the Email field on the Password Reset Screen is blank and a user tabs out of the Email field or clicks the Next button OR When the Email field on the Get User Name Screen is blank and a user tabs out of the Email field or clicks the Send User Name button	Do not allow action	Highlight the Email field AND Display the error message on the Email field "Enter the email address in the format someone@example.com"
164	21013 21162	CI-823306 - DSD EM IHSSW WEB 164 IMPLEMENTED	Get User Name or Password Reset Screen - Invalid Email	When a user enters a value in the Email field on the Password Reset Screen that does not have a valid domain address (e.g. gmail.com) OR When a user enters a value in the Email field on the Get User Name Screen that does not have a valid domain address (e.g. gmail.com)	Do not allow action	Highlight the Email field AND Display the error message on the Email field "Enter a valid email address."

165	21162	CI-823307 - DSD EM IHSSW WEB 165 IMPLEMENTED	Get User Name or Password Reset Screen - Blank Case Number	When the Recipient radio button is selected AND the Enter Your Case Number field is blank AND the user tabs out of the Enter Your Case Number field or clicks the Send User Name button.	Do not allow action	WEBSITE: Display the service level error message "Case Number cannot be blank."
166	21162	CI-823308 - DSD EM IHSSW WEB 166 IMPLEMENTED	Get User Name or Password Reset Screen - Blank Provider Number	When the Provider radio button is selected AND the Enter Your Provider Number field is blank AND the user tabs out of the Enter Your Provider Number field or clicks the Send User Name button.	Do not allow action	WEBSITE: Display the service level error message "Provider Number cannot be blank."
167	21013	CI-823313 - DSD EM IHSSW WEB 167 IMPLEMENTED	Get User Name or Password Reset Screen - Blank Security Answer	The Security Answer field is blank AND The user moves the focus out of the Security Answer field or User clicks the Send User Name button	Do not allow action	Display error message on the Security Answer field, "Security Answer cannot be blank."
168	21023	CI-823315 - DSD EM IHSSW WEB 168 IMPLEMENTED	Registration - Step 1 - Date of Birth field	The Date of Birth field is blank AND The user moves the focus out of the Date of Birth field or User clicks the Next button	Do not allow action	Display error message on the Date of Birth field, "Date of Birth cannot be blank."
169	21023	CI-823316 - DSD EM IHSSW WEB 169 IMPLEMENTED	Registration - Step 1 - Case Number field	The Case Number field is blank AND The user moves the focus out of the Case Number field or User clicks the Next button	Do not allow action	Display error message on the Case Number field, "Case Number cannot be blank."
170	21023	CI-823317 - DSD EM IHSSW WEB 170 IMPLEMENTED	Registration - Step 1 - Provider Number field	The Provider Number field is blank AND The user moves the focus out of the Provider Number field or User clicks the Next button	Do not allow action	Display error message on the Provider Number field, "Provider Number cannot be blank."
171	21023	CI-823318 - DSD EM IHSSW WEB 171 IMPLEMENTED	Registration - Step 1 - First Name field	The First Name field is blank AND The user moves the focus out of the First Name field or User clicks the Next button	Do not allow action	Display error message on the First Name field, "First Name cannot be blank."
172	21023	CI-823319 - DSD EM IHSSW WEB 172 IMPLEMENTED	Registration - Step 1 - Last Name field	The Last Name field is blank AND The user moves the focus out of the Last Name field or User clicks the Next button	Do not allow action	Display error message on the Last Name field, "Last Name cannot be blank."
173	21023	CI-823320 - DSD EM IHSSW WEB 173 IMPLEMENTED	Registration - Step 1 - SSN field	When the user registering is a Provider AND A non-numeric character is entered in the SSN field AND The user moves the focus out of the SSN field or User clicks the Next button	Do not allow action	Display error message on the SSN field, "SSN must contain numbers only."

174	21013	CI-823341 - DSD EM IHSSW WEB 174 IMPLEMENTED	Update Security Questions - Security Question dropdown OR Register - Step 3 - Security Question dropdown	User tabs out of the Security Question field OR User clicks the Save Updates button OR User clicks the Next button AND A Security Question dropdown is unselected.	Do not allow the action.	Display error message "Security Question cannot be blank" on the Security Question field.
175	21013	CI-823342 - DSD EM IHSSW WEB 175 IMPLEMENTED	Update Security Questions - Security Answer 1, 2 or 3 fields OR Register - Step 3 - Security Answer 1, 2, and 3 fields	User tabs out of the Security Answer 1, 2 or 3 field OR User clicks the Save Updates button OR User clicks the Next button AND Security Answer 1, 2, or 3 is blank.	Do not allow the action.	Display error message "Security Answer <1, 2, 3> cannot be blank." on the Security Answer field.
176	21161	CI-823351 - DSD EM IHSSW WEB 176 IMPLEMENTED	Register - Step 2 - Password field	User tabs out of the Password field OR User clicks the Next button AND The Password field is blank	Do not allow the action.	Display error message "Password cannot be blank" on the Password field.
177	21161	CI-823352 - DSD EM IHSSW WEB 177 IMPLEMENTED	Register - Step 2 - Confirm Password field	User tabs out of the Confirm Password field OR User clicks the Next button AND The Confirm Password field is blank	Do not allow the action.	Display error message "Confirm Password cannot be blank" on the Confirm Password field.
178	21161	CI-823353 - DSD EM IHSSW WEB 178 IMPLEMENTED	Register - Step 2 - Confirm Email field	User tabs out of the Confirm Email field OR User clicks the Next button AND The Confirm Email field is blank	Do not allow the action.	Display error message "Confirm Email cannot be blank" on the Confirm Email field.
179	21161	CI-823359 - DSD EM IHSSW WEB 179 IMPLEMENTED	Register - Step 5 - User Name field	User tabs out of the User Name field OR User clicks the Login button AND The User Name field is blank OR The User Name has fewer than 6 characters	Do not allow the action.	Display error message "User Name must have at least 6 characters" on the User Name field.
180	21161	CI-823360 - DSD EM IHSSW WEB 180 IMPLEMENTED	Register - Step 5 - Password field	User tabs out of the Password field OR User clicks the Login button AND The Password field is blank	Do not allow the action.	Display error message "Password cannot be blank" on the Password field.

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
----	--------	----	----------------------------	-----------	--------	-------

181	21161	CI-823361 - DSD EM IHSSW WEB 181 IMPLEMENTED	Register - Step 5 - Security Question field	User tabs out of the Security Answer field OR User clicks the Login button AND The Security Answer field is blank	Do not allow the action.	Display error message "Security Answer cannot be blank" on the Security Answer field.
182	21325 21320	CI-823452 - DSD EM IHSSW WEB 182 IMPLEMENTED	My Preferences - Verify Cell Phone Number Popup - Verification Code Field with too few digits	When a user clicks the Verify button AND The Verification Code field is blank OR The Verification Code contains fewer than 6 digits	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message "Verification Code must be six digits." (Translated) CM: N/A
183	21325 21320	CI-823453 - DSD EM IHSSW WEB 183 IMPLEMENTED	My Preferences - Verify Cell Phone Number Popup - Verification Code Field with non-numeric character	When a user clicks the Verify button AND The Verification Code contains a non-numeric character	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message "Verification Code must contain numbers only." (Translated) CM: N/A
184	21169	CI-823518 - DSD EM IHSSW WEB 184 IMPLEMENTED	Timesheet History (Recipient View) - Blank Date Field AND Payment Search Screen - Blank Date Field	When a user clicks the Search button or tabs out of the Date field AND The Date field is blank	Do not allow the action	WEBSITE: Highlight the Date field AND Display the error message, "Date field cannot be blank."
185	21169	CI-823519 - DSD EM IHSSW WEB 185 IMPLEMENTED	Timesheet History (Recipient View) - Future Date Field AND Payment Search Screen - Future Date Field	When a user clicks the Search button or tabs out of the Date field AND The Date field contains a future date	Do not allow the action	WEBSITE: Highlight the Date field AND Display the error message, "Date cannot be in the future."
186	Reserved by Team 5 - EMLS					
187	Reserved by Team 5 - EMLS					
188	Reserved by Team 5 - EMLS					
189	Reserved by Team 5 - EMLS					
190	Reserved by Team 5 - EMLS					
191	21345	CI-823530 - DSD EM IHSSW WEB 191 CLIENT REVIEWED	Share of Cost - Invalid Date	When a user clicks the Search button or tabs out of the Date field AND The date entered in the Date field is not in MM/DD/YYYY format.	Do not allow the action	WEBSITE: Highlight the Date field AND Display the error message, "Incorrect Date Format."

192	21345	CI-823531 - DSD EM IHSSW WEB 192 CLIENT REVIEWED	Share of Cost - Date in Future Month	When a user clicks the Search button or tabs out of the Date field AND The date entered in the Date field is in a future month.	Do not allow the action	WEBSITE: Highlight the Date field AND Display the error message, "Date cannot be in the future."
193	21345	CI-823532 - DSD EM IHSSW WEB 193 CLIENT REVIEWED	Share of Cost - Date before 2000	When a user clicks the Search button or tabs out of the Date field AND The date entered in the Date field is prior to 01/01/2000.	Do not allow the action	WEBSITE: Highlight the Date field AND Display the error message, "Date cannot be earlier than 01/01/2000."
194	21345	CI-823533 - DSD EM IHSSW WEB 194 CLIENT REVIEWED	Share of Cost - Blank Date	When a user clicks the Search button or tabs out of the Date field AND The Date field is blank.	Do not allow the action	WEBSITE: Highlight the Date field AND Display the error message, "Date field cannot be blank."
195		CI-823570 - DSD EM IHSSW WEB 195 CANCELLED	Cancelled by ASR Sprint 37 Team CM&AS			
196	21321	CI-823605 - DSD EM IHSSW WEB 196 IMPLEMENTED	Contact Information - Edit Residence or Mailing Address - Save blank Address Field	When a user clicks the Save button OR When a user tabs out of the Address field AND The Address field is blank.	Do not allow the action	WEBSITE: Highlight the Address field AND Display the error message, "Address cannot be blank."
197	21321	CI-823606 - DSD EM IHSSW WEB 197 IMPLEMENTED	Contact Information - Edit Residence or Mailing Address - Save blank City Field	When a user clicks the Save button OR When a user tabs out of the City field AND The City field is blank.	Do not allow the action	WEBSITE: Highlight the City field AND Display the error message, "City cannot be blank."
198	21321	CI-823607 - DSD EM IHSSW WEB 198 IMPLEMENTED	Contact Information - Edit Residence or Mailing Address - Save blank State Field	When a user clicks the Save button OR When a user tabs out of the State field AND The State field is blank.	Do not allow the action	WEBSITE: Highlight the State field AND Display the error message, "State cannot be blank."
199	21321	CI-823608 - DSD EM IHSSW WEB 199 IMPLEMENTED	Contact Information - Edit Residence or Mailing Address - Save blank Postal Code Field	When a user clicks the Save button OR When a user tabs out of the Postal Code field AND The Postal Code field is blank.	Do not allow the action	WEBSITE: Highlight the Postal Code field AND Display the error message, "Postal Code cannot be blank."

200	21013	CI-823675 - DSD EM IHSSW WEB 200 IMPLEMENTED	Enter Verification Code - Blank Verification Code	When a user enters an invalid Verification Code and selects Verify button	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message in red, "Verification Code cannot be blank."
-----	-------	--	---	---	-------------------------	--

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
201	21013	CI-823676 - DSD EM IHSSW WEB 201 IMPLEMENTED	Enter Verification Code - Non-Numeric Verification Code	When a user enters a non-numeric Verification Code and selects Verify button	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message in red, "Verification Code must contain numbers only."
202	21013	CI-823677 - DSD EM IHSSW WEB 202 IMPLEMENTED	Enter Verification Code - Verification Code is not 6-digits	When a user enters a Verification Code that is not 6-digits	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message in red, "Verification Code must be six digits."
203	21013	CI-823679 - DSD EM IHSSW WEB 203 IMPLEMENTED	Get User Name or Password Reset	When a user selects the Next button on the Get User Name or Password Reset screen AND The User Name entered in the Enter Your User Name field is not known to the IHSS ESP OR The Email Address entered in the Email field is not known to the IHSS ESP AND The user selects Verification Code	Do not allow the action	WEBSITE: Display the error message "User Name or email address is incorrect." CM: N/A
204	21099	CI-823680 - DSD EM IHSSW WEB 204 IMPLEMENTED	Sick Leave Claim - No Recipient selected	When a user selects the Next button on the Sick Leave Claim Screen AND No recipient has been selected	Do not allow the action	WEBSITE: Display the error message "You must select a Recipient."
205	21099	CI-823681 - DSD EM IHSSW WEB 205 IMPLEMENTED	Sick Leave Claim - No Pay Period selected	When a user selects the Next button on the Sick Leave Claim Screen AND No pay period has been selected	Do not allow the action	WEBSITE: Display the error message "You must select a Pay Period."
206	21013	CI-823696 - DSD EM IHSSW WEB 206 IMPLEMENTED	Enter Verification Code - Invalid Verification Code	When a user enters an invalid Verification Code and selects Verify button	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message in red, "Invalid verification code, please re-enter the verification code." CM: N/A
207	21013	CI-823697 - DSD EM IHSSW WEB 207 IMPLEMENTED	Enter Verification Code - Expired Verification Code	When a user enters an expired Verification Code and selects Verify button	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message in red, "The verification code has expired, please select "Resend Code" to receive a new code." CM: N/A

208	21013	CI-823698 - DSD EM IHSSW WEB 208 IMPLEMENTED	Enter Verification Code - Blocked Verification Code	When a user enters a blocked Verification Code and selects Verify button	Do not allow the action	<p>WEBSITE:</p> <p>Highlight the Verification Code field AND</p> <p>Display the error message in red, "This verification code is no longer valid since you entered an incorrect verification code more than 5 times. Please select "Resend Code" to receive a new code."</p> <p>CM: N/A</p>
209	21099	CI-823707 - DSD EM IHSSW WEB 209 IMPLEMENTED	Sick Leave Claim Time Entry - Absence Date is blank	When a user selects the Add New or Submit Claim button AND Absence Date field is blank	Do not allow the action	<p>WEBSITE:</p> <p>Display the error message "Absence Date cannot be blank."</p>
210	21099	CI-823718 - DSD EM IHSSW WEB 210 IMPLEMENTED	Sick Leave Claim Time Entry -Hours and Minutes are Blank	When a user selects the Add New button AND Both Hours and Minutes fields are blank	Do not allow the action	<p>WEBSITE:</p> <p>Highlight the Hours field AND</p> <p>Under the Hours field, display the error message "Hours or Minutes cannot be blank."</p>
211	21099	CI-823719 - DSD EM IHSSW WEB 211 IMPLEMENTED	Sick Leave Claim Time Entry -Hours and Minutes are Blank	When a user selects the Add New button AND Both Hours and Minutes fields are blank	Do not allow the action	<p>WEBSITE:</p> <p>Highlight the Minutes field AND</p> <p>Under the Minutes field, display the error message "Minutes or Hours cannot be blank."</p>
212	21248 21250	CI-823767 - DSD EM IHSSW WEB 212 IMPLEMENTED	Contact Information - Update Phone Number Confirmation pop-up	When the user clicks the Submit button on the Update Phone number confirmation pop-up AND The phone number entry is 000 000000 or 999 999999	Do not allow the action	<p>WEBSITE:</p> <p>Return the user to the Contact Information screen AND</p> <p>Under the Edit Phone Numbers cluster title, display the error message banner , "  Not a valid phone number. Please enter valid phone number."</p>
213	21320 21325	CI-823975 - DSD EM IHSSW WEB 213 IMPLEMENTED	Send Verification Code - Invalid Phone Number	When the user clicks Send Verification Code button on the Send Verification Code screen AND The Phone Number is invalid	Do not allow the action	Display the warning message "Not a valid phone number. Please enter a valid phone number on Contact Information page and try again."
214	21383	CI-824061 - DSD EM IHSSW WEB 214 IMPLEMENTED	Enter Verification Code - User enters an invalid Verification Code	When the user selects Verify button on Enter Verification Code screen AND The Verification Code is invalid	Do not allow the action	Display the warning message " "Invalid verification code, please enter a valid verification code."
215	21383	CI-824062 - DSD EM IHSSW WEB 215 IMPLEMENTED	Enter Verification Code - User enters an expired Verification Code	When the user selects Verify button on Enter Verification Code screen AND The Verification Code is expired	Do not allow the action	Display the warning message " "The verification code has expired, please select "Resend Code" to receive a new code."
216	21383	CI-824063 - DSD EM IHSSW WEB 216 IMPLEMENTED	Enter Verification Code - User enters a blocked Verification Code	When the user selects Verify button on Enter Verification Code screen AND The Verification Code is blocked	Do not allow the action	Display the warning message " "This verification code is no longer valid since you entered an incorrect verification code more than 5 times. Please select "Resend Code" to receive a new code."

217	21383	CI-824064 - DSD EM IHSSW WEB 217 IMPLEMENTED	Enter Verification Code - User leaves Verification Code field blank	When the user selects Verify button on Enter Verification Code screen AND The Verification Code field is blank	Do not allow the action	Display the warning message "Verification Code cannot be blank."
218	21375	CI-824132 - DSD EM IHSSW WEB 218 IMPLEMENTED	Message Center - No Pending Forms	When a user accesses their Message Center AND Has no pending forms on the Electronic Forms tab	Do allow the action	Display the informative notice, " You have no Pending Forms to display."
219	21375	CI-824133 - DSD EM IHSSW WEB 219 IMPLEMENTED	Message Center - No Accepted Forms	When a user accesses their Message Center AND Has no accepted forms on the Electronic Forms tab	Do allow the action	Display the informative notice, " You have no Accepted Forms to display."
220	21383	CI-824156 - DSD EM IHSSW WEB 220 IMPLEMENTED	Enter Verification Code - User enters a non-numeric value	When the user selects Verify button on Enter Verification Code screen AND The Verification Code includes a non-numeric value	Do not allow the action	Display the warning message: "Verification Code must contain numbers only."

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Website (1-20)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
01	21159 21160 21012	CI-753479 - DSD EM IHSSW WEB 01 IMPLEMENTED	Login screen – Login button	WHEN a user clicks the Login button AND The User Name entry does not match a known Provider or Recipient user name OR The User Name entry does not match a known Support User (i.e., Help Desk or other support user type)	Do not allow the action	<p>WEBSITE: Highlight the User Name and Password fields AND Below the Password field, display the message "User Name and/or Password is incorrect. 1 of 5 attempts. If you forgot your User Name and/or Password please select Forgot User Name or Password?" (Translated) AND Create a record in the UserFailedAttempt table and increment the Failed Attempts for this User Name by (1) until (5) is reached and stop incrementing. CM: N/A</p>
02	21159 21160 21012	CI-753480 - DSD EM IHSSW WEB 02 IMPLEMENTED	Login screen – Login button	WHEN a user clicks the Login button AND The User Name entry is known to the IHSS ESP AND The Password entry does not match the current password for that User Name	Do not allow the action	<p>WEBSITE: Highlight the User Name and Password fields AND Below the Password field, display the message "User Name and/or Password is incorrect. 1 of 5 attempts. If you forgot your User Name and/or Password please select Forgot User Name or Password?" (Translated) AND Create a record in the UserFailedAttempt table and increment the Failed Attempts for this User Name by (1) until (5) is reached and stop incrementing and lock the account. IF The Failed Attempts for this User Name is greater than 4 THEN Insert a record in the UserLocked table AND Delete all records matching this User Name from the UserFailedAttempt table. CM: N/A</p>
03	21005		Cancelled with CR 1287 – Sprint 4			
04			Cancelled by ASR Sprint 54 Team 1&2			
05	21161	CI-753483 - DSD EM IHSSW WEB 05 IMPLEMENTED	IHSS ESP Register Step 1	When user registering is a Provider AND A character that IS NOT numeric is entered in the Provider Number field OR When user registering is a Recipient AND When a character that IS NOT numeric is entered in the Case Number field	Do not allow the action.	<p>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." (Translated) CM: N/A</p>
06	21161	CI-753484 - DSD EM IHSSW WEB 06 IMPLEMENTED	IHSS ESP Register Step 1	When a user selects the Next button AND Cúram interface response is 'False'	Do not allow the action	<p>WEBSITE: IF User is a Provider THEN Display the error message "Matching IHSS provider not found. All fields must match payroll information." OR IF User is a Recipient THEN Display the error message "Matching IHSS consumer not found. All fields must match program information." (Translated) CM: Interface response was 'False'</p>

07	21161	<input checked="" type="checkbox"/> CI-753485 - DSD EM IHSSW WEB 07 IMPLEMENTED	IHSS ESP Register Step 2	<p>When a user selects the Next button on the IHSS ESP – Register Step 2 screen</p> <p>OR</p> <p>When a user tabs out of the User Name field</p> <p>AND</p> <p>The User Name entered in Create User Name matches a user name already stored in the IHSS ESP</p>	Do not allow the action	<p>WEBSITE: Highlight the Create User Name field AND Display the error message "User Name already exists. If you have not registered before please select a different user name." (Translated)</p> <p>CM: N/A</p>
08	21161	<input checked="" type="checkbox"/> CI-753486 - DSD EM IHSSW WEB 08 IMPLEMENTED	IHSS ESP Register Step 2	<p>When a user enters a value in the Create Password field that is not alphanumeric</p> <p>OR</p> <p>The value does not have at least (2) numeric characters</p>	Do not allow the action	<p>WEBSITE: Highlight the Create 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)." (Translated)</p> <p>CM: N/A</p>
09	21161	<input checked="" type="checkbox"/> CI-753487 - DSD EM IHSSW WEB 09 IMPLEMENTED	IHSS ESP Register Step 2	<p>When a user enters a value in the Create Password field and the value is less than (8) characters in length</p>	Do not allow the action	<p>WEBSITE: Highlight the Create Password field AND Display the error message "Password must be at least 8 characters in length." (Translated)</p> <p>CM: N/A</p>
10	21161	<input checked="" type="checkbox"/> CI-753488 - DSD EM IHSSW WEB 10 CANCELLED	Canceled by ASR Sprint 9 - Team 5 (EMLS)			
11	21161	<input checked="" type="checkbox"/> CI-753489 - DSD EM IHSSW WEB 11 IMPLEMENTED	IHSS ESP Register Step 2	<p>When a user enters a value in the Create Password field and the value does not have at least (2) numeric characters</p>	Do not allow the action	<p>WEBSITE: Highlight the Create Password field AND Display the error message "Password must contain at least 2 numbers." (Translated)</p> <p>CM: N/A</p>
12	21161	<input checked="" type="checkbox"/> CI-753490 - DSD EM IHSSW WEB 12 IMPLEMENTED	IHSS ESP Register Step 2	<p>When a user enters a value in the Confirm Password field is not an exact match to the Create Password field</p>	Do not allow the action	<p>WEBSITE: Highlight the Confirm Password field AND Display the error message "Password does not match." (Translated)</p> <p>CM: N/A</p>
13	20821 21161	<input checked="" type="checkbox"/> CI-753491 - DSD EM IHSSW WEB 13 IMPLEMENTED	IHSS ESP Register Step 2	<p>When a user enters a value in the Confirm Email field that is not an exact match to the Email field</p>	Do not allow the action	<p>WEBSITE: Highlight the Confirm Email field AND Display the error message "Email address does not match." (Translated)</p> <p>CM: N/A</p>
14	21161 21065	<input checked="" type="checkbox"/> CI-753492 - DSD EM IHSSW WEB 14 IMPLEMENTED	Expired Complete Registration hyperlink – Data deleted	<p>When a user selects the hyperlink to the Register Step 5 screen from the email (ETSE14)</p> <p>AND</p> <p>The temporary data associated with that hyperlink has been deleted</p>	Allow the action	<p>WEBSITE: Display the Register - Introduction screen and a popup with an OK button and the following error message, "Your registration link has expired. Please begin the registration process again." (Translated)</p> <p>CM: N/A</p>
15	21161 21159	<input checked="" type="checkbox"/> CI-753493 - DSD EM IHSSW WEB 15 IMPLEMENTED	Register Step 5	<p>When a user selects the Login button on the Register Step 5 screen</p> <p>AND</p> <p>The User Name does not match the registrant selected user name</p> <p>AND/OR</p> <p>The Password does not match the registrant selected password</p> <p>AND/OR</p> <p>The Security Question does not match the registrant selected Security Question</p>	Do not allow the action	<p>WEBSITE: Display the service-level error message "Login User Name, Password, or Security Question is incorrect." (Translated) AND Increment the Failed Registration Attempts counter by (1) AND Insert a record for this user in the UserFailedAttempt table.</p> <p>CM: N/A</p>
16		<input checked="" type="checkbox"/> CI-753494 - DSD EM IHSSW WEB 16 CANCELLED	Canceled by ASR Sprint 10 - Team 5 (EMLS)			

17	21161	CI-753495 - DSD EM IHSSW WEB 17 IMPLEMENTED	Register Step 5	When a user selects the Login button on the Register Step 5 screen AND As a result of an error the Failed Registration Attempts counter increments to (5)	Do not allow the action	<p>WEBSITE: Disable all fields AND Disable the Login button AND Display the error message in a popup with a Return to Login button, "Registration and account verification cannot be completed. Please select Return to Login button to the IHSS Electronic Services Portal to begin the registration process." (Translated) AND Delete the temporarily stored registration data including records for this user in the UserFailedAttempt table AND Insert a record for this user in the UserLocked table.</p> <p>CM: N/A</p>
18	21013	CI-753496 - DSD EM IHSSW WEB 18 IMPLEMENTED	Get User Name or Password Reset	<p>When a user selects the Next button on the Get User Name or Password Reset screen AND The User Name entered in the Enter Your User Name field is not known to the IHSS ESP</p> <p>OR</p> <p>The User Name entered in the Enter Your User Name field is known to the IHSS ESP AND Interface to Cúram with (CMNE880R) to confirm match on email address for this IHSS ESP known User Name – Data sent for verification will be:</p> <ul style="list-style-type: none"> • First Name • Last Name • Provider Number or Case Number • Email Address <p>as associated to that User Name WHERE Response email address from Cúram is not a match</p>	Do not allow action	<p>WEBSITE: Display the error message "User Name or email address is incorrect." (Translated)</p> <p>CM: N/A</p>
19	21013	CI-753497 - DSD EM IHSSW WEB 19 CANCELLED	Canceled by ASR 6 - Team 5			
20	21013	CI-753498 - DSD EM IHSSW WEB 20 IMPLEMENTED	Password Reset – Create New Password AND Change Password – Create New Password	When a user enters a value in the Enter New Password field that is not alphanumeric	Do not allow the action	<p>WEBSITE: Highlight the Enter New 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)" (Translated)</p> <p>CM: N/A</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Website (21-40)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
21	21013	CI-753499 - DSD EM IHSSW WEB 21 IMPLEMENTED	Password Reset – Create New Password AND Change Password – Create New Password	When a user enters a value in the Enter New Password field and the value is less than (8) characters in length	Do not allow the action	WEBSITE: Highlight the Enter New Password field AND Display the error message "Password must be at least 8 characters in length." (Translated) CM: N/A
22	21013	CI-753500 - DSD EM IHSSW WEB 22 CANCELLED	Canceled by ASR 7 - Team 5 (EMLS)			
23	21013	CI-753501 - DSD EM IHSSW WEB 23 CANCELLED	Canceled by ASR Sprint 5 Team 5			
24	21013	CI-753502 - DSD EM IHSSW WEB 24 IMPLEMENTED	Password Reset – Create New Password AND Change Password – Create New Password	When a user enters a value in the Confirm New Password field is not an exact match to the Enter New Password field	Do not allow the action	WEBSITE: Highlight the Confirm New Password field AND Display the error message "Password does not match." (Translated) CM: N/A
25	21013	CI-753503 - DSD EM IHSSW WEB 25 IMPLEMENTED	Password Reset – Create New Password	When a user selects the Reset Password & Continue to Login button on the Password Reset – Change Password screen AND The Enter New Password and Confirm New Password are the same AND The Security Question answer is not a valid match	Do not allow the action	WEBSITE: Highlight the Security Question field AND Display the error message "Security Question response was not correct. Please try again." (Translated) CM: N/A
26	21013	CI-753504 - DSD EM IHSSW WEB 26 IMPLEMENTED	Expired Password Reset – Create New Password hyperlink	When a user selects an expired hyperlink to the Password Reset – Create New Password hyperlink screen from the email (ETSE16) AND Is taken to the Create New Password screen	Allow the action	WEBSITE: Display the error message "The Verify Account and Create New Password link has expired. This link was only valid for <variable – configuration value: XXXX> minutes. Password reset cannot be completed. Please return to the IHSS Electronic Services Portal to begin the password reset process." (Translated) CM: N/A
27	21013	CI-753505 - DSD EM IHSSW WEB 27 IMPLEMENTED	Password Reset – Create New Password	When a user selects the Reset Password & Continue to Login button on the Password Reset – Create New Password screen AND The Enter New Password /Confirm New Password value is the same as any of the previous (5) passwords	Do not allow the action	WEBSITE: Highlight the Enter New Password field AND Display the error message "Password cannot be the same as any of the 5 previous passwords." (Translated) CM: N/A
28	21005	CI-753506 - DSD EM IHSSW WEB 28 IMPLEMENTED	Password Reset – Create New Password	When a user selects the Reset Password & Continue to Login button on the Password Reset – Create New Password screen AND No errors are encountered	Allow the action	WEBSITE: Disable all screen fields and buttons And Display the informational pop-up message "Your password has been successfully changed." (Translated) And Pressing the OK button on this informational pop-up message will dismiss the message and go to login page. CM: N/A

29	21040	CI-753507 - DSD EM IHSSW WEB 29 IMPLEMENTED	Change Password – Create New Password	When a user selects the Change Password button on the Change Password – Create New Password screen AND The Enter New Password /Confirm New Password value is the same as any of the previous (5) passwords	Do not allow the action	WEBSITE: Highlight the Enter New Password field AND Display the error message "Password cannot be the same as any of the 5 previous passwords." (Translated) CM: N/A
30	21040	CI-753508 - DSD EM IHSSW WEB 30 IMPLEMENTED	Change Password – Create New Password	When a user selects the Change Password button on the Change Password – Create New Password screen AND No errors are encountered	Allow the action	WEBSITE: Disable all screen fields and buttons And Display the informational pop-up message "Your password has been successfully changed." (Translated) And Pressing the OK button on this informational pop-up message will dismiss the message and return to Timesheet landing page. CM: N/A
31	21161	CI-753509 - DSD EM IHSSW WEB 31 IMPLEMENTED	IHSS ESP Register Step 1	When user registering is a Provider AND The user attempts to leave the Provider Number field AND The field does not contain 9 numeric characters	Do not allow the action	WEBSITE: Highlight the Provider Number field AND Display the error message "Provider Number must be 9 digits." CM: N/A
32	21161	CI-753510 - DSD EM IHSSW WEB 32 IMPLEMENTED	IHSS ESP Register Step 1	When user registering is a Provider AND The user attempts to leave the Case Number field AND The field does not contain 7 numeric characters	Do not allow the action	WEBSITE: Highlight the Case Number field AND Display the error message "Case Number must be 7 digits." (Translated) CM: N/A
33	21161	CI-753511 - DSD EM IHSSW WEB 33 IMPLEMENTED	IHSS ESP Register Step 1	When user registering is a Provider AND The user selects the Next button AND The Provider Number entered matches a Provider Number already registered with the IHSS ESP	Do not allow the action	WEBSITE: Disable all screen fields and buttons AND Display the informational pop-up "This Provider Number is already registered with the IHSS Website. Please Login." AND Pressing the OK button on this informational pop-up message will dismiss the message and return the User to the Login Screen. CM: N/A
34	21161	CI-753512 - DSD EM IHSSW WEB 34 IMPLEMENTED	IHSS ESP Register Step 1	When user registering is a Recipient AND Selects the Next button AND The Case Number entered matches a Case Number already registered with the IHSS ESP	Do not allow the action	WEBSITE: Disable all screen fields and buttons AND Display the informational pop-up "This Case Number is already registered with the IHSS Electronic Services Portal. Please Return to the Login screen." (Translated) AND Pressing the OK button on this informational pop-up message will dismiss the message and return the User to the Login Screen. CM: N/A
35	21161	CI-753513 - DSD EM IHSSW WEB 35 IMPLEMENTED	IHSS ESP Register Step 1	When a user enters a Date of Birth AND Entry is not in MM/DD/YYYY format	Do not allow the action	WEBSITE: Highlight the Date of Birth field AND Display the error message "Incorrect Date Format" (Translated)
36	21161	CI-753514 - DSD EM IHSSW WEB 36 IMPLEMENTED	IHSS ESP Register Step 1	When the user registering is a Provider AND Moves the focus out of the SSN (Last 4 Digits) field AND The field does not contain 4 numeric characters	Do not allow the action	WEBSITE: Highlight the SSN (Last 4 Digits) field AND Display the error message "SSN entry must be 4 digits." (Translated) CM: N/A

37	21161	CI-753515 - DSD EM IHSSW WEB 37 <small>IMPLEMENTED</small>	IHSS ESP Register Step 1	When a user that is indicated as a Recipient selects the Next button of IHSS ESP Register Step 1 AND The Recipient Case County E-Timesheet configuration is not 'True'	Do not allow the action	WEBSITE: Display the error message "The IHSS Website is not available for your county yet. A county schedule is available by selecting the Electronic Timesheet News link." (Translated) CM: Return indication of E-Timesheet configuration 'False' CM: Response to Validate User (CMNE880A)
38	21160	CI-753516 - DSD EM IHSSW WEB 38 <small>IMPLEMENTED</small>	Any Action with Interface to Cúram When Cúram is Unavailable OR If a back-end Error is triggered for any reason	When a user attempts an action AND A call to Cúram results in a system not available response	Do not allow the action	WEBSITE: Display the popup error message, "Something went wrong! Please logout and try again. If this problem continues, please call the Help Desk between 8:00 AM and 5:00 PM, Monday through Friday, excluding major holidays at 1-866-376-7066." (Translated) AND The keyboard focus is immediately moved to the active element within the popup error message CM: Response to any web service indicating function not available
39	21161	CI-753721 - DSD EM IHSSW WEB 39 <small>IMPLEMENTED</small>	IHSS ESP Register Step 2	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 the email address in the format "someone@example.com" (Translated) CM: N/A
40	21161	CI-753722 - DSD EM IHSSW WEB 40 <small>CANCELLED</small>	Canceled by ASR Sprint 8 - Team 5 (EMLS)			

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Website (41-60)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
41	21161	<input checked="" type="checkbox"/> CI-753723 - DSD EM IHSSW WEB 41 CANCELED	Canceled by ASR Sprint 8 - Team 5 (EMLS)			
42	21161	<input checked="" type="checkbox"/> CI-753724 - DSD EM IHSSW WEB 42 CANCELED	Canceled by ASR Sprint 8 - Team 5 (EMLS)			
43	21161	<input checked="" type="checkbox"/> CI-753725 - DSD EM IHSSW WEB 43 CANCELED	Canceled by ASR Sprint 8 - Team 5 (EMLS)			
44	21161	<input checked="" type="checkbox"/> CI-753726 - DSD EM IHSSW WEB 44 IMPLEMENTED	IHSS ESP Register Step 2	When a user enters a value in the User Name field on the IHSS ESP Register Step 2 screen OR When the User Name field is left blank and the user tabs out of the field AND The user name entered is not a minimum of 6 characters long	Do not allow the action	WEBSITE: Highlight the Create User Name field AND Display the error message "User Name must have at least 6 characters" (Translated) CM: N/A
45	21161	<input checked="" type="checkbox"/> CI-753727 - DSD EM IHSSW WEB 45 IMPLEMENTED	IHSS ESP Register Step 1	When a user selects the 'Next' button on the IHSS ESP Register Step 1 screen AND The response to CMNE880A = 'False'	Do not allow the action	WEBSITE: Display the error message "User is not eligible to register with the IHSS website at this time."
46	21005	<input checked="" type="checkbox"/> CI-754616 - DSD EM IHSSW WEB 46 CANCELED	Cancelled by CR 1287 – Sprint 40			
47	21160	<input checked="" type="checkbox"/> CI-763377 - DSD EM IHSSW WEB 47 IMPLEMENTED	IHSS ESP – Login Screen – System Down	When a user selects the Login button on the IHSS ESP Login page AND The system is not available during a non-maintenance period.	Do not allow the action	Display the message "The IHSS website is currently unavailable. Please try again later." (Translated)
48	21161	<input checked="" type="checkbox"/> CI-763378 - DSD EM IHSSW WEB 48 IMPLEMENTED	IHSS ESP – Register Step 2 OR Website Support User – Register Step 2 – User Name	When a user enters a value in the Create User Name on the IHSS ESP – Register Step 2 screen OR When a user enters a value in the Create User Name on the Website Support User – Register Step 2 screen AND A blank space is included within the characters in the User Name OR The User Name begins with a blank space NOTE: Blank spaces after the last character in the User Name will be ignored and dropped	Do not allow the action	WEBSITE: Highlight the Create User Name field AND Display the error message "User Name must have at least 6 characters." (Translated) CM: N/A
49	21160	<input checked="" type="checkbox"/> CI-763379 - DSD EM IHSSW WEB 49 IMPLEMENTED	Account Information - Reset My Security Questions - Update Security Questions Screen	When a user selects the Save Updates button on the Account Information - Reset My Security Questions - Update Security Questions Screen AND No errors are encountered	Allow the action	WEBSITE: Display the informational pop-up message "Your account information has been successfully changed." (Translated) CM: N/A

50	21161	CI-763380 - DSD EM IHSSW WEB 50 IMPLEMENTED	Register – Step 3 OR Website Support User – Register – Step 3 OR Update Security Questions Security Answer <1, 2,3> fields	User tabs out of the Security Answer 1, 2 or 3 field OR User clicks the Save Updates button OR User clicks the Next button AND Security Answer 1, 2, or 3 contains a non-alphanumeric character.	Do not allow the action.	Display 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)." on the Security Answer field.
51	21161	CI-763411 - DSD EM IHSSW WEB 51 IMPLEMENTED	IHSS ESP – Register Step 2 OR Website Support User – Register Step 2 User Name	When a user enters a value in the Create User Name on the IHSS ESP – Register Step 2 screen OR When a user enters a value in the Create User Name on the Website Support User – Register Step 2 screen AND The Create User Name field contains any of the following characters: #, %, &, ;, > or ?	Do not allow the action	WEBSITE: Highlight the Create User Name field AND 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)." (Translated) CM: N/A
52	21162	CI-766222 - DSD EM IHSSW WEB 52 IMPLEMENTED	Get User Name or Password Reset	When a user clicks the Send User Name button And the Enter Your Provider Number entry is not known to the IHSS ESP	Do not allow action	WEBSITE: Display the service level error message "Provider number or email address is incorrect." CM: N/A
53	21162	CI-766223 - DSD EM IHSSW WEB 53 IMPLEMENTED	Get User Name or Password Reset	When a user clicks the Send User Name button And the Enter Your Provider Number entry is known to the IHSS ESP AND Interface to Cúram with (CMNE880R) to confirm match on email address for this IHSS ESP known Provider Number WHERE Response email address from Cúram is not a match	Do not allow action	WEBSITE: Display the service level error message "Provider number or email address is incorrect." CM: N/A
54	21162	CI-766224 - DSD EM IHSSW WEB 54 IMPLEMENTED	Get User Name or Password Reset	When a user clicks the Send User Name button And the Enter Your Case Number entry is not known to the IHSS ESP	Do not allow action	WEBSITE: Display the service level error message "Case number or email address is incorrect." (translated) CM: N/A
55	21162	CI-766225 - DSD EM IHSSW WEB 55 IMPLEMENTED	Get User Name or Password Reset	When a user clicks the Send User Name button And the Enter Your Case Number entry is known to the IHSS ESP AND Interface to Cúram with (CMNE880R) to confirm match on email address for this IHSS ESP known Provider Number WHERE Response email address from Cúram is not a match	Do not allow action	WEBSITE: Display the service level error message "Case number or email address is incorrect." (translated) CM: N/A
56	21005	CI-768670 - DSD EM IHSSW WEB 56 IMPLEMENTED	Timesheet Provider – Electronic Signature	When a Provider user clicks the Electronically Sign Timesheet & Submit for Recipient Review button And the timesheet has already been submitted	Do not allow action	WEBSITE: Disable all screen fields and buttons AND Display the informational pop-up message "Timesheet has already been submitted." AND Pressing the OK button on this informational pop-up message will dismiss the message and take the User to the Timesheet Entry screen. CM: N/A
57	21005	CI-771368 - DSD EM IHSSW WEB 57 IMPLEMENTED	Timesheet Recipient Electronic Signature	When a recipient user clicks the Electronically Sign Timesheet & Submit for Payment button And the timesheet has already approved or rejected	Do not allow action	WEBSITE: Disable all screen fields and buttons AND Display the informational pop-up message "Timesheet has already been reviewed." AND Pressing the OK button on this informational pop-up message will dismiss the message and take the User to the Provider Timesheets – Timesheet Review Screen if there are remaining timesheets to review or to the Provider Timesheets – Provider Selection if there are no more timesheets to review. CM: N/A

58	21005	CI-771369 - DSD EM IHSSW WEB 58 IMPLEMENTED	Reject E-Timesheet	When a user clicks the "Reject E-Timesheet" button on "Reject E-Timesheet" screen And the timesheet has already been approved or rejected	Do not allow action	<p>WEBSITE: Disable all screen fields and buttons AND Display the informational pop-up message "Timesheet has already been reviewed." AND Pressing the OK button on this informational pop-up message will dismiss the message and take the User to the Provider Timesheets – Timesheet Review Screen if there are remaining timesheets to review or to the Provider Timesheets – Provider Selection if there are no more timesheets to review.</p> <p>CM: N/A</p>
59	21161	CI-771370 - DSD EM IHSSW WEB 59 IMPLEMENTED	Registration step 2 of 3	<p>When a user enters a value in the Email field on the Registration step 2 of 3 that does not have a valid domain address (e.g. gmail.com)</p> <p>OR</p> <p>When a user leaves the Email field blank and tabs out of the field</p>	Do not allow action	Display the error message "Enter the email address in the format someone@example.com"

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Website (61-80)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
61	21079	CI-790022 - DSD EM IHSSW WEB 61 IMPLEMENTED	Direct Deposit: Bank Details – ROUTING NUMBER	When a user enters a value in the ROUTING NUMBER field AND There are not 9 numeric digits entered OR The first digit of the number is other than 0, 1, 2, or 3 OR When a user enters a non-numeric character in the ROUTING NUMBER field OR When a user clicks the Next button and the Routing Number field is blank.	Do not allow the action	Display the error message "Routing Number must be 9 numbers and must start with 0, 1, 2 or 3. For help locating your routing number please contact your bank."
62	21079	CI-790023 - DSD EM IHSSW WEB 62 IMPLEMENTED	Direct Deposit: Bank Details – ACCOUNT NUMBER	When a user enters a value in the ACCOUNT NUMBER field AND There are not at least 4 numeric digits entered OR When the user enters a non-numeric character in the ACCOUNT NUMBER field OR When a user clicks the Next button and the Account Number field is blank.	Do not allow the action	Display the error message "Account Number must be 4 to 17 numbers."
63	21079	CI-790024 - DSD EM IHSSW WEB 63 IMPLEMENTED	Direct Deposit: Bank Details – CONFIRM ACCOUNT NUMBER	When a user enters a value in the CONFIRM ACCOUNT NUMBER field that is not an exact match to the ACCOUNT NUMBER field OR When a user clicks the Next button and the Confirm Account Number field is blank.	Do not allow the action	Display the error message "Account Numbers do not match."
64	16203	CI-790609 - DSD EM IHSSW WEB 64 IMPLEMENTED	Sick Leave Claim Time Entry – Absence Date format	When a user enters an Absence Date AND Entry has special characters or is not in MM /DD/YYYY format	Do not allow the action	WEBSITE: Highlight the Absence Date field AND Display the error message "Incorrect Date Format." CM: N/A
65	16203	CI-790610 - DSD EM IHSSW WEB 65 IMPLEMENTED	Sick Leave Claim Time Entry – Absence Date (pay period)	When a user enters an Absence Date AND Entry earlier than the first day of the Pay Period selected on the Sick Leave Claim screen	Do not allow the action	WEBSITE: Highlight the Absence Date field AND Display the error message "The absence date must be within the pay period selected." CM: N/A
66	16203	CI-790611 - DSD EM IHSSW WEB 66 IMPLEMENTED	Sick Leave Claim Time Entry – Absence Date (eligible to work)	When a user enters an Absence Date AND Entry is within the Pay Period selected on the Sick Leave Claim screen AND The Provider is/was not eligible to provide services to the Recipient for the entry date.	Do not allow the action	WEBSITE: Highlight the Absence Date field AND Display the error message "You cannot claim Sick Leave for this date because you were not eligible to work for the selected Recipient on this day." CM: Return Error

67	16203	CI-790612 - DSD EM IHSSW WEB 67 <small>IMPLEMENTED</small>	Sick Leave Claim Time Entry – Absence Date (future date)	When a user enters an Absence Date AND The entry is later than the last date of the Pay Period selected on the Sick Leave Claim screen OR When a user enters an Absence Date AND Pay Period selected on the Sick Leave Claim screen is the current Pay Period AND The entry date is a future date	Do not allow the action	WEBSITE: Highlight the Absence Date field AND Display error message "Sick Leave may not be claimed for a future date." CM: N/A
68	16203	CI-790613 - DSD EM IHSSW WEB 68 <small>IMPLEMENTED</small>	Sick Leave Claim Time Entry –Minutes	When a user enters Minutes AND The minutes entered are not 00 or 30	Do not allow the action	WEBSITE: Highlight the Minutes field AND Display the error message "Minutes must be 0 or 30 only." CM: N/A
69	16203	CI-790614 - DSD EM IHSSW WEB 69 <small>IMPLEMENTED</small>	Sick Leave Claim Time Entry –Hours, Minutes (less than 1 hr. when at least 1 hr. available)	When a user enters minutes AND The user has not entered hours AND Available Hours are greater than 30 minutes AND User selects the Submit Claim button	Do not allow the action	WEBSITE: Display the error message banner "  You must claim a minimum of 1 hours of Sick Leave for each Absence Date when you have at least 1 hour available." CM: N/A
70	16203	CI-790615 - DSD EM IHSSW WEB 70 <small>IMPLEMENTED</small>	Sick Leave Claim Time Entry – Hours, Minutes (exceeds available hours)	When a user enters Hours and Minutes AND The hours + minutes exceeds remaining Sick leave available AND User selects the Submit Claim button	Do not allow the action	WEBSITE: Add New Button is disabled AND Display the error message banner "  The total time entered exceeds the available hours for Sick Leave." CM: N/A
71	16203	CI-790616 - DSD EM IHSSW WEB 71 <small>IMPLEMENTED</small>	Sick Leave Claim Time Entry – Hours, Minutes (exceeds 24 hours)	When a user enters Hours and Minutes AND The hours + minutes exceeds 24 hours AND Selects the Submit Claim button	Do not allow the action	WEBSITE: Highlight the Hours and/or Minutes fields (latest edited field) AND Display the error message "Sick leave hours may not exceed 24 hours per day." CM: N/A
72		CI-790617 - DSD EM IHSSW WEB 72 <small>CANCELLED</small>	Cancelled with SCF-43 - Duplicate of EM #68			
73		CI-790618 - DSD EM IHSSW WEB 73 <small>CANCELLED</small>	Cancelled with SCF-43 - Duplicate of EM #69			
74		CI-790619 - DSD EM IHSSW WEB 74 <small>CANCELLED</small>	Cancelled with SCF-43 - Duplicate of EM #70			
75		CI-790620 - DSD EM IHSSW WEB 75 <small>CANCELLED</small>	Cancelled with SCF-43 - Duplicate of EM #71			
76	16203	CI-790633 - DSD EM IHSSW WEB 76 <small>IMPLEMENTED</small>	Sick Leave Claim Time Entry – Absence Date – Duplicate date	When a user enters an Absence Date AND That date has already been entered on another detail for the current claim	Do not allow the action	WEBSITE: Highlight the Absence Date field AND Display the error message "You have already entered time for this day." CM: N/A

77	16203	 CI-790634 - DSD EM IHSSW WEB 77 IMPLEMENTED	Sick Leave Claim Time Entry – Hours (non-numeric)	When a user attempts to enter non-numeric characters in the Hours field. Note this will only occur for Android devices. Apple devices and computer browsers do not allow the user to even attempt to enter non-numeric characters in a field defined as numeric	Do not allow the action	WEBSITE: Highlight the Hours field AND Display the error message "Hours entered must be a number." CM: N/A
78	16203	 CI-790635 - DSD EM IHSSW WEB 78 IMPLEMENTED	Sick Leave Claim Time Entry – Minutes (non-numeric)	When a user attempts to enter non-numeric characters in the Minutes field. Note this will only occur for Android devices. Apple devices and computer browsers do not allow the user to even attempt to enter non-numeric characters in a field defined as numeric	Do not allow the action	WEBSITE: Highlight the Minutes field AND Display the error message "Minutes entered must be a number." CM: N/A
79		 CI-790636 - DSD EM IHSSW WEB 79 CANCELLED	Cancelled with SCF-43 - Duplicate of EM #77			
80		 CI-790637 - DSD EM IHSSW WEB 80 CANCELLED	Cancelled with SCF-43 - Duplicate of EM #78			

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Website (81-100)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
81	16203	CI-790638 - DSD EM IHSSW WEB 81 CANCELLED	Cancelled by ASR Sprint 56 Team 1&2			
82	21001	CI-790657 - DSD EM IHSSW WEB 82 IMPLEMENTED	Login screen	When a user is on a desktop browser AND has the Caps Lock on	Allow the action	WEBSITE: Display the error message above the User Name field: Caps Lock is on CM: N/A
83	21101	CI-795496 - DSD EM IHSSW WEB 83 IMPLEMENTED	Login screen - Login	When a user attempts to login to the IHSS ESP using a User Name that is associated to a Case Number that has been indicated with IHSS an Website Registration of "Inactive"	Do not allow the action	WEBSITE: Display the error message: "This User account has been inactivated. Please, contact your County IHSS office for further assistance." (Translated) CM: Webservice returns ETEC820
84	21101	CI-795497 - DSD EM IHSSW WEB 84 IMPLEMENTED	Get User Name or Password – Get User Name	When a user attempts to Get User Name to the IHSS ESP using a Case Number that has been indicated with an IHSS ESP Registration of "Inactive"	Do not allow the action	WEBSITE: Display the error message: "This User account has been inactivated. Please, contact your County IHSS office for further assistance." (Translated) CM: Webservice returns ETEC820
85	21101	CI-795498 - DSD EM IHSSW WEB 85 IMPLEMENTED	Get User Name or Password – Password Reset	When a user attempts to Reset Password to the IHSS ESP using a User Name that is associated to a Case Number that has been indicated with an IHSS ESP Registration of "Inactive"	Do not allow the action	WEBSITE: Display the error message: "This User account has been inactivated. Please, contact your County IHSS office for further assistance." (Translated) CM: Webservice returns ETEC820
86	21101	CI-795499 - DSD EM IHSSW WEB 86 IMPLEMENTED	IHSS ESP Registration Step 1 - Register	When a user attempts to Register to the IHSS ESP using a Case Number that has been indicated with an IHSS ESP Registration of "Inactive"	Do not allow the action	WEBSITE: Display the error message: "This User account has been inactivated. Please, contact your County IHSS office for further assistance." (Translated) CM: Webservice returns ETEC820
87	21012	CI-800281 - DSD EM IHSSW WEB 87 IMPLEMENTED	IHSS ESP Register Step 1	When a user exist the First Name field AND The First Name entered contains not English characters	Do not allow the action	WEBSITE: Highlight the First Name field AND Display the error message "First Name can only contain letters (A-Z or a-z), apostrophe ('), hyphen/dash, and spaces." (Translated) CM: N/A
88	21012	CI-800282 - DSD EM IHSSW WEB 88 IMPLEMENTED	IHSS ESP Register Step 1	When a user exist the Last Name field AND The Last Name entered contains not English characters	Do not allow the action	WEBSITE: Highlight the Last Name field AND Display the error message "Last Name can only contain letters (A-Z or a-z), apostrophe ('), hyphen/dash, and spaces." (Translated) CM: N/A

89	21012	CI-800283 - DSD EM IHSSW WEB 89 IMPLEMENTED	IHSS ESP Register Step 2	When a user exist the User Name field AND The User Name entered contains not English characters	Do not allow the action	WEBSITE: Highlight the User Name field AND Display the error message "It appears that you are using non-English characters, please switch to English." (Translated) CM: N/A
90	16203	CI-801522 - DSD EM IHSSW WEB 90 IMPLEMENTED	Recent Payments – Rejected payment request	When a user selects a timesheet that has status of "Rejected Timesheet" (not exceptioned) from Pay period – Payment Type dropdown	Allow the action.	WEBSITE: Display the warning:  This timesheet needs your attention! Please check your email for more information. CM: N/A
91		CI-819076 - DSD EM IHSSW WEB 91 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
92		CI-819088 - DSD EM IHSSW WEB 92 CANCELLED	Cancelled by SCF-124			
93	21159 21160 21012	CI-822197 - DSD EM IHSSW WEB 93 IMPLEMENTED	Login screen – Login button	WHEN a user clicks the Login button AND A record for the user exists in the UserLocked Table	Do not allow the action	WEBSITE: Display the message "User Name and/or Password is incorrect. <n> of 5 attempts. If you forgot your User Name and/or Password please select Forgot User Name or Password? " (Translated) CM: N/A
94	21169	CI-822436 - DSD EM IHSSW WEB 94 IMPLEMENTED	Payment Search	When a user enters a date AND The MM entry is not 01 – 12	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Incorrect Date Format" (Translated)
95	21169	CI-822437 - DSD EM IHSSW WEB 95 IMPLEMENTED	Payment Search	When a user enters a date AND The DD entry is not 01 – 31	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Incorrect Date Format" (Translated)
96	21169	CI-822438 - DSD EM IHSSW WEB 96 IMPLEMENTED	Payment Search	When a user enters a date AND The YYYY entry is not equal to or greater than 1900	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Date cannot be earlier than 1/1/2000" (Translated)
97	21169	CI-822439 - DSD EM IHSSW WEB 97 IMPLEMENTED	Payment Search	When a user enters a date AND The MM entry is any of the following: 04 06 09 11 AND The DD entry is 31 OR The MM entry is 02 AND The DD entry is 30 or 31 OR The DD entry is 29 AND The YYYY entry is not a leap year	Do not allow the action	WEBSITE: No error message will be displayed and entered date is moved to first date of next month.
98	21169	CI-822440 - DSD EM IHSSW WEB 98 IMPLEMENTED	Payment Search	When a user enters a date AND Entry is not in MM/DD/YYYY format	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Incorrect Date Format" (Translated)
99	21169	CI-822511 - DSD EM IHSSW WEB 99 IMPLEMENTED	Timesheet History	When a user enters a date AND The MM entry is not 01 – 12	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Month must be 01 – 12" (Translated)

100	21169	 CI-822512 - DSD EM IHSSW WEB 100 IMPLEMENTED	Timesheet History	When a user enters a date AND The DD entry is not 01 – 31	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Day must be 01 – 31" (Translated)
-----	-------	---	-------------------	---	-------------------------	---

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Website (101-120)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
101	21169	CI-822514 - DSD EM IHSSW WEB 101 IMPLEMENTED	Timesheet History AND Payment Search Screen	When a user enters a date AND The YYYY entry is not equal to or greater than 01/01/2000	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Date cannot be earlier than 1/1/2000" (Translated)
102	21169	CI-822515 - DSD EM IHSSW WEB 102 IMPLEMENTED	Timesheet History	When a user enters a date AND The MM entry is any of the following: 04 06 09 11 AND The DD entry is 31 OR The MM entry is 02 AND The DD entry is 30 or 31 OR The DD entry is 29 AND The YYYY entry is not a leap year	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "This month does not have this many days" (Translated)
103	21169	CI-822516 - DSD EM IHSSW WEB 103 IMPLEMENTED	Timesheet History AND Payment Search Screen	When a user enters a date AND Entry is not in MM/DD/YYYY format	Do not allow the action	WEBSITE: Highlight the date field AND Display the error message "Incorrect Date Format" (Translated)
104	12086 12174 21195	CI-822617 - DSD EM IHSSW WEB 104 IMPLEMENTED	Hire Provider Step 1 - Find Provider	When the user selects the Find Provider button AND A 9-digit number has been entered in the Provider Number field AND Provider Number entered does not match a Provider Number in CMIPS	Do not allow the action	Display the error message, "The Provider Number you entered does not match a Provider in our records. Please check the number and try again."
105	12086 12174 21195	CI-822618 - DSD EM IHSSW WEB 105 IMPLEMENTED	Hire Provider Step 1 - Find Provider	When the user selects the Find Provider button AND The case has pending evidence and the entered Provider number is for a Provider who is in 'Pending' or 'Pending Reinstatement' status OR Recipient Status is NOT 'Eligible' or 'Presumptive Eligible' OR Recipient is under 18 years of age	Do not allow the action	Display the error message, "At this time, you cannot use this service to hire a provider. Please contact your county."
106		CI-822619 - DSD EM IHSSW WEB 106 CANCELLED	Cancelled by ASR Sprint 48 Team 1&2			

107	12086 12286 12174 21195	CI-822620 - DSD EM IHSSW WEB 107 IMPLEMENTED	Hire Provider Step 1 - Find Provider	<p>When a user selects the Find Provider button</p> <p>AND</p> <p>Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older</p> <p>AND</p> <p>Provider is in 'Ineligible' status</p> <p>OR</p> <p>Provider is in 'Eligible' status</p> <p>AND</p> <p>Provider has an Active Overtime Violation Exemption Record</p> <p>OR</p> <p>The Provider has an existing hours segment in 'Terminated' status with the Recipient</p> <p>AND</p> <p>The relationship of that existing segment is 'Spouse'</p> <p>OR</p> <p>The relationship of that existing segment is 'Parent of Adult Child'</p> <p>OR</p> <p>The relationship of that existing segment is 'Parent of Minor Child'</p> <p>AND</p> <p>There is Pending Evidence or Evidence awaiting Supervisor Review on the case</p>	Do not allow the action	Display the error message, "This Provider cannot be hired using this service. Please contact your county."
108	12086 12174 21196 21195	CI-822621 - DSD EM IHSSW WEB 108 IMPLEMENTED	Hire Provider Step 1 - Find Provider	<p>When a user selects the Find Provider button</p> <p>AND</p> <p>Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older</p> <p>AND</p> <p>The case does not have pending evidence</p> <p>AND</p> <p>Provider is in 'Eligible', 'Pending' or 'Pending Reinstatement' status</p> <p>AND</p> <p>Provider is assigned to this Recipient Case</p> <p>AND</p> <p>Most current hours segment is 'Active' or 'Leave'</p> <p>OR</p> <p>The current hours segment is 'Terminated'</p> <p>AND</p> <p>A future dated 'Active' hours segment exists</p>	Do not allow the action	Display the error message, "You have already hired this Provider. Please contact your county if you want to make any changes."
109	12086 12174 21195	CI-822622 - DSD EM IHSSW WEB 109 IMPLEMENTED	Hire Provider Step 1 - Find Provider	<p>When the user selects the Find Provider button</p> <p>AND</p> <p>Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older</p> <p>AND</p> <p>Recipient has an ICT 'In-progress'</p>	Do not allow the action	Display the error message, "Your case is being transferred to a new county. Please contact your county to have this Provider assigned."
110	12086 12174 21195	CI-822623 - DSD EM IHSSW WEB 110 IMPLEMENTED	Hire Provider Step 1 - Find Provider	<p>When the user selects the Find Provider button</p> <p>AND</p> <p>Provider is under 18 years of age</p>	Do not allow the action	Display the error message, "This Provider cannot be hired using this service. Please contact your county."
111	12086 12174 21195	CI-822625 - DSD EM IHSSW WEB 111 IMPLEMENTED	Hire Provider Step 1 - Enter Invalid Provider Number Format	When the user enters a non-numeric value in the Provider Number field	Do not allow the action	Display the error message, "Provider Number field must contain numbers only."
112	12086 12174 21195	CI-822626 - DSD EM IHSSW WEB 112 IMPLEMENTED	Hire Provider Step 1 - Enter Non 9-digit Provider Number Format	When the user enters less than 9 digits in the Provider Number field	Do not allow the action	Display the error message, "Provider Number must be 9 digits."
113	12086 12174 21195	CI-822627 - DSD EM IHSSW WEB 113 CANCELLED	Canceled by ASR Sprint 2 Team 5			

114	12086 12174 21195	CI-822628 - DSD EM IHSSW WEB 114 CANCELED	Canceled by ASR Sprint 2 Team 5			
115	12086 12174 21195	CI-822629 - DSD EM IHSSW WEB 115 CANCELED	Canceled by ASR Sprint 2 Team 5			
116	12086 12174 21195	CI-822630 - DSD EM IHSSW WEB 116 CANCELED	Canceled by ASR Sprint 2 Team 5			
117	12086 12174 21195	CI-822634 - DSD EM IHSSW WEB 117 IMPLEMENTED	Hire Provider Step 3 - Enter Provider Start Date	When a user enters the Provider Start Date AND Entry is not in MM/DD/YYYY format	Do not allow the action	Display the error message, "Incorrect Date Format"
118	12086 12174 21197 21195	CI-822635 - DSD EM IHSSW WEB 118 IMPLEMENTED	Hire Provider Step 3 - Enter Provider Start Date	When a user enters the Provider Start Date AND Entry exceeds the number of days prior to current date as set by the StartDateConfigurationDays.	Do not allow the action	Display the error message, "Start Date cannot be more than <XX = StartDateConfigurationDays> days in the past."
119	12086 12174 21195	CI-822675 - DSD EM IHSSW WEB 119 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP AND The entered start date for the Provider is prior to the Start Date of an authorization segment with ICT evidence for the case OR The entered start date for the Provider is prior to the Effective Date for the Provider OR The entered start date for the Provider is prior to the Termination segment Start Date OR The entered start date for the Provider overlaps or crosses into a Case Authorization segment that is not 'Eligible' or 'Presumptive Eligible' OR The Provider has been a back-up provider (has a segment using the BUAP wage rate) for this Recipient and the entered Start Date is not in a pay period that is after the pay period in which the End Date of the 'Active' BUAP segment falls	Do not allow the action	Displays the error message, "The start date for this provider cannot be before <MM/DD/YYYY>. Contact your county if you need assistance."
120	12086 12174 21195	CI-822676 - DSD EM IHSSW WEB 120 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP AND The value for Relationship = Child and the Recipient DOB is AFTER the Provider DOB	Do not allow the action	Displays the error message, "You cannot be younger than your child. Please correct the relationship entry or contact your county if you need assistance."

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Website (121-140)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
121	12086 12174 21195	CI-822677 - DSD EM IHSSW WEB 121 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP AND The value for Relationship = Parent and the Recipient DOB is BEFORE the Provider DOB	Do not allow the action	Displays the error message, "You cannot be older than your parent. Please correct the relationship entry or contact your county if you need assistance."
122	12086 12174 21195	CI-822678 - DSD EM IHSSW WEB 122 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP OR User tabs out of the Provider Start Date field AND The Provider Start Date is a future date	Do not allow the action	Displays the error message, "The start date for this provider cannot be after <MM/DD/YYYY = Current Date>. Contact your county if you need assistance."
123	12086 12174 21195	CI-822679 - DSD EM IHSSW WEB 123 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP AND The value for Relationship = Parent and the Recipient case has four Providers in 'Active', 'Leave' or 'Pending' Status assigned with the Relationship to the Recipient of "Parent of a Minor Child" or "Parent of an Adult Child" OR The value for Relationship = Spouse and the Recipient case has a Provider in 'Active', 'Leave', or 'Pending' status assigned or on the Pending eHire table with a relationship of 'Spouse' OR Provider does not have any existing hours segments with the Recipient AND 'Parent' is selected by the Recipient in ESP OR 'Spouse' is selected by the Recipient in ESP AND There is Pending Evidence or Evidence awaiting Supervisor Review on the case	Do not allow the action	Displays the error message, "This Provider cannot be hired using this service. Please contact your county."
124	12086 12174 21195	CI-822680 - DSD EM IHSSW WEB 124 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP AND The entered start date for the Provider is Prior to the Eligibility Begin Date for the Recipient	Do not allow the action	Displays the error message, "The start date for this provider cannot be before <MM/DD/YYYY = Recipient Eligibility Begin Date>. Contact your county if you need assistance."

125	21195	CI-822701 - DSD EM IHSSW WEB 125 IMPLEMENTED	Hire Provider Step 1 - Find Provider	<p>When a Recipient selects the Find Provider button on the Hire Provider Step 1 (Locate Provider) screen in ESP</p> <p>AND</p> <p>Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older</p> <p>AND</p> <p>Recipient Person Type includes 'Provider'</p> <p>AND</p> <p>The Provider Number entered belongs to this Recipient</p> <p>THEN</p> <p>Web Service from ESP to CM to Find Provider returns an error message</p>	Do not allow the action	Display the error message, "This Provider cannot be hired using this service. Please contact your county."
126	21195	CI-822702 - DSD EM IHSSW WEB 126 IMPLEMENTED	Hire Provider Step 1 - Find Provider	<p>When a Recipient selects the Find Provider button on the Hire Provider Step 1 (Locate Provider) screen in ESP</p> <p>AND</p> <p>Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older</p> <p>AND</p> <p>The Provider Number entered has a Pending trigger on the hire provider trigger table for this recipient case</p> <p>THEN</p> <p>Web Service from ESP to CM to Find Provider returns an error message</p>	Do not allow the action	Display the error message, "Hiring details are pending for this Provider. You will receive an email when the hiring process is complete."
127	21195	CI-822816 - DSD EM IHSSW WEB 127 IMPLEMENTED	Hire Provider Step 3 - Provider Details	<p>When a user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP</p> <p>AND</p> <p>The Recipient is Advance Pay</p> <p>AND</p> <p>There is a wage rate change effective date for the Recipient's case county with an Effective from Date that is after the Recipient entered Start Date</p>	Do not allow the action	<p>Display the message "This Provider cannot be hired using this service. Please contact your county."</p> <p>AND</p> <p>Do not display any other error message.</p>
128	21322	CI-822917 - DSD EM IHSSW WEB 128 IMPLEMENTED	Contact Information - Save Address - Postal Code	<p>When a user enters less than five (5) numeric characters in the Postal Code field</p> <p>AND</p> <p>The user selects Save</p>	Allow the action	Display the field-level error message beneath the Postal Code field, "Postal Code must be 5 numeric characters."
129	21248 21250	CI-822961 - DSD EM IHSSW WEB 129 IMPLEMENTED	Contact Information - Edit Phone Number(s)	<p>When less than ten (10) numeric characters in the Phone Number field</p> <p>OR</p> <p>Phone Number is blank</p> <p>AND</p> <p>The Save button is selected</p>	Do not allow the action	Display the field-level error message (translated), "Phone Number must be 10 numeric characters."
130		CI-822962 - DSD EM IHSSW WEB 130 CANCELLED	Cancelled by ASR Sprint 61 Team 1&2			
131		Reserved by Team 1&2 Sprint 50				

132	21195	CI-822975 - DSD EM IHSSW WEB 132 IMPLEMENTED	Hire Provider Step 1 - Find Provider (Web Service from ESP to CM to Find Provider)	When a Recipient selects the Find Provider button on the Hire Provider Step 1 (Locate Provider) screen in ESP AND Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older AND Provider enrollment eligibility status = Pending Reinstatement (PMEE003) OR Provider enrollment eligibility status = Pending (PMEE004) AND Provider has previously been assigned to this Recipient (current status with Recipient is "Terminated")	Do not allow the action	Display the error message, "This Provider cannot be hired using this service. Please contact your county."
133	21191	CI-822974 - DSD EM IHSSW WEB 133 IMPLEMENTED	Direct Deposit: Bank Details – ROUTING NUMBER	When a user enters a value in the ROUTING NUMBER field AND The entry is 9 numeric digits AND The first digit of the entered number is 0, 1, 2, or 3 AND The ROUTING NUMBER does not match a value on the routingnumbers database table	Do not allow the action	Display the error message "Please check your routing number and try again."
134	21160	CI-822976 - DSD EM IHSSW WEB 134 IMPLEMENTED	Login Screen - Maintenance Message	When a Recipient accesses the login screen AND The ESP system is down for maintenance	Allow the action	Display the maintenance message, " Please be advised that the system will be unavailable from HH:MM am/pm Month DD until HH:MM am/pm on Month DD, YYYY for maintenance." as a banner on the top of the screen, below the information banner.
135	21195	CI-822993 - DSD EM IHSSW WEB 135 IMPLEMENTED	Hire Provider Step 1 – Provider with No Validated SSN	When a Recipient selects the Find Provider button on the Locate Provider screen in ESP AND Web Service from ESP to CM to Find Provider returns AND Recipient is in 'Eligible' or 'Presumptive Eligible' and is 18 years old or older AND The Provider does not have an active Alt ID with a Type of SSN in CMIPS	Do not allow the action	Display the error message, "This Provider cannot be hired using this service. Please contact your county."
136	21009 12013	CI-822997 - DSD EM IHSSW WEB 136 IMPLEMENTED	Timesheet Entry	When a user selects Save on the Time Entry Timesheet screen AND Both paid and draft hours are entered for a day AND Total Time entered for service hours and Training Time Claim Entries where Review Outcome=Approved, across all timesheets for all Recipients and programs is greater than 24 hours	Allow the action	Display the information message, "You are unable to claim more than 24 hours worked in one day across multiple recipients. Ineligible hours will not be paid."

137	21099	CI-823045 - DSD EM IHSSW WEB 137 IMPLEMENTED	Sick Leave Claim Time Entry – Submit button	<p>When the user selects the Submit Claim button on the Sick Leave Claim Time Entry screen</p> <p>AND</p> <p>Sick Leave hours were successfully added for this claim</p> <p>AND</p> <p>The Recipient is no longer eligible for services for the date(s) entered</p> <p>OR</p> <p>The Provider is no longer eligible to provide services for the date(s) entered</p>	Do not allow the action	<p>The Cúram Validate Sick Leave Claim (CMNE880E) web service returns error ESKLV805</p> <p>AND</p> <p>Disable the Submit Claim button</p> <p>AND</p> <p>The focus is shifted to the top of the screen</p> <p>AND</p> <p>The error message " Your eligibility or your recipient's eligibility has changed since you started this claim. This claim is no longer valid. Please try again with a new claim. If you are not able to start a new claim please contact your county." (translated) is displayed in red at the top of the screen.</p>
138	21099	CI-823047 - DSD EM IHSSW WEB 138 IMPLEMENTED	Sick Leave Claim Electronic Signature – Sign and Submit for Payment button	<p>When the user selects the Sign and Submit for Payment button on the Sick Leave Claim Electronic Signature screen</p> <p>AND</p> <p>After accessing the Sick Leave Claim Electronic Signature screen the Recipient is no longer eligible for services for the date(s) entered</p> <p>OR</p> <p>The Provider is no longer eligible to provide services for the date(s) entered</p>	Do not allow the action	<p>The Cúram Submit Sick Leave Claim (CMNE880F) web service returns error ESKLV805</p> <p>AND</p> <p>The signature checkbox is deselected and disabled</p> <p>AND</p> <p>The focus is shifted to the top of the screen</p> <p>AND</p> <p>The error message " Your eligibility or your recipient's eligibility has changed since you started this claim. This claim is no longer valid. Please try again with a new claim. If you are not able to start a new claim please contact your county." (translated) is displayed in red at the top of the screen.</p>
139	21099	CI-823054 - DSD EM IHSSW WEB 139 IMPLEMENTED	Sick Leave Claim Time Entry – Submit button	<p>When the user selects the Submit Claim button on the Sick Leave Claim Time Entry screen</p> <p>AND</p> <p>Sick Leave hours were successfully added for this claim</p> <p>AND</p> <p>After hours were added, a sick leave claim was successfully processed in CMIPS that reduced the available hours for sick leave</p> <p>AND</p> <p>The hours added now exceed the remaining sick leave hours</p>	Do not allow the action	<p>The Cúram Validate Sick Leave Claim (CMNE880E) web service returns error ESKLV804</p> <p>AND</p> <p>Disable the Submit Claim button</p> <p>AND</p> <p>The focus is shifted to the top of the screen</p> <p>AND</p> <p>The error message "Another Sick Leave claim has been processed since you started this claim. This claim is no longer valid. Press Cancel on this screen and try again with a new claim. If you are not able to start a new claim please contact the Help Desk between 8:00 AM and 5:00 PM, Monday through Friday, excluding major holidays, at 1-866-376-7066." (translated) is displayed in red at the top of the screen.</p>
140	21099	CI-823056 - DSD EM IHSSW WEB 140 IMPLEMENTED	Sick Leave Claim Electronic Signature – Sign and Submit for Payment button	<p>When the user selects the Sign and Submit for Payment button on the Sick Leave Claim Electronic Signature screen</p> <p>AND</p> <p>After accessing the Sick Leave Claim Electronic Signature screen a sick leave claim was successfully processed in CMIPS that reduced the available hours for sick leave</p> <p>AND</p> <p>The hours being submitted now exceed the remaining sick leave hours</p>	Do not allow the action	<p>The Cúram Submit Sick Leave Claim (CMNE880F) web service returns error ESKLV804</p> <p>AND</p> <p>The signature checkbox is deselected and disabled</p> <p>AND</p> <p>The focus is shifted to the top of the screen</p> <p>AND</p> <p>The error message "Another Sick Leave claim has been processed since you started this claim. This claim is no longer valid. Press Cancel on this screen and try again with a new claim. If you are not able to start a new claim please contact the Help Desk between 8:00 AM and 5:00 PM, Monday through Friday, excluding major holidays, at 1-866-376-7066." (translated) is displayed in red at the top of the screen.</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Website (141-160)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
141	12086 12174 21195	CI-823085 - DSD EM IHSSW WEB 141 IMPLEMENTED	Hire Provider Step 3 - Provider Details	When a Recipient user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP AND The entered start date for the Provider is during a period in which the Provider was serving a violation suspension	Do not allow the action	Displays the error message, "The start date for this provider cannot be before <MM/DD/YYYY – the Ineligible End Date +1 on an overtime violation record>. Contact your county if you need assistance."
142	21302	CI-823124 - DSD EM IHSSW WEB 142 IMPLEMENTED	Check-Out Recipient Selection - User Enters Hours > 24	When a user enters the hours greater than 24 AND Selects the Check-Out button	Do not allow the action	Highlight the Hours field AND Display the error message in red text: Hours entry cannot be greater than 24.
143	21302	CI-823125 - DSD EM IHSSW WEB 143 IMPLEMENTED	Check-Out Recipient Selection - User Enters Minutes > 59	When a user enters the minutes greater than 59 AND Selects the Check-Out button	Do not allow the action	Highlight the Minutes field AND Display an error message in red text: Minutes entry cannot be greater than 59.
144	21302	CI-823126 - DSD EM IHSSW WEB 144 IMPLEMENTED	Check-Out Recipient Selection - User Enters Hours > 24 and Minutes > 59	When a user enters the hours greater than 24 and minutes greater than 59 AND Selects the Check-Out button	Do not allow the action	Highlight both Hours and Minutes fields AND Display error messages in red text: Hours entry cannot be greater than 24. Minutes entry cannot be greater than 59.
145	21302	CI-823127 - DSD EM IHSSW WEB 145 IMPLEMENTED	Check-Out Recipient Selection - User Enters 24 for Hours and Minutes > 0	When the user enters 24 for hours and minutes greater than 0 AND Selects the Check-Out button	Do not allow the action	Highlight the Minutes field AND Display an error message in red text: Time entry cannot be greater than 24:00.
146	21302	CI-823145 - DSD EM IHSSW WEB 146 IMPLEMENTED	Check-In/Out - User Select Not Now When Checking In	When the user selects Check-In card AND Selects the Not Now option on Enable your location pop-up	Do not allow the action	Display the warning message, "This app requires the location services to be turned on in order to check-in/out. Please enable the location services to proceed."
147	21302	CI-823146 - DSD EM IHSSW WEB 147 IMPLEMENTED	Check-In/Out - User Selects Not Now When Checking Out	When the user selects Check-Out card AND Selects the Not Now option on Enable your location pop-up	Do not allow the action	Display the warning message, "This app requires the location services to be turned on in order to check-in/out. Please enable the location services to proceed."

148	21302	CI-823147 - DSD EM IHSSW WEB 148 IMPLEMENTED	Check-In/Out - User Blocks the Location Services when Checking In	When the user selects Check-In card AND Selects the Enable option on Enable your location pop-up AND Selects Block on Know your location pop-up	Do not allow the action	Display the warning message, "We are unable to access your exact location. Please enable the location services to proceed with check-in/out." To get more information about location services, please check out Google's support page. NOTE: The link to the support page will be browser specific. Example: if the user is using Firefox then the link will take the user to Firefox's support page.
149	21302	CI-823148 - DSD EM IHSSW WEB 149 IMPLEMENTED	Check-In/Out - User Blocks the Location Services when Checking Out	When the user selects Check-Out card AND Selects the Enable option on Enable your location pop-up AND Selects Block on Know your location pop-up	Do not allow the action	Display the warning message, "We are unable to access your exact location. Please enable the location services to proceed with check-in/out." To get more information about location services, please check out Google's support page. NOTE: The link to the support page will be browser specific. Example: if the user is using Firefox then the link will take the user to Firefox's support page.
150	21320	CI-823168 - DSD EM IHSSW WEB 150 IMPLEMENTED	Notification Preference - User selects Text Messages when there is no cell phone number on file	When the user selects Text Messages or Both Text Messages and Email AND There is no phone number on file	Do not allow the action	Display the warning message, "We don't have your cell phone on file, in order to receive text messages, please set your cell phone number on the Contact Information screen ."
151	21320	CI-823169 - DSD EM IHSSW WEB 151 IMPLEMENTED	Notification Preference - User selects Text Messages when the cell phone number is not verified	When the user selects Text Messages or Both Text Messages and Email AND User has not verified the cell phone number	Do not allow the action	Display the warning message, "In order to receive text messages, please verify your cell phone number by clicking on the "Verify" link below before making preference changes."
152	21320	CI-823170 - DSD EM IHSSW WEB 152 IMPLEMENTED	Verify Cell Phone Number - User enters an invalid Verification Code	When the user selects enters an invalid Verification Code AND Selects the Verify button	Do not allow the action	Display the warning message "Invalid verification code, please enter a valid verification code."
153	21320	CI-823171 - DSD EM IHSSW WEB 153 IMPLEMENTED	Verify Cell Phone Number - User enters an expired Verification Code	When the user selects enters an expired Verification Code AND Selects the Verify button	Do not allow the action	Display the warning message "Verification code expired, please select "Resend Code" to receive a new one."
154	21320	CI-823172 - DSD EM IHSSW WEB 154 IMPLEMENTED	Verify Cell Phone Number - User enters a blocked Verification Code	When the user selects enters a blocked Verification Code AND Selects the Verify button	Do not allow the action	Display the warning message "The verification code is blocked since you've entered an incorrect verification code more than 5 times. Please select "Resend Code" to receive a new one."
155	11922	CI-823250 - DSD EM IHSSW WEB 155 IMPLEMENTED	Login Screen - Internet Explorer browser	When the user launches IHSS website using an Internet Explorer (I.E.) browser AND The date is after the Internet Explorer cut-off date.	Do not allow the action	Display the warning message: "As of 02/18/2022 this website no longer supports Microsoft Internet Explorer. Please use another web browser. Learn more about switching to another free web browser: ESP-Help ."
156	21345	CI-823266 - DSD EM IHSSW WEB 156 IMPLEMENTED	Share of Cost Hours Details - Invalid Date	When an attempt is made to input a date that is not in the correct MM/DD/YYYY or M/D/YYYY format.	Do not allow the action	Highlight the date field and display the error message, 'Incorrect Date Format'.

157	12086 12174 21195	 CI-823280 - DSD EM IHSSW WEB 157 IMPLEMENTED	Hire Provider Step 1 - Find Provider	When a Recipient user clicks the Find Provider button on the Hire Provider - Step 1 screen in ESP AND The Provider Number field is blank	Do not allow the action	Display error message on the Provider Number field: "Provider Number Cannot be Blank."
158	12086 12174 21195	 CI-823285 - DSD EM IHSSW WEB 158 IMPLEMENTED	Hire Provider Step 3 - Enter Provider Start Date	When a Recipient user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP OR Recipient user tabs out of the Start Date for the Provider field AND The Start Date for the Provider field is blank	Do not allow the action	Displays the error message, "Start Date cannot be blank."
159	12086 12174 21195	 CI-823286 - DSD EM IHSSW WEB 159 IMPLEMENTED	Hire Provider Step 3 - Enter Provider Relationship	When a Recipient user selects the Hire Provider button on the Hire Provider Step 3 screen in ESP OR Recipient user tabs out of the Relationship field AND The Relationship field is blank	Do not allow the action	Displays the error message, "Relationship cannot be blank."
160	21013	 CI-823298 - DSD EM IHSSW WEB 160 IMPLEMENTED	Change Password - Create New Password - Enter New Password	When a user clicks the Change Password or Reset Password & Continue to Login button AND The Password field is blank	Do not allow the action	Displays the error message at the field level, "Pa ssword cannot be blank."

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Website (161-180)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
161	21013	➡ CI-823299 - DSD EM IHSSW WEB 161 IMPLEMENTED	Change Password - Create New Password - Enter New Password	When a user clicks the Change Password or Reset Password & Continue to Login button AND The Confirm Password field is blank	Do not allow the action	Displays the error message at the field level, "Confirm Password cannot be blank."
162	21013	➡ CI-823304 - DSD EM IHSSW WEB 162 IMPLEMENTED	Get User Name or Password Reset Screen - Invalid User Name	When a user enters a value in the User Name field of the Password Reset screen AND The user name entered is not a minimum of 6 characters long	Do not allow the action	WEBSITE: Highlight the Create User Name field AND Display the error message "User name cannot be blank." (Translated) CM: N/A
163	21013 21162	➡ CI-823305 - DSD EM IHSSW WEB 163 IMPLEMENTED	Get User Name or Password Reset Screen - Blank Email	When the Email field on the Password Reset Screen is blank and a user tabs out of the Email field or clicks the Next button OR When the Email field on the Get User Name Screen is blank and a user tabs out of the Email field or clicks the Send User Name button	Do not allow action	Highlight the Email field AND Display the error message on the Email field "Enter the email address in the format someone@example.com"
164	21013 21162	➡ CI-823306 - DSD EM IHSSW WEB 164 IMPLEMENTED	Get User Name or Password Reset Screen - Invalid Email	When a user enters a value in the Email field on the Password Reset Screen that does not have a valid domain address (e.g. gmail.com) OR When a user enters a value in the Email field on the Get User Name Screen that does not have a valid domain address (e.g. gmail.com)	Do not allow action	Highlight the Email field AND Display the error message on the Email field "Enter a valid email address."
165	21162	➡ CI-823307 - DSD EM IHSSW WEB 165 IMPLEMENTED	Get User Name or Password Reset Screen - Blank Case Number	When the Recipient radio button is selected AND the Enter Your Case Number field is blank AND the user tabs out of the Enter Your Case Number field or clicks the Send User Name button.	Do not allow action	WEBSITE: Display the service level error message "Case Number cannot be blank."
166	21162	➡ CI-823308 - DSD EM IHSSW WEB 166 IMPLEMENTED	Get User Name or Password Reset Screen - Blank Provider Number	When the Provider radio button is selected AND the Enter Your Provider Number field is blank AND the user tabs out of the Enter Your Provider Number field or clicks the Send User Name button.	Do not allow action	WEBSITE: Display the service level error message "Provider Number cannot be blank."
167	21013	➡ CI-823313 - DSD EM IHSSW WEB 167 IMPLEMENTED	Get User Name or Password Reset Screen - Blank Security Answer	The Security Answer field is blank AND The user moves the focus out of the Security Answer field or User clicks the Send User Name button	Do not allow action	Display error message on the Security Answer field, "Security Answer cannot be blank."
168	21023	➡ CI-823315 - DSD EM IHSSW WEB 168 IMPLEMENTED	Registration - Step 1 - Date of Birth field	The Date of Birth field is blank AND The user moves the focus out of the Date of Birth field or User clicks the Next button	Do not allow action	Display error message on the Date of Birth field, "Date of Birth cannot be blank."

169	21023	CI-823316 - DSD EM IHSSW WEB 169 IMPLEMENTED	Registration - Step 1 - Case Number field	The Case Number field is blank AND The user moves the focus out of the Case Number field or User clicks the Next button	Do not allow action	Display error message on the Case Number field, "Case Number cannot be blank."
170	21023	CI-823317 - DSD EM IHSSW WEB 170 IMPLEMENTED	Registration - Step 1 - Provider Number field	The Provider Number field is blank AND The user moves the focus out of the Provider Number field or User clicks the Next button	Do not allow action	Display error message on the Provider Number field, "Provider Number cannot be blank."
171	21023	CI-823318 - DSD EM IHSSW WEB 171 IMPLEMENTED	Registration - Step 1 - First Name field	The First Name field is blank AND The user moves the focus out of the First Name field or User clicks the Next button	Do not allow action	Display error message on the First Name field, "First Name cannot be blank."
172	21023	CI-823319 - DSD EM IHSSW WEB 172 IMPLEMENTED	Registration - Step 1 - Last Name field	The Last Name field is blank AND The user moves the focus out of the Last Name field or User clicks the Next button	Do not allow action	Display error message on the Last Name field, "Last Name cannot be blank."
173	21023	CI-823320 - DSD EM IHSSW WEB 173 IMPLEMENTED	Registration - Step 1 - SSN field	When the user registering is a Provider AND A non-numeric character is entered in the SSN field AND The user moves the focus out of the SSN field or User clicks the Next button	Do not allow action	Display error message on the SSN field, "SSN must contain numbers only."
174	21013	CI-823341 - DSD EM IHSSW WEB 174 IMPLEMENTED	Update Security Questions - Security Question dropdown OR Register - Step 3 - Security Question dropdown	User tabs out of the Security Question field OR User clicks the Save Updates button OR User clicks the Next button AND A Security Question dropdown is unselected.	Do not allow the action.	Display error message "Security Question cannot be blank" on the Security Question field.
175	21013	CI-823342 - DSD EM IHSSW WEB 175 IMPLEMENTED	Update Security Questions - Security Answer 1, 2 or 3 fields OR Register - Step 3 - Security Answer 1, 2, and 3 fields	User tabs out of the Security Answer 1, 2 or 3 field OR User clicks the Save Updates button OR User clicks the Next button AND Security Answer 1, 2, or 3 is blank.	Do not allow the action.	Display error message "Security Answer <1, 2, 3> cannot be blank." on the Security Answer field.
176	21161	CI-823351 - DSD EM IHSSW WEB 176 IMPLEMENTED	Register - Step 2 - Password field	User tabs out of the Password field OR User clicks the Next button AND The Password field is blank	Do not allow the action.	Display error message "Password cannot be blank" on the Password field.
177	21161	CI-823352 - DSD EM IHSSW WEB 177 IMPLEMENTED	Register - Step 2 - Confirm Password field	User tabs out of the Confirm Password field OR User clicks the Next button AND The Confirm Password field is blank	Do not allow the action.	Display error message "Confirm Password cannot be blank" on the Confirm Password field.

178	21161	 CI-823353 - DSD EM IHSSW WEB 178 IMPLEMENTED	Register - Step 2 - Confirm Email field	User tabs out of the Confirm Email field OR User clicks the Next button AND The Confirm Email field is blank	Do not allow the action.	Display error message "Confirm Email cannot be blank" on the Confirm Email field.
179	21161	 CI-823359 - DSD EM IHSSW WEB 179 IMPLEMENTED	Register - Step 5 - User Name field	User tabs out of the User Name field OR User clicks the Login button AND The User Name field is blank OR The User Name has fewer than 6 characters	Do not allow the action.	Display error message "User Name must have at least 6 characters" on the User Name field.
180	21161	 CI-823360 - DSD EM IHSSW WEB 180 IMPLEMENTED	Register - Step 5 - Password field	User tabs out of the Password field OR User clicks the Login button AND The Password field is blank	Do not allow the action.	Display error message "Password cannot be blank" on the Password field.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Website (181-200)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
181	21161	 CI-823361 - DSD EM IHSSW WEB 181 IMPLEMENTED	Register - Step 5 - Security Question field	User tabs out of the Security Answer field OR User clicks the Login button AND The Security Answer field is blank	Do not allow the action.	Display error message "Security Answer cannot be blank" on the Security Answer field.
182	21325 21320	 CI-823452 - DSD EM IHSSW WEB 182 IMPLEMENTED	My Preferences - Verify Cell Phone Number Popup - Verification Code Field with too few digits	When a user clicks the Verify button AND The Verification Code field is blank OR The Verification Code contains fewer than 6 digits	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message "Verification Code must be six digits." (Translated) CM: N/A
183	21325 21320	 CI-823453 - DSD EM IHSSW WEB 183 IMPLEMENTED	My Preferences - Verify Cell Phone Number Popup - Verification Code Field with non-numeric character	When a user clicks the Verify button AND The Verification Code contains a non-numeric character	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message "Verification Code must contain numbers only." (Translated) CM: N/A
184	21169	 CI-823518 - DSD EM IHSSW WEB 184 IMPLEMENTED	Timesheet History (Recipient View) - Blank Date Field AND Payment Search Screen - Blank Date Field	When a user clicks the Search button or tabs out of the Date field AND The Date field is blank	Do not allow the action	WEBSITE: Highlight the Date field AND Display the error message, "Date field cannot be blank."
185	21169	 CI-823519 - DSD EM IHSSW WEB 185 IMPLEMENTED	Timesheet History (Recipient View) - Future Date Field AND Payment Search Screen - Future Date Field	When a user clicks the Search button or tabs out of the Date field AND The Date field contains a future date	Do not allow the action	WEBSITE: Highlight the Date field AND Display the error message, "Date cannot be in the future."
186	Reserved by Team 5 - EMLS					
187	Reserved by Team 5 - EMLS					
188	Reserved by Team 5 - EMLS					
189	Reserved by Team 5 - EMLS					
190	Reserved by Team 5 - EMLS					

191	21345	CI-823530 - DSD EM IHSSW WEB 191 CLIENT REVIEWED	Share of Cost - Invalid Date	When a user clicks the Search button or tabs out of the Date field AND The date entered in the Date field is not in MM/DD/YYYY format.	Do not allow the action	WEBSITE: Highlight the Date field AND Display the error message, "Incorrect Date Format."
192	21345	CI-823531 - DSD EM IHSSW WEB 192 CLIENT REVIEWED	Share of Cost - Date in Future Month	When a user clicks the Search button or tabs out of the Date field AND The date entered in the Date field is in a future month.	Do not allow the action	WEBSITE: Highlight the Date field AND Display the error message, "Date cannot be in the future."
193	21345	CI-823532 - DSD EM IHSSW WEB 193 CLIENT REVIEWED	Share of Cost - Date before 2000	When a user clicks the Search button or tabs out of the Date field AND The date entered in the Date field is prior to 01/01/2000.	Do not allow the action	WEBSITE: Highlight the Date field AND Display the error message, "Date cannot be earlier than 01/01/2000."
194	21345	CI-823533 - DSD EM IHSSW WEB 194 CLIENT REVIEWED	Share of Cost - Blank Date	When a user clicks the Search button or tabs out of the Date field AND The Date field is blank.	Do not allow the action	WEBSITE: Highlight the Date field AND Display the error message, "Date field cannot be blank."
195		CI-823570 - DSD EM IHSSW WEB 195 CANCELLED	Cancelled by ASR Sprint 37 Team CM&AS			
196	21321	CI-823605 - DSD EM IHSSW WEB 196 IMPLEMENTED	Contact Information - Edit Residence or Mailing Address - Save blank Address Field	When a user clicks the Save button OR When a user tabs out of the Address field AND The Address field is blank.	Do not allow the action	WEBSITE: Highlight the Address field AND Display the error message, "Address cannot be blank."
197	21321	CI-823606 - DSD EM IHSSW WEB 197 IMPLEMENTED	Contact Information - Edit Residence or Mailing Address - Save blank City Field	When a user clicks the Save button OR When a user tabs out of the City field AND The City field is blank.	Do not allow the action	WEBSITE: Highlight the City field AND Display the error message, "City cannot be blank."
198	21321	CI-823607 - DSD EM IHSSW WEB 198 IMPLEMENTED	Contact Information - Edit Residence or Mailing Address - Save blank State Field	When a user clicks the Save button OR When a user tabs out of the State field AND The State field is blank.	Do not allow the action	WEBSITE: Highlight the State field AND Display the error message, "State cannot be blank."

199	21321	 CI-823608 - DSD EM IHSSW WEB 199 IMPLEMENTED	Contact Information - Edit Residence or Mailing Address - Save blank Postal Code Field	When a user clicks the Save button OR When a user tabs out of the Postal Code field AND The Postal Code field is blank.	Do not allow the action	WEBSITE: Highlight the Postal Code field AND Display the error message, "Postal Code cannot be blank."
200	21013	 CI-823675 - DSD EM IHSSW WEB 200 IMPLEMENTED	Enter Verification Code - Blank Verification Code	When a user enters an invalid Verification Code and selects Verify button	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message in red, "Verification Code cannot be blank."

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Website (201-220)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
201	21013	CI-823676 - DSD EM IHSSW WEB 201 IMPLEMENTED	Enter Verification Code - Non-Numeric Verification Code	When a user enters a non-numeric Verification Code and selects Verify button	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message in red, "Verification Code must contain numbers only."
202	21013	CI-823677 - DSD EM IHSSW WEB 202 IMPLEMENTED	Enter Verification Code - Verification Code is not 6-digits	When a user enters a Verification Code that is not 6-digits	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message in red, "Verification Code must be six digits."
203	21013	CI-823679 - DSD EM IHSSW WEB 203 IMPLEMENTED	Get User Name or Password Reset	When a user selects the Next button on the Get User Name or Password Reset screen AND The User Name entered in the Enter Your User Name field is not known to the IHSS ESP OR The Email Address entered in the Email field is not known to the IHSS ESP AND The user selects Verification Code	Do not allow the action	WEBSITE: Display the error message "User Name or email address is incorrect." CM: N/A
204	21099	CI-823680 - DSD EM IHSSW WEB 204 IMPLEMENTED	Sick Leave Claim - No Recipient selected	When a user selects the Next button on the Sick Leave Claim Screen AND No recipient has been selected	Do not allow the action	WEBSITE: Display the error message "You must select a Recipient."
205	21099	CI-823681 - DSD EM IHSSW WEB 205 IMPLEMENTED	Sick Leave Claim - No Pay Period selected	When a user selects the Next button on the Sick Leave Claim Screen AND No pay period has been selected	Do not allow the action	WEBSITE: Display the error message "You must select a Pay Period."
206	21013	CI-823696 - DSD EM IHSSW WEB 206 IMPLEMENTED	Enter Verification Code - Invalid Verification Code	When a user enters an invalid Verification Code and selects Verify button	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message in red, "Invalid verification code, please re-enter the verification code." CM: N/A
207	21013	CI-823697 - DSD EM IHSSW WEB 207 IMPLEMENTED	Enter Verification Code - Expired Verification Code	When a user enters an expired Verification Code and selects Verify button	Do not allow the action	WEBSITE: Highlight the Verification Code field AND Display the error message in red, "The verification code has expired, please select "Resend Code" to receive a new code." CM: N/A

208	21013	CI-823698 - DSD EM IHSSW WEB 208 IMPLEMENTED	Enter Verification Code - Blocked Verification Code	When a user enters a blocked Verification Code and selects Verify button	Do not allow the action	<p>WEBSITE:</p> <p>Highlight the Verification Code field AND</p> <p>Display the error message in red, "This verification code is no longer valid since you entered an incorrect verification code more than 5 times. Please select "Resend Code" to receive a new code."</p> <p>CM: N/A</p>
209	21099	CI-823707 - DSD EM IHSSW WEB 209 IMPLEMENTED	Sick Leave Claim Time Entry - Absence Date is blank	When a user selects the Add New or Submit Claim button AND Absence Date field is blank	Do not allow the action	<p>WEBSITE:</p> <p>Display the error message "Absence Date cannot be blank."</p>
210	21099	CI-823718 - DSD EM IHSSW WEB 210 IMPLEMENTED	Sick Leave Claim Time Entry -Hours and Minutes are Blank	When a user selects the Add New button AND Both Hours and Minutes fields are blank	Do not allow the action	<p>WEBSITE:</p> <p>Highlight the Hours field AND</p> <p>Under the Hours field, display the error message "Hours or Minutes cannot be blank."</p>
211	21099	CI-823719 - DSD EM IHSSW WEB 211 IMPLEMENTED	Sick Leave Claim Time Entry -Hours and Minutes are Blank	When a user selects the Add New button AND Both Hours and Minutes fields are blank	Do not allow the action	<p>WEBSITE:</p> <p>Highlight the Minutes field AND</p> <p>Under the Minutes field, display the error message "Minutes or Hours cannot be blank."</p>
212	21248 21250	CI-823767 - DSD EM IHSSW WEB 212 IMPLEMENTED	Contact Information - Update Phone Number Confirmation pop-up	When the user clicks the Submit button on the Update Phone number confirmation pop-up AND The phone number entry is 000 000000 or 999 999999	Do not allow the action	<p>WEBSITE:</p> <p>Return the user to the Contact Information screen AND</p> <p>Under the Edit Phone Numbers cluster title, display the error message banner ,  Not a valid phone number. Please enter valid phone number."</p>
213	21320 21325	CI-823975 - DSD EM IHSSW WEB 213 IMPLEMENTED	Send Verification Code - Invalid Phone Number	When the user clicks Send Verification Code button on the Send Verification Code screen AND The Phone Number is invalid	Do not allow the action	Display the warning message "Not a valid phone number. Please enter a valid phone number on Contact Information page and try again."
214	21383	CI-824061 - DSD EM IHSSW WEB 214 IMPLEMENTED	Enter Verification Code - User enters an invalid Verification Code	When the user selects Verify button on Enter Verification Code screen AND The Verification Code is invalid	Do not allow the action	Display the warning message " "Invalid verification code, please enter a valid verification code."
215	21383	CI-824062 - DSD EM IHSSW WEB 215 IMPLEMENTED	Enter Verification Code - User enters an expired Verification Code	When the user selects Verify button on Enter Verification Code screen AND The Verification Code is expired	Do not allow the action	Display the warning message " "The verification code has expired, please select "Resend Code" to receive a new code."
216	21383	CI-824063 - DSD EM IHSSW WEB 216 IMPLEMENTED	Enter Verification Code - User enters a blocked Verification Code	When the user selects Verify button on Enter Verification Code screen AND The Verification Code is blocked	Do not allow the action	Display the warning message " "This verification code is no longer valid since you entered an incorrect verification code more than 5 times. Please select "Resend Code" to receive a new code."

217	21383	 CI-824064 - DSD EM IHSSW WEB 217 IMPLEMENTED	Enter Verification Code - User leaves Verification Code field blank	When the user selects Verify button on Enter Verification Code screen AND The Verification Code field is blank	Do not allow the action	Display the warning message "Verification Code cannot be blank."
218	21375	 CI-824132 - DSD EM IHSSW WEB 218 IMPLEMENTED	Message Center - No Pending Forms	When a user accesses their Message Center AND Has no pending forms on the Electronic Forms tab	Do allow the action	Display the informative notice, "  You have no Pending Forms to display."
219	21375	 CI-824133 - DSD EM IHSSW WEB 219 IMPLEMENTED	Message Center - No Accepted Forms	When a user accesses their Message Center AND Has no accepted forms on the Electronic Forms tab	Do allow the action	Display the informative notice, "  You have no Accepted Forms to display."
220	21383	 CI-824156 - DSD EM IHSSW WEB 220 IMPLEMENTED	Enter Verification Code - User enters a non-numeric value	When the user selects Verify button on Enter Verification Code screen AND The Verification Code includes a non-numeric value	Do not allow the action	Display the warning message: "Verification Code must contain numbers only."

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Website (221-240)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
221	21403	CI-824388 - DSD EM IHSSW WEB 221 IMPLEMENTED	Request Employment/Wage Verification - Start Date is beyond current year minus 2 years	When the user selects the Start Date AND The Start Date is beyond current year minus 2 years	Do not allow the action	WEBSITE: Display the a warning message "Start Date cannot be before <MM/DD /YYYY>. " CM: N/A
222	21403	CI-824389 - DSD EM IHSSW WEB 222 IMPLEMENTED	Request Employment/Wage Verification - End Date is later than current date	When the user selects the End Date AND The End Date is later than the current date	Do not allow the action	WEBSITE: Display the a warning message "End Date cannot be later than the current date." CM: N/A
223	21403	CI-824390 - DSD EM IHSSW WEB 223 IMPLEMENTED	Request Employment/Wage Verification - End Date is before Start Date	When the user selects the End Date AND The End Date is before the Start Date	Do not allow the action	WEBSITE: Display the a warning message "End Date cannot be before the Start Date." CM: N/A
224	21403	CI-824391 - DSD EM IHSSW WEB 224 IMPLEMENTED	Request Employment/Wage Verification - Start Date not selected	When the user selects the Request Verification button AND The Start Date is not selected	Do not allow the action	WEBSITE: Display the a warning message "The request cannot be submitted, please select a Start Date." CM: N/A
225	21403	CI-824392 - DSD EM IHSSW WEB 225 IMPLEMENTED	Request Employment/Wage Verification - End Date not selected	When the user selects the Create Form button AND The End Date is not selected	Do not allow the action	WEBSITE: Display the a warning message "The request cannot be submitted, please select a End Date." CM: N/A
226	21403	CI-824400 - DSD EM IHSSW WEB 226 CANCELLED	Cancelled by ASR Team TMS Sprint 117			
227	21403	CI-824408 - DSD EM IHSSW WEB 227 IMPLEMENTED	Request Employment/Wage Verification - Start Date is later than current date	When the user selects the Start Date AND The Start Date is later than the current date	Do not allow the action	WEBSITE: Display the a warning message "Start Date cannot be later than the current date." CM: N/A
228	21161	CI-824434 - DSD EM IHSSW WEB 228 IMPLEMENTED	IHSS ESP Register Step 1 - Recipient (SSN/ITIN) 4 digits	When the user registering is a Recipient AND Moves the focus out of the SSN /ITIN (Last 4 Digits) field or clicks the Next button AND The field does not contain 4 numeric characters	Do not allow the action	WEBSITE: Highlight the SSN/ITIN (Last 4 Digits) field AND Display the error message "SSN/ITIN entry must be 4 digits." CM: N/A
229	21161	CI-824435 - DSD EM IHSSW WEB 229 IMPLEMENTED	IHSS ESP Register Step 1 - Recipient (SSN/ITIN) Numbers Only	When the user registering is a Recipient AND Enters a non-numeric character in the SSN/ITIN (Last 4 Digits) field AND Moves the focus out of the SSN /ITIN (Last 4 Digits) field or clicks the Next button	Do not allow the action	WEBSITE: Highlight the SSN/ITIN (Last 4 Digits) field AND Display the error message "SSN/ITIN must contain numbers only." CM: N/A

230	21015	CI-824454 - DSD EM IHSSW WEB 230 IMPLEMENTED	Payment Details Screen	When a user selects a timesheet AND That timesheet was submitted with excess hours AND Cúram returns ETEC826	Allow the action	WEBSITE: Display the warning: 'The hours claimed have exceeded the amount of overtime allowed for this case.' CM: N/A
231	21015	CI-824471 - DSD EM IHSSW WEB 231 IMPLEMENTED	Payment Details Screen - Submitted Before End of Pay Period	When a user selects a timesheet AND That timesheet was submitted before the end of the pay period AND Cúram returns ETEC827	Allow the action	WEBSITE: Display the warning: 'This timesheet was submitted before the end of the pay period.' CM: N/A
232	21015	CI-824472 - DSD EM IHSSW WEB 232 IMPLEMENTED	Payment Details Screen - Exceeded Overtime Allowed For That Case	When a user selects a timesheet AND That timesheet exceeded the amount of overtime allowed for that case AND Cúram returns ETEC828	Allow the action	WEBSITE: Display the warning: 'Hours were entered for dates not eligible for payment. These hours were not paid.' CM: N/A
233	21015	CI-824473 - DSD EM IHSSW WEB 233 IMPLEMENTED	Payment Details Screen - Exceeded Weekly Maximum	When a user selects a timesheet AND That timesheet exceeded the weekly maximum AND Cúram returns ETEC829	Allow the action	WEBSITE: Display the warning: 'The hours claimed for Workweek <variable: workweek #> exceeded the weekly maximum of <variable: Weekly Maximum>.' CM: N/A
234	21015	CI-824474 - DSD EM IHSSW WEB 234 IMPLEMENTED	Payment Details Screen - Exceeded Overtime Exemption Limit	When a user selects a timesheet AND That timesheet exceeded the overtime exemption limit AND Cúram returns ETEC830	Allow the action	WEBSITE: Display the warning: 'The hours on this timesheet exceeded the overtime exemption limit. The excess hours were not paid.' CM: N/A
235	21235	CI-824475 - DSD EM IHSSW WEB 235 IMPLEMENTED	Payment Details Screen - Travel Claim More Than 07:00 Hours	When a user selects a travel claim AND That travel claim has more than 07:00 hours AND Cúram returns ETCE007	Allow the action	WEBSITE: Display the warning: 'The travel hours claimed for workweek <X> exceeded the travel time maximum of 07:00.'
236	21235	CI-824476 - DSD EM IHSSW WEB 236 IMPLEMENTED	Payment Details Screen - No Service Hours Paid For That Week	When a user selects a travel claim AND No service hours were paid for that week AND Cúram returns ETCE008	Allow the action	WEBSITE: Display the warning: 'No service hours were paid for this recipient so travel time claimed in workweek <X> were not paid'
237	21235	CI-824477 - DSD EM IHSSW WEB 237 IMPLEMENTED	Payment Details Screen - Hours Entered For Dates Not Eligible For Payment	When a user selects a travel claim AND Hours are claimed for a date where the Recipient was on leave or terminated OR Hours are claimed for a date where the Provider was on leave or terminated OR Hours are claimed for a date where Provider was no longer eligible to travel time OR Hours are claimed for a date where Provider is no longer eligible to travel time for the entire pay period AND Cúram returns ETCE009	Allow the action	WEBSITE: Display the warning: 'Hours were entered for dates not eligible for payment. These hours were not paid.'

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/E-Timesheets

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/E-Timesheets (1-20)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/E-Timesheets (21-40)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/E-Timesheets (41-60)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/E-Timesheets (61-80)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
01		CI-753517 - DSD EM IHSSW ETS 01 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
02		CI-753518 - DSD EM IHSSW ETS 02 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
03		CI-753519 - DSD EM IHSSW ETS 03 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
04	21005	CI-753520 - DSD EM IHSSW ETS 04 IMPLEMENTED	Time Entries – Field Validation	When a Provider enters a value equal to '24' in the Hours field AND The existing Minutes entered are greater than '00' OR When a provider enters a value greater than '00' in the Minutes field AND The existing Hours entered are equal to '24'	Do not allow the action.	WEBSITE: Highlight the Hours field AND Highlight the Minutes field AND Display the in-line error message "Time entry cannot be greater than 24: 00." CM: N/A
05	21005	CI-753521 - DSD EM IHSSW ETS 05 IMPLEMENTED	Time Entries – Field Validation	When a Provider enters a value greater than '24' in the Hours field NOTE: Field allows 0 – 24; field allows single digits 0 – 9 or two digit 00 – 09 for hours less than 10	Do not allow the action	WEBSITE: Highlight the Hours field AND Display the in-line error message "Hours entry cannot be greater than 24." CM: N/A
06	21005	CI-753522 - DSD EM IHSSW ETS 06 IMPLEMENTED	Time Entries – Field Validation	When a Provider enters a value greater than '59' in the Minutes field NOTE: Field allows 0 – 59; field allows single digits 0 – 9 or two digit 00 – 09 for minutes less than 10	Do not allow the action	WEBSITE: Highlight the Minutes field AND Display the in-line error message "Minutes entry cannot be greater than 59." CM: N/A
07	21005	CI-753523 - DSD EM IHSSW WEB 07 IMPLEMENTED	Timesheet Preferences – Update Preferences	When the Provider selects the Update Preferences button	Allow the action	WEBSITE: Disable all screen fields and buttons AND Display the informational pop-up message "Your preferences have been updated." AND Pressing the OK button on this informational pop-up message will dismiss the message and take the User to the Timesheet Entry: Recipient Selection screen. CM: N/A
08		CI-753524 - DSD EM IHSSW ETS 08 CANCELLED	Cancelled by CR 1287 – Sprint 40			

09	21005	CI-753525 - DSD EM IHSSW ETS 09 <small>IMPLEMENTED</small>	Timesheet Recipient Electronic Signature – Electronically Sign Timesheet & Submit for Payment	When the Recipient selects the Electronically Sign Timesheet & Submit for Payment button on the Timesheet Recipient Electronic Signature screen	Allow the action	WEBSITE: Display the informational pop-up message "This timesheet has been submitted for processing." (Translated) CM: N/A
10		CI-753526 - DSD EM IHSSW ETS 10 <small>CANCELLED</small>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
11	21005	CI-753527 - DSD EM IHSSW ETS 11 <small>CANCELLED</small>	Cancelled by CR 1287 – Sprint 40			
12	21005	CI-753528 - DSD EM IHSSW ETS 12 <small>IMPLEMENTED</small>	Recipient Reject Timesheet	When the Recipient selects the Reject Timesheet button on the Reject E-Timesheet screen	Allow the action	WEBSITE: Display the informational pop-up message "Timesheet has been rejected." (Translated) CM: N/A
13	21005	CI-753529 - DSD EM IHSSW ETS 13 <small>IMPLEMENTED</small>	Timesheet Validation and Submission – Early Submission	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Cúram returns ETEC803	Allow the action	Display the informational message "This timesheet is being submitted before the end of the pay period. This timesheet will be processed on the first business day of the upcoming pay period."
14	21005	CI-753530 - DSD EM IHSSW ETS 14 <small>IMPLEMENTED</small>	Timesheet Validation and Submission – Exceeds 70% Recipient Auth Hours	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen for a Part A pay period AND Cúram returns ETEC801	Allow the action	Display the informational message "The hours claimed on this timesheet are more than 70% of the Recipient's monthly authorized hours."
15			Cancelled by CR 1282			
16			Cancelled by CR 1282			
17	21005 21007 21133 21151	CI-753533 - DSD EM IHSSW ETS 17 <small>IMPLEMENTED</small>	Timesheet Provider Electronic Signature – Electronically Sign Timesheet & Submit for Recipient Review – Recipient Timesheet Communication Preference of Telephone	When a Provider selects the Electronically Sign Timesheet & Submit for Recipient Review button AND The Recipient Timesheet Communication Preference = Telephone	Allow the action. Timesheet data is accepted by Case Management.	Display the informational message "The timesheet information has been accepted. The Recipient will be contacted by telephone to review this timesheet."
18	21005 21007 21133 21032	CI-753534 - DSD EM IHSSW ETS 18 <small>IMPLEMENTED</small>	Timesheet Provider Electronic Signature – Electronically Sign Timesheet & Submit for Recipient Review – Recipient Timesheet Communication Preference of Email	When a Provider selects the Electronically Sign Timesheet & Submit for Recipient Review button AND The Recipient Timesheet Communication Preference = Email	Allow the action. Timesheet data is accepted by Case Management	Display the informational message "The timesheet information has been submitted. A notification has been sent to the Recipient requesting electronic review of this timesheet."
19	21005	CI-753535 - DSD EM IHSSW ETS 19 <small>IMPLEMENTED</small>	Timesheet Validation and Submission – Exceeds Recipient Available Hours	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Cúram returns ETEC800	Allow the action	Display the informational message "The hours claimed on this timesheet exceed the available hours. The excess hours will not be paid."
20	21005	CI-753536 - DSD EM IHSSW ETS 20 <small>IMPLEMENTED</small>	Timesheet Validation and Submission – Time Entered for Days Not Eligible	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Cúram returns ETEC812	Allow the action	Display the informational message "Hours are entered for dates no longer eligible for payment. These hours will not be paid."

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
21	21005	CI-753537 - DSD EM IHSSW ETS 21 <small>IMPLEMENTED</small>	Timesheet Validation and Submission – Exceeds Weekly Maximum	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Cúram returns ETEC808	Allow the action	Display the informational message "The hours claimed for workweek <X> will exceed your weekly maximum hours of <HH:MM> and may result in a violation."

22	21005	CI-753538 - DSD EM IHSSW ETS 22 <small>IMPLEMENTED</small>	Timesheet Entry – Exceeds Weekly Maximum	When a Provider selects the Save button for any Workweek on the Timesheet Entry screen AND User will exceed the IHSS ESP known weekly maximum with this entry (this includes processed, submitted and draft timesheets)	Allow the action	Display at the top of the Timesheet Entry screen the warning message: "⚠️ The hours claimed for workweek <X> exceeds the weekly maximum of <HH:MM>. This can cause violation."
23	21005	CI-753539 - DSD EM IHSSW ETS 23 <small>IMPLEMENTED</small>	Timesheet Validation and Submission – Exceeds Overtime Limit	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Cúram returns ETEC811	Allow the action	Display the informational message "The hours entered for this timesheet will exceed the overtime limit. Excess hours will not be paid."
24	21005	CI-753540 - DSD EM IHSSW ETS 24 <small>IMPLEMENTED</small>	Supplemental Timesheet Request	When an attempt is made to issue a supplemental electronic timesheet AND Cúram returns ETEC813 IF There are no remaining IP Mode of Service or WPCS hours OR If applicable, no remaining provider assigned hours for the month of the selected service period OR If applicable, there are no remaining IHSS Available Hours in a given service month (SOC and non-SOC service months)	Do not allow the action.	Display the error message "Pay Period MM/DD /YY to MM/DD/YY – No remaining hours for the requested service period. Timesheet for this pay period not issued."
25	21005	CI-753541 - DSD EM IHSSW ETS 25 <small>IMPLEMENTED</small>	Supplemental Timesheet Request	When an attempt is made to issue a supplemental electronic timesheet AND Cúram returns ETEC814 IF There have been no previously paid timesheets for a pay period included in selected service period range for that Recipient/Provider relationship OR A timesheet in Exception – Replaced status exists	Do not allow the action.	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY – No paid timesheets found for the requested service period. Timesheet for this pay period not issued."
26	21005	CI-753542 - DSD EM IHSSW ETS 26 <small>IMPLEMENTED</small>	Supplemental Timesheet Issuance	When an attempt is made to issue a supplemental electronic timesheet AND Cúram returns ETEC815 IF The Provider is ineligible to provide IHSS or WPCS services to the Recipient for an entire pay period included in the selected service period range	Do not allow the action.	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY – Provider is not eligible to provide services to this Recipient during the selected service period. Timesheet for this pay period not issued."
27		Removed in Development This number can be reused at a later time				
28	21005	CI-753543 - DSD EM IHSSW ETS 28 <small>IMPLEMENTED</small>	Supplemental Timesheet Issuance	When an attempt is made to issue a supplemental electronic timesheet AND Cúram returns ETEC817 IF The Recipient is ineligible for IHSS services for an entire pay period included in the selected service period range	Do not allow the action.	Display the error message "Pay Period MM/DD /CCYY to MM/DD/CCYY – Recipient is not eligible for services during the selected service period. Timesheet for this pay period not issued."
29		CI-753544 - DSD EM IHSSW ETS 29 <small>CANCELLED</small>	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification			
30		CI-753545 - DSD EM IHSSW ETS 30 <small>CANCELLED</small>	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification			

31	21005 21154	CI-753546 - DSD EM IHSSW ETS 31 IMPLEMENTED	Timesheets: Provider Selection – Provider Card Message	When a Recipient user is brought to the Timesheets: Provider Selection screen AND There are Provider cards to display AND The Provider is registered for ESP OR IF The Provider is registered for TTS with the current date equal to or greater than the CaseProviderEVVEffective Date AND There are no timesheets Pending Recipient Electronic Review	Allow the action	Display the informational message 'No Timesheets to Review' on the associated Provider card
32	21005 21154	CI-753547 - DSD EM IHSSW ETS 32 IMPLEMENTED	Timesheets: Provider Selection – Provider Card Message	When a Recipient user is brought to the Timesheets: Provider Selection screen AND There are Provider cards to display AND The Provider is registered for ESP OR IF The Provider is registered for TTS with the current date equal to or greater than the CaseProviderEVVEffective Date AND There are timesheets Pending Recipient Electronic Review	Allow the action	Count number of timesheets and display the informational message "<x> Timesheets to Review" on the associated Provider card
33	21005	CI-753719 - DSD EM IHSSW ETS 33 IMPLEMENTED	Provider Menu – Time Entry – Timesheets – Request Supplemental Timesheet	When the Provider selects the Request Supplemental Timesheet link on the Provider Menu AND Cúram does not return any Recipients for the dropdown	Allow the action	WEBSITE: Highlight the Choose Recipient field AND Display the informational message "No recipients available for supplemental electronic timesheet request."
34		CI-753720 - DSD EM IHSSW ETS 34 CANCELLED	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification			
35	21005	CI-754749 - DSD EM IHSSW ETS 35 IMPLEMENTED	Timesheet Entry – Allowable Monthly Overtime	When a Provider selects the Save button for any Workweek on the Time Entry screen AND User will exceed the IHSS ESP know Allowable Monthly Overtime with this entry (this includes processed, submitted and draft timesheets)	Allow the action	Display the Warning message at the top of the Timesheet Entry screen "The hours claimed for Workweek <X> exceeds the amount of overtime allowed for this case. This can cause a violation."
36	21005	CI-754750 - DSD EM IHSSW ETS 36 IMPLEMENTED	Supplemental Timesheet Issuance	When an attempt is made to issue a supplemental electronic timesheet AND Cúram returns ETEC816 IF A supplemental timesheet exists for the pay period AND The existing supplemental timesheet is not any of the following statuses: Timesheet Status of: <ul style="list-style-type: none">• Processed• Exception Replaced• Exception• Exception Paid	Do not allow the action.	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY – A supplemental timesheet for this pay period exists in your unprocessed timesheet list. Please go to Timesheet Entry to complete the timesheet."
37		CI-754751 - DSD EM IHSSW ETS 37 CANCELLED	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification			
38		785,967	Error Message Cancelled ASR 1287 – Sprint 27			

39		CI-822217 - DSD EM IHSSW ETS 39 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
40	21129 21132 21015	CI-822218 - DSD EM IHSSW ETS 40 IMPLEMENTED	Timesheet Entry – EVV Field Validation – Blank /Incomplete Start Time	When a Provider enters a value in any of the EVV fields AND Leaves any portion of the Start Time field blank (Hours, Minutes, or AM/PM) AND Presses any Save button on the screen	Do not allow the action.	WEBSITE: Highlight the Start Time hours field in red AND Display the in-line error message under the Start Time field "Start Time cannot be blank or incomplete." CM: N/A

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error Message
41		CI-822219 - DSD EM IHSSW ETS 41 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
42		CI-822220 - DSD EM IHSSW ETS 42 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
43		CI-822221 - DSD EM IHSSW ETS 43 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
44		CI-822222 - DSD EM IHSSW ETS 44 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
45	2 1 1 29 2 1 1 32 2 1 0 15	CI-822223 - DSD EM IHSSW ETS 45 IMPLEMENTED	Timesheet Entry – EVV Field Validation – Blank /Incomplete End Time	When a Provider enters a value in any of the EVV fields AND Leaves any portion of the End Time field blank (Hours, Minutes, or AM /PM) AND Presses any Save button on the screen	Do not allow the action.	WEBSITE: Highlight the End Time hours field in red AND Display the in-line error message under the End Time field "End Time cannot be blank or incomplete." CM: N/A
46	2 1 1 29 2 1 1 32 2 1 0 15	CI-822224 - DSD EM IHSSW ETS 46 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
47		CI-822225 - DSD EM IHSSW ETS 47 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
48	2 1 1 29 2 1 1 32 2 1 0 15	CI-822226 - DSD EM IHSSW ETS 48 IMPLEMENTED	Timesheet Entry – EVV Field Validation – Blank Location	When a Provider enters a value in any of the EVV fields AND There is only a single Location field AND The Location field is blank AND Any Save button is selected on the screen	Do not allow the action.	WEBSITE: Highlight the Location field in red AND Display the in-line error message under the Location field "Location cannot be blank" CM: N/A

49	2 1 1 29 2 1 1 32	CI-822227 - DSD EM IHSSW ETS 49 IMPLEMENTED	Timesheet Entry – EVV Field Validation – Start Time After End Time	When a Provider enters Start Time, End Time, and Location that passes field level edits AND The Start Time is after the End Time	Do not allow the action.	WEBSITE: Highlight the Location field in red AND Display the in-line error message under the Start Time field "Start Time cannot be after End Time." CM: N/A
50	2 1 1 29 2 1 1 32	CI-822228 - DSD EM IHSSW ETS 50 IMPLEMENTED	Timesheet Entry – Blank Hours	When a value is entered in any of the EVV fields AND The Hours field is left blank AND The Minutes field is also blank AND The Save button is selected OR The user selects outside of the Hours field	Do not allow the action.	WEBSITE: Highlight the Location field in red AND Display the in-line error message under the Hours Worked field "Hours Worked cannot be blank" CM: N/A
51	2 1 1 29 2 1 1 32	CI-822229 - DSD EM IHSSW ETS 51 IMPLEMENTED	Timesheet Entry – EVV Field Validation – Hours Greater Than Time at Location	When a Provider enters a Start Time and End Time and Location that passes field level edits AND The total time entered in the Hours field and Minutes field is greater than the duration of time between Start Time and End Time (unless the Hours field is equal to 24 hours and the Start Time is 12:00 AM and End Time is 11:59 PM).	Do not allow the action.	WEBSITE: Display the in-line error message under the Hours Worked field "Hours Worked cannot be greater than time at location." CM: N/A
52		CI-822216 - DSD EM IHSSW ETS 52 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
53	2 1 0 07 2 1 2 28 2 1 2 29 2 1 1 56	CI-822716 - DSD EM IHSSW ETS 53 IMPLEMENTED	Timesheet Provider Electronic Signature – Recipient has an EVV Exception	When a Provider selects the Electronically Sign Timesheet & Submit for Recipient Review button AND The Recipient has an EVV Exception	Allow the action. Timesheet data is accepted by Case Management	Display the informational message "A paper copy of your timesheet will be mailed to your recipient for review and signature. Please follow up with your recipient to avoid a delay in your payment."
54	1 1 9 98	CI-822741 - DSD EM IHSSW ETS 54 IMPLEMENTED	Timesheet Validation and Submission – Future Hours	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Future hours (based on CMIPS system time) have been entered on the timesheet	Do not allow the action.	Display the error message "Timesheet cannot be submitted with future hours."
55	2 1 2 58 2 1 2 38	CI-822911 - DSD EM IHSSW ETS 55 IMPLEMENTED	Timesheet Entry – Live-In Informational Message	When a Provider navigates to a specific timesheet on the Timesheet Entry screen and receives the Live-In pop-up AND 'Yes' is selected on the pop-up AND The Provider navigates to the selected timesheet successfully	Allow the action.	A blue informational message box displays at the top of the Timesheet Entry screen with the text "As a live-in provider you can complete your certification online by accessing the Live-In Certification option located under the Financial menu. You can also contact the county or access the CDSS website to obtain a copy of the SOC 2298 Live-In Provider Certification form to complete and send in." The message box has an 'x' in the upper right corner. When the 'x' is selected the informational message is dismissed for that timesheet.
56	2 1 1 29 2 1 1 32 2 1 0 15 2 1 3 02	CI-823160 - DSD EM IHSSW ETS 56 IMPLEMENTED	Timesheet Entry - EVV Field Validation	When a Provider enters a value in any of the EVV fields AND Leaves the Start Location field blank AND Presses Save button on the screen	Do not allow the action.	WEBSITE: Highlight the Start Location field AND Display the in-line error message under the Start Location field "Start Location cannot be blank." CM: N/A

57	2 1 1 29 2 1 1 32 2 1 0 15 2 1 3 02	CI-823161 - DSD EM IHSSW ETS 57 IMPLEMENTED	Timesheet Entry - EVV Field Validation	When a Provider enters a value in any of the EVV fields AND Leaves the End Location field blank AND Presses Save button on the screen	Do not allow the action.	WEBSITE: Highlight the End Location field AND Display the in-line error message under the End Location field "End Location cannot be blank." CM: N/A
58	1 1 9 86	CI-823240 - DSD EM IHSSW ETS 58 IMPLEMENTED	Timesheet Validation and Submission – No Claimed Hours	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND No hours have been entered on the timesheet	Do not allow the action.	Display the error message, "Timesheet cannot be submitted without claiming hours."
59	1 6 1 99	CI-823241 - DSD EM IHSSW ETS 59 IMPLEMENTED	Timesheet Entry - Days Ineligible for Payment	When a Provider navigates to the Timesheet Entry screen AND One or more days are ineligible for payment Scenarios include: <ul style="list-style-type: none">• Leave• Terminated• Mid pay period assignment.	Allow the action.	Display the informational message, "Time entry is disabled for days you are unable to claim time. Please contact your county if you need assistance." in banner format.
60	2 1 1 29 2 1 1 32	CI-823256 - DSD EM IHSSW ETS 60 IMPLEMENTED	Timesheet Entry – Blank Minutes	When a value is entered in any of the EVV fields AND The Minutes field is left blank AND The Hours field is also blank AND The Save button is selected OR The user selects outside of the Minutes field	Do not allow the action.	WEBSITE: Highlight the Minutes field in red AND Display the in-line error message under the Minutes field "Minutes cannot be blank." CM: N/A

No	R e q ID	CI	Screen Name or User Action	Condition	Action	Error Message
61	2 1 1 29 2 1 1 32	CI-823257 - DSD EM IHSSW ETS 61 IMPLEMENTED	Timesheet Entry – EVV Field Validation – Time at Location Less than Hours	When a Provider enters Hours OR Minutes that pass field level edits AND The duration between Start Time and End Time is less than the total amount of time recorded in the Hours and Minutes fields (unless the Hours field is equal to 24 hours and the Start Time is 12:00 AM and End Time is 11:59 PM).	Do not allow the action.	WEBSITE: Display the in-line error message under the last field in which data was entered (either Start Time or End Time). "Time at location cannot be less than Hours Worked." CM: N/A
62		CI-823258 - DSD EM IHSSW ETS 62 CANCELLED	Cancelled by SCF-91			
63		CI-823259 - DSD EM IHSSW ETS 63 CANCELLED	Cancelled by SCF-91			

64	1 1 9 86 2 1 0 05 2 1 3 52	CI-823487 - DSD EM IHSSW ETS 64 IMPLEMENTED	Timesheet Validation and Submission – Daily Total Exceeds 24 Hours Due to Approved Training Time Hours	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Cúram returns ETEC822	Allow the action.	Display the informational message: " You are unable to claim more than 24 hours worked in one day across multiple recipients. Ineligible hours will not be paid."
65	2 1 0 21	CI-823548 - DSD EM IHSSW ETS 65 IMPLEMENTED	Request Supplemental Timesheet - Recipient Field	When a user clicks the Request Supplemental Timesheet button or tabs out of the Recipient field AND The Recipient field is blank.	Do not allow the action.	WEBSITE: Highlight the Recipient field AND Display the error message, "You must select a Recipient."
66	2 1 0 21	CI-823549 - DSD EM IHSSW ETS 66 IMPLEMENTED	Request Supplemental Timesheet - Pay Period Field blank	When a user clicks the Request Supplemental Timesheet button or tabs out of the Pay Period field AND The Pay Period field is blank.	Do not allow the action.	WEBSITE: Highlight the Pay Period field AND Display the error message, "Pay period cannot be blank."
67	2 1 0 21	CI-823550 - DSD EM IHSSW ETS 67 IMPLEMENTED	Request Supplemental Timesheet - Pay Period Field invalid	When a user clicks the Request Supplemental Timesheet button or tabs out of the Pay Period field AND The date entered in the Pay Period field is not in MM/DD/YYYY format.	Do not allow the action.	WEBSITE: Highlight the Pay Period field AND Display the error message, "Incorrect Date Format."
68	2 1 0 21	CI-823551 - DSD EM IHSSW ETS 68 IMPLEMENTED	Request Supplemental Timesheet - Pay Period Field too old	When a user clicks the Request Supplemental Timesheet button or tabs out of the Pay Period field AND The date entered in the Pay Period field is more than four years in the past.	Do not allow the action.	WEBSITE: Highlight the Pay Period field AND Display the error message, "Pay Period cannot be older than <variable: MM/DD/YYYY>. Please contact your county if you need assistance."
69	2 1 0 21	CI-823552 - DSD EM IHSSW ETS 69 IMPLEMENTED	Request Supplemental Timesheet - Pay Period Field future	When a user clicks the Request Supplemental Timesheet button or tabs out of the Pay Period field AND The date entered in the Pay Period field is a future date.	Do not allow the action.	WEBSITE: Highlight the Pay Period field AND Display the error message, "Date cannot be in the future."

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/E-Timesheets (1-20)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
01		CI-753517 - DSD EM IHSSW ETS 01 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
02		CI-753518 - DSD EM IHSSW ETS 02 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
03		CI-753519 - DSD EM IHSSW ETS 03 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
04	21005	CI-753520 - DSD EM IHSSW ETS 04 IMPLEMENTED	Time Entries – Field Validation	When a Provider enters a value equal to '24' in the Hours field AND The existing Minutes entered are greater than '00' OR When a provider enters a value greater than '00' in the Minutes field AND The existing Hours entered are equal to '24'	Do not allow the action.	WEBSITE: Highlight the Hours field AND Highlight the Minutes field AND Display the in-line error message "Time entry cannot be greater than 24: 00." CM: N/A
05	21005	CI-753521 - DSD EM IHSSW ETS 05 IMPLEMENTED	Time Entries – Field Validation	When a Provider enters a value greater than '24' in the Hours field NOTE: Field allows 0 – 24; field allows single digits 0 – 9 or two digit 00 – 09 for hours less than 10	Do not allow the action	WEBSITE: Highlight the Hours field AND Display the in-line error message "Hours entry cannot be greater than 24." CM: N/A
06	21005	CI-753522 - DSD EM IHSSW ETS 06 IMPLEMENTED	Time Entries – Field Validation	When a Provider enters a value greater than '59' in the Minutes field NOTE: Field allows 0 – 59; field allows single digits 0 – 9 or two digit 00 – 09 for minutes less than 10	Do not allow the action	WEBSITE: Highlight the Minutes field AND Display the in-line error message "Minutes entry cannot be greater than 59." CM: N/A
07	21005	CI-753523 - DSD EM IHSSW WEB 07 IMPLEMENTED	Timesheet Preferences – Update Preferences	When the Provider selects the Update Preferences button	Allow the action	WEBSITE: Disable all screen fields and buttons AND Display the informational pop-up message "Your preferences have been updated." AND Pressing the OK button on this informational pop-up message will dismiss the message and take the User to the Timesheet Entry: Recipient Selection screen. CM: N/A
08		CI-753524 - DSD EM IHSSW ETS 08 CANCELLED	Cancelled by CR 1287 – Sprint 40			

09	21005	CI-753525 - DSD EM IHSSW ETS 09 <small>IMPLEMENTED</small>	Timesheet Recipient Electronic Signature – Electronically Sign Timesheet & Submit for Payment	When the Recipient selects the Electronically Sign Timesheet & Submit for Payment button on the Timesheet Recipient Electronic Signature screen	Allow the action	WEBSITE: Display the informational pop-up message "This timesheet has been submitted for processing." (Translated) CM: N/A
10		CI-753526 - DSD EM IHSSW ETS 10 <small>CANCELLED</small>	Cancelled by CR115 CGI M&O – PSR – EVV Simplification			
11	21005	CI-753527 - DSD EM IHSSW ETS 11 <small>CANCELLED</small>	Cancelled by CR 1287 – Sprint 40			
12	21005	CI-753528 - DSD EM IHSSW ETS 12 <small>IMPLEMENTED</small>	Recipient Reject Timesheet	When the Recipient selects the Reject Timesheet button on the Reject E-Timesheet screen	Allow the action	WEBSITE: Display the informational pop-up message "Timesheet has been rejected." (Translated) CM: N/A
13	21005	CI-753529 - DSD EM IHSSW ETS 13 <small>IMPLEMENTED</small>	Timesheet Validation and Submission – Early Submission	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Cúram returns ETEC803	Allow the action	Display the informational message "This timesheet is being submitted before the end of the pay period. This timesheet will be processed on the first business day of the upcoming pay period."
14	21005	CI-753530 - DSD EM IHSSW ETS 14 <small>IMPLEMENTED</small>	Timesheet Validation and Submission – Exceeds 70% Recipient Auth Hours	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen for a Part A pay period AND Cúram returns ETEC801	Allow the action	Display the informational message "The hours claimed on this timesheet are more than 70% of the Recipient's monthly authorized hours."
15			Cancelled by CR 1282			
16			Cancelled by CR 1282			
17	21005 21007 21133 21151	CI-753533 - DSD EM IHSSW ETS 17 <small>IMPLEMENTED</small>	Timesheet Provider Electronic Signature – Electronically Sign Timesheet & Submit for Recipient Review – Recipient Timesheet Communication Preference of Telephone	When a Provider selects the Electronically Sign Timesheet & Submit for Recipient Review button AND The Recipient Timesheet Communication Preference = Telephone	Allow the action. Timesheet data is accepted by Case Management.	Display the informational message "The timesheet information has been accepted. The Recipient will be contacted by telephone to review this timesheet."
18	21005 21007 21133 21032	CI-753534 - DSD EM IHSSW ETS 18 <small>IMPLEMENTED</small>	Timesheet Provider Electronic Signature – Electronically Sign Timesheet & Submit for Recipient Review – Recipient Timesheet Communication Preference of Email	When a Provider selects the Electronically Sign Timesheet & Submit for Recipient Review button AND The Recipient Timesheet Communication Preference = Email	Allow the action. Timesheet data is accepted by Case Management	Display the informational message "The timesheet information has been submitted. A notification has been sent to the Recipient requesting electronic review of this timesheet."
19	21005	CI-753535 - DSD EM IHSSW ETS 19 <small>IMPLEMENTED</small>	Timesheet Validation and Submission – Exceeds Recipient Available Hours	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Cúram returns ETEC800	Allow the action	Display the informational message "The hours claimed on this timesheet exceed the available hours. The excess hours will not be paid."
20	21005	CI-753536 - DSD EM IHSSW ETS 20 <small>IMPLEMENTED</small>	Timesheet Validation and Submission – Time Entered for Days Not Eligible	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Cúram returns ETEC812	Allow the action	Display the informational message "Hours are entered for dates no longer eligible for payment. These hours will not be paid."

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/E-Timesheets (21-40)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
21	21005	CI-753537 - DSD EM IHSSW ETS 21 IMPLEMENTED	Timesheet Validation and Submission – Exceeds Weekly Maximum	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Cúram returns ETEC808	Allow the action	Display the informational message "The hours claimed for workweek <X> will exceed your weekly maximum hours of <HH:MM> and may result in a violation."
22	21005	CI-753538 - DSD EM IHSSW ETS 22 IMPLEMENTED	Timesheet Entry – Exceeds Weekly Maximum	When a Provider selects the Save button for any Workweek on the Timesheet Entry screen AND User will exceed the IHSS ESP known weekly maximum with this entry (this includes processed, submitted and draft timesheets)	Allow the action	Display at the top of the Timesheet Entry screen the warning message: " The hours claimed for workweek <X> exceeds the weekly maximum of <HH:MM>. This can cause violation."
23	21005	CI-753539 - DSD EM IHSSW ETS 23 IMPLEMENTED	Timesheet Validation and Submission – Exceeds Overtime Limit	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Cúram returns ETEC811	Allow the action	Display the informational message "The hours entered for this timesheet will exceed the overtime limit. Excess hours will not be paid."
24	21005	CI-753540 - DSD EM IHSSW ETS 24 IMPLEMENTED	Supplemental Timesheet Request	When an attempt is made to issue a supplemental electronic timesheet AND Cúram returns ETEC813 IF There are no remaining IP Mode of Service or WPCS hours OR If applicable, no remaining provider assigned hours for the month of the selected service period OR If applicable, there are no remaining IHSS Available Hours in a given service month (SOC and non-SOC service months)	Do not allow the action.	Display the error message "Pay Period MM/DD/YY to MM/DD/YY – No remaining hours for the requested service period. Timesheet for this pay period not issued."
25	21005	CI-753541 - DSD EM IHSSW ETS 25 IMPLEMENTED	Supplemental Timesheet Request	When an attempt is made to issue a supplemental electronic timesheet AND Cúram returns ETEC814 IF There have been no previously paid timesheets for a pay period included in selected service period range for that Recipient/Provider relationship OR A timesheet in Exception – Replaced status exists	Do not allow the action.	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY – No paid timesheets found for the requested service period. Timesheet for this pay period not issued."
26	21005	CI-753542 - DSD EM IHSSW ETS 26 IMPLEMENTED	Supplemental Timesheet Issuance	When an attempt is made to issue a supplemental electronic timesheet AND Cúram returns ETEC815 IF The Provider is ineligible to provide IHSS or WPCS services to the Recipient for an entire pay period included in the selected service period range	Do not allow the action.	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY – Provider is not eligible to provide services to this Recipient during the selected service period. Timesheet for this pay period not issued."
27		Removed in Development This number can be reused at a later time				

28	21005	CI-753543 - DSD EM IHSSW ETS 28 <small>IMPLEMENTED</small>	Supplemental Timesheet Issuance	When an attempt is made to issue a supplemental electronic timesheet AND Cúram returns ETEC817 IF The Recipient is ineligible for IHSS services for an entire pay period included in the selected service period range	Do not allow the action.	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY – Recipient is not eligible for services during the selected service period. Timesheet for this pay period not issued."
29		CI-753544 - DSD EM IHSSW ETS 29 <small>CANCELLED</small>	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification			
30		CI-753545 - DSD EM IHSSW ETS 30 <small>CANCELLED</small>	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification			
31	21005 21154	CI-753546 - DSD EM IHSSW ETS 31 <small>IMPLEMENTED</small>	Timesheets: Provider Selection – Provider Card Message	When a Recipient user is brought to the Timesheets: Provider Selection screen AND There are Provider cards to display AND The Provider is registered for ESP OR IF The Provider is registered for TTS with the current date equal to or greater than the CaseProviderEVVEffective Date AND There are no timesheets Pending Recipient Electronic Review	Allow the action	Display the informational message 'No Timesheets to Review' on the associated Provider card
32	21005 21154	CI-753547 - DSD EM IHSSW ETS 32 <small>IMPLEMENTED</small>	Timesheets: Provider Selection – Provider Card Message	When a Recipient user is brought to the Timesheets: Provider Selection screen AND There are Provider cards to display AND The Provider is registered for ESP OR IF The Provider is registered for TTS with the current date equal to or greater than the CaseProviderEVVEffective Date AND There are timesheets Pending Recipient Electronic Review	Allow the action	Count number of timesheets and display the informational message "<x> Timesheets to Review" on the associated Provider card
33	21005	CI-753719 - DSD EM IHSSW ETS 33 <small>IMPLEMENTED</small>	Provider Menu – Time Entry – Timesheets – Request Supplemental Timesheet	When the Provider selects the Request Supplemental Timesheet link on the Provider Menu AND Cúram does not return any Recipients for the dropdown	Allow the action	WEBSITE: Highlight the Choose Recipient field AND Display the informational message "No recipients available for supplemental electronic timesheet request."
34		CI-753720 - DSD EM IHSSW ETS 34 <small>CANCELLED</small>	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification			
35	21005	CI-754749 - DSD EM IHSSW ETS 35 <small>IMPLEMENTED</small>	Timesheet Entry – Allowable Monthly Overtime	When a Provider selects the Save button for any Workweek on the Time Entry screen AND User will exceed the IHSS ESP know Allowable Monthly Overtime with this entry (this includes processed, submitted and draft timesheets)	Allow the action	Display the Warning message at the top of the Timesheet Entry screen "The hours claimed for Workweek <X> exceeds the amount of overtime allowed for this case. This can cause a violation."

36	21005	CI-754750 - DSD EM IHSSW ETS 36 IMPLEMENTED	Supplemental Timesheet Issuance	When an attempt is made to issue a supplemental electronic timesheet AND Cúram returns ETEC816 IF A supplemental timesheet exists for the pay period AND The existing supplemental timesheet is not any of the following statuses: Timesheet Status of: <ul style="list-style-type: none">• Processed• Exception Replaced• Exception• Exception Paid	Do not allow the action.	Display the error message "Pay Period MM/DD/CCYY to MM/DD/CCYY – A supplemental timesheet for this pay period exists in your unprocessed timesheet list. Please go to Timesheet Entry to complete the timesheet."
37		CI-754751 - DSD EM IHSSW ETS 37 CANCELLED	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification			
38		785,967	Error Message Cancelled ASR 1287 – Sprint 27			
39		CI-822217 - DSD EM IHSSW ETS 39 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
40	21129 21132 21015	CI-822218 - DSD EM IHSSW ETS 40 IMPLEMENTED	Timesheet Entry – EVV Field Validation – Blank /Incomplete Start Time	When a Provider enters a value in any of the EVV fields AND Leaves any portion of the Start Time field blank (Hours, Minutes, or AM/PM) AND Presses any Save button on the screen	Do not allow the action.	WEBSITE: Highlight the Start Time hours field in red AND Display the in-line error message under the Start Time field " Start Time cannot be blank or incomplete. " CM: N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/E-Timesheets (41-60)

No	R e q ID	CI	Screen Name or User Action	Condition	Action	Error Message
41		 CI-822219 - DSD EM IHSSW ETS 41 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
42		 CI-822220 - DSD EM IHSSW ETS 42 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
43		 CI-822221 - DSD EM IHSSW ETS 43 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
44		 CI-822222 - DSD EM IHSSW ETS 44 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
45	2 1 1 29	 CI-822223 - DSD EM IHSSW ETS 45 IMPLEMENTED	Timesheet Entry – EVV Field Validation – Blank /Incomplete End Time	When a Provider enters a value in any of the EVV fields AND Leaves any portion of the End Time field blank (Hours, Minutes, or AM /PM) AND Presses any Save button on the screen	Do not allow the action.	WEBSITE: Highlight the End Time hours field in red AND Display the in-line error message under the End Time field “End Time cannot be blank or incomplete.” CM: N/A
46	2 1 1 29 2 1 1 32 2 1 0 15	 CI-822224 - DSD EM IHSSW ETS 46 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
47		 CI-822225 - DSD EM IHSSW ETS 47 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
48	2 1 1 29 2 1 1 32 2 1 0 15	 CI-822226 - DSD EM IHSSW ETS 48 IMPLEMENTED	Timesheet Entry – EVV Field Validation – Blank Location	When a Provider enters a value in any of the EVV fields AND There is only a single Location field AND The Location field is blank AND Any Save button is selected on the screen	Do not allow the action.	WEBSITE: Highlight the Location field in red AND Display the in-line error message under the Location field “Location cannot be blank” CM: N/A
49	2 1 1 29 2 1 1 32	 CI-822227 - DSD EM IHSSW ETS 49 IMPLEMENTED	Timesheet Entry – EVV Field Validation – Start Time After End Time	When a Provider enters Start Time, End Time, and Location that passes field level edits AND The Start Time is after the End Time	Do not allow the action.	WEBSITE: Highlight the Location field in red AND Display the in-line error message under the Start Time field “Start Time cannot be after End Time.” CM: N/A

50	2 1 1 29 2 1 1 32	CI-822228 - DSD EM IHSSW ETS 50 IMPLEMENTED	Timesheet Entry – Blank Hours	When a value is entered in any of the EVV fields AND The Hours field is left blank AND The Minutes field is also blank AND The Save button is selected OR The user selects outside of the Hours field	Do not allow the action.	WEBSITE: Highlight the Location field in red AND Display the in-line error message under the Hours Worked field " Hours Worked cannot be blank " CM: N/A
51	2 1 1 29 2 1 1 32	CI-822229 - DSD EM IHSSW ETS 51 IMPLEMENTED	Timesheet Entry – EVV Field Validation – Hours Greater Than Time at Location	When a Provider enters a Start Time and End Time and Location that passes field level edits AND The total time entered in the Hours field and Minutes field is greater than the duration of time between Start Time and End Time (unless the Hours field is equal to 24 hours and the Start Time is 12:00 AM and End Time is 11:59 PM).	Do not allow the action.	WEBSITE: Display the in-line error message under the Hours Worked field " Hours Worked cannot be greater than time at location. " CM: N/A
52		CI-822216 - DSD EM IHSSW ETS 52 CANCELLED	Cancelled by ASR Sprint 13 Team CM&AS			
53	2 1 0 07 2 1 2 28 2 1 2 29 2 1 1 56	CI-822716 - DSD EM IHSSW ETS 53 IMPLEMENTED	Timesheet Provider Electronic Signature – Recipient has an EVV Exception	When a Provider selects the Electronically Sign Timesheet & Submit for Recipient Review button AND The Recipient has an EVV Exception	Allow the action. Timesheet data is accepted by Case Management	Display the informational message "A paper copy of your timesheet will be mailed to your recipient for review and signature. Please follow up with your recipient to avoid a delay in your payment."
54	1 1 9 98	CI-822741 - DSD EM IHSSW ETS 54 IMPLEMENTED	Timesheet Validation and Submission – Future Hours	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Future hours (based on CMIPS system time) have been entered on the timesheet	Do not allow the action.	Display the error message "Timesheet cannot be submitted with future hours."
55	2 1 2 58 2 1 2 38	CI-822911 - DSD EM IHSSW ETS 55 IMPLEMENTED	Timesheet Entry – Live-In Informational Message	When a Provider navigates to a specific timesheet on the Timesheet Entry screen and receives the Live-In pop-up AND 'Yes' is selected on the pop-up AND The Provider navigates to the selected timesheet successfully	Allow the action.	A blue informational message box displays at the top of the Timesheet Entry screen with the text "As a live-in provider you can complete your certification online by accessing the Live-In Certification option located under the Financial menu. You can also contact the county or access the CDSS website to obtain a copy of the SOC 2298 Live-In Provider Certification form to complete and send in." The message box has an 'x' in the upper right corner. When the 'x' is selected the informational message is dismissed for that timesheet.
56	2 1 1 29 2 1 1 32 2 1 0 15 2 1 3 02	CI-823160 - DSD EM IHSSW ETS 56 IMPLEMENTED	Timesheet Entry - EVV Field Validation	When a Provider enters a value in any of the EVV fields AND Leaves the Start Location field blank AND Presses Save button on the screen	Do not allow the action.	WEBSITE: Highlight the Start Location field AND Display the in-line error message under the Start Location field " Start Location cannot be blank. " CM: N/A

57	2 1 1 29 2 1 1 32 2 1 0 15 2 1 3 02	CI-823161 - DSD EM IHSSW ETS 57 IMPLEMENTED	Timesheet Entry - EVV Field Validation	When a Provider enters a value in any of the EVV fields AND Leaves the End Location field blank AND Presses Save button on the screen	Do not allow the action.	WEBSITE: Highlight the End Location field AND Display the in-line error message under the End Location field "End Location cannot be blank." CM: N/A
58	1 1 9 86	CI-823240 - DSD EM IHSSW ETS 58 IMPLEMENTED	Timesheet Validation and Submission – No Claimed Hours	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND No hours have been entered on the timesheet	Do not allow the action.	Display the error message, "Timesheet cannot be submitted without claiming hours."
59	1 6 1 99	CI-823241 - DSD EM IHSSW ETS 59 IMPLEMENTED	Timesheet Entry - Days Ineligible for Payment	When a Provider navigates to the Timesheet Entry screen AND One or more days are ineligible for payment Scenarios include: <ul style="list-style-type: none">• Leave• Terminated• Mid pay period assignment.	Allow the action.	Display the informational message, "Time entry is disabled for days you are unable to claim time. Please contact your county if you need assistance." in banner format.
60	2 1 1 29 2 1 1 32	CI-823256 - DSD EM IHSSW ETS 60 IMPLEMENTED	Timesheet Entry – Blank Minutes	When a value is entered in any of the EVV fields AND The Minutes field is left blank AND The Hours field is also blank AND The Save button is selected OR The user selects outside of the Minutes field	Do not allow the action.	WEBSITE: Highlight the Minutes field in red AND Display the in-line error message under the Minutes field "Minutes cannot be blank." CM: N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/E-Timesheets (61-80)

No	R e q ID	CI	Screen Name or User Action	Condition	Action	Error Message
61	2 1 1 29 2 1 1 32	CI-823257 - DSD EM IHSSW ETS 61 IMPLEMENTED	Timesheet Entry – EVV Field Validation – Time at Location Less than Hours	When a Provider enters Hours OR Minutes that pass field level edits AND The duration between Start Time and End Time is less than the total amount of time recorded in the Hours and Minutes fields (unless the Hours field is equal to 24 hours and the Start Time is 12:00 AM and End Time is 11:59 PM).	Do not allow the action.	WEBSITE: Display the in-line error message under the last field in which data was entered (either Start Time or End Time), "Time at location cannot be less than Hours Worked." CM: N/A
62		CI-823258 - DSD EM IHSSW ETS 62 CANCELLED	Cancelled by SCF-91			
63		CI-823259 - DSD EM IHSSW ETS 63 CANCELLED	Cancelled by SCF-91			
64	1 1 9 86 2 1 0 05 2 1 3 52	CI-823487 - DSD EM IHSSW ETS 64 IMPLEMENTED	Timesheet Validation and Submission – Daily Total Exceeds 24 Hours Due to Approved Training Time Hours	When a Provider selects the Submit Timesheet button on the Timesheet Entry screen AND Cúram returns ETEC822	Allow the action.	Display the informational message: "  You are unable to claim more than 24 hours worked in one day across multiple recipients. Ineligible hours will not be paid."
65	2 1 0 21	CI-823548 - DSD EM IHSSW ETS 65 IMPLEMENTED	Request Supplemental Timesheet - Recipient Field	When a user clicks the Request Supplemental Timesheet button or tabs out of the Recipient field AND The Recipient field is blank.	Do not allow the action.	WEBSITE: Highlight the Recipient field AND Display the error message, "You must select a Recipient."
66	2 1 0 21	CI-823549 - DSD EM IHSSW ETS 66 IMPLEMENTED	Request Supplemental Timesheet - Pay Period Field blank	When a user clicks the Request Supplemental Timesheet button or tabs out of the Pay Period field AND The Pay Period field is blank.	Do not allow the action.	WEBSITE: Highlight the Pay Period field AND Display the error message, "Pay period cannot be blank."
67	2 1 0 21	CI-823550 - DSD EM IHSSW ETS 67 IMPLEMENTED	Request Supplemental Timesheet - Pay Period Field invalid	When a user clicks the Request Supplemental Timesheet button or tabs out of the Pay Period field AND The date entered in the Pay Period field is not in MM/DD/YYYY format.	Do not allow the action.	WEBSITE: Highlight the Pay Period field AND Display the error message, "Incorrect Date Format."
68	2 1 0 21	CI-823551 - DSD EM IHSSW ETS 68 IMPLEMENTED	Request Supplemental Timesheet - Pay Period Field too old	When a user clicks the Request Supplemental Timesheet button or tabs out of the Pay Period field AND The date entered in the Pay Period field is more than four years in the past.	Do not allow the action.	WEBSITE: Highlight the Pay Period field AND Display the error message, "Pay Period cannot be older than <variable: MM/DD/YYYY>. Please contact your county if you need assistance."
69	2 1 0 21	CI-823552 - DSD EM IHSSW ETS 69 IMPLEMENTED	Request Supplemental Timesheet - Pay Period Field future	When a user clicks the Request Supplemental Timesheet button or tabs out of the Pay Period field AND The date entered in the Pay Period field is a future date.	Do not allow the action.	WEBSITE: Highlight the Pay Period field AND Display the error message, "Date cannot be in the future."

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Travel Claims

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Travel Claims (1-20)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
01	24902	CI-822730 - DSD EM IHSSW TC 01 IMPLEMENTED	Travel Claim Entry	When a Provider enters a value equal to '24' in the Hours field AND The existing Minutes entered are greater than '00' OR When a provider enters a value greater than '00' in the Minutes field AND The existing Hours entered are equal to '24'	Do not allow the action.	WEBSITE: Highlight the Hours field AND Highlight the Minutes field AND Display the in-line error message " ⚠ Time entry cannot be greater than 24: 00. " in bold red font. CM: N/A
02	24902	CI-822731 - DSD EM IHSSW TC 02 IMPLEMENTED	Travel Claim Entry	When a Provider enters a value greater than '24' in the Hours field NOTE: Field allows 0 – 24; field allows single digits 0 – 9 or two digit 00 – 09 for hours less than 10	Do not allow the action.	WEBSITE: Highlight the Hours field AND Display the in-line error message " ⚠ Hours entry cannot be greater than 24. " in bold red font. CM: N/A
03	24902	CI-822732 - DSD EM IHSSW TC 03 IMPLEMENTED	Travel Claim Entry	When a Provider enters a value greater than '59' in the Minutes field NOTE: Field allows 0 – 59; field allows single digits 0 – 9 or two digit 00 – 09 for minutes less than 10	Do not allow the action.	WEBSITE: Highlight the Minutes field AND Display the in-line error message " ⚠ Minutes entry cannot be greater than 59. " in bold red font. CM: N/A
04	21235 20873	CI-822823 - DSD EM IHSSW TC 04 IMPLEMENTED	Travel Claim Entry - Submit	When a Provider selects the Submit Travel Claim button AND A timesheet for this Recipient and this Pay Period is not in "Processed" (TATS04) status OR A timesheet for this Recipient and this Pay Period is not in "Exception - Paid" (TATS16) status	Do not allow the action	Display the error message on the Travel Claim Validation Messages pop-up, "This travel claim cannot be processed until the timesheet for this pay period and recipient has been processed."
05	21235 20873	CI-822824 - DSD EM IHSSW TC 05 IMPLEMENTED	Travel Claim Entry - Submit	When a Provider selects the Submit Travel Claim button AND A Travel Workweek has more than 07:00 hours claimed (including previously paid and current draft across all Recipients) OR The total of the known travel claim entries for the workweek (this includes processed, submitted and draft travel claims) and for this Provider across all Recipients will exceed the '07:00' travel maximum	Do not allow the action	Display the error message on the Travel Claim Validation Messages pop-up, "The travel hours claimed for workweek <X> exceeds the travel time maximum of 07:00. This can cause a violation."
06	21235 20873	CI-822825 - DSD EM IHSSW TC 06 IMPLEMENTED	Travel Claim Entry - Submit	When a Provider enters the Submit Travel Claim button AND A timesheet for this Recipient and this Pay Period is in "Processed" (TATS04) status OR A timesheet for this Recipient and this Pay Period is in "Exception - Paid" (TATS16) status AND Travel time is claimed for a workweek where no service hours were paid AND Error message ETCE001 is not displayed	Do not allow the action	Display the error message on the Travel Claim Validation Messages pop-up, "No service hours were paid for this recipient so travel time claimed in workweek <X> will not be paid."

07	21235 20873	CI-822826 - DSD EM IHSSW TC 07 IMPLEMENTED	Travel Claim Entry - Submit	When a Provider selects the Submit Travel Claim button AND Hours are claimed on a date where the Recipient is on leave or terminated OR Hours are claimed on a date where the Provider is on leave or terminated OR Hours are claimed on a date where the Provider no longer is eligible to travel time OR Hours are claimed and the Provider is no longer eligible to travel time for the entire pay period AND Error message ETCE001 is not displayed	Do not allow the action	Display the error message on the Travel Claim Validation Messages pop-up, "Hours are entered for dates no longer eligible for payment. These hours will not be paid."
08	21235 20873	CI-823585 - DSD EM IHSSW TC 08 IMPLEMENTED	Travel Claim Entry - Load with ineligible dates	When the Travel Claim Entry Screen loads AND At least one date in the selected Pay Period is ineligible for claiming travel	Allow the action	Display the informational message at the top of the screen, "Travel claim entry is disabled for days you are unable to claim travel time. Please contact your county if you need assistance." AND Save and Submit buttons remain enabled, unless all dates are ineligible for travel claim or the timesheet has already been submitted.
09	21235	CI-823594 - DSD EM IHSSW TC 09 IMPLEMENTED	Travel Claim Entry - Submit with Future Hours	When a Provider selects the Submit button AND Hours are claimed on a date in the future	Do not allow the action	Display the error message in a banner, "Travel Claim cannot be submitted with future hours."
10	21235	CI-823595 - DSD EM IHSSW TC 10 IMPLEMENTED	Travel Claim Entry - Save	When a Provider selects the Save button AND A Travel Workweek has more than 07:00 hours claimed (including previously paid and current draft across all Recipients) OR The total of the known travel claim entries for the workweek (this includes processed, submitted and draft travel claims) and for this Provider across all Recipients will exceed the '07:00' travel maximum	Allow the action	Display the error message as a warning banner, "The travel hours claimed for workweek <X> exceeds the travel time maximum of 07:00. This can cause a violation."
11	21235	CI-823596 - DSD EM IHSSW TC 11 IMPLEMENTED	Travel Claim Entry - Submit or Save with non-numeric characters in Hours	When a Provider selects the Submit button OR When a Provider selects the Save button AND The Hours field contains non-numeric characters	Do not allow the action	Display the error message at the violating field level, "Hours entered must be a number."
12	21235	CI-823597 - DSD EM IHSSW TC 12 IMPLEMENTED	Travel Claim Entry - Submit or Save with non-numeric characters in Minutes	When a Provider selects the Submit button OR When a Provider selects the Save button AND The Minutes field contains non-numeric characters	Do not allow the action	Display the error message at the violating field level, "Minutes entered must be a number."
13	21235	CI-823598 - DSD EM IHSSW TC 13 IMPLEMENTED	Travel Claim Entry - Submit without time claimed	When a Provider selects the Submit button AND No time is claimed on any date	Do not allow the action	Display the error message as a service-level error, "Travel claim cannot be submitted without claiming hours."

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Travel Claims (1-20)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
01	24902	CI-822730 - DSD EM IHSSW TC 01 IMPLEMENTED	Travel Claim Entry	When a Provider enters a value equal to '24' in the Hours field AND The existing Minutes entered are greater than '00' OR When a provider enters a value greater than '00' in the Minutes field AND The existing Hours entered are equal to '24'	Do not allow the action.	WEBSITE: Highlight the Hours field AND Highlight the Minutes field AND Display the in-line error message " Time entry cannot be greater than 24: 00. " in bold red font. CM: N/A
02	24902	CI-822731 - DSD EM IHSSW TC 02 IMPLEMENTED	Travel Claim Entry	When a Provider enters a value greater than '24' in the Hours field NOTE: Field allows 0 – 24; field allows single digits 0 – 9 or two digit 00 – 09 for hours less than 10	Do not allow the action.	WEBSITE: Highlight the Hours field AND Display the in-line error message " Hours entry cannot be greater than 24. " in bold red font. CM: N/A
03	24902	CI-822732 - DSD EM IHSSW TC 03 IMPLEMENTED	Travel Claim Entry	When a Provider enters a value greater than '59' in the Minutes field NOTE: Field allows 0 – 59; field allows single digits 0 – 9 or two digit 00 – 09 for minutes less than 10	Do not allow the action.	WEBSITE: Highlight the Minutes field AND Display the in-line error message " Minutes entry cannot be greater than 59. " in bold red font. CM: N/A
04	21235 20873	CI-822823 - DSD EM IHSSW TC 04 IMPLEMENTED	Travel Claim Entry - Submit	When a Provider selects the Submit Travel Claim button AND A timesheet for this Recipient and this Pay Period is not in "Processed" (TATS04) status OR A timesheet for this Recipient and this Pay Period is not in "Exception - Paid" (TATS16) status	Do not allow the action	Display the error message on the Travel Claim Validation Messages pop-up, "This travel claim cannot be processed until the timesheet for this pay period and recipient has been processed."
05	21235 20873	CI-822824 - DSD EM IHSSW TC 05 IMPLEMENTED	Travel Claim Entry - Submit	When a Provider selects the Submit Travel Claim button AND A Travel Workweek has more than 07:00 hours claimed (including previously paid and current draft across all Recipients) OR The total of the known travel claim entries for the workweek (this includes processed, submitted and draft travel claims) and for this Provider across all Recipients will exceed the '07:00' travel maximum	Do not allow the action	Display the error message on the Travel Claim Validation Messages pop-up, "The travel hours claimed for workweek <X> exceeds the travel time maximum of 07:00. This can cause a violation."
06	21235 20873	CI-822825 - DSD EM IHSSW TC 06 IMPLEMENTED	Travel Claim Entry - Submit	When a Provider enters the Submit Travel Claim button AND A timesheet for this Recipient and this Pay Period is in "Processed" (TATS04) status OR A timesheet for this Recipient and this Pay Period is in "Exception - Paid" (TATS16) status AND Travel time is claimed for a workweek where no service hours were paid AND Error message ETCE001 is not displayed	Do not allow the action	Display the error message on the Travel Claim Validation Messages pop-up, "No service hours were paid for this recipient so travel time claimed in workweek <X> will not be paid."

07	21235 20873	CI-822826 - DSD EM IHSSW TC 07 IMPLEMENTED	Travel Claim Entry - Submit	When a Provider selects the Submit Travel Claim button AND Hours are claimed on a date where the Recipient is on leave or terminated OR Hours are claimed on a date where the Provider is on leave or terminated OR Hours are claimed on a date where the Provider no longer is eligible to travel time OR Hours are claimed and the Provider is no longer eligible to travel time for the entire pay period AND Error message ETCE001 is not displayed	Do not allow the action	Display the error message on the Travel Claim Validation Messages pop-up, "Hours are entered for dates no longer eligible for payment. These hours will not be paid."
08	21235 20873	CI-823585 - DSD EM IHSSW TC 08 IMPLEMENTED	Travel Claim Entry - Load with ineligible dates	When the Travel Claim Entry Screen loads AND At least one date in the selected Pay Period is ineligible for claiming travel	Allow the action	Display the informational message at the top of the screen, "Travel claim entry is disabled for days you are unable to claim travel time. Please contact your county if you need assistance." AND Save and Submit buttons remain enabled, unless all dates are ineligible for travel claim or the timesheet has already been submitted.
09	21235	CI-823594 - DSD EM IHSSW TC 09 IMPLEMENTED	Travel Claim Entry - Submit with Future Hours	When a Provider selects the Submit button AND Hours are claimed on a date in the future	Do not allow the action	Display the error message in a banner, "Travel Claim cannot be submitted with future hours."
10	21235	CI-823595 - DSD EM IHSSW TC 10 IMPLEMENTED	Travel Claim Entry - Save	When a Provider selects the Save button AND A Travel Workweek has more than 07:00 hours claimed (including previously paid and current draft across all Recipients) OR The total of the known travel claim entries for the workweek (this includes processed, submitted and draft travel claims) and for this Provider across all Recipients will exceed the '07:00' travel maximum	Allow the action	Display the error message as a warning banner, "The travel hours claimed for workweek <X> exceeds the travel time maximum of 07:00. This can cause a violation."
11	21235	CI-823596 - DSD EM IHSSW TC 11 IMPLEMENTED	Travel Claim Entry - Submit or Save with non-numeric characters in Hours	When a Provider selects the Submit button OR When a Provider selects the Save button AND The Hours field contains non-numeric characters	Do not allow the action	Display the error message at the violating field level, "Hours entered must be a number."
12	21235	CI-823597 - DSD EM IHSSW TC 12 IMPLEMENTED	Travel Claim Entry - Submit or Save with non-numeric characters in Minutes	When a Provider selects the Submit button OR When a Provider selects the Save button AND The Minutes field contains non-numeric characters	Do not allow the action	Display the error message at the violating field level, "Minutes entered must be a number."
13	21235	CI-823598 - DSD EM IHSSW TC 13 IMPLEMENTED	Travel Claim Entry - Submit without time claimed	When a Provider selects the Submit button AND No time is claimed on any date	Do not allow the action	Display the error message as a service-level error, "Travel claim cannot be submitted without claiming hours."

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Training Time Claims

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Training Time Claims (1-20)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Error Messages/Training Time Claims (21-40)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
01	21350	CI-823327 - DSD EM IHSSW TTC 01 IMPLEMENTED	Add Training Time Claim - Blank Career Pathway	When the Career Pathway field is left blank AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers if the user selects off of the field after selecting it and not entering a value	Do not allow the action	WEBSITE: Change the Career Pathway field box color to red AND Display the under field message, "Career Pathway cannot be blank." CM: N/A
02	21350	CI-823328 - DSD EM IHSSW TTC 02 IMPLEMENTED	Add Training Time Claim - Blank Class Number	When the Class Number field is left blank AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers if the user selects off of the field after selecting it and not entering a value	Do not allow the action	WEBSITE: Change the Class Number field box color to red AND Display the under field message, "Class Number cannot be blank." CM: N/A
03	21350	CI-823329 - DSD EM IHSSW TTC 03 IMPLEMENTED	Add Training Time Claim - Blank Class Name	When the Class Name field is left blank AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers if the user selects off of the field after selecting it and not entering a value	Do not allow the action	WEBSITE: Change the Class Name field box color to red AND Display the under field message, "Class Name cannot be blank." CM: N/A
04	21350	CI-823330 - DSD EM IHSSW TTC 04 IMPLEMENTED	Add Training Time Claim - Blank Training Date	When the Training Date field is left blank AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers if the user selects off of the field after selecting it and not entering a value	Do not allow the action	WEBSITE: Change the Training Date field box color to red AND Display the under field message, "Training date cannot be blank." CM: N/A
05	21350	CI-823331 - DSD EM IHSSW TTC 05 IMPLEMENTED	Add Training Time Claim - Incorrect Training Date format	When a user enters a value in the Training Date field that does not adhere to the MM/DD/YYYY format AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a value that does not follow the MM/DD/YYYY format is entered	Do not allow the action	WEBSITE: Change the Training Date field box color to red AND Display the under field message, "Incorrect Date Format." CM: N/A
06	21350	CI-823332 - DSD EM IHSSW TTC 06 IMPLEMENTED	Add Training Time Claim - Training Date outside Pay Period	When a user enters a value in the Training Date field that is outside of the selected pay period AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a value that follows the MM/DD/YYYY format that is outside the pay period is entered (not including a future date)	Do not allow the action	WEBSITE: Change the Training Date field box color to red AND Display the under field message, "Training Date must be within pay period selected." CM: N/A
07	21350	CI-823333 - DSD EM IHSSW TTC 07 IMPLEMENTED	Add Training Time Claim - Future Training Date	When a user enters a value in the Training Date field that is a future date AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a future date that follows the MM/DD/YYYY format is entered	Do not allow the action	WEBSITE: Change the Training Date field box color to red AND Display the under field message, "Training Date cannot be a future date." CM: N/A

08	21350	CI-823334 - DSD EM IHSSW TTC 08 IMPLEMENTED	Add Training Time Claim - Blank Hours	WHEN the Hours field is left blank or 0 is entered AND The Minutes field is also blank or 0 is entered AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers if the user selects off of the field after selecting it and not entering a value or entering 0	Do not allow the action	WEBSITE: Change the Hours field box color to red AND Display the under field message, "Hours cannot be blank." CM: N/A
09	21350	CI-823335 - DSD EM IHSSW TTC 09 IMPLEMENTED	Add Training Time Claim - Invalid Hours character	When a user enters a value in the Hours field that is not a number AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a non-numeric character is entered	Do not allow the action	WEBSITE: Change the Hours field box color to red AND Display the under field message, "Hours entered must be a number." CM: N/A
10	21350	CI-823336 - DSD EM IHSSW TTC 10 IMPLEMENTED	Add Training Time Claim - Blank Minutes	WHEN the Minutes field is left blank or 0 is entered AND The Hours field is also blank or 0 is entered AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers if the user selects off of the field after selecting it and not entering a value or entering 0	Do not allow the action	WEBSITE: Change the Minutes field box color to red AND Display the under field message, "Minutes cannot be blank." CM: N/A
11	21350	CI-823337 - DSD EM IHSSW TTC 11 IMPLEMENTED	Add Training Time Claim - Invalid Minutes character	When a user enters a value in the Minutes field that is not a number AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a non-numeric character is entered	Do not allow the action	WEBSITE: Change the Minutes field box color to red AND Display the under field message, "Minutes entered must be a number." CM: N/A
12	21350	CI-823338 - DSD EM IHSSW TTC 12 IMPLEMENTED	Add Training Time Claim - Claimed over 24 Hours	When a user enters more than 24 hours total time in the Hours and Minutes fields combined AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a value that causes the total time to surpass 24:00 is entered	Do not allow the action	WEBSITE: Change the Hours or Minutes field (whichever field causes the amount to go over 24:00) box color to red AND Display the under field message, "Time entry cannot be greater than 24:00." CM: N/A
13	21350	CI-823339 - DSD EM IHSSW TTC 13 IMPLEMENTED	Add Training Time Claim - Hours greater than 24	When a user enters a number greater than 24 in the Hours field AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a value greater than 24 is entered	Do not allow the action	WEBSITE: Change the Hours field box color to red AND Display the under field message, "Hours entry cannot be greater than 24." CM: N/A
14	21350	CI-823340 - DSD EM IHSSW TTC 14 IMPLEMENTED	Add Training Time Claim - Minutes greater than 59	When a user enters a number greater than 59 in the Minutes field AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a value greater than 59 is entered	Do not allow the action	WEBSITE: Change the Minutes field box color to red AND Display the under field message, "Minutes entry cannot be greater than 59 minutes." CM: N/A
15	21350	CI-823348 - DSD EM IHSSW TTC 15 IMPLEMENTED	Add Training Time Claim - More than 24 Hours on Same Training Date	When a user enters more than 24 hours across multiple training time entries that have the same training date AND The Submit Claim button is selected	Do not allow the action	WEBSITE: At the top of the screen under the Recipients name in a red border text box, display the error message, "You are unable to claim more than 24 total training hours in one day. You must revise the training time on this claim prior to submission." CM: N/A

16	21355	CI-823553 - DSD EM IHSSW TTC 16 IMPLEMENTED	Career Pathway Claim Type - Provider has two approved training incentive claims	When a user selects the Training Incentive claim type then a Recipient and then selects the Next button AND The user has two training time claims in CM with status of: <ul style="list-style-type: none">• Pending Review OR• Pending Approval OR• Pending Payroll OR• Processed	Do not allow the action	WEBSITE: Do not navigate to the Incentive Claim Entry screen Display the error message: "You have received the maximum number of incentives for this claim type." CM: N/A
17	21355	CI-823554 - DSD EM IHSSW TTC 17 IMPLEMENTED	Career Pathway Claim Type - Provider has one approved one-month assignment incentive claim	When a user selects the One-Month Assignment Incentive claim type then a Recipient and then selects the Next button AND The user has one one-month assignment incentive claim in CM with status of: <ul style="list-style-type: none">• Pending Review OR• Pending Approval OR• Pending Payroll OR• Processed	Do not allow the action	WEBSITE: Do not navigate to the Incentive Claim Entry screen Display the error message: "You have received the maximum number of incentives for this claim type." CM: N/A
18	21355	CI-823555 - DSD EM IHSSW TTC 18 IMPLEMENTED	Career Pathway Claim Type - Provider has one approved six-month assignment incentive claim	When a user selects the Six-Month Assignment Incentive claim type then a Recipient and then selects the Next button AND The user has one six-month assignment incentive claim in CM with status of: <ul style="list-style-type: none">• Pending Review OR• Pending Approval OR• Pending Payroll OR• Processed	Do not allow the action	WEBSITE: Do not navigate to the Incentive Claim Entry screen Display the error message: "You have received the maximum number of incentives for this claim type." CM: N/A
19	21355	CI-823565 - DSD EM IHSSW TTC 19 IMPLEMENTED	Incentive Claim Entry - Not Eligible for Training incentive Claim	When a user selects the Sign & Submit button AND Claim Type = Training Incentive AND The provider does not have an existing training incentive claim OR The provider has an existing training incentive claim and the career pathway type for that existing claim does not match the type selected on the Incentive Claim Entry screen AND The user has not accumulated at least 15 paid training hours within the Career Pathway type selected OR When a user selects the Sign & Submit button AND Claim Type = Training Incentive AND The provider has an existing training incentive claim and the career pathway type for that existing claim matches the type selected on the Incentive Claim Entry screen AND The provider has NOT completed at least 30 paid training hours for the career pathway type selected	Do not allow the action	WEBSITE: Do not submit the claim Display the error message: "You have not met the eligibility criteria to submit an incentive claim." CM: N/A
20	21355	CI-823566 - DSD EM IHSSW TTC 20 IMPLEMENTED	Incentive Claim Entry - Not Eligible for One-month assignment Incentive Claim	When a user selects the Sign & Submit button AND Claim Type = One-Month Assignment Incentive claim AND The user has not accumulated at least 15 paid training hours within the Career Pathway type selected	Do not allow the action	WEBSITE: Do not submit the claim Display the error message: "You have not met the eligibility criteria to submit an incentive claim." CM: N/A

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
----	--------	----	----------------------------	-----------	--------	-------

21	21355	CI-823567 - DSD EM IHSSW TTC 21 IMPLEMENTED	Incentive Claim Entry - Not Eligible for Six-month assignment Incentive Claim	When a user selects the Sign & Submit button AND Claim Type = Six-Month Assignment Incentive AND The user has not accumulated at least 15 paid training hours within the Career Pathway type selected OR The provider has accumulated the 15 training hours for the career pathway selected AND the system date is less than six months from the CareerPathwaysCutOffDate	Do not allow the action	WEBSITE: Do not submit the claim Display the error message: "You have not met the eligibility criteria to submit an incentive claim." CM: N/A
22	21350	CI-823726 - DSD EM IHSSW TTC 22 IMPLEMENTED	Add Training Time Claim	If the text in the Class Name field on the Add Training Time Claim screen is not in an English alphanumeric format AND User moves on (via tab or click) from the Class Name field	Do not allow the action	WEBSITE: Change the Class Name field box color to red AND Display the under field error message, "Class Name must be English alphanumeric text." CM: N/A
23	21350	CI-823727 - DSD EM IHSSW TTC 23 IMPLEMENTED	Add Training Time Claim	If the text in the Class Number field on the Add Training Time Claim screen is not in an English alphanumeric format AND User moves on (via tab or click) from the Class Number field	Do not allow the action	WEBSITE: Change the Class Number field box color to red AND Display the under field error message, "Class Number must be English alphanumeric text." CM: N/A
24	21350	CI-823736 - DSD EM IHSSW TTC 24 IMPLEMENTED	Add Training Time Claim	When a user selects the Submit Claim button on the Add Training Time Claim screen AND More than one training time row exists with the same class number (on the same claim)	Do not allow the action	WEBSITE: Do not navigate to the Training Time Claim Electronic Signature screen AND Display the error message banner, "  There are duplicate Class Numbers (Insert Class Number) on your claim. You must delete rows with duplicate Class Number(s) from your claim before submitting." CM: N/A
25	21350	CI-823768 - DSD EM IHSSW TTC 25 IMPLEMENTED	Add Training Time Claim	When a user selects the Submit Claim button on the Add Training Time Claim screen AND A class number entered on the current claim has been entered on a previously submitted Training time claim in any status EXCEPT 'Ejected' or 'Void-Reissued'	Do not allow the action	WEBSITE: Do not navigate to the Training Time Claim Electronic Signature screen AND Display the error message banner, "  You have previously submitted a claim for this class (Insert Class Number). You must delete rows with duplicate class number(s) from your claim before submitting or click cancel if you have no other Training Time to claim." CM: N/A
26	21350	CI-823735 - DSD EM IHSSW TTC 26 IMPLEMENTED	Add Training Time Claim	When a user enters non-numeric characters in the Class Number field on the Add Training Time Claim screen	Do not allow the action	WEBSITE: Change the Class Number field box color to red AND Display the under field error message, "Class Number field must contain numbers only" CM: N/A
27	21350	CI-823805 - DSD EM IHSSW TTC 27 IMPLEMENTED	Add Training Time Claim	When a user enters less than four numeric characters in the Class Number field on the Add Training Time Claim screen	Do not allow the action	WEBSITE: Change the Class Number field box color to red AND Display the under field error message, "Class Number field must contain four (4) numbers only." CM: N/A

28	21350	 CI-824508 - DSD EM IHSSW TTC 28 IMPLEMENTED	Add Training Time Claim	<p>When a user enters a date after the CareerPathwaysMaxDate</p> <p>OR</p> <p>When a user enters a date after the CareerPathwaysMaxDate and selects the Submit Claim button on the Add Training Time Claim screen</p>	Do not allow the action	<p>WEBSITE:</p> <p>Change the Training Date field box color to red</p> <p>AND</p> <p>Display the error message, "You are not able to submit claims for courses taken after [DATE], as these are not eligible for compensation. Please remove any courses taken after [DATE] to submit your claim."</p> <p>CM:</p> <p>N/A</p>
----	-------	---	-------------------------	---	-------------------------	---

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Training Time Claims (1-20)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
01	21350	CI-823327 - DSD EM IHSSW TTC 01 IMPLEMENTED	Add Training Time Claim - Blank Career Pathway	When the Career Pathway field is left blank AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers if the user selects off of the field after selecting it and not entering a value	Do not allow the action	WEBSITE: Change the Career Pathway field box color to red AND Display the under field message, "Career Pathway cannot be blank." CM: N/A
02	21350	CI-823328 - DSD EM IHSSW TTC 02 IMPLEMENTED	Add Training Time Claim - Blank Class Number	When the Class Number field is left blank AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers if the user selects off of the field after selecting it and not entering a value	Do not allow the action	WEBSITE: Change the Class Number field box color to red AND Display the under field message, "Class Number cannot be blank." CM: N/A
03	21350	CI-823329 - DSD EM IHSSW TTC 03 IMPLEMENTED	Add Training Time Claim - Blank Class Name	When the Class Name field is left blank AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers if the user selects off of the field after selecting it and not entering a value	Do not allow the action	WEBSITE: Change the Class Name field box color to red AND Display the under field message, "Class Name cannot be blank." CM: N/A
04	21350	CI-823330 - DSD EM IHSSW TTC 04 IMPLEMENTED	Add Training Time Claim - Blank Training Date	When the Training Date field is left blank AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers if the user selects off of the field after selecting it and not entering a value	Do not allow the action	WEBSITE: Change the Training Date field box color to red AND Display the under field message, "Training date cannot be blank." CM: N/A
05	21350	CI-823331 - DSD EM IHSSW TTC 05 IMPLEMENTED	Add Training Time Claim - Incorrect Training Date format	When a user enters a value in the Training Date field that does not adhere to the MM /DD/YYYY format AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a value that does not follow the MM/DD/YYYY format is entered	Do not allow the action	WEBSITE: Change the Training Date field box color to red AND Display the under field message, "Incorrect Date Format." CM: N/A
06	21350	CI-823332 - DSD EM IHSSW TTC 06 IMPLEMENTED	Add Training Time Claim - Training Date outside Pay Period	When a user enters a value in the Training Date field that is outside of the selected pay period AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a value that follows the MM/DD/YYYY format that is outside the pay period is entered (not including a future date)	Do not allow the action	WEBSITE: Change the Training Date field box color to red AND Display the under field message, "Training Date must be within pay period selected." CM: N/A
07	21350	CI-823333 - DSD EM IHSSW TTC 07 IMPLEMENTED	Add Training Time Claim - Future Training Date	When a user enters a value in the Training Date field that is a future date AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a future date that follows the MM/DD/YYYY format is entered	Do not allow the action	WEBSITE: Change the Training Date field box color to red AND Display the under field message, "Training Date cannot be a future date." CM: N/A
08	21350	CI-823334 - DSD EM IHSSW TTC 08 IMPLEMENTED	Add Training Time Claim - Blank Hours	WHEN the Hours field is left blank or 0 is entered AND The Minutes field is also blank or 0 is entered AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers if the user selects off of the field after selecting it and not entering a value or entering 0	Do not allow the action	WEBSITE: Change the Hours field box color to red AND Display the under field message, "Hours cannot be blank." CM: N/A

09	21350	<input checked="" type="checkbox"/> CI-823335 - DSD EM IHSSW TTC 09 IMPLEMENTED	Add Training Time Claim - Invalid Hours character	When a user enters a value in the Hours field that is not a number AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a non-numeric character is entered	Do not allow the action	WEBSITE: Change the Hours field box color to red AND Display the under field message, "Hours entered must be a number." CM: N/A
10	21350	<input checked="" type="checkbox"/> CI-823336 - DSD EM IHSSW TTC 10 IMPLEMENTED	Add Training Time Claim - Blank Minutes	WHEN the Minutes field is left blank or 0 is entered AND The Hours field is also blank or 0 is entered AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers if the user selects off of the field after selecting it and not entering a value or entering 0	Do not allow the action	WEBSITE: Change the Minutes field box color to red AND Display the under field message, "Minutes cannot be blank." CM: N/A
11	21350	<input checked="" type="checkbox"/> CI-823337 - DSD EM IHSSW TTC 11 IMPLEMENTED	Add Training Time Claim - Invalid Minutes character	When a user enters a value in the Minutes field that is not a number AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a non-numeric character is entered	Do not allow the action	WEBSITE: Change the Minutes field box color to red AND Display the under field message, "Minutes entered must be a number." CM: N/A
12	21350	<input checked="" type="checkbox"/> CI-823338 - DSD EM IHSSW TTC 12 IMPLEMENTED	Add Training Time Claim - Claimed over 24 Hours	When a user enters more than 24 hours total time in the Hours and Minutes fields combined AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a value that causes the total time to surpass 24:00 is entered	Do not allow the action	WEBSITE: Change the Hours or Minutes field (whichever field causes the amount to go over 24:00) box color to red AND Display the under field message, "Time entry cannot be greater than 24:00." CM: N/A
13	21350	<input checked="" type="checkbox"/> CI-823339 - DSD EM IHSSW TTC 13 IMPLEMENTED	Add Training Time Claim - Hours greater than 24	When a user enters a number greater than 24 in the Hours field AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a value greater than 24 is entered	Do not allow the action	WEBSITE: Change the Hours field box color to red AND Display the under field message, "Hours entry cannot be greater than 24." CM: N/A
14	21350	<input checked="" type="checkbox"/> CI-823340 - DSD EM IHSSW TTC 14 IMPLEMENTED	Add Training Time Claim - Minutes greater than 59	When a user enters a number greater than 59 in the Minutes field AND The Add New link is selected OR The Submit Claim button is selected Note: This error triggers the moment a value greater than 59 is entered	Do not allow the action	WEBSITE: Change the Minutes field box color to red AND Display the under field message, "Minutes entry cannot be greater than 59 minutes." CM: N/A
15	21350	<input checked="" type="checkbox"/> CI-823348 - DSD EM IHSSW TTC 15 IMPLEMENTED	Add Training Time Claim - More than 24 Hours on Same Training Date	When a user enters more than 24 hours across multiple training time entries that have the same training date AND The Submit Claim button is selected	Do not allow the action	WEBSITE: At the top of the screen under the Recipients name in a red border text box, display the error message, "You are unable to claim more than 24 total training hours in one day. You must revise the training time on this claim prior to submission." CM: N/A
16	21355	<input checked="" type="checkbox"/> CI-823553 - DSD EM IHSSW TTC 16 IMPLEMENTED	Career Pathway Claim Type - Provider has two approved training incentive claims	When a user selects the Training Incentive claim type then a Recipient and then selects the Next button AND The user has two training time claims in CM with status of: <ul style="list-style-type: none">• Pending Review OR• Pending Approval OR• Pending Payroll OR• Processed	Do not allow the action	WEBSITE: Do not navigate to the Incentive Claim Entry screen Display the error message: 'You have received the maximum number of incentives for this claim type.' CM: N/A
17	21355	<input checked="" type="checkbox"/> CI-823554 - DSD EM IHSSW TTC 17 IMPLEMENTED	Career Pathway Claim Type - Provider has one approved one-month assignment incentive claim	When a user selects the One-Month Assignment Incentive claim type then a Recipient and then selects the Next button AND The user has one one-month assignment incentive claim in CM with status of: <ul style="list-style-type: none">• Pending Review OR• Pending Approval OR• Pending Payroll OR• Processed	Do not allow the action	WEBSITE: Do not navigate to the Incentive Claim Entry screen Display the error message: 'You have received the maximum number of incentives for this claim type.' CM: N/A

18	21355	 CI-823555 - DSD EM IHSSW TTC 18 IMPLEMENTED	<p>Career Pathway Claim Type - Provider has one approved six-month assignment incentive claim</p> <p>When a user selects the Six-Month Assignment Incentive claim type then a Recipient and then selects the Next button AND</p> <p>The user has one six-month assignment incentive claim in CM with status of:</p> <ul style="list-style-type: none"> • Pending Review OR • Pending Approval OR • Pending Payroll OR • Processed 	Do not allow the action	<p>WEBSITE:</p> <p>Do not navigate to the Incentive Claim Entry screen</p> <p>Display the error message: "You have received the maximum number of incentives for this claim type."</p> <p>CM:</p> <p>N/A</p>
19	21355	 CI-823565 - DSD EM IHSSW TTC 19 IMPLEMENTED	<p>Incentive Claim Entry - Not Eligible for Training incentive Claim</p> <p>When a user selects the Sign & Submit button AND Claim Type = Training Incentive AND</p> <p>The provider does not have an existing training incentive claim OR</p> <p>The provider has an existing training incentive claim and the career pathway type for that existing claim does not match the type selected on the Incentive Claim Entry screen AND</p> <p>The user has not accumulated at least 15 paid training hours within the Career Pathway type selected</p> <p>OR</p> <p>When a user selects the Sign & Submit button AND Claim Type = Training Incentive AND</p> <p>The provider has an existing training incentive claim and the career pathway type for that existing claim matches the type selected on the Incentive Claim Entry screen AND</p> <p>The provider has NOT completed at least 30 paid training hours for the career pathway type selected</p>	Do not allow the action	<p>WEBSITE:</p> <p>Do not submit the claim</p> <p>Display the error message: "You have not met the eligibility criteria to submit an incentive claim."</p> <p>CM:</p> <p>N/A</p>
20	21355	 CI-823566 - DSD EM IHSSW TTC 20 IMPLEMENTED	<p>Incentive Claim Entry - Not Eligible for One-month assignment Incentive Claim</p> <p>When a user selects the Sign & Submit button AND Claim Type = One-Month Assignment Incentive claim AND</p> <p>The user has not accumulated at least 15 paid training hours within the Career Pathway type selected</p>	Do not allow the action	<p>WEBSITE:</p> <p>Do not submit the claim</p> <p>Display the error message: "You have not met the eligibility criteria to submit an incentive claim."</p> <p>CM:</p> <p>N/A</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Error Messages/Training Time Claims (21-40)

No	Req ID	CI	Screen Name or User Action	Condition	Action	Error
21	21355	CI-823567 - DSD EM IHSSW TTC 21 IMPLEMENTED	Incentive Claim Entry - Not Eligible for Six-month assignment Incentive Claim	When a user selects the Sign & Submit button AND Claim Type = Six-Month Assignment Incentive AND The user has not accumulated at least 15 paid training hours within the Career Pathway type selected OR The provider has accumulated the 15 training hours for the career pathway selected AND the system date is less than six months from the CareerPathwaysCutOffDate	Do not allow the action	<p>WEBSITE: Do not submit the claim Display the error message: "You have not met the eligibility criteria to submit an incentive claim."</p> <p>CM: N/A</p>
22	21350	CI-823726 - DSD EM IHSSW TTC 22 IMPLEMENTED	Add Training Time Claim	If the text in the Class Name field on the Add Training Time Claim screen is not in an English alphanumeric format AND User moves on (via tab or click) from the Class Name field	Do not allow the action	<p>WEBSITE: Change the Class Name field box color to red AND Display the under field error message, "Class Name must be English alphanumeric text."</p> <p>CM: N/A</p>
23	21350	CI-823727 - DSD EM IHSSW TTC 23 IMPLEMENTED	Add Training Time Claim	If the text in the Class Number field on the Add Training Time Claim screen is not in an English alphanumeric format AND User moves on (via tab or click) from the Class Number field	Do not allow the action	<p>WEBSITE: Change the Class Number field box color to red AND Display the under field error message, "Class Number must be English alphanumeric text."</p> <p>CM: N/A</p>
24	21350	CI-823736 - DSD EM IHSSW TTC 24 IMPLEMENTED	Add Training Time Claim	When a user selects the Submit Claim button on the Add Training Time Claim screen AND More than one training time row exists with the same class number (on the same claim)	Do not allow the action	<p>WEBSITE: Do not navigate to the Training Time Claim Electronic Signature screen AND</p> <p>Display the error message banner, "⚠ There are duplicate Class Numbers (Insert Class Number) on your claim. You must delete rows with duplicate Class Number(s) from your claim before submitting."</p> <p>CM: N/A</p>
25	21350	CI-823768 - DSD EM IHSSW TTC 25 IMPLEMENTED	Add Training Time Claim	When a user selects the Submit Claim button on the Add Training Time Claim screen AND A class number entered on the current claim has been entered on a previously submitted Training time claim in any status EXCEPT 'R ejected' or 'Void-Reissued'	Do not allow the action	<p>WEBSITE: Do not navigate to the Training Time Claim Electronic Signature screen AND</p> <p>Display the error message banner, "⚠ You have previously submitted a claim for this class (Insert Class Number). You must delete rows with duplicate class number(s) from your claim before submitting or click cancel if you have no other Training Time to claim."</p> <p>CM: N/A</p>
26	21350	CI-823735 - DSD EM IHSSW TTC 26 IMPLEMENTED	Add Training Time Claim	When a user enters non-numeric characters in the Class Number field on the Add Training Time Claim screen	Do not allow the action	<p>WEBSITE: Change the Class Number field box color to red AND Display the under field error message, "Class Number field must contain numbers only"</p> <p>CM: N/A</p>

27	21350	 CI-823805 - DSD EM IHSSW TTC 27 IMPLEMENTED	Add Training Time Claim	When a user enters less than four numeric characters in the Class Number field on the Add Training Time Claim screen	Do not allow the action	WEBSITE: Change the Class Number field box color to red AND Display the under field error message, "Class Number field must contain four (4) numbers only." CM: N/A
28	21350	 CI-824508 - DSD EM IHSSW TTC 28 IMPLEMENTED	Add Training Time Claim	When a user enters a date after the CareerPathwaysMaxDate OR When a user enters a date after the CareerPathwaysMaxDate and selects the Submit Claim button on the Add Training Time Claim screen	Do not allow the action	WEBSITE: Change the Training Date field box color to red AND Display the error message, "You are not able to submit claims for courses taken after [DATE], as these are not eligible for compensation. Please remove any courses taken after [DATE] to submit your claim." CM: N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Timesheet Validation
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Travel Claims
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Career Pathways

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (1-10)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (11-20)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (21-30)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (31-40)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (41-50)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (51-60)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (61-70)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (71-80)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (81-90)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (91-100)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (101-110)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (111-120)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (121-130)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (131-140)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (141-150)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (151-160)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (161-170)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (171-180)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (181-190)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (191-200)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (201-210)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (211-220)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (221-230)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (231-240)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (241-250)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Website (251-260)

No	Req ID	CI	Description	When	Action
01	21012 21160	CI-753548 - DSD BR IHSSW WEB 01 IMPLEMENTED	Login screen – Initial View – <u>Without</u> Remember Me	When a user accesses the Login screen AND They have never accessed the site from this device OR They have never selected the Remember Me checkbox using this device (cookie does not exist)	WEBSITE: User Name field is blank and enabled Password field is blank and enabled Remember Me checkbox is not marked Language dropdown reflects 'English' default Login button is visible but disabled Forgot Password? hyperlink is enabled New User Registration hyperlink is enabled Need help? Hyperlink is enabled Electronic Timesheet News hyperlink is enabled
02	21012 21160	CI-753549 - DSD BR IHSSW WEB 02 IMPLEMENTED	Login screen – Initial View – <u>With</u> Remember Me	When a user accesses the Login screen AND They have accessed the site from this device AND They had selected the Remember Me checkbox using this device (cookie exists)	WEBSITE: User Name field is populated with the user name used Password field is blank and enabled Remember Me checkbox is marked Language dropdown reflects 'English' default Login button is visible but disabled Forgot Password? hyperlink is enabled New User Registration hyperlink is enabled Need help? Hyperlink is enabled Electronic Timesheet News hyperlink is enabled
03	21012 21160	CI-753550 - DSD BR IHSSW WEB 03 IMPLEMENTED	Login screen – Enable Login button	When a user enters data in the User Name field AND Enters data in the Password field	WEBSITE: Mask Password as it is entered AND Enable Login button

04	<p>21054 21012 21160</p> <p> CI-753551 - DSD BR IHSSW WEB 04 IMPLEMENTED</p>	<p>Login screen – Login button – Provider Home</p> <p>When a user clicks the Login button AND The User Name entered is registered with the IHSS ESP AND The Password entered matches the current password for this User Name AND No errors are encountered AND The User Name is not in the UserLocked table. AND The password expiration date is greater than 14 days in the future AND The User Name is associated with a Provider AND E-Timesheet configuration for the Recipient Case County is 'True'</p>	<p>WEBSITE: Interface to CM to obtain Recipient details and validate Provider email address (CMNE880K) AND User is taken to the Provider Home screen AND Display list of Recipient names as hyperlinks and electronic method registration status or payment status OR Display static text if there are no Recipients to display AND IF Email address stored in the IHSS ESP does not match email address provided by Cúram THEN Update website database with this email address AND IF Provider First or Last Name stored in the IHSS ESP does not match Provider First or Last Name provided by Cúram THEN Update website database with the First and Last name from Cúram AND IF A record exists in UserFailedAttempt for this user THEN Delete the record CM: Interface to Cúram with CMNE880K to retrieve information for all Recipients that this Provider is eligible to provide services to for the IHSS and/or WPCS programs OR The Provider is Terminated with outstanding timesheets (Status = Pending Issuance, Issued, County Rejected, Recipient Rejected, Pending Recipient Electronic Review) THEN Provide the following data: For the Provider:<ul style="list-style-type: none">• Provider Status• Current Email Address• Indication if Serving IHSS• Indication if Serving WPCS AND A list of Recipient including, for each:<ul style="list-style-type: none">• Indication if Recipient is registered with ESP or TTS or has an Exception• Recipient Name• Case Number (Recipient ID)• Current Recipient Email Address• Indication if Provider has Un-submitted Timesheets AND IF A payment has been processed for that relationship THEN Also Provide for the most recent payment:<ul style="list-style-type: none">• Payment Amount• Payment Status• Timesheet Pay Period and Timesheet Type </p>
----	--	---	--

05	21054 21012 21160	 CI-753552 - DSD BR IHSSW WEB 05 IMPLEMENTED	Login screen – Login button – Recipient Home	When a Recipient clicks the Login button AND The User Name entered is registered with the IHSS ESP AND The Password entered matches the current password for this User Name AND No errors are encountered AND The User Name is not in the UserLocked table. AND The password expiration date is greater than 14 days in the future AND The User Name is associated with a Recipient AND E-Timesheet configuration for the Recipient Case County is "True"	WEBSITE: Interface to CM to obtain Provider details, validate Recipient email address, get number of timesheets awaiting review, and check to see if there is an associated timesheet signatory contact on the case (CMNE880C) WHERE The Provider is eligible to provide services to this Recipient for the IHSS and/or WPCS programs OR The Provider is Terminated, but has unsubmitted (Issued or Pending Issuance) timesheets with the Recipient that they are eligible to submit OR The Provider (including Pending and Terminated Providers) has been assigned to the Recipient's case by either the Hire Provider process on the ESP, or assigned by the county AND IF There is a timesheet signatory associated with the case, THEN The user is taken to the ESP Timesheet Signatory Login screen. ELSE IF There is no timesheet signatory associated with the case OR The user continues after selecting their user type on the ESP Timesheet Signatory Login screen. THEN The user is taken to the Recipient Home screen AND Display list of Provider names as hyperlinks AND IF There are zero timesheets for review THEN Also display the following: "No Timesheets for Review" OR IF There are greater than zero timesheets for review THEN Also display the following: "<x> Timesheets for Review" OR IF The Provider has been hired (including a terminated Provider) by the Recipient, but the batch cycle has not run to process the request OR A Provider with the status of 'Pending' has been assigned to the Recipient's case by either the Hire Provider process on the ESP, or assigned by the county THEN Also display the following: "Pending Hire" AND Enable the hyperlink ELSE IF There are no Providers to display THEN Display the static text for this screen AND IF Email address stored in the IHSS ESP does not match email address provided by Cúram THEN Update website database with this email address AND IF Recipient First or Last Name stored in the IHSS ESP does not match Recipient First or Last Name provided by Cúram THEN Update website database with the First and Last name from Cúram AND IF A record exists in UserFailedAttempt for this user THEN Delete the record CM: Provide information for the Provider list on the Recipient Home screen (CMNE880C) for all Providers WHERE The Provider is eligible to provide services to this Recipient for the IHSS and/or WPCS programs OR The Provider is Leave or Terminated status, but has unsubmitted (Issued or Pending Issuance) timesheets with the Recipient that they are eligible to submit OR The Provider (including Pending and Terminated Providers) has been assigned to the Recipient's case by either the Hire Provider process on the ESP, or assigned by the county OR Provide indication that there are no Providers to view IF A Provider is associated with this Recipient, provide the following information: <ul style="list-style-type: none"> • Provider Name • Provider Number (Provider ID) • Number of timesheets available for Recipient Review AND Respond with current Email Address
06	21012 21160	 CI-753553 - DSD BR IHSSW WEB 06 IMPLEMENTED	Login screen – Login button – Password Expiring	When a user clicks the Login button AND The User Name entered is registered with the IHSS ESP AND The Password entered matches the current password for this User Name AND No errors are encountered AND The password expiration date is equal to or less than 14 days in the future	WEBSITE: Interface to CM to validate user email address AND User is taken to the Password Expiration screen with the Change Password button enabled IF Password expiration date is equal to or less than 14 but equal to or greater than 1 THEN Enable the Maybe Later button ELSE IF Password expiration date is less than 1 THEN Do not display the Maybe Later button AND ALSO Display number of days variable as '0' AND IF Email address stored in the IHSS ESP does not match email address provided by Cúram THEN Update website database with this email address CM: Respond with current Email Address

07	21012 21160 21162	CI-753554 - DSD BR IHSSW WEB 07 IMPLEMENTED	Login screen – Forgot User Name or Password? link	When a user selects the Forgot User Name or Password? hyperlink	<p>WEBSITE: User is taken to the Get User Name or Password Reset screen with: Get User Name area Select Your User Type field enabled Email you use for electronic timesheets field enabled Send User Name button is visible but disabled AND Password Reset area Enter Your User Name field enabled Email you use for electronic timesheets field enabled Select your preferred method for resetting your password</p> <p>Next button is visible but disabled AND Cancel Action button enabled CM: N/A</p>
08	21161	CI-753555 - DSD BR IHSSW WEB 08 IMPLEMENTED	Login Screen – New User Registration link	When a user selects the New User Registration hyperlink	<p>WEBSITE: User is taken to the IHSS ESP Registration - Introduction screen AND Cancel Registration button enabled AND Begin Registration Process button is visible but disabled CM: N/A</p>
09	21012 21160	CI-753556 - DSD BR IHSSW WEB 09 IMPLEMENTED	Login screen – Language selection	When a user selects a new language from the Language dropdown	<p>WEBSITE: Refresh the page to the selected language AND Clear the Password (if previously entered) AND IF The Remember Me checkbox was marked THEN Retain the User Name and check mark ELSE Clear the User Name (if previously entered)</p> <p>CM: N/A</p>
10	21161	CI-753557 - DSD BR IHSSW WEB 10 IMPLEMENTED	IHSS ESP Registration – Introduction	When a user selects either the I am a Recipient radio button OR The I am a Provider radio button Note: User can select one or the other but not both	<p>WEBSITE: Enable the Begin Registration Process button CM: N/A</p>

No	Req ID	CI	Description	When	Action
11	21161	CI-753558 - DSD BR IHSSW WEB 11 IMPLEMENTED	IHSS ESP Registration – Introduction – Cancel Registration	When a user selects the Cancel Registration button	<p>WEBSITE: Clear all data AND User is taken the IHSS ESP – Login screen CM: N/A</p>
12	21161	CI-753559 - DSD BR IHSSW WEB 12 IMPLEMENTED	IHSS ESP Registration – Introduction – Begin Registration Process	When a user selects the Begin Registration Process button	<p>WEBSITE: IF The I am a Recipient radio button is selected THEN User is taken to the IHSS ESP – Register Step 1 screen with the following fields enabled: First Name Last Name Case Number Date of Birth (MM/DD/YYYY) SSN (Last Four Digits) ELSE IF The I am a Provider radio button is selected THEN User is taken to the IHSS ESP – Registration Step 1 screen with the following enabled fields: First Name Last Name Provider Number Date of Birth (MM/DD/YYYY) SSN (Last Four Digits) AND For either radio button the Back button is enabled AND The Next button is visible but disabled CM: N/A</p>
13	21161	CI-753560 - DSD BR IHSSW WEB 13 IMPLEMENTED	IHSS ESP – Register Step 1 – Back button	When a user selects the Back button on the IHSS ESP – Register Step 1 screen	<p>WEBSITE: Clear all entered data AND User is taken to the IHSS ESP Registration – Introduction screen CM: N/A</p>

14	21161	<p><input checked="" type="checkbox"/> CI-753561 - DSD BR IHSSW WEB 14 IMPLEMENTED</p>	IHSS ESP – Register Step 1 – Enable Next button	<p>When the I am a Recipient radio button was selected on the Introduction screen AND A user enters data in the listed fields as follows:</p> <ul style="list-style-type: none"> Last Name – Minimum (1) alpha character Case Number – Must be (7) numeric characters Date of Birth – Must be MM/DD/YYYY SSN (Last Four Digits) – Must be (4) numeric characters <p>OR</p> <p>When the I am a Provider radio button was selected on the Introduction screen AND A user enters data in the listed fields as follows:</p> <ul style="list-style-type: none"> Last Name – Minimum (1) alpha character Provider Number – Must be (9) numeric characters Date of Birth – Must be MM/DD/YYYY SSN (Last Four Digits) – Must be (4) numeric characters 	<p>WEBSITE: Enable the Next button</p> <p>CM: N/A</p>
15	21161	<p><input checked="" type="checkbox"/> CI-753562 - DSD BR IHSSW WEB 15 IMPLEMENTED</p>	IHSS ESP – Register Step 1 – Next button - Interface	<p>When the user selects the Next button</p> <p>WEBSITE: Interface (CMNE880A) to Cúram with the following: User Type = Provider First Name Last Name Provider Number Date of Birth SSN (Last Four digits) OR User Type = Recipient First Name Last Name Case Number Date of Birth SSN (last four digits) OR Taxpayer ID (last four digits) AND IF Response is 'False' then do not continue to next screen AND Display error message. ALSO IF A record exists for this user in the UserFailedAttempt table THEN Delete the record.</p> <p>CM: Provide response (CMNE880A) as follows: True = Exact match for all fields, User Type and eligibility found False = Exact match for all fields or User Type or eligibility <u>not</u> found</p>	
16	21161	<p><input checked="" type="checkbox"/> CI-753563 - DSD BR IHSSW WEB 16 IMPLEMENTED</p>	IHSS ESP – Register Step 1 – Next button – Match	<p>When the user selects the Next button AND Cúram interface response is 'True'</p> <p>WEBSITE: THEN User is taken to the IHSS ESP – Register Step 2 screen with the following fields enabled: Create User Name Create Password Confirm Password Email Confirm Email AND The Back button is enabled AND The Next button is visible but disabled</p> <p>CM: N/A</p>	
17	21161	<p><input checked="" type="checkbox"/> CI-753564 - DSD BR IHSSW WEB 17 IMPLEMENTED</p>	IHSS ESP – Register Step 2 – Back button	<p>When a user selects the Back button on the IHSS ESP – Register Step 2 screen</p> <p>WEBSITE: Clear all entered data from the IHSS ESP – Register Step 2 screen AND User is taken to the IHSS ESP – Register Step 1 screen populated with the previously entered data</p> <p>CM: N/A</p>	
18	21161	<p><input checked="" type="checkbox"/> CI-753565 - DSD BR IHSSW WEB 18 CANCELLED</p>	Cancelled by ASR Sprint 9 - Team 5 (EMLS)		

19	21161	CI-753566 - DSD BR IHSSW WEB 19 IMPLEMENTED	IHSS ESP – Register Step 2 – Next button	When a user selects the Next button on the IHSS ESP – Register Step 2 screen AND No errors are encountered	WEBSITE: User is taken to the IHSS ESP – Register Step 3 screen with all Security Question fields enabled. AND The Back button is enabled AND The Next button is enabled NOTE: Blank spaces after the last characters in the User Name will be ignored and dropped CM: N/A
20	21161	CI-753567 - DSD BR IHSSW WEB 20 IMPLEMENTED	IHSS ESP – Register Step 3 – Back button	When a user selects the Back button on the IHSS ESP – Register Step 3 screen	WEBSITE: Clear all entered data from the IHSS ESP – Register Step 3 screen AND User is taken to the IHSS ESP – Register Step 2 screen AND Clear previously entered data from the following fields on the IHSS ESP – Register Step 2 screen: Confirm Password Confirm Email AND Retain previously entered values for the following fields on the IHSS ESP – Register Step 2 screen: User Name Password (masked) Email AND Back button is enabled AND Next button is visible but disabled CM: N/A

No	Req ID	CI	Description	When	Action
21	21161	CI-753568 - DSD BR IHSSW WEB 21 IMPLEMENTED	IHSS ESP – Register Step 3 – Security Question List OR Update Account Information – Security Question List	When a user has selected a Security Question for a Please Select One drop down field AND Selects the drop down list for another Security Question Please Select One field	WEBSITE: The previously selected Security Question is not available in the dropdown list CM: N/A
22		CI-753569 - DSD BR IHSSW WEB 22 IMPLEMENTED	Canceled by Sprint 8 - Team 5 (EMLS)		
23	21161	CI-753570 - DSD BR IHSSW WEB 23 IMPLEMENTED	IHSS ESP – Register Step 3 – Next button	When a user selects the Next button on the IHSS ESP – Register Step 3 screen AND No errors are encountered	WEBSITE: Registration Account Verification email (ETSE14) is generated in English for a Provider OR Registration Account Verification email (ETSE14) is generated in the CMIPS identified Written Language for a Recipient AND The email is sent to the email address provided during registration AND User Preferred Language is set to English OR User Preferred Language is set to the language the user selected on the Login screen prior to start of registration process AND User is taken to the IHSS ESP Registration – Register Step 4 screen AND The Close button is enabled AND User details are captured by the IHSS ESP CM: N/A
24	21161	CI-753571 - DSD BR IHSSW WEB 24 IMPLEMENTED	Registration Account Verification email (ETSE14) – Hyperlink	When the Registration Account Verification email is generated with a hyperlink to the Complete Registration screen	WEBSITE: Set hyperlink valid to date/time for expiration based on the configuration value deleteTempRegData this is time sensitive and not associated with any batch job CM: N/A
25			Cancelled with CR 1286		
26	21161 21012	CI-753573 - DSD BR IHSSW WEB 26 IMPLEMENTED	Access Complete Registration	When a user selects a valid hyperlink (not expired) to the Register Step 5 screen from the email (ETSE14) AND No error messages are encountered	WEBSITE: User is taken to the IHSS ESP Register Step 5 screen with all fields enabled AND One of the Security Questions selected by the registering user is randomly selected and displayed as the 3 rd field AND The Login button is visible but disabled CM: N/A
27	21161 21065	CI-753574 - DSD BR IHSSW WEB 27 IMPLEMENTED	Access Complete Registration – Expired Link	When a user selects the hyperlink to the Register Step 5 screen from the email (ETSE14) AND Job3 has deleted the data associated with that user's hyperlink	WEBSITE: User is taken to the IHSS ESP Register - Introduction screen AND A popup with an OK button displays the error message (EM14). CM: N/A

28	21161 21012	CI-753575 - DSD BR IHSSW WEB 28 CANCELLED	Cancelled by ASR Sprint 10 - Team 5 (EMLS)		
29	21054 21161 21012 21214	CI-753576 - DSD BR IHSSW WEB 29 IMPLEMENTED	Register Step 5 – Login – Provider	<p>When a user selects the Login button AND The user registered as a Provider AND No errors are encountered</p>	<p>WEBSITE: IF The User Name entered is an exact match for the registrant-created User Name AND The Password entered is an exact match for the registrant-created Password AND The security question answer is the same (validation is not case sensitive) THEN User is taken to the Provider Home screen AND All screens within the IHSS ESP are displayed in the language the Provider selected on the Login screen upon initial registration AND Registration data is saved to the website database AND Interface to Curam with (CMNE880B) to indicate user is registered with the IHSS ESP AND Insert welcome message into the Provider's Message Center in unread active status AND Any existing What's New messages (dated prior to the date the Provider registers to ESP) will not be inserted on the Provider's What's New page AND Provide validated registration email address AND ALSO Interface to CM to obtain Recipient details (CMNE880K) AND Display list of recipients on Provider Home page OR Display static text if there are no Recipients to display AND Generate the initial CDSS Privacy Policy email notification (ETSE22) in English using registration email address</p> <p>CM: Provide information for Timesheet Entry – Recipient Selection screen (CMNE880K) for all Recipients that this Provider is eligible to provide services for the IHSS and/or WPCS programs OR If the Provider is Leave or Terminated with a Recipient, but has unsubmitted (Issued or Pending Issuance) timesheets with the Recipient that they are eligible to submit THEN Provide data including: Recipient Name Case Number (Recipient ID) AND IF Recipient is not registered for an electronic timesheet method THEN Display Recipient is not registered for ESP or TTS for the Recipient ELSE IF A payment has been processed for that relationship THEN Also Provide for the most recent payment:<ul style="list-style-type: none">• Payment Amount• Payment Status• Timesheet Pay Period and Timesheet Type AND Provide current Email Address AND ALSO Set Person Home ihssWebPortalUser to "True" so that the IHSS ESP User check box is visibly marked. "Yes" AND IF Registration email address is different than CMIPS email address OR No email address is found in CMIPS THEN Create new Email Address record as of current date IF the user is a Recipient with an approved EVV Exception THEN Create a Case Note with the following information: Case Note text = EVV Exception removed by recipient registration for ESP on <Current Date/Time> Sensitivity = 1 Priority = Medium Status = Active Created by = etsuser AND Remove the EVV Exception indicator and EVV Exception date ELSE IF the user is a Provider who is assigned to a Recipient with an approved EVV Exception in an EVV live county THEN The EVV Effective Date for the Recipient/Provider pair is set to the later of (1) the Case EVV effective date or (2) the first day of the next pay period. AND IF the user is a Live-In Provider (IRS Live-In Self-Certification indicator is 'Yes') who has a Recipient who is registered to review timesheets electronically or has an exception THEN CaseProvider.EvvEffectiveDt will NOT be updated from 12/31/9999 ELSE IF the user is a Recipient who has a Live-In Provider (IRS Live-In Self-Certification indicator is 'Yes') who is registered to submit timesheets electronically THEN CaseProvider.EvvEffectiveDt will NOT be updated from 12/31/9999</p>

30	21054 21161 21012	CI-753577 - DSD BR IHSSW WEB 30 IMPLEMENTED	Register Step 5 – Login – Recipient	When a user selects the Login button AND The user registered as a Recipient AND No errors are encountered	<p>WEBSITE: IF The User Name entered is an exact match for the registrant-created User Name AND The Password entered is an exact match for the registrant-created Password AND The security question answer is the same (validation is not case sensitive) THEN User is taken to the Recipient Home screen with all buttons enabled AND All screens within the IHSS ESP are displayed in the language the Recipient selected on the Login screen upon initial registration AND Registration data is saved to the website database AND Interface to Cúram with CMNE880B to indicate user is registered with the IHSS ESP AND Insert welcome message into the Recipient's Message Center in unread active status AND Any existing What's New messages (dated prior to the date the Provider registers to ESP) will not be inserted on the Recipient's What's New page AND Provide validated registration email address AND ALSO Interface to CM to obtain Recipient details (CMNE880K) AND Display list of recipients on Provider Home page OR Display static text if there are no Recipients to display AND Generate the initial CDSS Privacy Policy email notification (ETSE22) in English using registration email address</p> <p>CM: Interface to Cúram with CMNE880C to retrieve information for all Providers that are eligible to provide services to the Recipient for the IHSS and/or WPCS programs OR If the Provider is Leave or Terminated with a Recipient, but has unsubmitted (Issued or Pending Issuance) timesheets with the Recipient that they are eligible to submit THEN Provide data including:</p> <ul style="list-style-type: none"> • Provider Name • Provider Number (Provider ID) <p>AND Provide current Email Address AND ALSO Set Person Home ihssWebPortalUser to "True" so that the IHSS ESP User check box is visibly marked "Yes" AND IF Registration email address is different than CMIPS email address OR No email address is found in CMIPS THEN Create new Email Address record as of current date</p>
----	-------------------------	---	-------------------------------------	---	--

No	Req ID	CI	Description	When	Action
31	21013	CI-753578 - DSD BR IHSSW WEB 31 IMPLEMENTED	Create New Password – Cancel Password Reset button	When a user selects the Cancel Password Reset button on the Password Reset – Create New Password screen	<p>WEBSITE: The user is taken to the IHSS ESP – Login screen</p> <p>CM: N/A</p>
32	21013	CI-753579 - DSD BR IHSSW WEB 32 IMPLEMENTED	Get User Name or Password Reset – Enable Next button	When a user enters data in the following fields in the Password Reset area: Enter Your User Name Email you use for electronic timesheets Selects the preferred option	<p>WEBSITE: The Next is enabled</p> <p>CM: N/A</p>
33	21013	CI-753580 - DSD BR IHSSW WEB 33 IMPLEMENTED	Password Reset – Next	When a user selects the Next button AND The User Name and details entered are known to the IHSS ESP	<p>WEBSITE: Interface to Cúram with (CMNE880R) to confirm match on email address for this IHSS ESP known User Name – Data sent for verification will be: First Name Last Name Provider Number or Case Number Email Address as associated to that User Name AND IF Response email address from Cúram is a match AND IF Email address stored in the IHSS ESP does not match email address provided by Cúram THEN Update website database with this email address AND IF Selected preferred method is Security Questions AND THEN Generate Password Reset email (ETSE16) to this email address in the user's (Either Recipient or Provider) CMIPS identified Written Language AND Complete Password Reset popup displays.</p> <p>CM: CM will respond with the current Email Address for that user.</p>

34	21013	<input checked="" type="checkbox"/> CI-753581 - DSD BR IHSSW WEB 34 IMPLEMENTED	Password Reset email (ETSE16) – Hyperlink	When the Password Reset email is generated with a hyperlink to the Password Reset – Change Password screen	WEBSITE: Set hyperlink valid to date/time for 60 minutes CM: N/A
35	21013	<input checked="" type="checkbox"/> CI-753582 - DSD BR IHSSW WEB 35 IMPLEMENTED	Access Password Reset – Create New Password	When a user selects a valid hyperlink (not expired) to the Password Reset – Create New Password screen from the email (ETSE16) AND No error messages are encountered	WEBSITE: A Provider or a Help Desk user is taken to the Password Reset – Create New Password screen that corresponds to the language selected on the Login screen with all fields enabled OR A Recipient or a Help Desk user is taken to the Password Reset – Create New Password screen that corresponds to the language selected on the Login screen with all fields enabled AND The Cancel Password Reset button is enabled AND The Reset Password & Continue to Login button is enabled AND IF The link <u>was not</u> generated by Help Desk Password Reset action THEN ALSO Display one of the Security Questions selected by the user at registration is randomly selected and displayed as a 3 rd field CM: N/A
36	21013 21065	<input checked="" type="checkbox"/> CI-753583 - DSD BR IHSSW WEB 36 IMPLEMENTED	Access Password Reset – Create New Password – Expired Link	When a user selects an expired hyperlink to the Password Reset – Create New Password screen from the email (ETSE16) NOTE: Expiration is based on the configuration value passwordResetLinkExpire this is time sensitive and not associated with any batch job	WEBSITE: User is taken to the Password Reset – Create New Password screen with no fields displayed AND No button visible AND An error message is displayed in English for a Provider and in the Login screen identified language for a Recipient CM: N/A
37	21013	<input checked="" type="checkbox"/> CI-753584 - DSD BR IHSSW WEB 37 CANCELLED	Cancelled by ASR 7 - Team 5 (EMLS)		
38	21013	<input checked="" type="checkbox"/> CI-753585 - DSD BR IHSSW WEB 38 IMPLEMENTED	Password Reset – Create New Password – Reset Password & Continue to Login	When user selects the Reset Password & Continue to Login button AND No errors are encountered	WEBSITE: The user is taken to the IHSS ESP – Login screen AND New password is saved to the IHSS ESP database AND The password set date is set to current date AND Display an informational message for the user based on the screen language displayed AND The Notification of Password Change email (ETSE17) is generated in English for a Provider or Support User or in the CMIPS identified Written Language for a Recipient AND IF A record for the user exists in the UserLocked table THEN Delete the record from the table AND IF A record for the user exists in the UserFailedAttempt table THEN Delete the record from the table CM: N/A
39	21013	<input checked="" type="checkbox"/> CI-753586 - DSD BR IHSSW WEB 39 IMPLEMENTED	Account Information – Change Password	When a user selects the Change Password link on the Account Information screen	The user is taken to the Create New Password screen with the Enter New Password and Confirm New Password fields are enabled and empty of values. AND The Cancel Password Change button is enabled The Change Password button is enabled CM: N/A
40	21160	<input checked="" type="checkbox"/> CI-753587 - DSD BR IHSSW WEB 40 IMPLEMENTED	Screen Header – Logout	When a user selects the Logout hyperlink in the Screen Header	WEBSITE: The user session is terminated in the IHSS ESP AND The user is taken to the IHSS ESP – Login screen CM: N/A

No	Req ID	CI	Description	When	Action
----	--------	----	-------------	------	--------

41	21160	CI-753588 - DSD BR IHSSW WEB 41 IMPLEMENTED	Browser Closed	When a user is logged into the IHSS ESP AND They close their web browser	WEBSITE: The user session is terminated in the IHSS ESP CM: N/A
42	21160	CI-753589 - DSD BR IHSSW WEB 42 IMPLEMENTED	Activity Timeout	When a user is logged into the IHSS ESP AND No activity has been detected for (15) minutes	WEBSITE: Session Timeout Warning popup will be displayed. AND IF The user clicks Extend Session within countdown (60 seconds) or dismisses the popup. THEN The session is extended. ELSE If the user clicks Logout button or doesn't make a selection THEN The user is redirected to ESP Login screen. CM: N/A
43	21013	CI-753590 - DSD BR IHSSW WEB 43 IMPLEMENTED	Change Password – Create New Password – Cancel Password Change	When a user selects the Cancel Password Change on the Change Password – Create New Password screen	WEBSITE: The user session is terminated in the IHSS ESP AND IF The user is a Provider THEN The user is returned to the Provider Home screen OR IF The User is a Recipient <u>without</u> a Timesheet Signatory THEN The user is returned to the Recipient Home screen OR IF The User is a Recipient <u>with</u> a Timesheet Signatory, and accessed the screen by using the Account menu option to Account Information - Change My Password THEN The user is returned to the ESP Account Information screen CM: N/A
44	21013	CI-753591 - DSD BR IHSSW WEB 44 IMPLEMENTED	Change Password – Create New Password – Change Password	When user selects the Change Password button AND No errors are encountered	WEBSITE: New password is saved to the IHSS ESP database AND The password set date is set to current date AND Display an informational message for the user based on the screen language displayed AND The Notification of Password Change email (ETSE17) is generated in English for a Provider or Support User or in the CMIPS identified Written Language for a Recipient AND IF The user is a Provider THEN The user is returned to the Provider Home screen OR IF The User is a Recipient <u>without</u> a Timesheet Signatory THEN The user is returned to the Recipient Home screen OR IF The User is a Recipient <u>with</u> a Timesheet Signatory and accessed the screen by using the Account menu option to Account Information - Change My Password THEN The user is returned to the ESP Account Information screen OR IF The user is a Support User THEN The user is returned to the User Search screen with nothing populated. CM: N/A
45	21013	CI-753592 - DSD BR IHSSW WEB 45 IMPLEMENTED	Password Expiration – Change Password	When any user selects the Change Password button on the Password Expiration screen	WEBSITE: The user is taken to the Change Password – Create New Password screen with all fields enabled AND The Change Password button is visible but disabled AND IF The password days to expiration is greater than zero THEN AND The Cancel Password Change button is enabled ELSE IF The password days to expiration is equal to zero THEN The Cancel Password Change button is disabled CM: N/A

46	21013	CI-753593 - DSD BR IHSSW WEB 46 IMPLEMENTED	Password Expiration – Maybe Later – Provider	When a Provider user selects the Maybe Later button on the Password Expiration screen	<p>WEBSITE: Interface to CM to obtain Recipient details and validate Provider email address (CMNE880K) AND User is taken to the Provider Home screen AND Display list of Recipient names as hyperlinks and electronic method registration status or payment status OR Display static text if there are no Recipients to display AND IF Email address stored in the IHSS ESP does not match email address provided by Cúram THEN Update website database with this email address</p> <p>CM: Interface to Cúram with (CMNE880K) to retrieve information for all Recipients that this Provider is eligible to provide services to for the IHSS and/or WPCS programs OR If the Provider is Terminated but has un-submitted (Issued or Pending Issuance) timesheets with the Recipient that they are eligible to submit. THEN Provide data including:</p> <ul style="list-style-type: none"> • Recipient Name • Case Number (Recipient ID) <p>AND IF Recipient is not registered for an electronic timesheet method THEN Display Recipient is not registered for ESP or TTS for the Recipient ELSE IF A payment has been processed for that relationship THEN Also Provide for the most recent payment:</p> <ul style="list-style-type: none"> • Payment Amount • Payment Status • Timesheet Pay Period and Timesheet Type <p>AND Provide current Email Address</p>
47	21013	CI-753594 - DSD BR IHSSW WEB 47 IMPLEMENTED	Password Expiration – Maybe Later – Recipient	When a Recipient user selects the Maybe Later button on the Password Expiration screen	<p>WEBSITE: IF The Recipient does not have a Timesheet Signatory THEN The Recipient is taken to the Recipient Landing Screen following standard ESP login business rules.</p> <p>ELSE The Recipient does have a Timesheet Signatory THEN The Recipient is taken to the ESP Timesheet Signatory Login screen.</p> <p>CM: N/A</p>
48		CI-753595 - DSD BR IHSSW WEB 48 CANCELLED	Cancelled by SCF-18.		
49	21160	CI-753596 - DSD BR IHSSW WEB 49 IMPLEMENTED	Menu Icon 	When a user selects the Menu icon where available within the application	<p>WEBSITE: The menu appropriate to the user (Provider or Recipient or Help Desk User) slides out from the left</p> <p>CM: N/A</p>
50	21160	CI-753597 - DSD BR IHSSW WEB 50 IMPLEMENTED	Left Arrow 	When a user selects the left arrow icon found to the left of a screen name	<p>WEBSITE: The user is taken to the previous screen</p> <p>CM: N/A</p>

No	Req ID	CI	Description	When	Action
51	21160	CI-753598 - DSD BR IHSSW WEB 51 IMPLEMENTED	Information Icon 	When a user selects the information icon	<p>WEBSITE: Display an information pop-up that will provide additional details about the specific field</p> <p>CM: N/A</p>

52	21160	CI-753599 - DSD BR IHSSW WEB 52 IMPLEMENTED	Downward Chevron 	When a user selects a downward chevron	WEBSITE: Slide down additional details related to the accompanying header to display them for the user AND Update the icon to an upward chevron CM: N/A
53	21160	CI-753600 - DSD BR IHSSW WEB 53 IMPLEMENTED	Upward Chevron 	When a user selects an upward chevron	WEBSITE: Slide up additional details related to the accompanying header to hide them from user view AND Update the icon to an downward chevron CM: N/A
54		CI-753601 - DSD BR IHSSW WEB 54 CANCELLED	Cancelled by SCF-18.		
55		CI-753602 - DSD BR IHSSW WEB 55 CANCELLED	Cancelled by SCF-18.		
56		CI-753603 - DSD BR IHSSW WEB 56 CANCELLED	Cancelled by SCF-18.		
57	21160 21012	CI-753702 - DSD BR IHSSW WEB 57 IMPLEMENTED	IHSS ESP – Security	WHEN a user selects the OK button on the pop-up message received for the web browser being used to access the website not having TLS 1.2 enabled AND The user <u>was not</u> logged into the IHSS ESP	WEBSITE: Close the pop-up AND Return user to the screen that was accessed when they received the message AND All fields/buttons/links on the screen remain disabled
58		Removed during development – This number can be used at a later time			
59	21160 21012	CI-753703 - DSD BR IHSSW WEB 59 IMPLEMENTED	Password Entry	WHEN a user enters characters into any Password field in the IHSS ESP	WEBSITE: Mask characters as they are entered CM: N/A
60	21159 21161	CI-753704 - DSD BR IHSSW WEB 60 IMPLEMENTED	Complete Registration – Job3 – Exceeds configuration value deleteTempRegData	When the IHSS ESP batch job Job3 processes AND The difference, in minutes, between current time and creation of the email hyperlink is greater than or equal to the configuration value deleteTempRegData	WEBSITE: All temporarily stored registration information is deleted CM: N/A

No	Req ID	CI	Description	When	Action
61	21013	CI-753705 - DSD BR IHSSW WEB 61 CANCELLED	Canceled by ASR Sprint 5 Team 5		
62			Cancelled with CR 1286		

63	21160	CI-753630 - DSD BR IHSSW WEB 63 IMPLEMENTED	Any Action with Interface to Cúram When Cúram is Unavailable	When a user attempts an action AND A call to Cúram results in a system not available response	WEBSITE; Display a pop-up error message with the OK button enabled. AND When the user selects the OK button return the user to their landing screen based on user type. CM: Return indication that function is not available.
64	21051	CI-754625 - DSD BR IHSSW WEB 64 IMPLEMENTED	IHSS ESP – Login – Help Desk User	A user selects the Login button AND The User Name entered is associated to a Help Desk user type	WEBSITE: Interface to Cúram (CMNE880W) to verify CMIPS User ID permissions are valid AND IF Response is 'True' THEN User is logged into the User Search screen with only the 'User Type' dropdown visible AND The Search button is visible but disabled AND Update email address if changed CM: Provide 'True'/'False' response (CMNE880W) for access to the IHSS ESP with CMIPS User ID. The following criteria must be met: User ID is currently active (current date is not equal to or greater than end date in CMIPS) User ID has an E-Timesheet Help Desk security role in CM Provide CMIPS email address
65	21161	CI-754626 - DSD BR IHSSW WEB 65 IMPLEMENTED	Register Step 5 – Login – Help Desk	When a user selects the Login button AND The user registered as a Support User AND User Type = Help Desk AND No errors are encountered	WEBSITE: IF The User Name entered is an exact match for the registrant created User Name AND The Password entered is an exact match for the registrant created Password AND The security question answer is the same (validation is not case sensitive) THEN User is taken to User Search screen AND Registration data is saved to the website database CM: N/A
66	21013	CI-754627 - DSD BR IHSSW WEB 66 IMPLEMENTED	Password Expiration – Maybe Later – Help Desk User	When a Help Desk User selects the Maybe Later button on the Password Expiration screen	WEBSITE: User is taken to the User Search screen CM: N/A
67	21160	CI-754628 - DSD BR IHSSW WEB 67 IMPLEMENTED	Menu – Resources – Training	When a User selects Training link on the Provider or Recipient Menu	The Training screen is displayed.
68	12803	CI-754834 - DSD BR IHSSW WEB 68 IMPLEMENTED	Menu – Privacy Policy	When a user selects the Privacy hyperlink in the Provider or Recipient Menu	A new browser window opens and navigates to the following URL: http://www.cdss.ca.gov/Privacy-Policy
69	12665	CI-754835 - DSD BR IHSSW WEB 69 IMPLEMENTED	Menu – Notice on Collection	When a user selects the Notice of Collection hyperlink in the Provider or Recipient Menu	A new browser window opens and navigates to the following URL: http://www.cdss.ca.gov/Notice-on-Collection
70		CI-754836 - DSD BR IHSSW WEB 70 CANCELLED	Removed		

No	Req ID	CI	Description	When	Action
----	--------	----	-------------	------	--------

71	21161	<input checked="" type="checkbox"/> CI-763381 - DSD BR IHSSW WEB 71 IMPLEMENTED	Login screen – Registration FAQs link	When a user clicks the 'Registration FAQs' link on the Login screen	<p>WEBSITE: A new browser window will be opened and will navigate to the following URL: http://www.cdss.ca.gov/Portals/9/IHSS/E-Timesheets/Registration-Frequently_Asked_Questions.pdf</p> <p>CM: N/A</p>
72	21160	<input checked="" type="checkbox"/> CI-763382 - DSD BR IHSSW WEB 72 IMPLEMENTED	Menu – Account Section – Account Information	When a user selects the Account Information link in the Account sub-menu of the Provider or Recipient Menu in mobile view OR When a user selects the Account Information link in the <User's First Last Name> drop-down menu in the ESP Header in desktop view	WEBSITE: Account Information screen is displayed
73	21012	<input checked="" type="checkbox"/> CI-763383 - DSD BR IHSSW WEB 73 IMPLEMENTED	Update Security Questions – Cancel Updates	When the user selects the Cancel Updates button	<p>WEBSITE: User is taken back to the Account Information screen</p> <p>CM: N/A</p>
74		<input checked="" type="checkbox"/> CI-763384 - DSD BR IHSSW WEB 74 CANCELLED	Cancelled by ASR 1287 – Sprint 28		
75	21012	<input checked="" type="checkbox"/> CI-763385 - DSD BR IHSSW WEB 75 CANCELLED	Canceled by ASR Sprint 8 - Team 5 (EMLS)		
76	21012	<input checked="" type="checkbox"/> CI-763386 - DSD BR IHSSW WEB 76 IMPLEMENTED	Update Security Questions – Save Updates	When a user selects the Save Updates button on the Update Security Questions screen	<p>WEBSITE: Display an informational pop-up message on transition AND Return user to the applicable landing page for their user type</p>
77	21005	<input checked="" type="checkbox"/> CI-766472 - DSD BR IHSSW WEB 77 IMPLEMENTED	Recipient Menu – Timesheet Activity – Timesheet History	When the Recipient selects the Timesheet History link under Timesheet Activity on the Recipient Menu	<p>WEBSITE: Interface to CM to retrieve data for Recipient's Providers and Timesheets for those providers AND Display Provider list (ascending alpha provider first & last name order) with Timesheet List collapsed AND if Timesheet list is expanded display listed timesheets as hyperlinks in descending date order (most recent to oldest) then alphabetical order by Program</p> <p>CM: Provide information for each Provider where this Recipient's Providers have processed timesheet in the prior 3 months (6 pay periods) – NOTE: this may include current pay period if the timesheet has been processed and initial /supplemental timesheets.</p> <p>Timesheet Status of:</p> <ul style="list-style-type: none"> • Processed • Exception Replaced • Exception • Exception Paid <p>This information will include: Provider Name (First and Last)</p> <p>Pay Period (MM/DD/YYYY – MM/DD/YYYY) Hours Claimed (HHH:MM)</p>
78		<input checked="" type="checkbox"/> CI-766473 - DSD BR IHSSW WEB 78 CANCELLED	Cancelled by ASR Sprint 56 Team 1&2		
79		<input checked="" type="checkbox"/> CI-763412 - DSD BR IHSSW WEB 79 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
80	21012	<input checked="" type="checkbox"/> CI-766231 - DSD BR IHSSW WEB 80 IMPLEMENTED	Get User Name or Password Reset – Select Your User Type	When a user selects Provider from the Select Your User Type field	The user remains on the Get User Name or Password Reset screen AND The Enter Your Provider Number becomes viewable and enterable

No	Req ID	CI	Description	When	Action
----	--------	----	-------------	------	--------

81	21160	CI-766232 - DSD BR IHSSW WEB 81 IMPLEMENTED	Get User Name or Password Reset – Select Your User Type	When a user selects Recipient from the Select Your User Type field	The user remains on the Get User Name or Password Reset screen AND The Enter Your Case Number field becomes viewable and enterable
82	21162	CI-766233 - DSD BR IHSSW WEB 82 IMPLEMENTED	Get User Name or Password Reset – Get User Name	When user selects the Get User Name button AND The Provider or Case Number is known to the IHSS ESP AND No errors are encountered	WEBSITE: Interface to Cúram with (CMNE880R) to confirm match on email entered on the IHSS ESP with email in Cúram for the Provider Number or Case Number known on the IHSS ESP IF Response email address from Cúram is a match THEN The Notification of Request for User Name email (ETSE27) is generated in English for a Provider or in the CMIPS identified Written Language for a Recipient AND The Complete User Name Reset popup displays CM: N/A
83	21160	CI-766234 - DSD BR IHSSW WEB 83 IMPLEMENTED	Get User Name or Password Reset – Cancel Request	When a user selects the Cancel Request button on the Get User Name or Password Reset screen	WEBSITE: The user is taken to the IHSS ESP – Login screen CM: N/A
84	21162	CI-766235 - DSD BR IHSSW WEB 84 IMPLEMENTED	Get User Name or Password Reset – Enable Send User Name button	When a user enters data in the following fields in the Get User Name area: Enter Your Provider Number OR Enter Your Case Number AND Email you use for electronic timesheets	WEBSITE: The Send User Name button is enabled CM: N/A
85		CI-766466 - DSD BR IHSSW WEB 85 CANCELLED	Cancelled by SCF-34		
86		CI-766467 - DSD BR IHSSW WEB 86 CANCELLED	Cancelled by SCF-34		
87	21079 12214	CI-790005 - DSD BR IHSSW WEB 87 IMPLEMENTED	Provider Menu – Financial – Direct Deposit – Direct Deposit Entry	When a user clicks the Direct Deposit Entry link on the Provider Menu	WEBSITE: User is taken to the Direct Deposit screen AND The Cancel button is visible and enabled AND The Next button is visible but disabled AND The NEW, CHANGE and CANCEL radio buttons are visible and enabled but none are selected CM: N/A
88	21078 21079 12214	CI-790006 - DSD BR IHSSW WEB 88 IMPLEMENTED	Direct Deposit – Cancel button	When a user selects the Cancel button on the Direct Deposit screen	WEBSITE: Any entries are cleared AND User is taken to Timesheet Entry: Recipient Selection screen CM: N/A
89	21079 12214	CI-790007 - DSD BR IHSSW WEB 89 IMPLEMENTED	Direct Deposit – Select Action and Enable Next button	When a user selects the NEW radio button OR When a user selects the CHANGE radio button OR When a user selects the CANCEL radio button	WEBSITE: The radio button selected becomes populated AND The next button is enabled AND IF The user selects a different radio button THEN The new radio button becomes populated AND The previous radio button is no longer populated AND The next button remains enabled

90	21079 12214	<input checked="" type="checkbox"/> CI-790008 - DSD BR IHSSW WEB 90 IMPLEMENTED	Direct Deposit – Next button – NEW or CHANGE or CANCEL	When a user selects the Next button on the Direct Deposit screen AND The NEW radio button is selected OR The CHANGE radio button is selected OR The CANCEL radio button is selected	WEBSITE: User is taken to Direct Deposit: Recipient Selection screen AND A list of current Recipients, with which the Provider is currently assigned too is displayed AND The Recipient Checkboxes are blank and enabled AND Then Back button is enabled AND The Next button is visible and disabled CM: N/A
----	----------------	--	--	---	---

No	Req ID	CI	Description	When	Action
91	21079 1 2214	<input checked="" type="checkbox"/> CI-790009 - DSD BR IHSSW WEB 91 IMPLEMENTED	Direct Deposit: Recipient Selection – Back button	When a user selects the Back button on the Direct Deposit: Recipient Selection screen	WEBSITE: Any checkboxes are cleared AND User is taken back to the Direct Deposit screen with the prior selection radio button unselected AND The Next button is disabled AND The Cancel button is enabled CM: N/A
92	21079 1 2214	<input checked="" type="checkbox"/> CI-790010 - DSD BR IHSSW WEB 92 IMPLEMENTED	Direct Deposit: Recipient Selection – Enable Next button	When a user selects a Recipient checkbox on the Direct Deposit: Recipient Selection screen NOTE: User may select as many of the listed Recipients as they choose	WEBSITE: A check mark is added to the selected Recipient checkbox AND The Next button is enabled CM: N/A
93	21079 1 2214	<input checked="" type="checkbox"/> CI-790011 - DSD BR IHSSW WEB 93 IMPLEMENTED	Direct Deposit: Recipient Selection – Next button – NEW or CHANGE	When a user selects the Next button on the Recipient Selection screen AND The Direct Deposit request action was NEW OR The Direct Deposit Request action was CHANGE	WEBSITE: The user is taken to the Direct Deposit: Bank Details screen AND The TYPE OF ACCOUNT: CHECKING and SAVINGS radio buttons are blank and enabled AND The ROUTING NUMBER, BANK NAME, ACCOUNT NUMBER and CONFIRM ACCOUNT NUMBER fields are visible and enabled AND The Back button is visible and enabled AND The Next button is visible and disabled CM: N/A
94	21079 1 2214	<input checked="" type="checkbox"/> CI-790012 - DSD BR IHSSW WEB 94 IMPLEMENTED	Direct Deposit: Bank Details – Enable Next button	When a user selects the TYPE OF ACCOUNT: CHECKING radio button OR When a user selects the TYPE OF ACCOUNT: SAVINGS radio button AND When the ROUTING NUMBER, BANK NAME, ACCOUNT NUMBER and CONFIRM ACCOUNT NUMBER fields are populated AND No errors are encountered	WEBSITE: Enable the Next button CM: N/A
95	21079 1 2214	<input checked="" type="checkbox"/> CI-790013 - DSD BR IHSSW WEB 95 IMPLEMENTED	Direct Deposit: Bank Details – Back button	When the user selects the Back button on the Direct Deposit: Bank Details screen	WEBSITE: All entries are cleared on the Direct Deposit: Bank Details screen AND The user is taken to the Direct Deposit: Recipient Selection screen with all Recipient check boxes unselected and enabled AND All then Next button is visible but disabled AND the Cancel button is visible and enabled

96	21079	CI-790025 - DSD BR IHSSW WEB 96 IMPLEMENTED	Direct Deposit: Bank Details – Enable Next button	<p>When a user selects the TYPE OF ACCOUNT: CHECKING radio button OR</p> <p>When a user selects the TYPE OF ACCOUNT: SAVINGS radio button AND</p> <p>the ROUTING NUMBER, BANK NAME, ACCOUNT NUMBER and CONFIRM ACCOUNT NUMBER fields are populated AND</p> <p>No errors are encountered</p>	<p>WEBSITE: Enable the Next button</p> <p>CM: N/A</p>
97	21079	CI-790026 - DSD BR IHSSW WEB 97 IMPLEMENTED	Direct Deposit: Bank Details – Pop-up – OK	<p>When the user selects the OK button on the informational pop-up about capturing system information on the Direct Deposit: Bank Details screen</p>	<p>WEBSITE: Dismiss the pop-up AND</p> <p>User is taken to the Provider Direct Deposit Electronic Signature screen AND</p> <p>The 'Start' or 'Change' verbiage is displayed AND</p> <p>The list of Recipient(s) the user selected on the Direct Deposit: Recipient Selection screen is displayed AND</p> <p>The Bank Details the user has entered on the Direct Deposit: Bank Details screen is displayed AND</p> <p>The Cancel Submit button is enabled AND</p> <p>The Electronically Sign Request & Submit for Processing button is visible and disabled AND IF</p> <p>The User Type = Provider THEN</p> <p>The checkbox is blank and enabled ELSE IF</p> <p>User Type = Help Desk THEN</p> <p>The checkbox is blank and disabled</p> <p>CM: N/A</p>
98	21079	CI-790027 - DSD BR IHSSW WEB 98 IMPLEMENTED	Direct Deposit: Recipient Selection – Next button –CANCEL	<p>When a user selects the Next button on the Recipient Selection screen AND</p> <p>The Direct Deposit request action was CANCEL</p>	<p>WEBSITE: User is taken to the Provider Direct Deposit Electronic Signature screen AND</p> <p>The 'Cancel' verbiage is displayed AND</p> <p>The list of Recipient(s) the user selected on the Direct Deposit: Recipient Selection screen is displayed AND</p> <p>The Cancel Submit button is enabled AND</p> <p>The Electronically Sign Request & Submit for Processing button is visible and disabled AND IF</p> <p>The User Type = Provider THEN</p> <p>The checkbox is blank and enabled ELSE IF</p> <p>User Type = Help Desk THEN</p> <p>The checkbox is blank and disabled</p> <p>CM: N/A</p>
99	21079 16150	CI-790028 - DSD BR IHSSW WEB 99 IMPLEMENTED	Provider Direct Deposit Electronic Signature – Enable the Electronically Sign Request & Submit for Processing button	When a user selects the 'I agree to the terms above' check box	<p>WEBSITE: The checkbox is marked AND</p> <p>The Electronically Sign Request & Submit for Processing is enabled</p>
100	21079 16150	CI-790019 - DSD BR IHSSW WEB 100 IMPLEMENTED	Provider Direct Deposit Electronic Signature – Electronically Sign Request & Submit for Processing	<p>When a user selects the Electronically Sign Request & Submit for Processing button on the Provider Direct Deposit Electronic Signature screen AND</p> <p>No errors are encountered</p>	<p>WEBSITE: Interface to Cúram (PRNE880Y) with (1) PDD request transaction for each selected recipient to include:</p> <ul style="list-style-type: none"> PROVIDER NUMBER RECIPIENT CASE NUMBER REQUEST TYPE (New, Change or Cancel) ROUTING NUMBER (New or Change) BANK NAME (New or Change) ACCOUNT NUMBER (New or Change) <p>AND</p> <p>Trigger email to Provider for confirmation of request (ETSE24 for New, ETSE25 for Change or ETSE26 for Cancel)</p> <p>AND</p> <p>User is taken to the Timesheet Entry: Recipient Selection screen</p> <p>CM: From interface (PRNE880Y) write details to DB table for PDD request</p>

No	Req ID	CI	Description	When	Action
101	21079	CI-790020 - DSD BR IHSSW WEB 101 IMPLEMENTED	Provider Direct Deposit Electronic Signature – Cancel Submit	When a user selects the Cancel Submit button on the Provider Direct Deposit Electronic Signature screen	<p>WEBSITE: The check box is cleared on the Provider Direct Deposit Electronic Signature screen AND The user is taken to the Timesheet Entry: Recipient Selection screen</p> <p>CM: N/A</p>
102	21079	CI-790021 - DSD BR IHSSW WEB 102 IMPLEMENTED	Provider Direct Deposit Electronic Signature – OK pop-up	When a user selects the Electronically Sign Request & Submit for Processing button on the Provider Direct Deposit Electronic Signature screen	<p>WEBSITE; Display a pop-up message with the OK button enabled and display the message ".Your Direct Deposit request has been submitted for further processing. No additional action is required by you." AND When the user selects the OK button return the user to Timesheet Entry: Recipient Selection screen.</p> <p>CM: N/A.</p>
103		CI-790043 - DSD BR IHSSW WEB 103 CANCELLED	Cancelled by ASR Sprint 44 Team 1&2.		
104	21191	CI-790044 - DSD BR IHSSW WEB 104 IMPLEMENTED	Provider Menu – Financial – Direct Deposit – Direct Deposit Requests	When a Provider user selects the Direct Deposit Requests link in the Provider Menu	<p>WEBSITE: The Provider User is taken to the Direct Deposit Requests screen AND The NEW, CHANGE and CANCEL groups are visible and minimized AND The chevrons for each group are visible, facing up and enabled AND The Cancel button is visible and enable</p> <p>CM: N/A</p>
105	21077 21079	CI-790045 - DSD BR IHSSW WEB 105 IMPLEMENTED	Direct Deposit Request – Chevron selection – down facing arrow	When a user selects the down facing Chevron on either the NEW Direct Deposit, CHANGE Direct Deposit or CANCEL Direct Deposit section	<p>WEBSITE: The corresponding chevron changes to facing up AND If the provider has submitted request(s) for the request option selected, the group will expand and a list of those request submitted will display with the most recent request displaying first OR If the provider has not submitted any request for the request option selected, the group will not expand AND The Cancel button is visible and enabled</p> <p>CM: N/A</p>
106	21077 21078 21079	CI-790046 - DSD BR IHSSW WEB 106 IMPLEMENTED	Direct Deposit Request – Chevron selection – up facing arrow	When a user selects the up facing Chevron on either the NEW Direct Deposit, CHANGE Direct Deposit or CANCEL Direct Deposit section	<p>WEBSITE: The corresponding chevron changes to facing down AND The group will collapse and the list will no longer be visible. AND The Cancel button is visible and enabled</p> <p>CM: N/A</p>
107	21078 21079	CI-790047 - DSD BR IHSSW WEB 107 IMPLEMENTED	Direct Deposit Request – Cancel button	When a user selects the Cancel button on	<p>WEBSITE: The user is taken to the Timesheet Entry: Recipient Selection screen</p> <p>CM: N/A</p>

108	21005	CI-790150 - DSD BR IHSSW WEB 108 <small>IMPLEMENTED</small>	Provider/Recipient Menu – Resources – What's New	When a user selects the What's New link in the Provider or Recipient Menu	<p>WEBSITE: The user is taken to the What's New screen for their user type (Provider or Recipient) AND Hyperlinks contained on the What's New screen are enabled</p> <p>CM: N/A</p>
109	21005	CI-790151 - DSD BR IHSSW WEB 109 <small>IMPLEMENTED</small>	Provider What's New – for more information click here hyperlinks	When a provider user selects any of the For more information click here hyperlink Note: as new functionality is added to the IHSS ESP CDSS may request additional items on the What's New screen. Each item will contain a hyperlink to a new More Information screen.	<p>WEBSITE: The Provider User is taken to the More Information screen for that What's New item AND More information is displayed for the What's New subject AND Any hyperlink that may be requested for that What's new subject will be active AND The Back Arrow facing left is visible on the title area of the screen and is enabled. .</p> <p>CM: N/A</p>
110	21005 21077	CI-790152 - DSD BR IHSSW WEB 110 <small>IMPLEMENTED</small>	Provider What's New – for more information click here – Direct Deposit	When a provider user selects any of the 'For more information click here hyperlink' for the Direct Deposit item	<p>WEBSITE: The Provider User is taken to What's New: Direct Deposit screen AND More information is displayed for Direct Deposit AND The Back Arrow facing left is visible on the title area of the screen and is enabled. .</p> <p>CM: N/A</p>

No	Req ID	CI	Description	When	Action
111	21005 21077	CI-790153 - DSD BR IHSSW WEB 111 <small>IMPLEMENTED</small>	Provider What's New: Direct Deposit – Back Arrow	When a provider user selects the Back Arrow	<p>WEBSITE: The Provider User is taken to back to the What's New screen</p> <p>CM: N/A</p>
112	21005 21077	CI-790154 - DSD BR IHSSW WEB 112 <small>IMPLEMENTED</small>	Provider What's New – for more information click here – Tax Year 2017	When a provider user selects any of the 'For more information click here hyperlink' for the Tax Year 2017 item	<p>WEBSITE: The Provider User is taken to What's New: Tax Year 2017 screen AND More information is displayed for Tax Year 2017 AND The hyperlink to the info for the IRS Self Certification external site is visible and enabled AND The Back Arrow facing left is visible on the title area of the screen and is enabled. .</p> <p>CM: N/A</p>
113	21005 21077	CI-790155 - DSD BR IHSSW WEB 113 <small>IMPLEMENTED</small>	Provider What's New: Tax Year 2017 – external link	When the provider user selects the hyperlink to the external site for IRS Self Certification Information	<p>WEBSITE: The Provider User is taken to the external page for the IRS Self Certification Information</p> <p>CM: N/A</p>
114	21005 21077	CI-790156 - DSD BR IHSSW WEB 114 <small>IMPLEMENTED</small>	Provider What's New: Tax Year 2017 – Back Arrow	When a provider user selects the Back Arrow	<p>WEBSITE: The Provider User is taken to back to the What's New screen</p> <p>CM: N/A</p>
115	21093	CI-790592 - DSD BR IHSSW WEB 115 <small>IMPLEMENTED</small>	Sick Leave Claim – Accrued Sick Leave and can claim Sick Leave Hours	When a Provider user selects the Sick Leave Claim link on the Provider Menu AND The Provider is eligible and is assigned to an eligible IHSS Recipient for at least one pay in the current and last month	<p>WEBSITE: The Provider User is taken to the Sick Leave Claim screen AND Display static text: To begin your Sick Leave claim, use the dropdown menu to select a pay period, then select a Recipient. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a recipient. To learn more about Sick Leave Claim, visit Sick Leave Claim FAQ. AND Display: Sick Leave Time Current Fiscal Year – YYYY/YYYY Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M) AND Pay Period select box is visible, blank, and enabled by default AND Next button is visible and enabled AND Cancel button is visible and enabled</p> <p>CM: N/A</p>

116	21093	CI-790593 - DSD BR IHSSW WEB 116 IMPLEMENTED	Sick Leave Claim – Has no sick leave hours to claim	When a Provider user selects the Sick Leave Claim link on the Provider Menu AND The Provider has not accrued sick leave or has claimed all accrued sick leave hours.	WEBSITE: Provider User is taken to the Sick Leave Claim screen AND Display static text: 'You have no available sick hours to claim.' OR 'You are not eligible to claim Sick Leave at this time.' AND Display: Sick Leave Time Current Fiscal Year – YYYY/YYYY Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M) AND Pay Period select box is not visible AND Recipient Selection box is not visible AND Next button is not visible AND Cancel button is visible and enabled CM: N/A
117	21094	CI-790594 - DSD BR IHSSW WEB 117 IMPLEMENTED	Sick Leave Claim – Pay Period selection	When a Provider user selects a Pay Period	WEBSITE: Provider User will then be able to select a Recipient from the Recipient pull down (prior to selecting a pay period the Recipient select box will not be visible) CM: N/A
118	21094	CI-790595 - DSD BR IHSSW WEB 118 IMPLEMENTED	Sick Leave Claim – Pay Period selection (after a recipient has been selected)	When a Provider user selects a Pay Period and Recipient then re-selects a Pay Period	WEBSITE: Recipient selection pulldown display will revert to blank AND Next button will be visible and enabled AND Cancel button is visible and enabled (The Provider user will be required to re-select a Recipient to proceed.) CM: N/A
119		CI-790596 - DSD BR IHSSW WEB 119 CANCELLED	Cancelled with ASR Sprint 28 Team 5.		
120	21094	CI-790597 - DSD BR IHSSW WEB 120 IMPLEMENTED	Sick Leave Claim – Next button	When a Provider user has selected a Pay Period AND Selected a Recipient AND Selected the Next button	WEBSITE: The Sick Leave Claim Time Entry screen displays AND IF the Provider has days in the selected Pay Period for the selected Recipient where they were ineligible to claim Sick Leave hours, display informational banner. Sick Leave entry is disabled for days you are unable to claim time. Please contact your county if you need assistance. AND Display Static Text: Enter the date and time of your absence. Select the Add New button to add an additional Absence Date. Select the Submit Claim button to finalize this claim. • You must complete the existing Absence Date before adding a new Absence Date. • Each Absence Date must have a minimum of 1 hour claimed with additional time claimed in 30 minute increments. • If you only have 30 minutes available, then you can claim less than 1 hour. • You must include all claimed hours for an Absence Date in a single row. • You cannot claim more than your Available Hours. • You can delete additional Absence Dates by selecting the Delete button. AND Aligned to left of screen, display: Recipient's FIRST NAME LAST NAME Pay Period: MM/DD/YYYY – MM/DD/YYYY Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M) Status: New Status Date: Current Date AND Display static text: Sick Leave Claims AND Sick Leave 1 A Date Entry Field, Hours Entry Field and Minutes entry field are displayed and enabled. AND Calendar icon for date selection displays next to Absence Date field with dates outside selected pay period disabled AND IF the provider is ineligible to claim sick leave on certain dates within the selected pay period, those dates are also disabled in the Calendar AND Entry row Delete button is visible and disabled AND Claimed Hours: 00(H) 00(M) displays AND Add New button is visible and enabled AND Submit Claim button is visible and enabled AND Back button is visible and enabled. CM: N/A

No	Req ID	CI	Description	When	Action
121	21098	CI-790598 - DSD BR IHSSW WEB 121 IMPLEMENTED	Sick Leave Claim – Cancel button	When a Provider user selects the Cancel button	WEBSITE: The provider user navigates to the Provider Home/Landing page CM: N/A
122		CI-790621 - DSD BR IHSSW WEB 122 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
123		CI-790622 - DSD BR IHSSW WEB 123 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
124		CI-790623 - DSD BR IHSSW WEB 124 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
125		CI-790624 - DSD BR IHSSW WEB 125 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
126		CI-790625 - DSD BR IHSSW WEB 126 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
127		CI-790626 - DSD BR IHSSW WEB 127 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
128	21093 21097 21099	CI-790639 - DSD BR IHSSW WEB 128 IMPLEMENTED	Provider Menu – Sick Leave Claim: Ineligible to claim accrued sick leave hours	When a Provider user selects the Sick Leave Claim link on the Provider Menu AND The Provider has accrued sick leave hours, but Recipient or Provider eligibility has changes to where the Provider is ineligible to claim those hours.	WEBSITE: Provider User is taken to the Sick Leave Claim screen AND Display: Sick Leave Time Current Fiscal Year – YYYY/YYYY You must be actively working for a recipient to claim Sick Leave hours. Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M) AND Pay Period select box is not visible AND Recipient Selection box is not visible AND Next button is not visible AND Cancel Request is visible and enabled CM: N/A
129	21094 21099	CI-790640 - DSD BR IHSSW WEB 129 IMPLEMENTED	Provider Menu – Sick Leave Claim: July Scenarios	When a Provider user selects the Sick Leave Claim link on the Provider Menu in the month of July	WEBSITE: Provider User is taken to the Sick Leave Claim screen AND For the following scenarios: 1. Provider has available sick leave hours for prior fiscal year and is not eligible for current fiscal year, display: To begin your Sick Leave claim, use the dropdown menu to select a pay period, then select a Recipient. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a recipient. To learn more about Sick Leave Claim, visit Sick Leave Claim FAQ . Sick Leave Time Prior Fiscal Year - YYYY/YYYY Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M) Current Fiscal Year – YYYY/YYYY You are not eligible to claim Sick Leave at this time. Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M) 2. Provider has available sick leave hours for prior fiscal year and has claimed all hours for current fiscal year, display: To begin your Sick Leave claim, use the dropdown menu to select a pay period, then select a Recipient. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a recipient. To learn more about Sick Leave Claim, visit Sick Leave Claim FAQ . Sick Leave Time Prior Fiscal Year - YYYY/YYYY Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M) Current Fiscal Year – YYYY/YYYY

				<p>You have no available sick hours to claim.</p> <p>Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>3. Provider has available sick leave hours for prior fiscal year and also has available hours in current fiscal year but is not eligible to claim them, display:</p> <p>To begin your Sick Leave claim, use the dropdown menu to select a pay period, then select a Recipient. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a recipient. To learn more about Sick Leave Claim, visit Sick Leave Claim FAQ.</p> <p>Sick Leave Time</p> <p>Prior Fiscal Year - YYYY/YYYY Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>Current Fiscal Year - YYYY/YYYY</p> <p>You must be actively working for a recipient to claim Sick Leave hours.</p> <p>Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>4. Provider has available sick leave hours for prior fiscal year but is not eligible to claim those hours and also has available hours in current fiscal and is eligible to claim them, display:</p> <p>To begin your Sick Leave claim, use the dropdown menu to select a pay period, then select a Recipient. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a recipient. To learn more about Sick Leave Claim, visit Sick Leave Claim FAQ.</p> <p>Sick Leave Time</p> <p>Prior Fiscal Year - YYYY/YYYY</p> <p>You must be actively working for a recipient to claim Sick Leave hours.</p> <p>Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>Current Fiscal Year - YYYY/YYYY</p> <p>Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>5. Provider has available sick leave hours for prior fiscal year but is not eligible to claim those hours and also has available hours in current fiscal but is not eligible to claim them, display:</p> <p>Sick Leave Time</p> <p>You must be actively working for a recipient to claim Sick Leave hours.</p> <p>Prior Fiscal Year - YYYY/YYYY</p> <p>Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>Current Fiscal Year - YYYY/YYYY</p> <p>Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>AND Cancel button is visible and enabled</p> <p>AND IF the provider cannot claim hours for either fiscal year Pay Period select box is not visible</p> <p>AND Recipient Selection box is not visible</p> <p>AND Next button is not visible</p> <p>OR IF the provider can claim hours for either fiscal year Pay Period select box is visible and enabled</p> <p>AND Recipient Selection box is not visible</p> <p>CM: N/A</p>
130		 CI-790641 - DSD BR IHSSW WEB 130 CANCELLED	Cancelled with ASR Sprint 28 Team 5	

No	Req ID	CI	Description	When	Action
131		 CI-790642 - DSD BR IHSSW WEB 131 CANCELLED	Cancelled with ASR Sprint 28 Team 5		

132		CI-790643 - DSD BR IHSSW WEB 132 <input type="button" value="CANCELLED"/>	Cancelled with ASR Sprint 28 Team 5		
133		CI-790644 - DSD BR IHSSW WEB 133 <input type="button" value="CANCELLED"/>	Cancelled with ASR Sprint 28 Team 5		
134	21094 21099	CI-790645 - DSD BR IHSSW WEB 134 <input type="button" value="IMPLEMENTED"/>	Sick Leave Claim Time Entry – Submit Claim – No Cúram errors	When a provider user selects the Submit Claim button	<p>WEBSITE The provider user is taken to the Sick Leave Claim Electronic Signature screen WITH The checkbox is blank and enabled AND The Sign to Submit for Payment button is visible but disabled AND The Cancel Submit button is enabled</p> <p>CM Complete Cúram Claim validation checks AND Confirm no error messages are generated</p>
135	21094 21099	CI-790646 - DSD BR IHSSW WEB 135 <input type="button" value="IMPLEMENTED"/>	Sick Leave Claim Time Entry – Submit Claim – Cúram Errors	When a provider user selects the Submit Claim button AND Error messages are returned from Cúram	<p>WEBSITE: Interface call to Cúram with details and time entries for the Sick Leave Claim IF Receive confirmation from Cúram of messages that need to be displayed THEN User is taken to the Sick Leave Claim Time Entry screen AND All Absence Date entries are visible as entered with Delete visible but disabled for the first Absence Date entry and Delete button visible and enabled for each additional Absence Date AND The Add button is visible and enabled (except if entered hours are greater than available hours) AND The Submit Claim button is enabled AND The Back button is enabled AND Validation Messages are displayed at the top of the Screen in bold black letters on red banner with a leading error icon.  CM: Complete timesheet validation checks AND Provide error messages codes to be displayed</p>
136	21098 21099	CI-790647 - DSD BR IHSSW WEB 136 <input type="button" value="IMPLEMENTED"/>	Sick Leave Claim Time Entry – Cancel button	When a Provider user selects the Cancel button	<p>The provider user is taken to the Sick Leave Claim screen WITH Applicable Fiscal Year and informational messages are displayed AND IF the Provider has sick leave hours available and is eligible to use them, The Pay Period drop down box is visible and blank AND Next button is visible and enabled AND Cancel button is visible and enabled</p> <p>OR IF the Provider has no available sick leave or is not eligible to use them, The Pay Period drop down box is not visible AND Next button is not visible AND Back to Home button is visible and enabled</p> <p>Note: When the user has encountered a Cúram error and subsequently selects the Cancel button, the appropriate static messages, Fiscal Year available/claimed hours and drop down availability will display depending on the nature of the Cúram error.</p>
137		CI-790648 - DSD BR IHSSW WEB 137 <input type="button" value="CANCELLED"/>	Cancelled by ASR Sprint 57 Team 1&2		
138		CI-790649 - DSD BR IHSSW WEB 138 <input type="button" value="CANCELLED"/>	Cancelled by ASR Sprint 57 Team 1&2		
139		CI-790650 - DSD BR IHSSW WEB 139 <input type="button" value="CANCELLED"/>	Cancelled by ASR Sprint 57 Team 1&2		

140	21093	<p> CI-790651 - DSD BR IHSSW WEB 140 IMPLEMENTED</p>	Provider Menu – Financial – Payments – Sick Leave Claim History	<p>When the Provider selects the Sick Leave Claim History link on the Provider Menu</p> <p>WEBSITE: Interface to CM to retrieve data for Recipients and Sick Leave Claims AND Display Pay Period dropdown for Provider pay period selection AND WHEN Pay Period has been selected, Display:</p> <p>List of Sick Leave Claims for selected Pay Period sorted by Recipient (ascending alpha recipient first & last name order) and descending date order (most recent to oldest)</p> <p>CM: Provide information for each Recipient where this Provider have submitted sick leave claims for the current and prior fiscal year.</p> <p>This information will include: Recipient Name (First and Last) Recipient ID Sick Leave Claim Number Hours Claimed (HH(H) MM(M)) Status Status Date (MM/DD/YYYY) Hours Paid (HH(H) MM(M))</p>
-----	-------	--	---	--

No	Req ID	CI	Description	When	Action
141	21093	<p> CI-790652 - DSD BR IHSSW WEB 141 IMPLEMENTED</p>	Sick Leave Claim History – Sick Leave Claim Details	<p>When the Provider selects a pay period from the Pay period drop down on the Sick Leave Claim History - Recipient Selection screen</p> <p>AND</p> <p>Selects the View Sick Leave Claim Detail button for a sick leave claim submitted within the selected pay period</p>	<p>WEBSITE: Interface to CM to retrieve data for that sick leave claim data AND User is taken to the Sick Leave History (Sick Leave Claim Details) screen AND The Overview, Payment Details, and Sick Leave Claim Details sections are expanded AND The Absence Details sub-cluster on the Sick Leave Claims Details main cluster is expanded</p> <p>CM: Provide information for the selected sick leave claim Overview details as follows: Pay Period - Sick Leave: MM/DD/YYYY – MM/DD/YYYY Sick Leave Claim Number: 99999999 Hours Claimed: HH(H) MM(M) Hours Paid: HH(H) MM(M) Hours Not Paid: HH(H) MM(M) Mode of Entry: Online or Paper Claim Status: Pending or Processed Status Date: MM/DD/YYYY AND For Payment details: Warrant Number: 99999999 Issue Date: MM/DD/YYYY Direct Deposit: Yes/No Payment Status: (Warrant Status) AND For Earnings Statement Warrant Current and Year-to-Date Sick Leave Pay \$999,999.99 Overtime \$999,999.99 Total Gross \$999,999.99 Total Deductions \$999,999.99 Net Pay \$999,999.99 AND For Sick Leave Claim Details: From Messages TS/Warrant error messages AND Absence Details (for each date absent) Day: <Sunday - Saturday>- Date: <D MNTH> or <DD MNTH> Hours Claimed HH(H) MM(M)</p>
142	21000	<p> CI-795500 - DSD BR IHSSW WEB 142 IMPLEMENTED</p>	Inactivation of Recipient IHSS ESP Registration	<p>When the IBM Cloud message broker listener receives message "recipientInactivation" (note: this will only be placed on the message broker queue only if the recipient is registered)</p>	<p>Take a snapshot of the registration record for the user associated to the case ID AND Set the status of the registration for the user associated to the case ID to 'Inactive'</p>
143	21100	<p> CI-795501 - DSD BR IHSSW WEB 143 IMPLEMENTED</p>	Reactivate Recipient IHSS ESP Registration	<p>When the IBM Cloud message broker listener receives message "recipientReactivation"</p>	<p>Take a snapshot of the registration record for the user associated to the case ID AND Delete the registration record for the user associated to the case ID AND Delete all e-timesheets in draft status associated to the provider who worked for the recipient case number that has been reactivated.</p>

144	20821	CI-798872 - DSD BR IHSSW WEB 144 IMPLEMENTED	IHSS ESP Message Listener – "modifyEmail" message from Case Management	When the IBM Cloud message broker listener receives message "modifyEmail"	When there is a corresponding provider email address on the IHSS ESP Take a snapshot of the email record for the user associated to the Provider Number AND Update Provider Email address with person email from message payload' AND IF There is a corresponding recipient email address on the IHSS ESP Take a snapshot of the email record for the user associated to the Recipient Case Number AND Update Recipient Email address with person email from message payload' Note: one message can send and update to an email address for both a provider and recipient user if the person in Case Management is both a provider and recipient.
145	21024	CI-800284 - DSD BR IHSSW WEB 145 CANCELLED	Cancelled as part of SCF124 (Test Automation)		
146	21024	CI-800285 - DSD BR IHSSW WEB 146 IMPLEMENTED	Provider Landing Screen – Recipient Pertinent Information – Last Payment Status	When a user accesses the Provider Landing screen AND The provider has a payment for a displayed recipient	WEBSITE: Display the payment status of the most recent payment in the pertinent information area for the recipient
147	21024	CI-800286 - DSD BR IHSSW WEB 147 IMPLEMENTED	Provider Landing Screen – Recipient Pertinent Information – Timesheet to submit	When a provider accesses the Provider Landing screen AND The provider has a pending timesheet for the most recent pay period for a displayed recipient	WEBSITE: Display 'Time Entry' in the pertinent information area for the recipient
148	21156	CI-800287 - DSD BR IHSSW WEB 148 IMPLEMENTED	Provider Landing Screen – Recipient Pertinent Information – Recipient Enrollment Status	When a provider accesses the Provider Landing screen AND A displayed recipient is not registered for ESP and/or for TTS	WEBSITE: IF The Recipient is not registered for ESP OR The Recipient is not registered for TTS THEN Display 'Not Registered in ESP or TTS' in RED font in the pertinent information area for the recipient
149		CI-800288 - DSD BR IHSSW WEB 149 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
150		CI-800289 - DSD BR IHSSW WEB 150 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		

No	Req ID	CI	Description	When	Action
151	21024	CI-800290 - DSD BR IHSSW WEB 151 CANCELLED	Cancelled as part of SCF124 (Test automation updates)		
152		CI-800291 - DSD BR IHSSW WEB 152 CANCELLED	Cancelled by SCF124		
153	16203	CI-801519 - DSD BR IHSSW WEB 153 IMPLEMENTED	Recent Payments Screen – EFT Warrant	When the Recent Payments screen is displayed AND The EFT indicator for the displayed payment is 'Yes'	WEBSITE: Change the 'Issued Date' field to 'Deposit Date' CM: N/A
154	16203	CI-801520 - DSD BR IHSSW WEB 154 IMPLEMENTED	Recent Payments Screen – Sick Leave Claim	When the Recent Payments screen is displayed AND The PayType is 'SCLV'	WEBSITE: Make the following updates to the displayed fields: Change 'Timesheet Submit Date' to 'Submit Date' Change 'Timesheet Number' to 'Sick Leave Claim Number' Change 'Timesheet Details' to 'Sick Leave Claim Details' CM: N/A

155	16203	CI-801521 - DSD BR IHSSW WEB 155 <small>IMPLEMENTED</small>	Recent Payments Screen – No payment activity for 14 days	When the Recent Payments screen is displayed AND There has not been any Timesheet, Travel Claims, Sick Leave Claims, or Career Pathways (Training Time, Training Incentive, One-Month Assignment Incentive, Six-Month Assignment Incentive) Claims submitted in the last 14 days	WEBSITE: Display on screen only the static text: "You have no payment activity in the last 14 days to display." You can find older payments by using the <Payment Search: link to Payment Search Screen>" CM: N/A
156	21005	CI-819363 - DSD BR IHSSW WEB 156 <small>IMPLEMENTED</small>	Login screen – Login button – IHSS ESP display language	When a user has selected a language on the IHSS ESP Login page AND successfully logs in	WEBSITE IF The user's Preferred Language has not yet been set, the IHSS ESP is displayed in the language selected on the login screen ELSE IF The user's Preferred Language has been set, the IHSS ESP is displayed in the language indicated by the Preferred Language and not the language selected on the Login screen CM: N/A
157	21005	CI-819364 - DSD BR IHSSW WEB 157 <small>IMPLEMENTED</small>	My Preferences screen – Timesheet Entry Preferences	When the user has pressed the Save button and a Timesheet Entry Preferences radio button has been selected	WEBSITE: N/A CM : Record gets updated in Case Management with the selected Timesheet preference
158	21005	CI-819365 - DSD BR IHSSW WEB 158 <small>IMPLEMENTED</small>	My Preferences screen – IHSS Electronic Services Portal Preferred Language	When the user has pressed the Save button and a IHSS Electronic Services Portal Preferred Language radio button has been selected	WEBSITE Update languagepreference on the Users IBM Cloud table CM: N/A
159	21013	CI-822114 - DSD BR IHSSW WEB 159 <small>IMPLEMENTED</small>	Account Information – Change Password	When a user selects the Change Password link on the Account Information screen	The user is taken to the Create New Password screen with the Enter New Password and Confirm New Password fields are enabled and empty of values. AND The Cancel Password Change button is enabled AND The Change Password button is enabled CM: N/A
160	21013	CI-822115 - DSD BR IHSSW WEB 160 <small>IMPLEMENTED</small>	Account Information – Reset My Security Questions	When a user selects the Reset My Security Questions link on the Account Information screen	The user is taken to the Update Security Questions screen with the Security Questions dropdowns and Answers fields are visible, enabled and showing 'Answer' in a faint grey. AND The Cancel Updates button is enabled AND The Save Updates button is visible but disabled CM: N/A

No	Req ID	CI	Description	When	Action
161	21005	CI-822116 - DSD BR IHSSW WEB 161 <small>IMPLEMENTED</small>	Provider Menu – Resources – FAQ –Direct Deposit FAQ	When a provider User selects Direct Deposit FAQ on the Provider Menu	A pdf containing Online Direct Deposit FAQs is opened in a new window which is external to the IHSS ESP and maintained by CDSS at the following URL http://www.cdss.ca.gov/Portals/9/IHSS/E-Timesheets/Online-Direct-Deposit_Frequently_Asked_Questions.pdf
162	21005	CI-822117 - DSD BR IHSSW WEB 162 <small>IMPLEMENTED</small>	Provider Menu – Resources – FAQ –Sick Leave Claim FAQ	When a provider User selects Sick Leave Claim FAQ on the Provider Menu	A pdf containing Sick Leave FAQs is opened in a new window which is external to the IHSS ESP and maintained by CDSS at the following URL http://www.cdss.ca.gov/Portals/9/IHSS/PaidSickLeave/Sick-Leave_Frequently_Asked_Questions.pdf

163	21133	CI-819089 - DSD BR IHSSW WEB 163 <small>IMPLEMENTED</small>	Timesheet Communication Preference	When the user clicks the Save button and a Timesheet Communication Preference radio button has been selected AND No error messages are generated	WEBSITE: The "Your Preferences have been updated" pop-up window displays CM: Update the Recipient's Timesheet Communication Preference: Communication Preference of "Telephone" (TSCP01) or "Email" (TSCP02)
164	21109	CI-822341 - DSD BR IHSSW WEB 164 <small>IMPLEMENTED</small>	Screen Utility – Loading Spinner	 WHEN A Provider accesses the Time Entry: Timesheet screen OR A Provider leaves the Time Entry: Timesheet screen	An animated loading spinner screen utility will display during the transition.
165	21154	CI-822342 - DSD BR IHSSW WEB 165 <small>IMPLEMENTED</small>	Screen Utility – Loading Spinner	 WHEN A Recipient accesses the Timesheet Recipient Electronic Signature screen OR A Recipient leaves the Timesheet Recipient Electronic Signature screen	An animated loading spinner screen utility will display during the transition.
166	21154	CI-822343 - DSD BR IHSSW WEB 166 <small>IMPLEMENTED</small>	Screen Utility – Loading Spinner	 WHEN A Recipient accesses the Reject E-Timesheet screen OR A Recipient leaves the Reject E-Timesheet screen	An animated loading spinner screen utility will display during the transition.
167	21169	CI-822441 - DSD BR IHSSW WEB 167 <small>IMPLEMENTED</small>	Payment Search	When the Provider selects the Search button on the Payment Search screen AND A pay period is specified AND No errors are encountered	WEBSITE: Interface to CM (CMNE882Z) to retrieve data for Payments in the specified pay period AND IF one or more payments are found for the specified pay period THEN display the list of payments in the specified pay period, for each Recipient, sorted alphabetically by Recipient first name then last name. Then by payment type (timesheet, travel claim, sick leave, special transaction, training time, training incentive, one-month assignment incentive, six-month assignment incentive) ELSE IF no payments are found for the specified pay period THEN display the static text: "No Payments found for pay period <MM/DD/YYYY - MM /DD/YYYY>, please try another pay period." CM: Return payment information for the selected pay period as defined in the interface
168	21169	CI-822442 - DSD BR IHSSW WEB 168 <small>IMPLEMENTED</small>	Payment Search – Payment Details	When the Provider selects the View Payment Details button from the Payment Search list	WEBSITE: Interface to CM (CMNE882Y) to retrieve data for that payment AND User is taken to the Payment Details screen The Payment Overview cluster is expanded AND The Payment Details cluster is expanded The Timesheet/Travel Claim/Sick Leave Claim/Training Time/Incentive Claim Details cluster is collapsed CM: Return information for the selected payment as defined in the interface
169		CI-822443 - DSD BR IHSSW WEB 169 <small>CANCELLED</small>	Cancelled by ASR Sprint 56 Team 1&2		
170	12788	CI-822506 - DSD BR IHSSW WEB 170 <small>IMPLEMENTED</small>	Redirect ESP users to https	When an ESP user navigates to http://etimesheets.ihss.ca.gov .	The user is redirected to https://etimesheets.ihss.ca.gov .

No	Req ID	CI	Description	When	Action
----	--------	----	-------------	------	--------

171	21171	CI-822508 - DSD BR IHSSW WEB 171 CANCELLED	Cancelled by CR554 - ASR - Team TMS - Sprint 119		
172	21169	CI-822510 - DSD BR IHSSW WEB 172 CANCELLED	Cancelled by ASR Sprint 59 Team 1&2		
173		CI-822636 - DSD BR IHSSW WEB 173 CANCELLED	Cancelled by ASR Sprint 1 Team 5		
174	12086 12174 21195	CI-822637 - DSD BR IHSSW WEB 174 IMPLEMENTED	Hire Provider Step 1 - Find Provider	When a User selects the Find Provider button on the Hire Provider Step 1 screen	<p>WEBSITE: Initiate web service call Find Provider Details (CMNE882H) to Case Management. AND IF No errors are encountered THEN User is taken to the Hire Provider Step 2 (Select Provider) screen AND Display provider details returned by Case Management on the Hire Provider Step 2 (Select Provider) screen.</p> <p>CM: Check Recipient and Provider eligibility AND IF No errors are encountered THEN Return Provider Details</p>
175	12086 12174 21195	CI-822638 - DSD BR IHSSW WEB 175 IMPLEMENTED	Hire Provider Step 1 – Cancel Button	When a User selects the Cancel button on the Hire Provider Step 1 screen	<p>WEBSITE: Clears all data entered AND User is taken back to the Recipient Landing page</p> <p>CM: N/A</p>
176	12086 12174 21195	CI-822639 - DSD BR IHSSW WEB 176 CANCELLED	Canceled by ASR Sprint 2 Team 5		
177	12086 12174 21195	CI-822640 - DSD BR IHSSW WEB 177 IMPLEMENTED	Hire Provider Step 3 – Cancel Button	When a User selects the Cancel button on the Hire Provider Step 3 screen	<p>WEBSITE: Clears all data entered AND User is taken back to the Recipient Landing page</p> <p>CM: N/A</p>
178	12086 12174 21195	CI-822692 - DSD BR IHSSW WEB 178 IMPLEMENTED	Hire Provider Step 4 - Sign and Confirm Hire Button	When a Recipient User checks the declaration statement box AND Selects the Sign and Confirm Hire button AND No errors are encountered	<p>WEBSITE: The Sign and Confirm Hire button is enabled upon checking the declaration statement box AND The Confirmation Pop-Up displays.</p> <p>CM: Interface to CM with the Assign Provider web service (CMNE882I) to create triggers to be picked up by the Hire Provider batch job (640HINDN).</p>
179	12086 21195	CI-822695 - DSD BR IHSSW WEB 179 IMPLEMENTED	Hire Provider Step 4 – Cancel Button	When a User selects the Cancel button on the Hire Provider Step 4 screen	<p>WEBSITE: Clears all data entered AND User is taken back to the Recipient Landing page</p> <p>CM: N/A</p>

180	12174 21195 16215	CI-822750 - DSD BR IHSSW WEB 180 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	When the User selects Sign and Confirm Hire AND No errors are encountered AND The Parent relationship option was selected by the Recipient on the Hire Provider Step 3 screen AND There is no Pending Evidence on the case	Follow existing ESP Provider Assignment rules AND Create the assignment segment(s) with 'Parent of Adult Child' (PMPR002)
-----	-------------------------	--	--	--	---

No	Req ID	CI	Description	When	Action
181	12174 21195 16215	CI-822751 - DSD BR IHSSW WEB 181 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	When the User selects Sign and Confirm Hire AND No errors are encountered AND The Spouse relationship option was selected by the Recipient on the Hire Provider Step 3 screen AND There is no Pending Evidence on the case	Follow existing ESP Provider Assignment rules AND Create the assignment segment(s) with 'Spouse' (PMPR003)
182	12174 21195 16215	CI-822752 - DSD BR IHSSW WEB 182 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	When the User selects Sign and Confirm Hire AND No errors are encountered AND The Domestic Partner relationship option was selected by the Recipient on the Hire Provider Step 3 screen	Follow existing ESP Provider Assignment rules AND Create the assignment segment(s) with 'Domestic Partner' (PMPR012)
183	12174 21195 16215	CI-822753 - DSD BR IHSSW WEB 183 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	When the User selects Sign and Confirm Hire AND No errors are encountered AND The Child relationship option was selected by the Recipient on the Hire Provider Step 3 screen	Follow existing ESP Provider Assignment rules AND Create the assignment segment(s) with 'Adult Child' (PMPR005)
184	12174 21195 16215	CI-822754 - DSD BR IHSSW WEB 184 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	When the User selects Sign and Confirm Hire AND No errors are encountered AND The None of the Above relationship option was selected by the Recipient on the Hire Provider Step 3 screen	Follow existing ESP Provider Assignment rules AND Create the assignment segment(s) with 'Other' (PMPR014)

185	12174 21195 16215	CI-822755 - DSD BR IHSSW WEB 185 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	<p>When the User selects Sign and Confirm Hire</p> <p>AND</p> <p>No errors are encountered</p> <p>AND</p> <p>The selected Provider is being reassigned</p> <p>AND</p> <p>The relationship the Recipient selected on the Hire Provider Step 3 screen matches the relationship for the 'Terminated' hours record based on the following mapping:</p> <ul style="list-style-type: none"> • Parent = 'Parent of Adult Child' (PMPR002) • Spouse = 'Spouse' (PMPR003) • Domestic Partner = 'Domestic Partner' (PMPR012) • Child = 'Adult Child' (PMPR005) • None of the Above = 'Other' (PMPR014), 'Other Relative' (PMPR006), 'Friend' (PMPR007), 'Neighbor' (PMPR008), 'Landlord' (PMPR009), 'Housemate' (PMPR010), 'Live-in Provider' (PMPR011), 'Tenant' (PMPR013), 'Other' (PMPR014), 'Step-Parent' (PMPR015), or 'Grandparent' (PMPR017) 	<p>Follow existing ESP Provider Assignment rules</p> <p>AND</p> <p>The existing relationship value in CMIPS for the new assignment segment is retained.</p>
186	12174 21195 21236 16215	CI-822756 - DSD BR IHSSW WEB 186 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	<p>When the User selects Sign and Confirm Hire</p> <p>AND</p> <p>No errors are encountered</p> <p>AND</p> <p>The selected Provider is being reassigned</p> <p>AND</p> <p>The relationship the Recipient selected on the Hire Provider Step 3 screen does not match the relationship for the 'Terminated' hours record based on the following mapping:</p> <ul style="list-style-type: none"> • Parent = 'Parent of Adult Child' (PMPR002) • Spouse = 'Spouse' (PMPR003) • Domestic Partner = 'Domestic Partner' (PMPR012) • Child = 'Adult Child' (PMPR005) • None of the Above = 'Other' (PMPR014), 'Other Relative' (PMPR006), 'Friend' (PMPR007), 'Neighbor' (PMPR008), 'Landlord' (PMPR009), 'Housemate' (PMPR010), 'Live-in Provider' (PMPR011), 'Tenant' (PMPR013), 'Other' (PMPR014), 'Step-Parent' (PMPR015), or 'Grandparent' (PMPR017) 	<p>Follow existing ESP Provider Assignment rules</p> <p>AND</p> <p>Retain the existing relationship value in CMIPS for the new assignment segment</p> <p>AND</p> <p>Generate task to the Provider Management Work Queue - Provider [Provider Name] [Provider Number] was reassigned to [Case Number] by the Recipient using ESP. The Provider Relationship was reported as [Recipient Reported Provider Relationship]. This change was not applied automatically and requires county review.</p> <p>AND</p> <p>Create Case Note using existing relationship, not the relationship from ESP</p> <p>AND</p> <p>Create Provider Person Note using existing relationship, not the relationship from ESP</p>

187	21238 21260	CI-822772 - DSD BR IHSSW WEB 187 IMPLEMENTED	Live-In Provider Self-Certification - Populate the Screen	When a Provider or Help Desk user navigates to the Live-In Provider Self Certification screen	<p>WEBSITE: Initiates web service call Get Recipients For Live In Provider (CMNE882Q) to Case Management to retrieve a list of Recipients to populate the <Select a Recipient> names in dropdown list.</p> <p>AND IF Provider is in a Terminated status</p> <p>OR If the Provider is Active or On-Leave where the IRS Live-In Self Certification status = Yes for all Recipients</p> <p>THEN The following static text is displayed in the Provider's selected language, "There are no recipients available for you to certify with as a Live-In Provider. If you feel this is not correct, please contact your county."</p> <p>AND Back to Home button displays</p> <p>CM: Check Recipient and Provider eligibility</p> <p>AND IF No errors are encountered</p> <p>THEN Return Recipient name details for Recipients assigned to the Provider where the most recent hours segment is 'Active' or 'On-Leave,' the Recipient is in an active status (i.e., not terminated), and the Provider's current IRS Live-In Self-Certification Status with the Recipient = No or blank.</p>
188	21238 21260	CI-822773 - DSD BR IHSSW WEB 188 IMPLEMENTED	Live-In Provider Self-Certification - Enable Sign and Submit Button	When a Provider User selects a Recipient from the dropdown list AND Checks the Electronic Signature declaration statement checkbox	<p>WEBSITE: The Sign and Submit button is enabled</p> <p>CM: N/A</p>
189	21238 21260	CI-822774 - DSD BR IHSSW WEB 189 IMPLEMENTED	Live-In Provider Self-Certification - Sign and Submit	When a Provider User selects the Sign and Submit button AND No errors are encountered	<p>WEBSITE: Initiate web service Certify or Cancel Live-In Provider Status (CMNE882R) to create triggers to populate LiveInProviderTrigger that will be picked up by the Process Live-In batch job (606LINDN)</p> <p>AND Display the Live-In Provider Self-Certification Confirmation Pop-Up</p> <p>CM: Any records corresponding to Provider/Recipient combination in evvLocationData are cleared from table</p>
190	21238 21260	CI-822775 - DSD BR IHSSW WEB 190 IMPLEMENTED	Live-In Provider Self-Certification - Cancel	When a Provider or Help Desk user selects the Cancel button on the Live-In Provider Self-Certification screen	<p>WEBSITE: Clears all data entered AND User is taken back to the ESP Provider Home (Landing) page</p> <p>CM: N/A</p>

No	Req ID	CI	Description	When	Action
----	--------	----	-------------	------	--------

191	21257 21261	CI-822776 - DSD BR IHSSW WEB 191 IMPLEMENTED	Cancel Live-In Provider Self-Certification - Populate the Screen	When a Provider or Help Desk user navigates to the Cancel Live-In Provider Self Certification screen	<p>WEBSITE: Initiates web service call Get Recipients For Live In Provider (CMNE882Q) to Case Management to retrieve a list of Recipients to populate the <Select a Recipient> dropdown list.</p> <p>AND IF</p> <p>Provider is in a Terminated status</p> <p>OR</p> <p>If the Provider is Active or On-Leave where the IRS Live-In Self Certification status = No or blank for all Recipients</p> <p>THEN</p> <p>The following static text is displayed in the Provider's selected language, "There are no recipients available for you to cancel certification with as a Live-In Provider. If you feel this is not correct, please contact your county"</p> <p>AND</p> <p>Back to Home button displays</p> <p>CM: Check Recipient and Provider eligibility</p> <p>AND IF</p> <p>No errors are encountered</p> <p>THEN</p> <p>Return Recipient name details for Recipients assigned to the Provider where the most recent hours segment is 'Active' or 'On-Leave,' the Recipient is in an active status (i.e., not terminated), and the Provider's current IRS Live-In Self-Certification Status with the Recipient = Yes</p>
192	21257 21261	CI-822777 - DSD BR IHSSW WEB 192 IMPLEMENTED	Cancel Live-In Provider Self-Certification - Enable Sign and Submit Button	When a Provider User selects a Recipient from the dropdown list	<p>WEBSITE: The Sign and Submit button is enabled</p> <p>AND</p> <p>Checks the Electronic Signature declaration statement checkbox</p> <p>CM: N/A</p>
193	21257 21261	CI-822778 - DSD BR IHSSW WEB 193 IMPLEMENTED	Cancel Live-In Provider Self-Certification - Sign and Submit	When a Provider User selects the Sign and Submit button	<p>WEBSITE: Initiate web service Certify or Cancel Live-In Provider Status (CMNE882R) to create triggers to populate LiveInProviderTrigger that will be picked up by the Process Live-In batch job (606LINDN)</p> <p>AND</p> <p>No errors are encountered</p> <p>Display the Live-In Provider Self-Certification Confirmation Pop-Up</p> <p>CM: N/A</p>
194	21257 21261	CI-822779 - DSD BR IHSSW WEB 194 IMPLEMENTED	Cancel Live-In Provider Self-Certification - Cancel	When a Provider or Help Desk user selects the Cancel button on the Cancel Live-In Provider Self-Certification screen	<p>WEBSITE: Clears all data entered</p> <p>AND</p> <p>User is taken back to the ESP Provider Home (Landing) page</p> <p>CM: N/A</p>

195	21054 21005	 CI-822467 - DSD BR IHSSW WEB 195 IMPLEMENTED	Access Provider Cards	<p>When a Recipient user selects the Review Timesheets Menu Option from within ESP OR When a Recipient user selects the Timesheet Review shortcut on the Recipient Home screen</p>	<p>WEBSITE: User is taken to the Provider Selection screen AND Display Provider Cards with the following data:</p> <ul style="list-style-type: none"> • Provider Name • Provider ID <p>AND IF There are zero timesheets for review THEN Also display the following: "No Timesheets for Review" AND Do not enable the right facing blue arrow ()</p> <p>OR IF There are greater than zero timesheets for review THEN Also display the following: "<> Timesheets for Review" AND Enable the right facing blue arrow ()</p> <p>OR IF The Provider has been hired (including a terminated Provider) by the Recipient, but the batch cycle has not run to process the request OR A Provider with the status of 'Pending' has been assigned to the Recipient's case by either the Hire Provider process on the ESP, or assigned by the county THEN Also display the following: "Pending Hire" AND Do not enable the right facing blue arrow ()</p> <p>ELSE IF There are no Provider Cards to display THEN Display the static text for this screen from database with the First and Last name from Cúram</p> <p>CM: N/A</p>
196	21054 21005	 CI-822468 - DSD BR IHSSW WEB 196 IMPLEMENTED	Access Recipient Cards	<p>When a Provider user selects the Time Entry Menu Option from within ESP OR When a Provider user selects the Time Entry shortcut on the Provider Home screen</p>	<p>WEBSITE: User is taken to the Time Entry – Recipient Selection screen AND Display Recipient Cards with the following data:</p> <ul style="list-style-type: none"> • Recipient Name • Case Number (Recipient ID) <p>AND IF Recipient is not registered for an electronic timesheet method THEN Display Recipient is not registered for ESP or TTS for the Recipient ELSE IF A payment has been processed for that relationship THEN Also Provide for the most recent payment:</p> <ul style="list-style-type: none"> • Payment Amount • Payment Status • Timesheet Pay Period and Timesheet Type <p>AND IF There are unsubmitted timesheets available THEN ALSO Enable the right facing blue arrow ()</p> <p>CM: N/A</p>
197	21217 21218 21220 12086 12174 21195	 CI-822799 - DSD BR IHSSW WEB 197 IMPLEMENTED	Hire Provider Batch Job (640HINDN)	<p>When the Hire Provider batch job (640HINDN) runs to success</p>	<p>CM: Create Active or Pending Provider Hours segment(s) as appropriate including multiple segments if overlapping a WRC AND Assignment will be for all authorized hours and most current segment will have high end date AND Reassigned (terminated) Providers have their terminated segment end dated prior to the new Active segment start date AND The hours segment(s) will be created by 'eHireUser' (this name will display in the Updated By field on the Provider Hours segment) AND If a Recipient ICT exists, active segments shall not span the ICT start date AND Pay rate will be set to the Default Rate for the Case's county AND</p>

		<p>Provider will not be flagged for review</p> <p>AND</p> <p>No workweek agreement will be created</p> <p>AND</p> <p>Initiate email Confirmation of Hired Provider (ETSE44) to the Recipient</p> <p>AND</p> <p>If the assigned provider is registered with ESP, then initiate email Notification to Hired Provider (ETSE43) to the Provider</p> <p>AND</p> <p>Create a case note with the following information:</p> <ul style="list-style-type: none"> 1) Priority: Medium 2) Entered by: SYSTEM 3) Status: Active 4) Sensitivity: 1 5) Creation Date: <MM/DD/YYYY HH:MM> 6) Notes History <Full Recipient User Name> On <MM/DD/YYYY HH:MM> <p>Recipient completed Provider Assignment using the ESP: Provider Number: <9-digit Provider Number> Provider Name: <Provider Name - First Middle Initial Last Suffix> Entered Start Date: <Start Date - MM/DD/YYYY> Provider Relationship to Recipient: <Relationship associated with the new assignment segment(s)> On <MM/DD/YYYY HH:MM:SS> Recipient completed and signed the Recipient Agreement (SOC 426A Part B) online.</p> <p>AND</p> <p>Create a person note with the following information:</p> <ul style="list-style-type: none"> 1) Priority: Low 2) Entered by: SYSTEM 3) Status: Active 4) Sensitivity: 1 5) Creation Date: <MM/DD/YYYY HH:MM> <p>Recipient completed Provider Assignment using the ESP: Case Number: <Case Number> Recipient Name: <Recipient Name - First Middle Initial Last Suffix> Provider Relationship to Recipient: <Relationship associated with the new assignment segment(s)> On <MM/DD/YYYY HH:MM:SS> Recipient completed assignment online.</p> <p>AND</p> <p>If a gap between the provider's start date and the provider's eligibility date or recipient's initial authorization date, then produce the Notification to the Case Owner - Provider [Provider name] [Provider number] has been assigned by [case name] [case number] from [Start Date] and timesheets were generated. Please verify that no additional assignment/timesheet issuance is needed for prior to the limited start date allowed for recipient assignments</p> <p>AND</p> <p>Generate timesheets for all pay periods covered by the assignment activity (paper to Centralized Print Center or electronic as appropriate as determined by CountyOptOutPaperTimesheet, isETS and isEVV values) where the provider is</p> <ul style="list-style-type: none"> 1) A new IHSS provider 2) An existing WPCS provider assigned IHSS hours 3) A reassigned Provider (terminated) <p>AND</p> <p>IF the Provider is Terminated Live-In (IRS Live-In Self-Certification indicator is 'Yes') who is registered with an electronic means of submitting their timesheet AND The CaseProvider.EvvEffect is 12/31/9999 THEN Do not update the Provider's EVV Effective Date</p> <p>AND</p> <p>Generate the SOC 2271 and print it on the Recipient's Case Owner's printer</p> <p>WEBSITE: N/A</p>
--	--	---

198	21248 21250	 CI-822803 - DSD BR IHSSW WEB 198 IMPLEMENTED	Confirm Phone Number Change(s) - Submit	<p>When a User selects Save on the Phone Number cluster on the Contact Information screen</p>	<p>WEBSITE: Initiate web service call (CMNE882U) to write the details of the Phone Number change(s) to CM</p> <p>AND</p> <p>If confirmation of successful update is received from CM, then initiate email ETSE50 (Confirm Phone Number Change(s)) to the User's current CMIPS email address.</p>
				<p>Then selects Submit on the Confirm Phone Number Change(s) Pop-up</p> <p>Then selects OK on the pop-up that informs the user the changes have been submitted for processing</p>	<p>CM: IF the transaction type is Add</p> <p>THEN</p> <p>IF a record without an end date of the same type exists</p> <p>AND IF a current dated phone number is indicated as primary</p> <p>THEN</p> <p>Update current dated primary phone number</p> <p>AND</p> <p>Other past dated/current dated phone records are updated to Primary = No (New records are not created)</p> <p>AND</p> <p>Send confirmation of successful update to ESP</p> <p>ELSE IF a past dated phone number is indicated as primary</p> <p>THEN</p> <p>Create high end date record with a start date of current date</p> <p>AND</p> <p>Other past dated/current dated phone records are updated to Primary = No (New records are not created)</p> <p>AND</p> <p>Send confirmation of successful update to ESP</p> <p>ELSE a record without an end date of the same type does not exist</p> <p>THEN Create high end date record with a start date of current date</p> <p>AND</p> <p>Send confirmation of successful update to ESP</p> <p>ELSE the transaction type is Delete</p> <p>THEN</p> <p>IF the record for the phone type and phone number for that User has an end date as high end date</p> <p>THEN end date the record with date 1 day prior to current date and send confirmation of successful update to ESP</p> <p>AND</p> <p>IF the record is for Provider</p> <p>THEN</p> <p>Create a Provider person note with the following information:</p> <ul style="list-style-type: none"> 1) On <mm/dd/yyyy hh:mm:ss> the following phone number update(s) were made by this Provider using ESP: 2) Provider Number: [Provider Number] 3) Provider Name: [Provider Name - First Middle Initial Last Suffix] 4) [list of changes applied] 5) Sensitivity=1 6) Priority= Low 7) Status= Active 8) Created by: SYSTEM <p>Edit link AND Inactivate button are enabled</p> <p>ELSE IF the record is for Recipient</p> <p>THEN</p> <p>Create a Recipient case note with the following information:</p> <ul style="list-style-type: none"> 1) On <mm/dd/yyyy hh:mm:ss> the following phone number update was made by this Recipient using ESP: 2) Case Number: [Case Number] 3) Recipient Name: [Recipient Name - First Middle Initial Last Suffix] 4) [list of changes applied] 5) Sensitivity=1 6) Priority= Low 7) Status= Active 8) Created by: SYSTEM <p>Edit link AND Inactivate button are enabled</p>
199	21191 21245	 CI-822837 - DSD BR IHSSW WEB 199 IMPLEMENTED	Direct Deposit: Bank Details – Pop-up	<p>When the user selects the Next button on the Direct Deposit: Bank Details screen</p> <p>AND</p> <p>The Direct Deposit request action was NEW or CHANGE</p>	<p>WEBSITE: Display a pop-up message with the OK and Cancel button and display the message *To prevent fraudulent transactions, this system captures and tracks system information about the users who add or make changes to their Direct Deposit accounts. If you do not want your information to be recorded, please complete and mail the IHSS Provider Direct Deposit Enrollment/Change/Cancellation Form (SOC 829)."</p> <p>CM: N/A.</p>

200	21191 21245	CI-822838 - DSD BR IHSSW WEB 200 <small>IMPLEMENTED</small>	Direct Deposit: Bank Details – Pop-up – Cancel	When the user selects the Cancel button on the informational pop-up about capturing system information on the Direct Deposit: Bank Details screen	WEBSITE: Dismiss the pop-up AND The user is taken back to the Direct Deposit: Bank Details screen CM: N/A.
-----	----------------	---	--	---	---

No	Req ID	CI	Description	When	Action
231	21325	CI-823214 - DSD BR IHSSW WEB 231 <small>IMPLEMENTED</small>	Timesheet Communication Preference	The Recipient clicks on My Preferences AND Is registered with TTS	Display the "Timesheet Communication Preference" cluster ELSE IF The Recipient is not registered with TTS THEN Do not display the "Timesheet Communication Preference" cluster.
232	21344	CI-823238 - DSD BR IHSSW WEB 232 <small>IMPLEMENTED</small>	Populate W-2 Forms screen	When a user navigates to the W-2 Forms screen OR When a user selects a different tax year on the W-2 Forms screen	Upon navigating to the screen, initiate interface CMNE883C to retrieve Recipient and tax year information OR Upon selecting a different tax year, initiate interface CMNE883E to retrieve Recipient information for the selected tax year IF Recipient information is returned, display Recipient card(s) in alphabetical order based on Recipient name for each Recipient where an electronic soft copy of a W-2 is available for the tax year ELSE IF no Recipient information is returned, display static text on the screen informing the user they did not receive a W-2 for the selected tax year. No Recipient cards display under this condition.
233	21344	CI-823239 - DSD BR IHSSW WEB 233 <small>IMPLEMENTED</small>	W-2 Forms - View W-2 soft copy	When a user selects to view a specific W-2	Initiate interface CMNE883F to retrieve the soft copy W-2 AND Display the soft copy W-2 form in a new browser window
234	21345	CI-823265 - DSD BR IHSSW WEB 234 <small>IMPLEMENTED</small>	Share of Cost Hours Details - Search	When a user selects search on the Share of Cost Hours Details screen AND A valid date has been entered in the Date field AND No errors are returned	Initiate interface CMNE883G to retrieve share of cost details for the provided service month AND IF share of cost details exist: <ul style="list-style-type: none">• Display the text, "Search results for service month <MM/YYYY>:"• Display the Share of Cost Hours Details cluster ELSE IF no share of cost details exist: <ul style="list-style-type: none">• Display the text, "No details to display for this service month."• Do not display the Share of Cost Hours Details cluster
235	12086 12174 21195	CI-823281 - DSD BR IHSSW WEB 235 <small>IMPLEMENTED</small>	Hire Provider - Step 2 - Back Button	When a User selects the Back button on the Hire Provider - Step 2 screen.	WEBSITE: User is taken to Hire Provider - Step 1 screen AND Data previously entered is re-populated on the Hire Provider - Step 1 screen CM: N/A
236	21345	CI-823282 - DSD BR IHSSW WEB 236 <small>IMPLEMENTED</small>	Screen Utility – Loading Spinner	When a user clicks the Search button on the Share of Cost Hours Details screen	An animated loading spinner screen utility will display while the results are fetched.
237	21197	CI-823322 - DSD BR IHSSW WEB 237 <small>IMPLEMENTED</small>	Hire Provider Step 3 - Start Date	When a user uses the date picker for the Start Date field on the Hire Provider - Step 3 Screen	Only dates spanning from the present date to 90 days in the past will be selectable. All dates outside this range will be disabled.
238	21350	CI-823366 - DSD BR IHSSW CP 01 <small>IMPLEMENTED</small>	Sign and Submit Career Pathways Training Time Claim	When a user clicks the Sign and Submit button on the Electronic Signature screen for a Career Pathways training time claim	Initiate interface CMNE883K to submit the web service to send Career Pathways training time claim data from IHSS ESP to Case Management.

239	21005	CI-823435 - DSD BR IHSSW WEB 239 IMPLEMENTED	Timesheet Entry - EVV /EVV Location	When a user opens the Time Entry screen for EVV/EVV Location with any unsupported browser (Mac and PC)	<p>Do not display Time Entry Screen clusters.</p> <p>Display the following message in a banner, "Attention! Timesheet Entry is not supported by your current web browser version. To complete this timesheet, you will need to update your web browser or switch to a supported web browser such as Microsoft Edge or Google Chrome. To learn more about switching to another free web browser visit Electronic Services Portal Help."</p>
240	21170	CI-823475 - DSD BR IHSSW WEB 240 IMPLEMENTED	What's New Messages – Read Receipt	When a User clicks on a unread What's New Message	<p>Initiate interface CMNE883L to record the message as read when the user navigates away from the What's New screen AND</p> <p>The interface CMNE883L will maintain the notification on the What's New card by displaying the count of unread messages on the What's New screen AND</p> <p>The 'read' message subject changes to normal font and the envelope icon has no fill color</p> <p>IF The number of unread messages is greater than zero THEN The notification count icon displays on the What's New card with the count of the number of unread messages</p> <p>ELSE IF The number of unread messages is zero THEN The notification icon no longer displays on the What's New card</p>

No	Req ID	CI	Description	When	Action
241	21375	CI-823615 - DSD BR IHSSW WEB 241 IMPLEMENTED	Notification of Standard Priority Message	A user selects the Send or Send & New button on the Create Message Pop-Up AND The High Priority checkbox is not selected	Send email notification ETSE65 Notification of Message.
242	21375	CI-823616 - DSD BR IHSSW WEB 242 IMPLEMENTED	Notification of High Priority Message	A user selects the Send or Send & New button on the Create Message Pop-up AND The High Priority checkbox is selected	Send email notification ETSE66 Notification of High Priority Message.
243	21013	CI-823661 - DSD BR IHSSW WEB 243 IMPLEMENTED	Password Reset – Next	When a user selects the Next button AND The User Name and details entered are known to the IHSS ESP	<p>WEBSITE: Interface to Cúram with (CMNE880R) to confirm match on email address for this IHSS ESP known User Name – Data sent for verification will be: First Name Last Name Provider Number or Case Number Email Address as associated to that User Name AND IF Response email address from Cúram is a match AND IF Email address stored in the IHSS ESP does not match email address provided by Cúram THEN Update website database with this email address AND IF Selected preferred method is Verification Code AND THEN Enable Next button AND Two-Step Verification screen displays.</p> <p>CM: CM will respond with the current Email Address for that user.</p>
244	21013	CI-823662 - DSD BR IHSSW WEB 244 IMPLEMENTED	Two-Step Verification - Send Verification Code	When a user selects the verification option; Email me, Text me or Call me radio button Note: User can select only one option	<p>WEBSITE: Enable the Send Verification Code button</p> <p>CM: N/A</p>

245	21013	CI-823663 - DSD BR IHSSW WEB 245 IMPLEMENTED	Two-Step Verification - Send Verification Code	When a user selects the Send Verification Code button	<p>WEBSITE:</p> <p>User is taken to the Enter Verification Code screen with: Verification Code field enabled AND Verify button enabled AND Resend Code button enabled AND Cancel Request button enabled</p> <p>CM: N/A</p>
246	21013	CI-823664 - DSD BR IHSSW WEB 246 IMPLEMENTED	Two-Step Verification - Cancel Request	When a user selects the Cancel Request button	<p>WEBSITE:</p> <p>The user is taken to the IHSS ESP – Login screen</p> <p>CM: N/A</p>
247	21013	CI-823669 - DSD BR IHSSW WEB 247 IMPLEMENTED	Enter Verification Code - Email	When a user has selected to receive the verification code via their Email	<p>WEBSITE:</p> <p>Display the following verbiage:</p> <p>'We sent an email with your verification code to your current email address. Please enter the code below. The code expires after 10 minutes. If you did not receive a code or if it expired, select "Resend Code" to receive a new code.'</p> <p>CM: N/A</p>
248	21013	CI-823670 - DSD BR IHSSW WEB 248 IMPLEMENTED	Enter Verification Code - Text Message	When a user has selected to receive the verification code via Text Message	<p>WEBSITE:</p> <p>Display the following verbiage:</p> <p>'We sent a text message with your verification code to your cell phone number. Please enter the code below. The code expires 10 minutes after it was sent. If you did not receive a code or if it expired, select "Resend Code" to receive a new code.'</p> <p>CM: N/A</p>
249	21013	CI-823671 - DSD BR IHSSW WEB 249 IMPLEMENTED	Enter Verification Code - Call	When a user has selected to receive the verification code via Voice Call	<p>WEBSITE:</p> <p>Display the following verbiage:</p> <p>'We sent a voice message with your verification code to your primary phone number. Please enter the code below. The code expires after 10 minutes. If you did not receive a code or if it expired, select "Resend Code" to receive a new code'</p> <p>CM: N/A</p>
250	21013	CI-823672 - DSD BR IHSSW WEB 250 IMPLEMENTED	Enter Verification Code - Verify	When a user selects the Verify button	<p>WEBSITE:</p> <p>The verification code entered by the user is validated AND IF The verification code is valid the user is taken to Change Password screen AND IF The verification code is invalid THEN An error message is displayed</p> <p>CM: N/A</p>

No	Req ID	CI	Description	When	Action
251	21013	CI-823673 - DSD BR IHSSW WEB 251 IMPLEMENTED	Enter Verification Code - Resend Code	When a user selects the Resend Code button	<p>WEBSITE:</p> <p>Refresh the screen and send a new verification to the user AND display 'New verification code sent' on top of the screen</p> <p>CM: N/A</p>

252	21013	CI-823674 - DSD BR IHSSW WEB 252 IMPLEMENTED	Enter Verification Code - Cancel Request	When a user selects the Cancel Request button	WEBSITE: The user is taken to the IHSS ESP – Login screen CM: N/A
253	21099	CI-823720 - DSD BR IHSSW WEB 253 IMPLEMENTED	Sick Leave Time Entry - Add new button disabled	When a user enters Absence Date(s) and Hours and Minutes AND Hours + Minutes of all entries on the current claim is greater than available Hours	WEBSITE: Display error message banner, "The total time entered exceeds the available hours for Sick Leave." AND Delete button on first Absence Date entry is disabled and Delete button on additional Absence Date entries, if any, are enabled AND Add New button is disabled
254	21099	CI-823746 - DSD BR IHSSW WEB 254 IMPLEMENTED	Sick Leave Time Entry - dynamic claimed hours display	When a user enters an Absence Date and Hours or Minutes AND Tabs out of Hours or Minutes field AND No Hours or Minute field error messages display OR When a user enters Absence Dates and Hours or Minutes AND Deletes a complete Absence Date entry	WEBSITE: Immediately update Claimed Hours field
255	21170 21375	CI-823905 - DSD BR IHSSW WEB 255 IMPLEMENTED	IHSS ESP Message Center - Recipient/Provider having no Eforms to display	When a user accesses the Electronic Forms Tab on the IHSS ESP Message Center screen AND there are no electronic forms available for them	WEBSITE: Display the Static Text: "You have no electronic forms to display." AND Display a Back to Home Button CM: N/A
256	21170 21375	CI-824041 - DSD BR IHSSW WEB 256 IMPLEMENTED	IHSS ESP Message Center - Recipient/Provider have Eforms to display	When a user accesses the Electronic Forms Tab on the IHSS ESP Message Center screen AND there are electronic forms available for them	WEBSITE: Trigger interface Get Eforms For User (CMNE883T) THEN Display a list of electronic forms that have been sent to the Recipient or Provider on their corresponding Electronic Forms tab CM: Trigger interface Get Eforms For User (CMNE883T) AND Gather the Recipient's or Provider's electronic forms information, so it could be sent to their corresponding Electronic Forms tab
257	21170 21375	CI-824059 - DSD BR IHSSW WEB 257 IMPLEMENTED	IHSS ESP Messages – Maintain Messages	When a user expands a message accordion for the first time in ESP	Website: Trigger interface Read Receipt For ESP (CMNE883L) THEN The blue envelope on ESP message changes from filled (unread) to empty (read) and also modify the text style from bold to unbold CM: Trigger interface Read Receipt For ESP (CMNE883L) THEN Update the Case Management Record
258	21375	CI-824060 - DSD BR IHSSW WEB 258 IMPLEMENTED	IHSS ESP Message Center - View or Download completed Electronic Form	When a user selects the hyperlink in the Electronic Form Accepted message for a specific Electronic Form	Retrieves form specific data from AEM and converts it into downloadable PDF format
259	21170 21375	CI-824089 - DSD BR IHSSW WEB 259 IMPLEMENTED	IHSS ESP Message Center - High Priority Electronic Forms	When a user accesses the Electronic Forms Tab on the IHSS ESP Message Center screen AND There are high priority electronic forms available	WEBSITE: Display the high priority icon on each high priority electronic form on the Electronic Forms Tab CM: N/A

260	21170 21375	 CI-824370 - DSD BR IHSSW WEB 260 IMPLEMENTED	IHSS ESP Message Center - Delete 3rd Party Forms When a Recipient is sent a 3rd party form to their ESP Message Center Inbox AND The Recipient downloads the 3rd party form	WEBSITE: Disable the Delete/Trash can button for the corresponding 3rd party form on the Recipient's ESP Message Center Inbox CM: N/A
-----	----------------	---	--	--

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (1-10)

No	Req ID	CI	Description	When	Action
01	21012 21160	CI-753548 - DSD BR IHSSW WEB 01 IMPLEMENTED	Login screen – Initial View – <u>Without</u> Remember Me	When a user accesses the Login screen AND They have never accessed the site from this device OR They have never selected the Remember Me checkbox using this device (cookie does not exist)	WEBSITE: User Name field is blank and enabled Password field is blank and enabled Remember Me checkbox is not marked Language dropdown reflects 'English' default Login button is visible but disabled Forgot Password? hyperlink is enabled New User Registration hyperlink is enabled Need help? Hyperlink is enabled Electronic Timesheet News hyperlink is enabled
02	21012 21160	CI-753549 - DSD BR IHSSW WEB 02 IMPLEMENTED	Login screen – Initial View – <u>With</u> Remember Me	When a user accesses the Login screen AND They have accessed the site from this device AND They had selected the Remember Me checkbox using this device (cookie exists)	WEBSITE: User Name field is populated with the user name used Password field is blank and enabled Remember Me checkbox is marked Language dropdown reflects 'English' default Login button is visible but disabled Forgot Password? hyperlink is enabled New User Registration hyperlink is enabled Need help? Hyperlink is enabled Electronic Timesheet News hyperlink is enabled
03	21012 21160	CI-753550 - DSD BR IHSSW WEB 03 IMPLEMENTED	Login screen – Enable Login button	When a user enters data in the User Name field AND Enters data in the Password field	WEBSITE: Mask Password as it is entered AND Enable Login button
04	21054 21012 21160	CI-753551 - DSD BR IHSSW WEB 04 IMPLEMENTED	Login screen – Login button – Provider Home	When a user clicks the Login button AND The User Name entered is registered with the IHSS ESP AND The Password entered matches the current password for this User Name AND No errors are encountered AND The User Name is not in the UserLocked table. AND The password expiration date is greater than 14 days in the future AND The User Name is associated with a Provider AND E-Timesheet configuration for the Recipient Case County is 'True'	WEBSITE: Interface to CM to obtain Recipient details and validate Provider email address (CMNE880K) AND User is taken to the Provider Home screen AND Display list of Recipient names as hyperlinks and electronic method registration status or payment status OR Display static text if there are no Recipients to display AND IF Email address stored in the IHSS ESP does not match email address provided by Cúram THEN Update website database with this email address AND IF Provider First or Last Name stored in the IHSS ESP does not match Provider First or Last Name provided by Cúram THEN Update website database with the First and Last name from Cúram AND IF A record exists in UserFailedAttempt for this user THEN Delete the record CM: Interface to Cúram with CMNE880K to retrieve information for all Recipients that this Provider is eligible to provide services to for the IHSS and/or WPCS programs OR The Provider is Terminated with outstanding timesheets (Status = Pending Issuance, Issued, County Rejected, Recipient Rejected, Pending Recipient Electronic Review) THEN Provide the following data: For the Provider: <ul style="list-style-type: none">• Provider Status• Current Email Address• Indication if Serving IHSS• Indication if Serving WPCS AND A list of Recipient including, for each: <ul style="list-style-type: none">• Indication if Recipient is registered with ESP or TTS or has an Exception• Recipient Name• Case Number (Recipient ID)• Current Recipient Email Address• Indication if Provider has Un-submitted Timesheets AND IF A payment has been processed for that relationship THEN Also Provide for the most recent payment: <ul style="list-style-type: none">• Payment Amount• Payment Status• Timesheet Pay Period and Timesheet Type

05	21054 21012 21160	 CI-753552 - DSD BR IHSSW WEB 05 IMPLEMENTED	Login screen – Login button – Recipient Home	<p>When a Recipient clicks the Login button AND The User Name entered is registered with the IHSS ESP AND The Password entered matches the current password for this User Name AND No errors are encountered AND The User Name is not in the UserLocked table. AND The password expiration date is greater than 14 days in the future AND The User Name is associated with a Recipient AND E-Timesheet configuration for the Recipient Case County is "True"</p>	<p>WEBSITE: Interface to CM to obtain Provider details, validate Recipient email address, get number of timesheets awaiting review, and check to see if there is an associated timesheet signatory contact on the case (CMNE880C) WHERE: The Provider is eligible to provide services to this Recipient for the IHSS and/or WPCS programs OR The Provider is Terminated, but has unsubmitted (Issued or Pending Issuance) timesheets with the Recipient that they are eligible to submit</p> <p>OR The Provider (including Pending and Terminated Providers) has been assigned to the Recipient's case by either the Hire Provider process on the ESP, or assigned by the county AND IF There is a timesheet signatory associated with the case, THEN The user is taken to the ESP Timesheet Signatory Login screen. ELSE IF There is no timesheet signatory associated with the case OR The user continues after selecting their user type on the ESP Timesheet Signatory Login screen. THEN The user is taken to the Recipient Home screen AND Display list of Provider names as hyperlinks AND IF There are zero timesheets for review THEN Also display the following: "No Timesheets for Review" OR IF There are greater than zero timesheets for review THEN Also display the following: "<x> Timesheets for Review" OR IF The Provider has been hired (including a terminated Provider) by the Recipient, but the batch cycle has not run to process the request</p> <p>OR A Provider with the status of 'Pending' has been assigned to the Recipient's case by either the Hire Provider process on the ESP, or assigned by the county THEN Also display the following: "Pending Hire"</p> <p>AND Enable the hyperlink ELSE IF There are no Providers to display THEN Display the static text for this screen AND IF Email address stored in the IHSS ESP does not match email address provided by Cúram THEN Update website database with this email address AND IF Recipient First or Last Name stored in the IHSS ESP does not match Recipient First or Last Name provided by Cúram THEN Update website database with the First and Last name from Cúram AND IF A record exists in UserFailedAttempt for this user THEN Delete the record</p> <p>CM: Provide information for the Provider list on the Recipient Home screen (CMNE880C) for all Providers WHERE: The Provider is eligible to provide services to this Recipient for the IHSS and/or WPCS programs OR The Provider is Leave or Terminated status, but has unsubmitted (Issued or Pending Issuance) timesheets with the Recipient that they are eligible to submit OR The Provider (including Pending and Terminated Providers) has been assigned to the Recipient's case by either the Hire Provider process on the ESP, or assigned by the county OR Provide indication that there are no Providers to view IF A Provider is associated with this Recipient, provide the following information: <ul style="list-style-type: none">• Provider Name• Provider Number (Provider ID)• Number of timesheets available for Recipient Review<p>AND Respond with current Email Address</p> </p>
06	21012 21160	 CI-753553 - DSD BR IHSSW WEB 06 IMPLEMENTED	Login screen – Login button – Password Expiring	<p>When a user clicks the Login button AND The User Name entered is registered with the IHSS ESP AND The Password entered matches the current password for this User Name AND No errors are encountered AND The password expiration date is equal to or less than 14 days in the future</p>	<p>WEBSITE: Interface to CM to validate user email address AND User is taken to the Password Expiration screen with the Change Password button enabled IF Password expiration date is equal to or less than 14 but equal to or greater than 1 THEN Enable the Maybe Later button ELSE IF Password expiration date is less than 1 THEN Do not display the Maybe Later button AND ALSO Display number of days variable as '0' AND IF Email address stored in the IHSS ESP does not match email address provided by Cúram THEN Update website database with this email address</p> <p>CM: Respond with current Email Address</p>

07	21012 21160 21162	CI-753554 - DSD BR IHSSW WEB 07 IMPLEMENTED	Login screen – Forgot User Name or Password? link	When a user selects the Forgot User Name or Password? hyperlink	<p>WEBSITE: User is taken to the Get User Name or Password Reset screen with: Get User Name area Select Your User Type field enabled Email you use for electronic timesheets field enabled Send User Name button is visible but disabled AND Password Reset area Enter Your User Name field enabled Email you use for electronic timesheets field enabled Select your preferred method for resetting your password</p> <p>Next button is visible but disabled AND Cancel Action button enabled CM: N/A</p>
08	21161	CI-753555 - DSD BR IHSSW WEB 08 IMPLEMENTED	Login Screen – New User Registration link	When a user selects the New User Registration hyperlink	<p>WEBSITE: User is taken to the IHSS ESP Registration - Introduction screen AND Cancel Registration button enabled AND Begin Registration Process button is visible but disabled CM: N/A</p>
09	21012 21160	CI-753556 - DSD BR IHSSW WEB 09 IMPLEMENTED	Login screen – Language selection	When a user selects a new language from the Language dropdown	<p>WEBSITE: Refresh the page to the selected language AND Clear the Password (if previously entered) AND IF The Remember Me checkbox was marked THEN Retain the User Name and check mark ELSE Clear the User Name (if previously entered) CM: N/A</p>
10	21161	CI-753557 - DSD BR IHSSW WEB 10 IMPLEMENTED	IHSS ESP Registration – Introduction	When a user selects either the I am a Recipient radio button OR The I am a Provider radio button Note: User can select one or the other but not both	<p>WEBSITE: Enable the Begin Registration Process button CM: N/A</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (11-20)

No	Req ID	CI	Description	When	Action
11	21161	CI-753558 - DSD BR IHSSW WEB 11 IMPLEMENTED	IHSS ESP Registration – Introduction – Cancel Registration	When a user selects the Cancel Registration button	WEBSITE: Clear all data AND User is taken the IHSS ESP – Login screen CM: N/A
12	21161	CI-753559 - DSD BR IHSSW WEB 12 IMPLEMENTED	IHSS ESP Registration – Introduction – Begin Registration Process	When a user selects the Begin Registration Process button	WEBSITE: IF The I am a Recipient radio button is selected THEN User is taken to the IHSS ESP – Register Step 1 screen with the following fields enabled: First Name Last Name Case Number Date of Birth (MM/DD/YYYY) SSN (Last Four Digits) ELSE IF The I am a Provider radio button is selected THEN User is taken to the IHSS ESP – Registration Step 1 screen with the following enabled fields: First Name Last Name Provider Number Date of Birth (MM/DD/YYYY) SSN (Last Four Digits) AND For either radio button the Back button is enabled AND The Next button is visible but disabled CM: N/A
13	21161	CI-753560 - DSD BR IHSSW WEB 13 IMPLEMENTED	IHSS ESP – Register Step 1 – Back button	When a user selects the Back button on the IHSS ESP – Register Step 1 screen	WEBSITE: Clear all entered data AND User is taken to the IHSS ESP Registration – Introduction screen CM: N/A
14	21161	CI-753561 - DSD BR IHSSW WEB 14 IMPLEMENTED	IHSS ESP – Register Step 1 – Enable Next button	When the I am a Recipient radio button was selected on the Introduction screen AND A user enters data in the listed fields as follows: Last Name – Minimum (1) alpha character Case Number – Must be (7) numeric characters Date of Birth – Must be MM/DD/YYYY SSN (Last Four Digits) – Must be (4) numeric characters OR When the I am a Provider radio button was selected on the Introduction screen AND A user enters data in the listed fields as follows: Last Name – Minimum (1) alpha character Provider Number – Must be (9) numeric characters Date of Birth – Must be MM/DD/YYYY SSN (Last Four Digits) – Must be (4) numeric characters	WEBSITE: Enable the Next button CM: N/A

15	21161	 CI-753562 - DSD BR IHSSW WEB 15 IMPLEMENTED	IHSS ESP – Register Step 1 – Next button - Interface	When the user selects the Next button	<p>WEBSITE: Interface (CMNE880A) to Cúram with the following: User Type = Provider First Name Last Name Provider Number Date of Birth SSN (Last Four digits) OR User Type = Recipient First Name Last Name Case Number Date of Birth SSN (last four digits) OR Taxpayer ID (last four digits) AND IF Response is 'False' then do not continue to next screen AND Display error message. ALSO IF A record exists for this user in the UserFailedAttempt table THEN Delete the record.</p> <p>CM: Provide response (CMNE880A) as follows: True = Exact match for all fields, User Type and eligibility found False = Exact match for all fields or User Type or eligibility not found</p>
16	21161	 CI-753563 - DSD BR IHSSW WEB 16 IMPLEMENTED	IHSS ESP – Register Step 1 – Next button – Match	When the user selects the Next button AND Cúram interface response is 'True'	<p>WEBSITE: THEN User is taken to the IHSS ESP – Register Step 2 screen with the following fields enabled: Create User Name Create Password Confirm Password Email Confirm Email AND The Back button is enabled AND The Next button is visible but disabled</p> <p>CM: N/A</p>
17	21161	 CI-753564 - DSD BR IHSSW WEB 17 IMPLEMENTED	IHSS ESP – Register Step 2 – Back button	When a user selects the Back button on the IHSS ESP – Register Step 2 screen	<p>WEBSITE: Clear all entered data from the IHSS ESP – Register Step 2 screen AND User is taken to the IHSS ESP – Register Step 1 screen populated with the previously entered data</p> <p>CM: N/A</p>
18	21161	 CI-753565 - DSD BR IHSSW WEB 18 CANCELLED	Cancelled by ASR Sprint 9 - Team 5 (EMLS)		
19	21161	 CI-753566 - DSD BR IHSSW WEB 19 IMPLEMENTED	IHSS ESP – Register Step 2 – Next button	When a user selects the Next button on the IHSS ESP – Register Step 2 screen AND No errors are encountered	<p>WEBSITE: User is taken to the IHSS ESP – Register Step 3 screen with all Security Question fields enabled. AND The Back button is enabled AND The Next button is enabled</p> <p>NOTE: Blank spaces after the last characters in the User Name will be ignored and dropped</p> <p>CM: N/A</p>

20	21161	 CI-753567 - DSD BR IHSSW WEB 20 IMPLEMENTED	IHSS ESP – Register Step 3 – Back button	<p>When a user selects the Back button on the IHSS ESP – Register Step 3 screen</p> <p>WEBSITE: Clear all entered data from the IHSS ESP – Register Step 3 screen AND User is taken to the IHSS ESP – Register Step 2 screen AND Clear previously entered data from the following fields on the IHSS ESP – Register Step 2 screen: Confirm Password Confirm Email AND Retain previously entered values for the following fields on the IHSS ESP – Register Step 2 screen: User Name Password (masked) Email AND Back button is enabled AND Next button is visible but disabled </p> <p>CM: N/A</p>
----	-------	--	--	---

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (21-30)

No	Req ID	CI	Description	When	Action
21	21161	CI-753568 - DSD BR IHSSW WEB 21 IMPLEMENTED	IHSS ESP – Register Step 3 – Security Question List OR Update Account Information – Security Question List	When a user has selected a Security Question for a Please Select One drop down field AND Selects the drop down list for another Security Question Please Select One field	WEBSITE: The previously selected Security Question is not available in the dropdown list CM: N/A
22		CI-753569 - DSD BR IHSSW WEB 22 IMPLEMENTED	Canceled by Sprint 8 - Team 5 (EMLS)		
23	21161	CI-753570 - DSD BR IHSSW WEB 23 IMPLEMENTED	IHSS ESP – Register Step 3 – Next button	When a user selects the Next button on the IHSS ESP – Register Step 3 screen AND No errors are encountered	WEBSITE: Registration Account Verification email (ETSE14) is generated in English for a Provider OR Registration Account Verification email (ETSE14) is generated in the CMIPS identified Written Language for a Recipient AND The email is sent to the email address provided during registration AND User Preferred Language is set to English OR User Preferred Language is set to the language the user selected on the Login screen prior to start of registration process AND User is taken to the IHSS ESP Registration – Register Step 4 screen AND The Close button is enabled AND User details are captured by the IHSS ESP CM: N/A
24	21161	CI-753571 - DSD BR IHSSW WEB 24 IMPLEMENTED	Registration Account Verification email (ETSE14) – Hyperlink	When the Registration Account Verification email is generated with a hyperlink to the Complete Registration screen	WEBSITE: Set hyperlink valid to date/time for expiration based on the configuration value deleteTempRegData this is time sensitive and not associated with any batch job CM: N/A
25			Cancelled with CR 1286		
26	21161 21012	CI-753573 - DSD BR IHSSW WEB 26 IMPLEMENTED	Access Complete Registration	When a user selects a valid hyperlink (not expired) to the Register Step 5 screen from the email (ETSE14) AND No error messages are encountered	WEBSITE: User is taken to the IHSS ESP Register Step 5 screen with all fields enabled AND One of the Security Questions selected by the registering user is randomly selected and displayed as the 3 rd field AND The Login button is visible but disabled CM: N/A
27	21161 21065	CI-753574 - DSD BR IHSSW WEB 27 IMPLEMENTED	Access Complete Registration – Expired Link	When a user selects the hyperlink to the Register Step 5 screen from the email (ETSE14) AND Job3 has deleted the data associated with that user's hyperlink	WEBSITE: User is taken to the IHSS ESP Register - Introduction screen AND A popup with an OK button displays the error message (EM14). CM: N/A
28	21161 21012	CI-753575 - DSD BR IHSSW WEB 28 CANCELLED	Canceled by ASR Sprint 10 - Team 5 (EMLS)		

29	<p>21054 21161 21012 21214</p> <div style="border: 1px solid black; padding: 5px;">  CI-753576 - DSD BR IHSSW WEB 29 IMPLEMENTED </div>	Register Step 5 – Login – Provider	<p>When a user selects the Login button AND The user registered as a Provider AND No errors are encountered</p>	<p>WEBSITE: IF The User Name entered is an exact match for the registrant-created User Name AND The Password entered is an exact match for the registrant-created Password AND The security question answer is the same (validation is not case sensitive) THEN User is taken to the Provider Home screen AND All screens within the IHSS ESP are displayed in the language the Provider selected on the Login screen upon initial registration AND Registration data is saved to the website database AND Interface to Cúram with (CMNE880B) to indicate user is registered with the IHSS ESP AND Insert welcome message into the Provider's Message Center in unread active status AND Any existing What's New messages (dated prior to the date the Provider registers to ESP) will not be inserted on the Provider's What's New page AND Provide validated registration email address AND ALSO Interface to CM to obtain Recipient details (CMNE880K) AND Display list of recipients on Provider Home page OR Display static text if there are no Recipients to display AND Generate the initial CDSS Privacy Policy email notification (ETSE22) in English using registration email address CM: Provide information for Timesheet Entry – Recipient Selection screen (CMNE880K) for all Recipients that this Provider is eligible to provide services for the IHSS and/or WPCS programs OR If the Provider is Leave or Terminated with a Recipient, but has unsubmitted (Issued or Pending Issuance) timesheets with the Recipient that they are eligible to submit THEN Provide data including: Recipient Name Case Number (Recipient ID) AND IF Recipient is not registered for an electronic timesheet method THEN Display Recipient is not registered for ESP or TTS for the Recipient ELSE IF A payment has been processed for that relationship THEN Also Provide for the most recent payment: <ul style="list-style-type: none"> • Payment Amount • Payment Status • Timesheet Pay Period and Timesheet Type AND Provide current Email Address AND ALSO Set Person Home ihssWebPortalUser to "True" so that the IHSS ESP User check box is visibly marked. "Yes" AND IF Registration email address is different than CMIPS email address OR No email address is found in CMIPS THEN Create new Email Address record as of current date IF the user is a Recipient with an approved EVV Exception THEN Create a Case Note with the following information: <div style="margin-left: 20px;"> Case Note text = EVV Exception removed by recipient registration for ESP on <Current Date/Time> Sensitivity = 1 Priority = Medium Status = Active Created by = etsuser </div> AND Remove the EVV Exception indicator and EVV Exception date ELSE IF the user is a Provider who is assigned to a Recipient with an approved EVV Exception in an EVV live county THEN The EVV Effective Date for the Recipient/Provider pair is set to the later of (1) the Case EVV effective date or (2) the first day of the next pay period. AND IF the user is a Live-In Provider (IRS Live-In Self-Certification indicator is 'Yes') who has a Recipient who is registered to review timesheets electronically or has an exception THEN CaseProvider.EvvEffectiveDt will NOT be updated from 12/31/9999 ELSE IF the user is a Recipient who has a Live-In Provider (IRS Live-In Self-Certification indicator is 'Yes') who is registered to submit timesheets electronically THEN CaseProvider.EvvEffectiveDt will NOT be updated from 12/31/9999 </p>
----	--	------------------------------------	---	---

30	<p>21054 21161 21012</p> <div style="border: 1px solid black; padding: 5px;">  CI-753577 - DSD BR IHSSW WEB 30 IMPLEMENTED </div>	Register Step 5 – Login – Recipient	<p>When a user selects the Login button AND The user registered as a Recipient AND No errors are encountered</p>	<p>WEBSITE: IF The User Name entered is an exact match for the registrant-created User Name AND The Password entered is an exact match for the registrant-created Password AND The security question answer is the same (validation is not case sensitive) THEN User is taken to the Recipient Home screen with all buttons enabled AND All screens within the IHSS ESP are displayed in the language the Recipient selected on the Login screen upon initial registration AND Registration data is saved to the website database AND Interface to Curam with CMNE880B to indicate user is registered with the IHSS ESP AND Insert welcome message into the Recipient's Message Center in unread active status AND Any existing What's New messages (dated prior to the date the Provider registers to ESP) will not be inserted on the Recipient's What's New page AND Provide validated registration email address AND ALSO Interface to CM to obtain Recipient details (CMNE880K) AND Display list of recipients on Provider Home page OR Display static text if there are no Recipients to display AND Generate the initial CDSS Privacy Policy email notification (ETSE22) in English using registration email address CM: Interface to Curam with CMNE880C to retrieve information for all Providers that are eligible to provide services to the Recipient for the IHSS and/or WPCS programs OR If the Provider is Leave or Terminated with a Recipient, but has unsubmitted (Issued or Pending Issuance) timesheets with the Recipient that they are eligible to submit THEN Provide data including:<ul style="list-style-type: none">• Provider Name• Provider Number (Provider ID) AND Provide current Email Address AND ALSO Set Person Home ihssWebPortalUser to "True" so that the IHSS ESP User check box is visibly marked "Yes" AND IF Registration email address is different than CMIPS email address OR No email address is found in CMIPS THEN Create new Email Address record as of current date </p>
----	--	-------------------------------------	--	---

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (31-40)

No	Req ID	CI	Description	When	Action
31	21013	CI-753578 - DSD BR IHSSW WEB 31 IMPLEMENTED	Create New Password – Cancel Password Reset button	When a user selects the Cancel Password Reset button on the Password Reset – Create New Password screen	WEBSITE: The user is taken to the IHSS ESP – Login screen CM: N/A
32	21013	CI-753579 - DSD BR IHSSW WEB 32 IMPLEMENTED	Get User Name or Password Reset – Enable Next button	When a user enters data in the following fields in the Password Reset area: Enter Your User Name Email you use for electronic timesheets Selects the preferred option	WEBSITE: The Next is enabled CM: N/A
33	21013	CI-753580 - DSD BR IHSSW WEB 33 IMPLEMENTED	Password Reset – Next	When a user selects the Next button AND The User Name and details entered are known to the IHSS ESP	WEBSITE: Interface to Cúram with (CMNE880R) to confirm match on email address for this IHSS ESP known User Name – Data sent for verification will be: First Name Last Name Provider Number or Case Number Email Address as associated to that User Name AND IF Response email address from Cúram is a match AND IF Email address stored in the IHSS ESP does not match email address provided by Cúram THEN Update website database with this email address AND IF Selected preferred method is Security Questions AND THEN Generate Password Reset email (ETSE16) to this email address in the user's (Either Recipient or Provider) CMIPS identified Written Language AND Complete Password Reset popup displays. CM: CM will respond with the current Email Address for that user.
34	21013	CI-753581 - DSD BR IHSSW WEB 34 IMPLEMENTED	Password Reset email (ETSE16) – Hyperlink	When the Password Reset email is generated with a hyperlink to the Password Reset – Change Password screen	WEBSITE: Set hyperlink valid to date/time for 60 minutes CM: N/A
35	21013	CI-753582 - DSD BR IHSSW WEB 35 IMPLEMENTED	Access Password Reset – Create New Password	When a user selects a valid hyperlink (not expired) to the Password Reset – Create New Password screen from the email (ETSE16) AND No error messages are encountered	WEBSITE: A Provider or a Help Desk user is taken to the Password Reset – Create New Password screen that corresponds to the language selected on the Login screen with all fields enabled OR A Recipient or a Help Desk user is taken to the Password Reset – Create New Password screen that corresponds to the language selected on the Login screen with all fields enabled AND The Cancel Password Reset button is enabled AND The Reset Password & Continue to Login button is enabled AND IF The link <u>was not</u> generated by Help Desk Password Reset action THEN ALSO Display one of the Security Questions selected by the user at registration is randomly selected and displayed as a 3 rd field CM: N/A
36	21013 21065	CI-753583 - DSD BR IHSSW WEB 36 IMPLEMENTED	Access Password Reset – Create New Password – Expired Link	When a user selects an expired hyperlink to the Password Reset – Create New Password screen from the email (ETSE16) NOTE: Expiration is based on the configuration value passwordResetLinkExpire this is time sensitive and not associated with any batch job	WEBSITE: User is taken to the Password Reset – Create New Password screen with no fields displayed AND No button visible AND An error message is displayed in English for a Provider and in the Login screen identified language for a Recipient CM: N/A
37	21013	CI-753584 - DSD BR IHSSW WEB 37 CANCELLED	Cancelled by ASR 7 - Team 5 (EMLS)		

38	21013	 CI-753585 - DSD BR IHSSW WEB 38 IMPLEMENTED	Password Reset – Create New Password – Reset Password & Continue to Login	When user selects the Reset Password & Continue to Login button AND No errors are encountered	<p>WEBSITE: The user is taken to the IHSS ESP – Login screen AND New password is saved to the IHSS ESP database AND The password set date is set to current date AND Display an informational message for the user based on the screen language displayed AND The Notification of Password Change email (ETSE17) is generated in English for a Provider or Support User or in the CMIPS identified Written Language for a Recipient AND IF A record for the user exists in the UserLocked table THEN Delete the record from the table AND IF A record for the user exists in the UserFailedAttempt table THEN Delete the record from the table CM: N/A </p>
39	21013	 CI-753586 - DSD BR IHSSW WEB 39 IMPLEMENTED	Account Information – Change Password	When a user selects the Change Password link on the Account Information screen	<p>The user is taken to the Create New Password screen with the Enter New Password and Confirm New Password fields are enabled and empty of values. AND The Cancel Password Change button is enabled AND The Change Password button is enabled CM: N/A </p>
40	21160	 CI-753587 - DSD BR IHSSW WEB 40 IMPLEMENTED	Screen Header – Logout	When a user selects the Logout hyperlink in the Screen Header	<p>WEBSITE: The user session is terminated in the IHSS ESP AND The user is taken to the IHSS ESP – Login screen CM: N/A </p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (41-50)

No	Req ID	CI	Description	When	Action
41	21160	CI-753588 - DSD BR IHSSW WEB 41 IMPLEMENTED	Browser Closed	When a user is logged into the IHSS ESP AND They close their web browser	WEBSITE: The user session is terminated in the IHSS ESP CM: N/A
42	21160	CI-753589 - DSD BR IHSSW WEB 42 IMPLEMENTED	Activity Timeout	When a user is logged into the IHSS ESP AND No activity has been detected for (15) minutes	WEBSITE: Session Timeout Warning popup will be displayed. AND IF The user clicks Extend Session within countdown (60 seconds) or dismisses the popup. THEN The session is extended. ELSE If the user clicks Logout button or doesn't make a selection THEN The user is redirected to ESP Login screen. CM: N/A
43	21013	CI-753590 - DSD BR IHSSW WEB 43 IMPLEMENTED	Change Password – Create New Password – Cancel Password Change	When a user selects the Cancel Password Change on the Change Password – Create New Password screen	WEBSITE: The user session is terminated in the IHSS ESP AND IF The user is a Provider THEN The user is returned to the Provider Home screen OR IF The User is a Recipient <u>without</u> a Timesheet Signatory THEN The user is returned to the Recipient Home screen OR IF The User is a Recipient <u>with</u> a Timesheet Signatory, and accessed the screen by using the Account menu option to Account Information - Change My Password THEN The user is returned to the ESP Account Information screen CM: N/A
44	21013	CI-753591 - DSD BR IHSSW WEB 44 IMPLEMENTED	Change Password – Create New Password – Change Password	When user selects the Change Password button AND No errors are encountered	WEBSITE: New password is saved to the IHSS ESP database AND The password set date is set to current date AND Display an informational message for the user based on the screen language displayed AND The Notification of Password Change email (ETSE17) is generated in English for a Provider or Support User or in the CMIPS identified Written Language for a Recipient AND IF The user is a Provider THEN The user is returned to the Provider Home screen OR IF The User is a Recipient <u>without</u> a Timesheet Signatory THEN The user is returned to the Recipient Home screen OR IF The User is a Recipient <u>with</u> a Timesheet Signatory and accessed the screen by using the Account menu option to Account Information - Change My Password THEN The user is returned to the ESP Account Information screen OR IF The user is a Support User THEN The user is returned to the User Search screen with nothing populated. CM: N/A

45	21013	CI-753592 - DSD BR IHSSW WEB 45 IMPLEMENTED	Password Expiration – Change Password	When any user selects the Change Password button on the Password Expiration screen	<p>WEBSITE:</p> <p>The user is taken to the Change Password – Create New Password screen with all fields enabled</p> <p>AND</p> <p>The Change Password button is visible but disabled</p> <p>AND IF</p> <p>The password days to expiration is greater than zero</p> <p>THEN</p> <p>AND</p> <p>The Cancel Password Change button is enabled</p> <p>ELSE IF</p> <p>The password days to expiration is equal to zero</p> <p>THEN</p> <p>The Cancel Password Change button is disabled</p> <p>CM: N/A</p>
46	21013	CI-753593 - DSD BR IHSSW WEB 46 IMPLEMENTED	Password Expiration – Maybe Later – Provider	When a Provider user selects the Maybe Later button on the Password Expiration screen	<p>WEBSITE:</p> <p>Interface to CM to obtain Recipient details and validate Provider email address (CMNE880K)</p> <p>AND</p> <p>User is taken to the Provider Home screen</p> <p>AND</p> <p>Display list of Recipient names as hyperlinks and electronic method registration status or payment status</p> <p>OR</p> <p>Display static text if there are no Recipients to display</p> <p>AND IF</p> <p>Email address stored in the IHSS ESP does not match email address provided by Cúram</p> <p>THEN</p> <p>Update website database with this email address</p> <p>CM:</p> <p>Interface to Cúram with (CMNE880K) to retrieve information for all Recipients that this Provider is eligible to provide services to for the IHSS and/or WPCS programs</p> <p>OR</p> <p>If the Provider is Terminated but has un-submitted (Issued or Pending Issuance) timesheets with the Recipient that they are eligible to submit.</p> <p>THEN</p> <p>Provide data including:</p> <ul style="list-style-type: none"> • Recipient Name • Case Number (Recipient ID) <p>AND IF</p> <p>Recipient is not registered for an electronic timesheet method</p> <p>THEN</p> <p>Display Recipient is not registered for ESP or TTS for the Recipient</p> <p>ELSE IF</p> <p>A payment has been processed for that relationship</p> <p>THEN</p> <p>Also Provide for the most recent payment:</p> <ul style="list-style-type: none"> • Payment Amount • Payment Status • Timesheet Pay Period and Timesheet Type <p>AND</p> <p>Provide current Email Address</p>
47	21013	CI-753594 - DSD BR IHSSW WEB 47 IMPLEMENTED	Password Expiration – Maybe Later – Recipient	When a Recipient user selects the Maybe Later button on the Password Expiration screen	<p>WEBSITE:</p> <p>IF</p> <p>The Recipient does not have a Timesheet Signatory</p> <p>THEN</p> <p>The Recipient is taken to the Recipient Landing Screen following standard ESP login business rules.</p> <p>ELSE</p> <p>The Recipient does have a Timesheet Signatory</p> <p>THEN</p> <p>The Recipient is taken to the ESP Timesheet Signatory Login screen.</p> <p>CM: N/A</p>
48		CI-753595 - DSD BR IHSSW WEB 48 CANCELLED	Cancelled by SCF-18.		
49	21160	CI-753596 - DSD BR IHSSW WEB 49 IMPLEMENTED	Menu Icon 	When a user selects the Menu icon where available within the application	<p>WEBSITE:</p> <p>The menu appropriate to the user (Provider or Recipient or Help Desk User) slides out from the left</p> <p>CM: N/A</p>
50	21160	CI-753597 - DSD BR IHSSW WEB 50 IMPLEMENTED	Left Arrow 	When a user selects the left arrow icon found to the left of a screen name	<p>WEBSITE:</p> <p>The user is taken to the previous screen</p> <p>CM: N/A</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (51-60)

No	Req ID	CI	Description	When	Action
51	21160	 CI-753598 - DSD BR IHSSW WEB 51 IMPLEMENTED	Information Icon 	When a user selects the information icon	WEBSITE: Display an information pop-up that will provide additional details about the specific field CM: N/A
52	21160	 CI-753599 - DSD BR IHSSW WEB 52 IMPLEMENTED	Downward Chevron 	When a user selects a downward chevron	WEBSITE: Slide down additional details related to the accompanying header to display them for the user AND Update the icon to an upward chevron CM: N/A
53	21160	 CI-753600 - DSD BR IHSSW WEB 53 IMPLEMENTED	Upward Chevron 	When a user selects an upward chevron	WEBSITE: Slide up additional details related to the accompanying header to hide them from user view AND Update the icon to an downward chevron CM: N/A
54		 CI-753601 - DSD BR IHSSW WEB 54 CANCELLED	Cancelled by SCF-18.		
55		 CI-753602 - DSD BR IHSSW WEB 55 CANCELLED	Cancelled by SCF-18.		
56		 CI-753603 - DSD BR IHSSW WEB 56 CANCELLED	Cancelled by SCF-18.		
57	21160 21012	 CI-753702 - DSD BR IHSSW WEB 57 IMPLEMENTED	IHSS ESP – Security	WHEN a user selects the OK button on the pop-up message received for the web browser being used to access the website not having TLS 1.2 enabled AND The user <u>was not</u> logged into the IHSS ESP	WEBSITE: Close the pop-up AND Return user to the screen that was accessed when they received the message AND All fields/buttons/links on the screen remain disabled
58		Removed during development – This number can be used at a later time			
59	21160 21012	 CI-753703 - DSD BR IHSSW WEB 59 IMPLEMENTED	Password Entry	WHEN a user enters characters into any Password field in the IHSS ESP	WEBSITE: Mask characters as they are entered CM: N/A
60	21159 21161	 CI-753704 - DSD BR IHSSW WEB 60 IMPLEMENTED	Complete Registration – Job3 – Exceeds configuration value deleteTempRegData	When the IHSS ESP batch job Job3 processes AND The difference, in minutes, between current time and creation of the email hyperlink is greater than or equal to the configuration value deleteTempRegData	WEBSITE: All temporarily stored registration information is deleted CM: N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (61-70)

No	Req ID	CI	Description	When	Action
61	21013	CI-753705 - DSD BR IHSSW WEB 61 CANCELLED	Canceled by ASR Sprint 5 Team 5		
62			Cancelled with CR 1286		
63	21160	CI-753630 - DSD BR IHSSW WEB 63 IMPLEMENTED	Any Action with Interface to Cúram When Cúram is Unavailable	When a user attempts an action AND A call to Cúram results in a system not available response	<p>WEBSITE: Display a pop-up error message with the OK button enabled. AND When the user selects the OK button return the user to their landing screen based on user type.</p> <p>CM: Return indication that function is not available.</p>
64	21051	CI-754625 - DSD BR IHSSW WEB 64 IMPLEMENTED	IHSS ESP – Login – Help Desk User	A user selects the Login button AND The User Name entered is associated to a Help Desk user type	<p>WEBSITE: Interface to Cúram (CMNE880W) to verify CMIPS User ID permissions are valid AND IF Response is 'True' THEN User is logged into the User Search screen with only the 'User Type' dropdown visible AND The Search button is visible but disabled AND Update email address if changed</p> <p>CM: Provide 'True'/'False' response (CMNE880W) for access to the IHSS ESP with CMIPS User ID. The following criteria must be met: User ID is currently active (current date is not equal to or greater than end date in CMIPS) User ID has an E-Timesheet Help Desk security role in CM Provide CMIPS email address</p>
65	21161	CI-754626 - DSD BR IHSSW WEB 65 IMPLEMENTED	Register Step 5 – Login – Help Desk	When a user selects the Login button AND The user registered as a Support User AND User Type = Help Desk AND No errors are encountered	<p>WEBSITE: IF The User Name entered is an exact match for the registrant created User Name AND The Password entered is an exact match for the registrant created Password AND The security question answer is the same (validation is not case sensitive) THEN User is taken to User Search screen AND Registration data is saved to the website database</p> <p>CM: N/A</p>
66	21013	CI-754627 - DSD BR IHSSW WEB 66 IMPLEMENTED	Password Expiration – Maybe Later – Help Desk User	When a Help Desk User selects the Maybe Later button on the Password Expiration screen	<p>WEBSITE: User is taken to the User Search screen</p> <p>CM: N/A</p>
67	21160	CI-754628 - DSD BR IHSSW WEB 67 IMPLEMENTED	Menu – Resources – Training	When a User selects Training link on the Provider or Recipient Menu	The Training screen is displayed.
68	12803	CI-754834 - DSD BR IHSSW WEB 68 IMPLEMENTED	Menu – Privacy Policy	When a user selects the Privacy hyperlink in the Provider or Recipient Menu	A new browser window opens and navigates to the following URL: http://www.cdss.ca.gov/Privacy-Policy

69	12665	 CI-754835 - DSD BR IHSSW WEB 69 IMPLEMENTED	Menu – Notice on Collection	When a user selects the Notice of Collection hyperlink in the Provider or Recipient Menu	A new browser window opens and navigates to the following URL: http://www.cdss.ca.gov/Notice-on-Collection
70		 CI-754836 - DSD BR IHSSW WEB 70 CANCELLED	Removed		

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (71-80)

No	Req ID	CI	Description	When	Action
71	21161	CI-763381 - DSD BR IHSSW WEB 71 IMPLEMENTED	Login screen – Registration FAQs link	When a user clicks the 'Registration FAQs' link on the Login screen	WEBSITE: A new browser window will be opened and will navigate to the following URL: http://www.cdss.ca.gov/Portals/9/IHSS/E-Timesheets/Registration-Frequently_Asked_Questions.pdf CM: N/A
72	21160	CI-763382 - DSD BR IHSSW WEB 72 IMPLEMENTED	Menu – Account Section – Account Information	When a user selects the Account Information link in the Account sub-menu of the Provider or Recipient Menu in mobile view OR When a user selects the Account Information link in the <User's First Last Name> drop-down menu in the ESP Header in desktop view	WEBSITE: Account Information screen is displayed
73	21012	CI-763383 - DSD BR IHSSW WEB 73 IMPLEMENTED	Update Security Questions – Cancel Updates	When the user selects the Cancel Updates button	WEBSITE: User is taken back to the Account Information screen CM: N/A
74		CI-763384 - DSD BR IHSSW WEB 74 CANCELLED	Cancelled by ASR 1287 – Sprint 28		
75	21012	CI-763385 - DSD BR IHSSW WEB 75 CANCELLED	Canceled by ASR Sprint 8 - Team 5 (EMLS)		
76	21012	CI-763386 - DSD BR IHSSW WEB 76 IMPLEMENTED	Update Security Questions – Save Updates	When a user selects the Save Updates button on the Update Security Questions screen	WEBSITE: Display an informational pop-up message on transition AND Return user to the applicable landing page for their user type
77	21005	CI-766472 - DSD BR IHSSW WEB 77 IMPLEMENTED	Recipient Menu – Timesheet Activity – Timesheet History	When the Recipient selects the Timesheet History link under Timesheet Activity on the Recipient Menu	WEBSITE: Interface to CM to retrieve data for Recipient's Providers and Timesheets for those providers AND Display Provider list (ascending alpha provider first & last name order) with Timesheet List collapsed AND if Timesheet list is expanded display listed timesheets as hyperlinks in descending date order (most recent to oldest) then alphabetical order by Program CM: Provide information for each Provider where this Recipient's Providers have processed timesheet in the prior 3 months (6 pay periods) – NOTE: this may include current pay period if the timesheet has been processed and initial /supplemental timesheets. Timesheet Status of: <ul style="list-style-type: none">• Processed• Exception Replaced• Exception• Exception Paid This information will include: Provider Name (First and Last) Pay Period (MM/DD/YYYY – MM/DD/YYYY) Hours Claimed (HHH:MM)
78		CI-766473 - DSD BR IHSSW WEB 78 CANCELLED	Cancelled by ASR Sprint 56 Team 1&2		
79		CI-763412 - DSD BR IHSSW WEB 79 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
80	21012	CI-766231 - DSD BR IHSSW WEB 80 IMPLEMENTED	Get User Name or Password Reset – Select Your User Type	When a user selects Provider from the Select Your User Type field	The user remains on the Get User Name or Password Reset screen AND The Enter Your Provider Number becomes viewable and enterable

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (81-90)

No	Req ID	CI	Description	When	Action
81	21160	➡ CI-766232 - DSD BR IHSSW WEB 81 IMPLEMENTED	Get User Name or Password Reset – Select Your User Type	When a user selects Recipient from the Select Your User Type field	The user remains on the Get User Name or Password Reset screen AND The Enter Your Case Number field becomes viewable and enterable
82	21162	➡ CI-766233 - DSD BR IHSSW WEB 82 IMPLEMENTED	Get User Name or Password Reset – Get User Name	When user selects the Get User Name button AND The Provider or Case Number is known to the IHSS ESP AND No errors are encountered	WEBSITE: Interface to Cúram with (CMNE880R) to confirm match on email entered on the IHSS ESP with email in Cúram for the Provider Number or Case Number known on the IHSS ESP IF Response email address from Cúram is a match THEN The Notification of Request for User Name email (ETSE27) is generated in English for a Provider or in the CMIPS identified Written Language for a Recipient AND The Complete User Name Reset popup displays CM: N/A
83	21160	➡ CI-766234 - DSD BR IHSSW WEB 83 IMPLEMENTED	Get User Name or Password Reset – Cancel Request	When a user selects the Cancel Request button on the Get User Name or Password Reset screen	WEBSITE: The user is taken to the IHSS ESP – Login screen CM: N/A
84	21162	➡ CI-766235 - DSD BR IHSSW WEB 84 IMPLEMENTED	Get User Name or Password Reset – Enable Send User Name button	When a user enters data in the following fields in the Get User Name area: Enter Your Provider Number OR Enter Your Case Number AND Email you use for electronic timesheets	WEBSITE: The Send User Name button is enabled CM: N/A
85		➡ CI-766466 - DSD BR IHSSW WEB 85 CANCELLED	Cancelled by SCF-34		
86		➡ CI-766467 - DSD BR IHSSW WEB 86 CANCELLED	Cancelled by SCF-34		
87	21079 12214	➡ CI-790005 - DSD BR IHSSW WEB 87 IMPLEMENTED	Provider Menu – Financial – Direct Deposit – Direct Deposit Entry	When a user clicks the Direct Deposit Entry link on the Provider Menu	WEBSITE: User is taken to the Direct Deposit screen AND The Cancel button is visible and enabled AND The Next button is visible but disabled AND The NEW, CHANGE and CANCEL radio buttons are visible and enabled but none are selected CM: N/A
88	21078 21079 12214	➡ CI-790006 - DSD BR IHSSW WEB 88 IMPLEMENTED	Direct Deposit – Cancel button	When a user selects the Cancel button on the Direct Deposit screen	WEBSITE: Any entries are cleared AND User is taken to Timesheet Entry: Recipient Selection screen CM: N/A

89	21079 12214	 CI-790007 - DSD BR IHSSW WEB 89 IMPLEMENTED	Direct Deposit – Select Action and Enable Next button	When a user selects the NEW radio button OR When a user selects the CHANGE radio button OR When a user selects the CANCEL radio button	WEBSITE: The radio button selected becomes populated AND The next button is enabled AND IF The user selects a different radio button THEN The new radio button becomes populated AND The previous radio button is no longer populated AND The next button remains enabled
90	21079 12214	 CI-790008 - DSD BR IHSSW WEB 90 IMPLEMENTED	Direct Deposit – Next button – NEW or CHANGE or CANCEL	When a user selects the Next button on the Direct Deposit screen AND The NEW radio button is selected OR The CHANGE radio button is selected OR The CANCEL radio button is selected	WEBSITE: User is taken to Direct Deposit: Recipient Selection screen AND A list of current Recipients, with which the Provider is currently assigned too is displayed AND The Recipient Checkboxes are blank and enabled AND Then Back button is enabled AND The Next button is visible and disabled CM: N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (91-100)

No	Req ID	CI	Description	When	Action
91	21079 1 2214	CI-790009 - DSD BR IHSSW WEB 91 IMPLEMENTED	Direct Deposit: Recipient Selection – Back button	When a user selects the Back button on the Direct Deposit: Recipient Selection screen	WEBSITE: Any checkboxes are cleared AND User is taken back to the Direct Deposit screen with the prior selection radio button unselected AND The Next button is disabled AND The Cancel button is enabled CM: N/A
92	21079 1 2214	CI-790010 - DSD BR IHSSW WEB 92 IMPLEMENTED	Direct Deposit: Recipient Selection – Enable Next button	When a user selects a Recipient checkbox on the Direct Deposit: Recipient Selection screen NOTE: User may select as many of the listed Recipients as they choose	WEBSITE: A check mark is added to the selected Recipient checkbox AND The Next button is enabled CM: N/A
93	21079 1 2214	CI-790011 - DSD BR IHSSW WEB 93 IMPLEMENTED	Direct Deposit: Recipient Selection – Next button – NEW or CHANGE	When a user selects the Next button on the Recipient Selection screen AND The Direct Deposit request action was NEW OR The Direct Deposit Request action was CHANGE	WEBSITE: The user is taken to the Direct Deposit: Bank Details screen AND The TYPE OF ACCOUNT: CHECKING and SAVINGS radio buttons are blank and enabled AND The ROUTING NUMBER, BANK NAME, ACCOUNT NUMBER and CONFIRM ACCOUNT NUMBER fields are visible and enabled AND The Back button is visible and enabled AND The Next button is visible and disabled CM: N/A
94	21079 1 2214	CI-790012 - DSD BR IHSSW WEB 94 IMPLEMENTED	Direct Deposit: Bank Details – Enable Next button	When a user selects the TYPE OF ACCOUNT: CHECKING radio button OR When a user selects the TYPE OF ACCOUNT: SAVINGS radio button AND When the ROUTING NUMBER, BANK NAME, ACCOUNT NUMBER and CONFIRM ACCOUNT NUMBER fields are populated AND No errors are encountered	WEBSITE: Enable the Next button CM: N/A
95	21079 1 2214	CI-790013 - DSD BR IHSSW WEB 95 IMPLEMENTED	Direct Deposit: Bank Details – Back button	When the user selects the Back button on the Direct Deposit: Bank Details screen	WEBSITE: All entries are cleared on the Direct Deposit: Bank Details screen AND The user is taken to the Direct Deposit: Recipient Selection screen with all Recipient check boxes unselected and enabled AND All then Next button is visible but disabled AND the Cancel button is visible and enabled
96	21079	CI-790025 - DSD BR IHSSW WEB 96 IMPLEMENTED	Direct Deposit: Bank Details – Enable Next button	When a user selects the TYPE OF ACCOUNT: CHECKING radio button OR When a user selects the TYPE OF ACCOUNT: SAVINGS radio button AND the ROUTING NUMBER, BANK NAME, ACCOUNT NUMBER and CONFIRM ACCOUNT NUMBER fields are populated AND No errors are encountered	WEBSITE: Enable the Next button CM: N/A

97	21079	CI-790026 - DSD BR IHSSW WEB 97 IMPLEMENTED	Direct Deposit: Bank Details – Pop-up – OK	When the user selects the OK button on the informational pop-up about capturing system information on the Direct Deposit: Bank Details screen	<p>WEBSITE: Dismiss the pop-up AND User is taken to the Provider Direct Deposit Electronic Signature screen AND The 'Start' or 'Change' verbiage is displayed AND The list of Recipient(s) the user selected on the Direct Deposit: Recipient Selection screen is displayed AND The Bank Details the user has entered on the Direct Deposit: Bank Details screen is displayed AND The Cancel Submit button is enabled AND The Electronically Sign Request & Submit for Processing button is visible and disabled AND IF User Type = Provider THEN The checkbox is blank and enabled ELSE IF User Type = Help Desk THEN The checkbox is blank and disabled CM: N/A</p>
98	21079	CI-790027 - DSD BR IHSSW WEB 98 IMPLEMENTED	Direct Deposit: Recipient Selection – Next button –CANCEL	When a user selects the Next button on the Recipient Selection screen AND The Direct Deposit request action was CANCEL	<p>WEBSITE: User is taken to the Provider Direct Deposit Electronic Signature screen AND The 'Cancel' verbiage is displayed AND The list of Recipient(s) the user selected on the Direct Deposit: Recipient Selection screen is displayed AND The Cancel Submit button is enabled AND The Electronically Sign Request & Submit for Processing button is visible and disabled AND IF User Type = Provider THEN The checkbox is blank and enabled ELSE IF User Type = Help Desk THEN The checkbox is blank and disabled CM: N/A</p>
99	21079 16150	CI-790028 - DSD BR IHSSW WEB 99 IMPLEMENTED	Provider Direct Deposit Electronic Signature – Enable the Electronically Sign Request & Submit for Processing button	When a user selects the 'I agree to the terms above' check box	<p>WEBSITE: The checkbox is marked AND The Electronically Sign Request & Submit for Processing is enabled</p>
100	21079 16150	CI-790019 - DSD BR IHSSW WEB 100 IMPLEMENTED	Provider Direct Deposit Electronic Signature – Electronically Sign Request & Submit for Processing	When a user selects the Electronically Sign Request & Submit for Processing button on the Provider Direct Deposit Electronic Signature screen AND No errors are encountered	<p>WEBSITE: Interface to Cúram (PRNE880Y) with (1) PDD request transaction for each selected recipient to include: PROVIDER NUMBER RECIPIENT CASE NUMBER REQUEST TYPE (New, Change or Cancel) ROUTING NUMBER (New or Change) BANK NAME (New or Change) ACCOUNT NUMBER (New or Change) AND Trigger email to Provider for confirmation of request (ETSE24 for New, ETSE25 for Change or ETSE26 for Cancel) AND User is taken to the Timesheet Entry: Recipient Selection screen CM: From interface (PRNE880Y) write details to DB table for PDD request</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (101-110)

No	Req ID	CI	Description	When	Action
101	21079	CI-790020 - DSD BR IHSSW WEB 101 IMPLEMENTED	Provider Direct Deposit Electronic Signature – Cancel Submit	When a user selects the Cancel Submit button on the Provider Direct Deposit Electronic Signature screen	<p>WEBSITE: The check box is cleared on the Provider Direct Deposit Electronic Signature screen AND The user is taken to the Timesheet Entry: Recipient Selection screen</p> <p>CM: N/A</p>
102	21079	CI-790021 - DSD BR IHSSW WEB 102 IMPLEMENTED	Provider Direct Deposit Electronic Signature – OK pop-up	When a user selects the Electronically Sign Request & Submit for Processing button on the Provider Direct Deposit Electronic Signature screen	<p>WEBSITE; Display a pop-up message with the OK button enabled and display the message ".Your Direct Deposit request has been submitted for further processing. No additional action is required by you." AND When the user selects the OK button return the user to Timesheet Entry: Recipient Selection screen.</p> <p>CM: N/A.</p>
103		CI-790043 - DSD BR IHSSW WEB 103 CANCELLED	Cancelled by ASR Sprint 44 Team 1&2.		
104	21191	CI-790044 - DSD BR IHSSW WEB 104 IMPLEMENTED	Provider Menu – Financial – Direct Deposit – Direct Deposit Requests	When a Provider user selects the Direct Deposit Requests link in the Provider Menu	<p>WEBSITE: The Provider User is taken to the Direct Deposit Requests screen AND The NEW, CHANGE and CANCEL groups are visible and minimized AND The chevrons for each group are visible, facing up and enabled AND The Cancel button is visible and enable</p> <p>CM: N/A</p>
105	21077 21079	CI-790045 - DSD BR IHSSW WEB 105 IMPLEMENTED	Direct Deposit Request – Chevron selection – down facing arrow	When a user selects the down facing Chevron on either the NEW Direct Deposit, CHANGE Direct Deposit or CANCEL Direct Deposit section	<p>WEBSITE: The corresponding chevron changes to facing up AND If the provider has submitted request(s) for the request option selected, the group will expand and a list of those request submitted will display with the most recent request displaying first OR If the provider has not submitted any request for the request option selected, the group will not expand AND The Cancel button is visible and enabled</p> <p>CM: N/A</p>
106	21077 21078 21079	CI-790046 - DSD BR IHSSW WEB 106 IMPLEMENTED	Direct Deposit Request – Chevron selection – up facing arrow	When a user selects the up facing Chevron on either the NEW Direct Deposit, CHANGE Direct Deposit or CANCEL Direct Deposit section	<p>WEBSITE: The corresponding chevron changes to facing down AND The group will collapse and the list will no longer be visible. AND The Cancel button is visible and enabled</p> <p>CM: N/A</p>

107	21078 21079	 CI-790047 - DSD BR IHSSW WEB 107 IMPLEMENTED	Direct Deposit Request – Cancel button	When a user selects the Cancel button on	<p>WEBSITE: The user is taken to the Timesheet Entry: Recipient Selection screen</p> <p>CM: N/A</p>
108	21005	 CI-790150 - DSD BR IHSSW WEB 108 IMPLEMENTED	Provider/Recipient Menu – Resources – What's New	When a user selects the What's New link in the Provider or Recipient Menu	<p>WEBSITE: The user is taken to the What's New screen for their user type (Provider or Recipient) AND Hyperlinks contained on the What's New screen are enabled</p> <p>CM: N/A</p>
109	21005	 CI-790151 - DSD BR IHSSW WEB 109 IMPLEMENTED	Provider What's New – for more information click here hyperlinks	When a provider user selects any of the For more information click here hyperlink Note: as new functionality is added to the IHSS ESP CDSS may request additional items on the What's New screen. Each item will contain a hyperlink to a new More Information screen.	<p>WEBSITE: The Provider User is taken to the More Information screen for that What's New item AND More information is displayed for the What's New subject AND Any hyperlink that may be requested for that What's new subject will be active AND The Back Arrow facing left is visible on the title area of the screen and is enabled. .</p> <p>CM: N/A</p>
110	21005 21077	 CI-790152 - DSD BR IHSSW WEB 110 IMPLEMENTED	Provider What's New – for more information click here – Direct Deposit	When a provider user selects any of the 'For more information click here hyperlink' for the Direct Deposit item	<p>WEBSITE: The Provider User is taken to What's New: Direct Deposit screen AND More information is displayed for Direct Deposit AND The Back Arrow facing left is visible on the title area of the screen and is enabled. .</p> <p>CM: N/A</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (111-120)

No	Req ID	CI	Description	When	Action
111	21005 21077	CI-790153 - DSD BR IHSSW WEB 111 IMPLEMENTED	Provider What's New: Direct Deposit – Back Arrow	When a provider user selects the Back Arrow	WEBSITE: The Provider User is taken to back to the What's New screen CM: N/A
112	21005 21077	CI-790154 - DSD BR IHSSW WEB 112 IMPLEMENTED	Provider What's New – for more information click here – Tax Year 2017	When a provider user selects any of the 'For more information click here hyperlink' for the Tax Year 2017 item	WEBSITE: The Provider User is taken to What's New: Tax Year 2017 screen AND More information is displayed for Tax Year 2017 AND The hyperlink to the info for the IRS Self Certification external site is visible and enabled AND The Back Arrow facing left is visible on the title area of the screen and is enabled. . CM: N/A
113	21005 21077	CI-790155 - DSD BR IHSSW WEB 113 IMPLEMENTED	Provider What's New: Tax Year 2017 – external link	When the provider user selects the hyperlink to the external site for IRS Self Certification Information	WEBSITE: The Provider User is taken to the external page for the IRS Self Certification Information CM: N/A
114	21005 21077	CI-790156 - DSD BR IHSSW WEB 114 IMPLEMENTED	Provider What's New: Tax Year 2017 – Back Arrow	When a provider user selects the Back Arrow	WEBSITE: The Provider User is taken to back to the What's New screen CM: N/A
115	21093	CI-790592 - DSD BR IHSSW WEB 115 IMPLEMENTED	Sick Leave Claim – Accrued Sick Leave and can claim Sick Leave Hours	When a Provider user selects the Sick Leave Claim link on the Provider Menu AND The Provider is eligible and is assigned to an eligible IHSS Recipient for at least one pay in the current and last month	WEBSITE: The Provider User is taken to the Sick Leave Claim screen AND Display static text: 'To begin your Sick Leave claim, use the dropdown menu to select a pay period, then select a Recipient. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a recipient. To learn more about Sick Leave Claim, visit Sick Leave Claim FAQ .' AND Display: Sick Leave Time Current Fiscal Year – YYYY/YYYY Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M) AND Pay Period select box is visible, blank, and enabled by default AND Next button is visible and enabled AND Cancel button is visible and enabled CM: N/A
116	21093	CI-790593 - DSD BR IHSSW WEB 116 IMPLEMENTED	Sick Leave Claim – Has no sick leave hours to claim	When a Provider user selects the Sick Leave Claim link on the Provider Menu AND The Provider has not accrued sick leave or has claimed all accrued sick leave hours.	WEBSITE: Provider User is taken to the Sick Leave Claim screen AND Display static text: 'You have no available sick hours to claim.' OR 'You are not eligible to claim Sick Leave at this time.' AND Display: Sick Leave Time Current Fiscal Year – YYYY/YYYY Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M) AND Pay Period select box is not visible AND Recipient Selection box is not visible AND Next button is not visible AND Cancel button is visible and enabled CM: N/A
117	21094	CI-790594 - DSD BR IHSSW WEB 117 IMPLEMENTED	Sick Leave Claim – Pay Period selection	When a Provider user selects a Pay Period	WEBSITE: Provider User will then be able to select a Recipient from the Recipient pull down (prior to selecting a pay period the Recipient select box will not be visible) CM: N/A
118	21094	CI-790595 - DSD BR IHSSW WEB 118 IMPLEMENTED	Sick Leave Claim – Pay Period selection (after a recipient has been selected)	When a Provider user selects a Pay Period and Recipient then re-selects a Pay Period	WEBSITE: Recipient selection pulldown display will revert to blank AND Next button will be visible and enabled AND Cancel button is visible and enabled (The Provider user will be required to re-select a Recipient to proceed.) CM: N/A
119		CI-790596 - DSD BR IHSSW WEB 119 CANCELLED	Cancelled with ASR Sprint 28 Team 5.		

120	21094	<p> CI-790597 - DSD BR IHSSW WEB 120 IMPLEMENTED</p>	Sick Leave Claim – Next button	<p>When a Provider user has selected a Pay Period AND Selected a Recipient AND Selected the Next button</p>	<p>WEBSITE: The Sick Leave Claim Time Entry screen displays AND</p> <p>IF the Provider has days in the selected Pay Period for the selected Recipient where they were ineligible to claim Sick Leave hours, display informational banner:</p> <p>Sick Leave entry is disabled for days you are unable to claim time. Please contact your county if you need assistance.</p> <p>AND</p> <p>Display Static Text:</p> <p>Enter the date and time of your absence. Select the Add New button to add an additional Absence Date. Select the Submit Claim button to finalize this claim.</p> <ul style="list-style-type: none"> • You must complete the existing Absence Date before adding a new Absence Date. • Each Absence Date must have a minimum of 1 hour claimed with additional time claimed in 30 minute increments. • If you only have 30 minutes available, then you can claim less than 1 hour. • You must include all claimed hours for an Absence Date in a single row. • You cannot claim more than your Available Hours. • You can delete additional Absence Dates by selecting the Delete button. <p>AND</p> <p>Aligned to left of screen, display:</p> <p>Recipient's FIRST NAME LAST NAME Pay Period: MM/DD/YYYY – MM/DD/YYYY Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M) Status: New Status Date: Current Date</p> <p>AND</p> <p>Display static text: Sick Leave Claims</p> <p>AND</p> <p>Sick Leave 1 A Date Entry Field, Hours Entry Field and Minutes entry field are displayed and enabled. AND Calendar icon for date selection displays next to Absence Date field with dates outside selected pay period disabled AND IF the provider is ineligible to claim sick leave on certain dates within the selected pay period, those dates are also disabled in the Calendar AND Entry row Delete button is visible and disabled AND Claimed Hours: 00(H) 00(M) displays AND Add New button is visible and enabled AND Submit Claim button is visible and enabled AND Back button is visible and enabled.</p> <p>CM: N/A</p>
-----	-------	---	--------------------------------	---	---

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (121-130)

No	Req ID	CI	Description	When	Action
121	21098	CI-790598 - DSD BR IHSSW WEB 121 IMPLEMENTED	Sick Leave Claim – Cancel button	When a Provider user selects the Cancel button	WEBSITE: The provider user navigates to the Provider Home/Landing page CM: N/A
122		CI-790621 - DSD BR IHSSW WEB 122 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
123		CI-790622 - DSD BR IHSSW WEB 123 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
124		CI-790623 - DSD BR IHSSW WEB 124 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
125		CI-790624 - DSD BR IHSSW WEB 125 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
126		CI-790625 - DSD BR IHSSW WEB 126 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
127		CI-790626 - DSD BR IHSSW WEB 127 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
128	21093 21097 21099	CI-790639 - DSD BR IHSSW WEB 128 IMPLEMENTED	Provider Menu – Sick Leave Claim: Ineligible to claim accrued sick leave hours	When a Provider user selects the Sick Leave Claim link on the Provider Menu AND The Provider has accrued sick leave hours, but Recipient or Provider eligibility has changes to where the Provider is ineligible to claim those hours.	WEBSITE: Provider User is taken to the Sick Leave Claim screen AND Display: Sick Leave Time Current Fiscal Year – YYYY/YYYY You must be actively working for a recipient to claim Sick Leave hours. Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M) AND Pay Period select box is not visible AND Recipient Selection box is not visible AND Next button is not visible AND Cancel Request is visible and enabled CM: N/A
129	21094 21099	CI-790640 - DSD BR IHSSW WEB 129 IMPLEMENTED	Provider Menu – Sick Leave Claim: July Scenarios	When a Provider user selects the Sick Leave Claim link on the Provider Menu in the month of July	WEBSITE: Provider User is taken to the Sick Leave Claim screen AND For the following scenarios: 1. Provider has available sick leave hours for prior fiscal year and is not eligible for current fiscal year, display: To begin your Sick Leave claim, use the dropdown menu to select a pay period, then select a Recipient. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a recipient. To learn more about Sick Leave Claim, visit Sick Leave Claim FAQ . Sick Leave Time Prior Fiscal Year - YYYY/YYYY Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M) Current Fiscal Year – YYYY/YYYY You are not eligible to claim Sick Leave at this time. Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M) 2. Provider has available sick leave hours for prior fiscal year and has claimed all hours for current fiscal year, display: To begin your Sick Leave claim, use the dropdown menu to select a pay period, then select a Recipient. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a recipient. To learn more about Sick Leave Claim, visit Sick Leave Claim FAQ . Sick Leave Time

				<p>Prior Fiscal Year - YYYY/YYYY Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>Current Fiscal Year - YYYY/YYYY</p> <p>You have no available sick hours to claim.</p> <p>Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>3. Provider has available sick leave hours for prior fiscal year and also has available hours in current fiscal year but is not eligible to claim them, display:</p> <p>To begin your Sick Leave claim, use the dropdown menu to select a pay period, then select a Recipient. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a recipient. To learn more about Sick Leave Claim, visit Sick Leave Claim FAQ.</p> <p>Sick Leave Time</p> <p>Prior Fiscal Year - YYYY/YYYY Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>Current Fiscal Year - YYYY/YYYY</p> <p>You must be actively working for a recipient to claim Sick Leave hours.</p> <p>Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>4. Provider has available sick leave hours for prior fiscal year but is not eligible to claim those hours and also has available hours in current fiscal and is eligible to claim them, display:</p> <p>To begin your Sick Leave claim, use the dropdown menu to select a pay period, then select a Recipient. After selecting a Pay Period, a drop-down menu will be displayed to allow you to select a recipient. To learn more about Sick Leave Claim, visit Sick Leave Claim FAQ.</p> <p>Sick Leave Time</p> <p>Prior Fiscal Year - YYYY/YYYY</p> <p>You must be actively working for a recipient to claim Sick Leave hours.</p> <p>Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>Current Fiscal Year - YYYY/YYYY</p> <p>Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>5. Provider has available sick leave hours for prior fiscal year but is not eligible to claim those hours and also has available hours in current fiscal but is not eligible to claim them, display:</p> <p>Sick Leave Time</p> <p>You must be actively working for a recipient to claim Sick Leave hours.</p> <p>Prior Fiscal Year - YYYY/YYYY</p> <p>Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>Current Fiscal Year - YYYY/YYYY</p> <p>Available Hours: HH(H) MM(M) Previously Claimed Hours: HH(H) MM(M)</p> <p>AND Cancel button is visible and enabled</p> <p>AND IF the provider cannot claim hours for either fiscal year Pay Period select box is not visible AND Recipient Selection box is not visible AND Next button is not visible</p> <p>OR IF the provider can claim hours for either fiscal year Pay Period select box is visible and enabled AND Recipient Selection box is not visible</p> <p>CM: N/A</p>
130		 CI-790641 - DSD BR IHSSW WEB 130 CANCELLED	Cancelled with ASR Sprint 28 Team 5	

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (131-140)

No	Req ID	CI	Description	When	Action
131		CI-790642 - DSD BR IHSSW WEB 131 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
132		CI-790643 - DSD BR IHSSW WEB 132 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
133		CI-790644 - DSD BR IHSSW WEB 133 CANCELLED	Cancelled with ASR Sprint 28 Team 5		
134	21094 21099	CI-790645 - DSD BR IHSSW WEB 134 IMPLEMENTED	Sick Leave Claim Time Entry – Submit Claim – No Cúram errors	When a provider user selects the Submit Claim button	<p>WEBSITE The provider user is taken to the Sick Leave Claim Electronic Signature screen WITH The checkbox is blank and enabled AND The Sign to Submit for Payment button is visible but disabled AND The Cancel Submit button is enabled CM Complete Cúram Claim validation checks AND Confirm no error messages are generated</p>
135	21094 21099	CI-790646 - DSD BR IHSSW WEB 135 IMPLEMENTED	Sick Leave Claim Time Entry – Submit Claim – Cúram Errors	When a provider user selects the Submit Claim button AND Error messages are returned from Cúram	<p>WEBSITE: Interface call to Cúram with details and time entries for the Sick Leave Claim IF Receive confirmation from Cúram of messages that need to be displayed THEN User is taken to the Sick Leave Claim Time Entry screen AND All Absence Date entries are visible as entered with Delete visible but disabled for the first Absence Date entry and Delete button visible and enabled for each additional Absence Date AND The Add button is visible and enabled (except if entered hours are greater than available hours) AND The Submit Claim button is enabled AND The Back button is enabled AND Validation Messages are displayed at the top of the Screen in bold black letters on red banner with a leading error icon. </p> <p>CM: Complete timesheet validation checks AND Provide error messages codes to be displayed</p>
136	21098 21099	CI-790647 - DSD BR IHSSW WEB 136 IMPLEMENTED	Sick Leave Claim Time Entry – Cancel button	When a Provider user selects the Cancel button	<p>The provider user is taken to the Sick Leave Claim screen WITH Applicable Fiscal Year and informational messages are displayed AND IF the Provider has sick leave hours available and is eligible to use them, The Pay Period drop down box is visible and blank AND Next button is visible and enabled AND Cancel button is visible and enabled OR IF the Provider has no available sick leave or is not eligible to use them, The Pay Period drop down box is not visible AND Next button is not visible AND Back to Home button is visible and enabled</p> <p>Note: When the user has encountered a Cúram error and subsequently selects the Cancel button, the appropriate static messages, Fiscal Year available/claimed hours and drop down availability will display depending on the nature of the Cúram error.</p>
137		CI-790648 - DSD BR IHSSW WEB 137 CANCELLED	Cancelled by ASR Sprint 57 Team 1&2		

138		CI-790649 - DSD BR IHSSW WEB 138 CANCELLED	Cancelled by ASR Sprint 57 Team 1&2		
139		CI-790650 - DSD BR IHSSW WEB 139 CANCELLED	Cancelled by ASR Sprint 57 Team 1&2		
140	21093	CI-790651 - DSD BR IHSSW WEB 140 IMPLEMENTED	Provider Menu – Financial – Payments – Sick Leave Claim History	<p>When the Provider selects the Sick Leave Claim History link on the Provider Menu</p> <p>WEBSITE: Interface to CM to retrieve data for Recipients and Sick Leave Claims AND Display Pay Period dropdown for Provider pay period selection AND WHEN Pay Period has been selected, Display:</p> <p>List of Sick Leave Claims for selected Pay Period sorted by Recipient (ascending alpha recipient first & last name order) and descending date order (most recent to oldest)</p> <p>CM: Provide information for each Recipient where this Provider have submitted sick leave claims for the current and prior fiscal year.</p> <p>This information will include: Recipient Name (First and Last) Recipient ID Sick Leave Claim Number Hours Claimed (HH(H) MM(M)) Status Status Date (MM/DD/YYYY) Hours Paid (HH(H) MM(M))</p>	

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (141-150)

No	Req ID	CI	Description	When	Action
141	21093	CI-790652 - DSD BR IHSSW WEB 141 IMPLEMENTED	Sick Leave Claim History – Sick Leave Claim Details	When the Provider selects a pay period from the Pay period drop down on the Sick Leave Claim History - Recipient Selection screen AND Selects the View Sick Leave Claim Detail button for a sick leave claim submitted within the selected pay period	WEBSITE: Interface to CM to retrieve data for that sick leave claim data AND User is taken to the Sick Leave History (Sick Leave Claim Details) screen AND The Overview, Payment Details, and Sick Leave Claim Details sections are expanded AND The Absence Details sub-cluster on the Sick Leave Claims Details main cluster is expanded CM: Provide information for the selected sick leave claim Overview details as follows: Pay Period - Sick Leave: MM/DD/YYYY – MM/DD/YYYY Sick Leave Claim Number: 99999999 Hours Claimed: HH(H) MM(M) Hours Paid: HH(H) MM(M) Hours Not Paid: HH(H) MM(M) Mode of Entry: Online or Paper Claim Status: Pending or Processed Status Date: MM/DD/YYYY AND For Payment details: Warrant Number: 99999999 Issue Date: MM/DD/YYYY Direct Deposit: Yes/No Payment Status: (Warrant Status) AND For Earnings Statement Warrant Current and Year-to-Date Sick Leave Pay \$999,999.99 Overtime \$999,999.99 Total Gross \$999,999.99 Total Deductions \$999,999.99 Net Pay \$999,999.99 AND For Sick Leave Claim Details: From Messages TS/Warrant error messages AND Absence Details (for each date absent) Day: <Sunday - Saturday> Date: <D MNTH> or <DD MNTH> Hours Claimed HH(H) MM(M)
142	21000	CI-795500 - DSD BR IHSSW WEB 142 IMPLEMENTED	Inactivation of Recipient IHSS ESP Registration	When the IBM Cloud message broker listener receives message "recipientInactivation" (note: this will only be placed on the message broker queue only if the recipient is registered)	Take a snapshot of the registration record for the user associated to the case ID AND Set the status of the registration for the user associated to the case ID to 'Inactive'
143	21100	CI-795501 - DSD BR IHSSW WEB 143 IMPLEMENTED	Reactivate Recipient IHSS ESP Registration	When the IBM Cloud message broker listener receives message "recipientReactivation"	Take a snapshot of the registration record for the user associated to the case ID AND Delete the registration record for the user associated to the case ID AND Delete all e-timesheets in draft status associated to the provider who worked for the recipient case number that has been reactivated.
144	20821	CI-798872 - DSD BR IHSSW WEB 144 IMPLEMENTED	IHSS ESP Message Listener –"modifyEmail" message from Case Management	When the IBM Cloud message broker listener receives message "modifyEmail"	When there is a corresponding provider email address on the IHSS ESP Take a snapshot of the email record for the user associated to the Provider Number AND Update Provider Email address with person email from message payload' AND IF There is a corresponding recipient email address on the IHSS ESP Take a snapshot of the email record for the user associated to the Recipient Case Number AND Update Recipient Email address with person email from message payload' Note: one message can send and update to an email address for both a provider and recipient user if the person in Case Management is both a provider and recipient.

145	21024	CI-800284 - DSD BR IHSSW WEB 145 CANCELLED	Cancelled as part of SCF124 (Test Automation)		
146	21024	CI-800285 - DSD BR IHSSW WEB 146 IMPLEMENTED	Provider Landing Screen – Recipient Pertinent Information – Last Payment Status	When a user accesses the Provider Landing screen AND The provider has a payment for a displayed recipient	WEBSITE: Display the payment status of the most recent payment in the pertinent information area for the recipient
147	21024	CI-800286 - DSD BR IHSSW WEB 147 IMPLEMENTED	Provider Landing Screen – Recipient Pertinent Information – Timesheet to submit	When a provider accesses the Provider Landing screen AND The provider has a pending timesheet for the most recent pay period for a displayed recipient	WEBSITE: Display 'Time Entry' in the pertinent information area for the recipient
148	21156	CI-800287 - DSD BR IHSSW WEB 148 IMPLEMENTED	Provider Landing Screen – Recipient Pertinent Information – Recipient Enrollment Status	When a provider accesses the Provider Landing screen AND A displayed recipient is not registered for ESP and/or for TTS	WEBSITE: IF The Recipient is not registered for ESP OR The Recipient is not registered for TTS THEN Display 'Not Registered in ESP or TTS' in RED font in the pertinent information area for the recipient
149		CI-800288 - DSD BR IHSSW WEB 149 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		
150		CI-800289 - DSD BR IHSSW WEB 150 CANCELLED	Cancelled by CR115 CGI M&O – PSR – EVV Simplification		

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (151-160)

No	Req ID	CI	Description	When	Action
151	21024	CI-800290 - DSD BR IHSSW WEB 151 CANCELLED	Cancelled as part of SCF124 (Test automation updates)		
152		CI-800291 - DSD BR IHSSW WEB 152 CANCELLED	Cancelled by SCF124		
153	16203	CI-801519 - DSD BR IHSSW WEB 153 IMPLEMENTED	Recent Payments Screen – EFT Warrant	When the Recent Payments screen is displayed AND The EFT indicator for the displayed payment is 'Yes'	WEBSITE: Change the 'Issued Date' field to 'Deposit Date' CM: N/A
154	16203	CI-801520 - DSD BR IHSSW WEB 154 IMPLEMENTED	Recent Payments Screen – Sick Leave Claim	When the Recent Payments screen is displayed AND The PayType is 'SCLV'	WEBSITE: Make the following updates to the displayed fields: Change 'Timesheet Submit Date' to 'Submit Date' Change 'Timesheet Number' to 'Sick Leave Claim Number' Change 'Timesheet Details' to 'Sick Leave Claim Details' CM: N/A
155	16203	CI-801521 - DSD BR IHSSW WEB 155 IMPLEMENTED	Recent Payments Screen – No payment activity for 14 days	When the Recent Payments screen is displayed AND There has not been any Timesheet, Travel Claims, Sick Leave Claims, or Career Pathways (Training Time, Training Incentive, One-Month Assignment Incentive, Six-Month Assignment Incentive) Claims submitted in the last 14 days	WEBSITE: Display on screen only the static text: "You have no payment activity in the last 14 days to display." You can find older payments by using the <Payment Search: link to Payment Search Screen>" CM: N/A
156	21005	CI-819363 - DSD BR IHSSW WEB 156 IMPLEMENTED	Login screen – Login button – IHSS ESP display language	When a user has selected a language on the IHSS ESP Login page AND successfully logs in	WEBSITE IF The user's Preferred Language has not yet been set, the IHSS ESP is displayed in the language selected on the login screen ELSE IF The user's Preferred Language has been set, the IHSS ESP is displayed in the language indicated by the Preferred Language and not the language selected on the Login screen CM: N/A
157	21005	CI-819364 - DSD BR IHSSW WEB 157 IMPLEMENTED	My Preferences screen – Timesheet Entry Preferences	When the user has pressed the Save button and a Timesheet Entry Preferences radio button has been selected	WEBSITE: N/A CM : Record gets updated in Case Management with the selected Timesheet preference
158	21005	CI-819365 - DSD BR IHSSW WEB 158 IMPLEMENTED	My Preferences screen – IHSS Electronic Services Portal Preferred Language	When the user has pressed the Save button and a IHSS Electronic Services Portal Preferred Language radio button has been selected	WEBSITE Update languagepreference on the Users IBM Cloud table CM: N/A

159	21013	 CI-822114 - DSD BR IHSSW WEB 159 IMPLEMENTED	Account Information – Change Password	When a user selects the Change Password link on the Account Information screen	<p>The user is taken to the Create New Password screen with the Enter New Password and Confirm New Password fields are enabled and empty of values.</p> <p>AND</p> <p>The Cancel Password Change button is enabled</p> <p>AND</p> <p>The Change Password button is enabled</p> <p>CM: N/A</p>
160	21013	 CI-822115 - DSD BR IHSSW WEB 160 IMPLEMENTED	Account Information – Reset My Security Questions	When a user selects the Reset My Security Questions link on the Account Information screen	<p>The user is taken to the Update Security Questions screen with the Security Questions dropdowns and Answers fields are visible, enabled and showing 'Answer' in a faint grey.</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>CM: N/A</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (161-170)

No	Req ID	CI	Description	When	Action
161	21005	CI-822116 - DSD BR IHSSW WEB 161 IMPLEMENTED	Provider Menu – Resources – FAQ –Direct Deposit FAQ	When a provider User selects Direct Deposit FAQ on the Provider Menu	A pdf containing Online Direct Deposit FAQs is opened in a new window which is external to the IHSS ESP and maintained by CDSS at the following URL http://www.cdss.ca.gov/Portals/9/IHSS/E-Timesheets/Online-Direct-Deposit_Frequently_Asked_Questions.pdf
162	21005	CI-822117 - DSD BR IHSSW WEB 162 IMPLEMENTED	Provider Menu – Resources – FAQ –Sick Leave Claim FAQ	When a provider User selects Sick Leave Claim FAQ on the Provider Menu	A pdf containing Sick Leave FAQs is opened in a new window which is external to the IHSS ESP and maintained by CDSS at the following URL http://www.cdss.ca.gov/Portals/9/IHSS/PaidSickLeave/Sick-Leave_Frequently_Asked_Questions.pdf
163	21133	CI-819089 - DSD BR IHSSW WEB 163 IMPLEMENTED	Timesheet Communication Preference	When the user clicks the Save button and a Timesheet Communication Preference radio button has been selected AND No error messages are generated	WEBSITE: The "Your Preferences have been updated" pop-up window displays CM: Update the Recipient's Timesheet Communication Preference: Communication Preference of "Telephone" (TSCP01) or "Email" (TSCP02)
164	21109	CI-822341 - DSD BR IHSSW WEB 164 IMPLEMENTED	Screen Utility – Loading Spinner 	WHEN A Provider accesses the Time Entry: Timesheet screen OR A Provider leaves the Time Entry: Timesheet screen	An animated loading spinner screen utility will display during the transition.
165	21154	CI-822342 - DSD BR IHSSW WEB 165 IMPLEMENTED	Screen Utility – Loading Spinner 	WHEN A Recipient accesses the Timesheet Recipient Electronic Signature screen OR A Recipient leaves the Timesheet Recipient Electronic Signature screen	An animated loading spinner screen utility will display during the transition.
166	21154	CI-822343 - DSD BR IHSSW WEB 166 IMPLEMENTED	Screen Utility – Loading Spinner 	WHEN A Recipient accesses the Reject E-Timesheet screen OR A Recipient leaves the Reject E-Timesheet screen	An animated loading spinner screen utility will display during the transition.
167	21169	CI-822441 - DSD BR IHSSW WEB 167 IMPLEMENTED	Payment Search	When the Provider selects the Search button on the Payment Search screen AND A pay period is specified No errors are encountered	WEBSITE: Interface to CM (CMNE882Z) to retrieve data for Payments in the specified pay period AND IF one or more payments are found for the specified pay period THEN display the list of payments in the specified pay period, for each Recipient, sorted alphabetically by Recipient first name then last name. Then by payment type (timesheet, travel claim, sick leave, special transaction, training time, training incentive, one-month assignment incentive, six-month assignment incentive) ELSE IF no payments are found for the specified pay period THEN display the static text: "No Payments found for pay period <MM/DD/YYYY - MM /DD/YYYY>, please try another pay period." CM: Return payment information for the selected pay period as defined in the interface

168	21169	CI-822442 - DSD BR IHSSW WEB 168 IMPLEMENTED	Payment Search – Payment Details	<p>When the Provider selects the View Payment Details button from the Payment Search list</p> <p>WEBSITE: Interface to CM (CMNE882Y) to retrieve data for that payment AND User is taken to the Payment Details screen AND The Payment Overview cluster is expanded AND The Payment Details cluster is expanded AND The Timesheet/Travel Claim/Sick Leave Claim/Training Time/Incentive Claim Details cluster is collapsed</p> <p>CM: Return information for the selected payment as defined in the interface</p>
169		CI-822443 - DSD BR IHSSW WEB 169 CANCELLED	Cancelled by ASR Sprint 56 Team 1&2	
170	12788	CI-822506 - DSD BR IHSSW WEB 170 IMPLEMENTED	Redirect ESP users to https	<p>When an ESP user navigates to http://etimesheets.ihss.ca.gov.</p> <p>The user is redirected to https://etimesheets.ihss.ca.gov.</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (171-180)

No	Req ID	CI	Description	When	Action
171	21171	CI-822508 - DSD BR IHSSW WEB 171 CANCELLED	Canceled by CR554 - ASR - Team TMS - Sprint 119		
172	21169	CI-822510 - DSD BR IHSSW WEB 172 CANCELLED	Cancelled by ASR Sprint 59 Team 1&2		
173		CI-822636 - DSD BR IHSSW WEB 173 CANCELLED	Cancelled by ASR Sprint 1 Team 5		
174	12086 12174 21195	CI-822637 - DSD BR IHSSW WEB 174 IMPLEMENTED	Hire Provider Step 1 - Find Provider	When a User selects the Find Provider button on the Hire Provider Step 1 screen	<p>WEBSITE: Initiate web service call Find Provider Details (CMNE882H) to Case Management. AND IF No errors are encountered THEN User is taken to the Hire Provider Step 2 (Select Provider) screen AND Display provider details returned by Case Management on the Hire Provider Step 2 (Select Provider) screen.</p> <p>CM: Check Recipient and Provider eligibility AND IF No errors are encountered THEN Return Provider Details</p>
175	12086 12174 21195	CI-822638 - DSD BR IHSSW WEB 175 IMPLEMENTED	Hire Provider Step 1 – Cancel Button	When a User selects the Cancel button on the Hire Provider Step 1 screen	<p>WEBSITE: Clears all data entered AND User is taken back to the Recipient Landing page</p> <p>CM: N/A</p>
176	12086 12174 21195	CI-822639 - DSD BR IHSSW WEB 176 CANCELLED	Canceled by ASR Sprint 2 Team 5		
177	12086 12174 21195	CI-822640 - DSD BR IHSSW WEB 177 IMPLEMENTED	Hire Provider Step 3 – Cancel Button	When a User selects the Cancel button on the Hire Provider Step 3 screen	<p>WEBSITE: Clears all data entered AND User is taken back to the Recipient Landing page</p> <p>CM: N/A</p>
178	12086 12174 21195	CI-822692 - DSD BR IHSSW WEB 178 IMPLEMENTED	Hire Provider Step 4 - Sign and Confirm Hire Button	<p>When a Recipient User checks the declaration statement box AND Selects the Sign and Confirm Hire button AND No errors are encountered</p>	<p>WEBSITE: The Sign and Confirm Hire button is enabled upon checking the declaration statement box AND The Confirmation Pop-Up displays.</p> <p>CM: Interface to CM with the Assign Provider web service (CMNE882I) to create triggers to be picked up by the Hire Provider batch job (640HINDN).</p>
179	12086 21195	CI-822695 - DSD BR IHSSW WEB 179 IMPLEMENTED	Hire Provider Step 4 – Cancel Button	When a User selects the Cancel button on the Hire Provider Step 4 screen	<p>WEBSITE: Clears all data entered AND User is taken back to the Recipient Landing page</p> <p>CM: N/A</p>

180	12174 21195 16215	 CI-822750 - DSD BR IHSSW WEB 180 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	When the User selects Sign and Confirm Hire AND No errors are encountered AND The Parent relationship option was selected by the Recipient on the Hire Provider Step 3 screen AND There is no Pending Evidence on the case	Follow existing ESP Provider Assignment rules AND Create the assignment segment(s) with 'Parent of Adult Child' (PMPR002)
-----	-------------------------	--	--	--	--

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (181-190)

No	Req ID	CI	Description	When	Action
181	12174 21195 16215	CI-822751 - DSD BR IHSSW WEB 181 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	<p>When the User selects Sign and Confirm Hire</p> <p>AND</p> <p>No errors are encountered</p> <p>AND</p> <p>The Spouse relationship option was selected by the Recipient on the Hire Provider Step 3 screen</p> <p>AND</p> <p>There is no Pending Evidence on the case</p>	<p>Follow existing ESP Provider Assignment rules</p> <p>AND</p> <p>Create the assignment segment(s) with 'Spouse' (PMPR003)</p>
182	12174 21195 16215	CI-822752 - DSD BR IHSSW WEB 182 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	<p>When the User selects Sign and Confirm Hire</p> <p>AND</p> <p>No errors are encountered</p> <p>AND</p> <p>The Domestic Partner relationship option was selected by the Recipient on the Hire Provider Step 3 screen</p>	<p>Follow existing ESP Provider Assignment rules</p> <p>AND</p> <p>Create the assignment segment(s) with 'Domestic Partner' (PMPR012)</p>
183	12174 21195 16215	CI-822753 - DSD BR IHSSW WEB 183 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	<p>When the User selects Sign and Confirm Hire</p> <p>AND</p> <p>No errors are encountered</p> <p>AND</p> <p>The Child relationship option was selected by the Recipient on the Hire Provider Step 3 screen</p>	<p>Follow existing ESP Provider Assignment rules</p> <p>AND</p> <p>Create the assignment segment(s) with 'Adult Child' (PMPR005)</p>
184	12174 21195 16215	CI-822754 - DSD BR IHSSW WEB 184 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	<p>When the User selects Sign and Confirm Hire</p> <p>AND</p> <p>No errors are encountered</p> <p>AND</p> <p>The None of the Above relationship option was selected by the Recipient on the Hire Provider Step 3 screen</p>	<p>Follow existing ESP Provider Assignment rules</p> <p>AND</p> <p>Create the assignment segment(s) with 'Other' (PMPR014)</p>
185	12174 21195 16215	CI-822755 - DSD BR IHSSW WEB 185 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	<p>When the User selects Sign and Confirm Hire</p> <p>AND</p> <p>No errors are encountered</p> <p>AND</p> <p>The selected Provider is being reassigned</p> <p>AND</p> <p>The relationship the Recipient selected on the Hire Provider Step 3 screen matches the relationship for the 'Terminated' hours record based on the following mapping:</p> <ul style="list-style-type: none"> • Parent = 'Parent of Adult Child' (PMPR002) • Spouse = 'Spouse' (PMPR003) • Domestic Partner = 'Domestic Partner' (PMPR012) • Child = 'Adult Child' (PMPR005) • None of the Above = 'Other' (PMPR014), 'Other Relative' (PMPR006), 'Friend' (PMPR007), 'Neighbor' (PMPR008), 'Landlord' (PMPR009), 'Housemate' (PMPR010), 'Live-in Provider' (PMPR011), 'Tenant' (PMPR013), 'Other' (PMPR014), 'Step-Parent' (PMPR015), or 'Grandparent' (PMPR017) 	<p>Follow existing ESP Provider Assignment rules</p> <p>AND</p> <p>The existing relationship value in CMIPS for the new assignment segment is retained.</p>

186	12174 21195 21236 16215	CI-822756 - DSD BR IHSSW WEB 186 IMPLEMENTED	Hire Provider Step 4 – Sign and Confirm Hire	<p>When the User selects Sign and Confirm Hire</p> <p>AND</p> <p>No errors are encountered</p> <p>AND</p> <p>The selected Provider is being reassigned</p> <p>AND</p> <p>The relationship the Recipient selected on the Hire Provider Step 3 screen does not match the relationship for the 'Terminated' hours record based on the following mapping:</p> <ul style="list-style-type: none"> • Parent = 'Parent of Adult Child' (PMPR002) • Spouse = 'Spouse' (PMPR003) • Domestic Partner = 'Domestic Partner' (PMPR012) • Child = 'Adult Child' (PMPR005) • None of the Above = 'Other' (PMPR014), 'Other Relative' (PMPR006), 'Friend' (PMPR007), 'Neighbor' (PMPR008), 'Landlord' (PMPR009), 'Housemate' (PMPR010), 'Live-in Provider' (PMPR011), 'Tenant' (PMPR013), 'Other' (PMPR014), 'Step-Parent' (PMPR015), or 'Grandparent' (PMPR017) 	<p>Follow existing ESP Provider Assignment rules</p> <p>AND</p> <p>Retain the existing relationship value in CMIPS for the new assignment segment</p> <p>AND</p> <p>Generate task to the Provider Management Work Queue - Provider [Provider Name] [Provider Number] was reassigned to [Case Number] by the Recipient using ESP. The Provider Relationship was reported as [Recipient Reported Provider Relationship]. This change was not applied automatically and requires county review.</p> <p>AND</p> <p>Create Case Note using existing relationship, not the relationship from ESP</p> <p>AND</p> <p>Create Provider Person Note using existing relationship, not the relationship from ESP</p>
187	21238 21260	CI-822772 - DSD BR IHSSW WEB 187 IMPLEMENTED	Live-In Provider Self-Certification - Populate the Screen	<p>When a Provider or Help Desk user navigates to the Live-In Provider Self Certification screen</p>	<p>WEBSITE: Initiates web service call Get Recipients For Live In Provider (CMNE882Q) to Case Management to retrieve a list of Recipients to populate the <Select a Recipient> names in dropdown list.</p> <p>AND IF Provider is in a Terminated status</p> <p>OR If the Provider is Active or On-Leave where the IRS Live-In Self Certification status = Yes for all Recipients</p> <p>THEN The following static text is displayed in the Provider's selected language, "There are no recipients available for you to certify with as a Live-In Provider. If you feel this is not correct, please contact your county."</p> <p>AND Back to Home button displays</p> <p>CM: Check Recipient and Provider eligibility</p> <p>AND IF No errors are encountered</p> <p>THEN Return Recipient name details for Recipients assigned to the Provider where the most recent hours segment is 'Active' or 'On-Leave,' the Recipient is in an active status (i.e., not terminated), and the Provider's current IRS Live-In Self-Certification Status with the Recipient = No or blank.</p>
188	21238 21260	CI-822773 - DSD BR IHSSW WEB 188 IMPLEMENTED	Live-In Provider Self-Certification - Enable Sign and Submit Button	<p>When a Provider User selects a Recipient from the dropdown list</p> <p>AND</p> <p>Checks the Electronic Signature declaration statement checkbox</p>	<p>WEBSITE: The Sign and Submit button is enabled</p> <p>CM: N/A</p>

189	21238 21260	 CI-822774 - DSD BR IHSSW WEB 189 IMPLEMENTED	Live-In Provider Self- Certification - Sign and Submit	When a Provider User selects the Sign and Submit button AND No errors are encountered	WEBSITE: Initiate web service Certify or Cancel Live-In Provider Status (CMNE882R) to create triggers to populate LiveInProviderTrigger that will be picked up by the Process Live-In batch job (606LINDN) AND Display the Live-In Provider Self-Certification Confirmation Pop-Up CM: Any records corresponding to Provider/Recipient combination in evvLocationData are cleared from table
190	21238 21260	 CI-822775 - DSD BR IHSSW WEB 190 IMPLEMENTED	Live-In Provider Self- Certification - Cancel	When a Provider or Help Desk user selects the Cancel button on the Live-In Provider Self-Certification screen	WEBSITE: Clears all data entered AND User is taken back to the ESP Provider Home (Landing) page CM: N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (191-200)

No	Req ID	CI	Description	When	Action
191	21257 21261	CI-822776 - DSD BR IHSSW WEB 191 IMPLEMENTED	Cancel Live-In Provider Self-Certification - Populate the Screen	When a Provider or Help Desk user navigates to the Cancel Live-In Provider Self Certification screen	<p>WEBSITE: Initiates web service call Get Recipients For Live In Provider (CMNE882Q) to Case Management to retrieve a list of Recipients to populate the <Select a Recipient> dropdown list.</p> <p>AND IF</p> <p>Provider is in a Terminated status</p> <p>OR</p> <p>If the Provider is Active or On-Leave where the IRS Live-In Self Certification status = No or blank for all Recipients</p> <p>THEN</p> <p>The following static text is displayed in the Provider's selected language, "There are no recipients available for you to cancel certification with as a Live-In Provider. If you feel this is not correct, please contact your county"</p> <p>AND</p> <p>Back to Home button displays</p> <p>CM: Check Recipient and Provider eligibility</p> <p>AND IF</p> <p>No errors are encountered</p> <p>THEN</p> <p>Return Recipient name details for Recipients assigned to the Provider where the most recent hours segment is 'Active' or 'On-Leave,' the Recipient is in an active status (i.e., not terminated), and the Provider's current IRS Live-In Self-Certification Status with the Recipient = Yes</p>
192	21257 21261	CI-822777 - DSD BR IHSSW WEB 192 IMPLEMENTED	Cancel Live-In Provider Self-Certification - Enable Sign and Submit Button	When a Provider User selects a Recipient from the dropdown list	<p>WEBSITE: The Sign and Submit button is enabled</p> <p>AND</p> <p>Checks the Electronic Signature declaration statement checkbox</p> <p>CM: N/A</p>
193	21257 21261	CI-822778 - DSD BR IHSSW WEB 193 IMPLEMENTED	Cancel Live-In Provider Self-Certification - Sign and Submit	When a Provider User selects the Sign and Submit button	<p>WEBSITE: Initiate web service Certify or Cancel Live-In Provider Status (CMNE882R) to create triggers to populate LiveInProviderTrigger that will be picked up by the Process Live-In batch job (606LINDN)</p> <p>AND</p> <p>No errors are encountered</p> <p>Display the Live-In Provider Self-Certification Confirmation Pop-Up</p> <p>CM: N/A</p>
194	21257 21261	CI-822779 - DSD BR IHSSW WEB 194 IMPLEMENTED	Cancel Live-In Provider Self-Certification - Cancel	When a Provider or Help Desk user selects the Cancel button on the Cancel Live-In Provider Self-Certification screen	<p>WEBSITE: Clears all data entered</p> <p>AND</p> <p>User is taken back to the ESP Provider Home (Landing) page</p> <p>CM: N/A</p>

195	21054 21005	 CI-822467 - DSD BR IHSSW WEB 195 IMPLEMENTED	Access Provider Cards	When a Recipient user selects the Review Timesheets Menu Option from within ESP OR When a Recipient user selects the Timesheet Review shortcut on the Recipient Home screen	<p>WEBSITE: User is taken to the Provider Selection screen AND Display Provider Cards with the following data:</p> <ul style="list-style-type: none"> • Provider Name • Provider ID <p>AND IF There are zero timesheets for review THEN Also display the following: "No Timesheets for Review" AND</p> <p>Do not enable the right facing blue arrow ()</p> <p>OR IF</p> <p>There are greater than zero timesheets for review THEN Also display the following: "<> Timesheets for Review" AND</p> <p>Enable the right facing blue arrow ()</p> <p>OR IF</p> <p>The Provider has been hired (including a terminated Provider) by the Recipient, but the batch cycle has not run to process the request OR A Provider with the status of 'Pending' has been assigned to the Recipient's case by either the Hire Provider process on the ESP, or assigned by the county THEN Also display the following: "Pending Hire" AND</p> <p>Do not enable the right facing blue arrow ()</p> <p>ELSE IF There are no Provider Cards to display THEN Display the static text for this screen from database with the First and Last name from Cúram</p> <p>CM: N/A</p>
196	21054 21005	 CI-822468 - DSD BR IHSSW WEB 196 IMPLEMENTED	Access Recipient Cards	When a Provider user selects the Time Entry Menu Option from within ESP OR When a Provider user selects the Time Entry shortcut on the Provider Home screen	<p>WEBSITE: User is taken to the Time Entry – Recipient Selection screen AND Display Recipient Cards with the following data:</p> <ul style="list-style-type: none"> • Recipient Name • Case Number (Recipient ID) <p>AND IF Recipient is not registered for an electronic timesheet method THEN Display Recipient is not registered for ESP or TTS for the Recipient ELSE IF A payment has been processed for that relationship THEN Also Provide for the most recent payment:</p> <ul style="list-style-type: none"> • Payment Amount • Payment Status • Timesheet Pay Period and Timesheet Type <p>AND IF There are unsubmitted timesheets available THEN ALSO</p> <p>Enable the right facing blue arrow ()</p> <p>CM: N/A</p>
197	21217 21218 21220 12086 12174 21195	 CI-822799 - DSD BR IHSSW WEB 197 IMPLEMENTED	Hire Provider Batch Job (640HINDN)	When the Hire Provider batch job (640HINDN) runs to success	<p>CM: Create Active or Pending Provider Hours segment(s) as appropriate including multiple segments if overlapping a WRC</p> <p>AND</p> <p>Assignment will be for all authorized hours and most current segment will have high end date</p> <p>AND</p> <p>Reassigned (terminated) Providers have their terminated segment end dated prior to the new Active segment start date</p> <p>AND</p> <p>The hours segment(s) will be created by 'eHireUser' (this name will display in the Updated By field on the Provider Hours segment)</p> <p>AND</p> <p>If a Recipient ICT exists, active segments shall not span the ICT start date</p> <p>AND</p> <p>Pay rate will be set to the Default Rate for the Case's county</p> <p>AND</p>

		<p>Provider will not be flagged for review</p> <p>AND</p> <p>No workweek agreement will be created</p> <p>AND</p> <p>Initiate email Confirmation of Hired Provider (ETSE44) to the Recipient</p> <p>AND</p> <p>If the assigned provider is registered with ESP, then initiate email Notification to Hired Provider (ETSE43) to the Provider</p> <p>AND</p> <p>Create a case note with the following information:</p> <ul style="list-style-type: none"> 1) Priority: Medium 2) Entered by: SYSTEM 3) Status: Active 4) Sensitivity: 1 5) Creation Date: <MM/DD/YYYY HH:MM> 6) Notes History <Full Recipient User Name> On <MM/DD/YYYY HH:MM> <p>Recipient completed Provider Assignment using the ESP: Provider Number: <9-digit Provider Number> Provider Name: <Provider Name - First Middle Initial Last Suffix> Entered Start Date: <Start Date - MM/DD/YYYY> Provider Relationship to Recipient: <Relationship associated with the new assignment segment(s)> On <MM/DD/YYYY HH:MM:SS> Recipient completed and signed the Recipient Agreement (SOC 426A Part B) online.</p> <p>AND</p> <p>Create a person note with the following information:</p> <ul style="list-style-type: none"> 1) Priority: Low 2) Entered by: SYSTEM 3) Status: Active 4) Sensitivity: 1 5) Creation Date: <MM/DD/YYYY HH:MM> <p>Recipient completed Provider Assignment using the ESP: Case Number: <Case Number> Recipient Name: <Recipient Name - First Middle Initial Last Suffix> Provider Relationship to Recipient: <Relationship associated with the new assignment segment(s)> On <MM/DD/YYYY HH:MM:SS> Recipient completed assignment online.</p> <p>AND</p> <p>If a gap between the provider's start date and the provider's eligibility date or recipient's initial authorization date, then produce the Notification to the Case Owner - Provider [Provider name] [Provider number] has been assigned by [case name] [case number] from [Start Date] and timesheets were generated. Please verify that no additional assignment/timesheet issuance is needed for prior to the limited start date allowed for recipient assignments</p> <p>AND</p> <p>Generate timesheets for all pay periods covered by the assignment activity (paper to Centralized Print Center or electronic as appropriate as determined by CountyOptOutPaperTimesheet, isETS and isEVV values) where the provider is</p> <ul style="list-style-type: none"> 1) A new IHSS provider 2) An existing WPCS provider assigned IHSS hours 3) A reassigned Provider (terminated) <p>AND</p> <p>IF the Provider is Terminated Live-In (IRS Live-In Self-Certification indicator is 'Yes') who is registered with an electronic means of submitting their timesheet AND The CaseProvider.EvvEffect is 12/31/9999 THEN Do not update the Provider's EVV Effective Date</p> <p>AND</p> <p>Generate the SOC 2271 and print it on the Recipient's Case Owner's printer</p> <p>WEBSITE: N/A</p>
--	--	---

198	21248 21250	 CI-822803 - DSD BR IHSSW WEB 198 IMPLEMENTED	Confirm Phone Number Change(s) - Submit	When a User selects Save on the Phone Number cluster on the Contact Information screen	<p>WEBSITE: Initiate web service call (CMNE882U) to write the details of the Phone Number change(s) to CM</p> <p>AND</p> <p>If confirmation of successful update is received from CM, then initiate email ETSE50 (Confirm Phone Number Change(s)) to the User's current CMIPS email address.</p>
				<p>Then selects Submit on the Confirm Phone Number Change(s) Pop-up</p> <p>Then selects OK on the pop-up that informs the user the changes have been submitted for processing</p>	<p>CM: IF the transaction type is Add</p> <p>THEN</p> <p>IF a record without an end date of the same type exists</p> <p>AND IF a current dated phone number is indicated as primary</p> <p>THEN</p> <p>Update current dated primary phone number</p> <p>AND</p> <p>Other past dated/current dated phone records are updated to Primary = No (New records are not created)</p> <p>AND</p> <p>Send confirmation of successful update to ESP</p> <p>ELSE IF a past dated phone number is indicated as primary</p> <p>THEN</p> <p>Create high end date record with a start date of current date</p> <p>AND</p> <p>Other past dated/current dated phone records are updated to Primary = No (New records are not created)</p> <p>AND</p> <p>Send confirmation of successful update to ESP</p> <p>ELSE a record without an end date of the same type does not exist</p> <p>THEN Create high end date record with a start date of current date</p> <p>AND</p> <p>Send confirmation of successful update to ESP</p> <p>ELSE the transaction type is Delete</p> <p>THEN</p> <p>IF the record for the phone type and phone number for that User has an end date as high end date</p> <p>THEN end date the record with date 1 day prior to current date and send confirmation of successful update to ESP</p> <p>AND</p> <p>IF the record is for Provider</p> <p>THEN</p> <p>Create a Provider person note with the following information:</p> <ul style="list-style-type: none"> 1) On <mm/dd/yyyy hh:mm:ss> the following phone number update(s) were made by this Provider using ESP: 2) Provider Number: [Provider Number] 3) Provider Name: [Provider Name - First Middle Initial Last Suffix] 4) [list of changes applied] 5) Sensitivity=1 6) Priority= Low 7) Status= Active 8) Created by: SYSTEM <p>Edit link AND Inactivate button are enabled</p> <p>ELSE IF the record is for Recipient</p> <p>THEN</p> <p>Create a Recipient case note with the following information:</p> <ul style="list-style-type: none"> 1) On <mm/dd/yyyy hh:mm:ss> the following phone number update was made by this Recipient using ESP: 2) Case Number: [Case Number] 3) Recipient Name: [Recipient Name - First Middle Initial Last Suffix] 4) [list of changes applied] 5) Sensitivity=1 6) Priority= Low 7) Status= Active 8) Created by: SYSTEM <p>Edit link AND Inactivate button are enabled</p>
199	21191 21245	 CI-822837 - DSD BR IHSSW WEB 199 IMPLEMENTED	Direct Deposit: Bank Details – Pop-up	When the user selects the Next button on the Direct Deposit: Bank Details screen	<p>WEBSITE: Display a pop-up message with the OK and Cancel button and display the message *To prevent fraudulent transactions, this system captures and tracks system information about the users who add or make changes to their Direct Deposit accounts. If you do not want your information to be recorded, please complete and mail the IHSS Provider Direct Deposit Enrollment/Change/Cancellation Form (SOC 829)."</p> <p>CM: N/A.</p>

200	21191 21245	 CI-822838 - DSD BR IHSSW WEB 200 IMPLEMENTED	Direct Deposit: Bank Details – Pop-up – Cancel	<p>When the user selects the Cancel button on the informational pop-up about capturing system information on the Direct Deposit: Bank Details screen</p>	<p>WEBSITE; Dismiss the pop-up AND</p> <p>The user is taken back to the Direct Deposit: Bank Details screen</p> <p>CM: N/A.</p>
-----	--	---	--	--	---

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (201-210)

No	Req ID	CI	Description	When	Action
201	21248 21250 21321 21322	CI-822857 - DSD BR IHSSW WEB 201 IMPLEMENTED	Contact Information - Populate the Screen	When a user accesses the Contact Information screen	<p>WEBSITE: Initiate a web service (CMNE882S) call to Case Management to retrieve one of the following (depending on the user):</p> <ul style="list-style-type: none"> Provider's current residence address, mailing address, and phone number (All clusters on the screen display) Recipient's phone number (The address clusters do not display for a Recipient) <p>AND</p> <p>IF a residence or mailing address exists for the Provider on record in CM and is returned via the interface, then the address displays in the associated cluster</p> <p>ELSE IF a residence address does not exist on record for the Provider in CM, then the text, 'No Residence Address on File' displays in the Residence Address cluster</p> <p>AND</p> <p>IF a phone number for a given phone type (home, cell, or other) exists on record in CM and is returned, then the phone number displays in the associated row</p> <p>ELSE IF a phone number for a given phone type (home, cell, or other) does not exist on record in CM, then the text, 'No number on file' displays in the associated row</p> <p>AND</p> <p>IF a row contains the user's primary phone number, display 'Primary: Yes' on the row designated as the primary</p> <p>ELSE IF a row does not contain the user's primary phone number, display 'Primary: No' on the row not designated as the primary</p> <p>AND</p> <p>If there is more than one phone number present, display an enabled Delete icon for each row where a number exists and that number is not the primary phone number</p> <p>AND</p> <p>Display an enabled Edit icon on each phone number row.</p> <p>AND</p> <p>IF the user is a Provider, also display an enabled Edit icon in the Residence Address cluster and Mailing Address cluster</p> <p>CM: Check user address and phone number information</p> <p>AND</p> <p>Return the most current address and phone number information</p>
202	21321 21322	CI-822858 - DSD BR IHSSW WEB 202 IMPLEMENTED	Contact Information - Display Address Edit Button	When the Residence or Mailing Address is in the 'Current' status	<p>WEBSITE: The Edit button in the corresponding cluster displays.</p> <p>Note: The Edit button is not present in the Residence Address or Mailing Address cluster if the address is in 'Update Pending' status.</p> <p>CM: N/A</p>
203		CI-822870 - DSD BR IHSSW WEB 203 CANCELLED	Cancelled prior to execution by ASR Sprint 2 Team CM&AS		
204	21238 21257	CI-822879 - DSD BR IHSSW WEB 204 IMPLEMENTED	Live-In Self Certification /Cancellation - Deselect Checkbox	When a Provider with at least two Recipients accesses the Live-In Provider Self-Certification OR Live-In Provider Self-Certification Cancellation screen in ESP AND A Recipient is selected from the drop-down AND The declaration checkbox to enable the Sign and Submit button is selected AND The declaration checkbox is not manually deselected AND Another Recipient is selected from the drop-down	<p>WEBSITE: The declaration checkbox is deselected AND The Sign and Submit button is disabled</p> <p>Note: The user must re-select the checkbox to enable the Sign and Submit button following existing business rules.</p> <p>CM: N/A</p>
205		CI-822916 - DSD BR IHSSW WEB 205 CANCELLED	Cancelled prior to execution by ASR Sprint 2 Team CM&AS		

206		CI-822954 - DSD BR IHSSW WEB 206 CANCELLED	Cancelled prior to execution by ASR Sprint 60 Team 1&2		
207	21248 21250	CI-822955 - DSD BR IHSSW WEB 207 IMPLEMENTED	Contact Information, Phone Numbers - Select Delete link	When a user selects the Delete icon	<p>WEBSITE: IF there is a 10-digit number in the Phone Number field of the row to be deleted and this phone number is not indicated as Primary THEN replace the row with the message, "No number on file" followed by the Edit (blue pencil) icon.</p> <p>CM: N/A</p>
208		CI-822956 - DSD BR IHSSW WEB 208 CANCELLED	Cancelled prior to execution by ASR Sprint 60 Team 1&2		
209		CI-822957 - DSD BR IHSSW WEB 209 CANCELLED	Cancelled prior to execution by ASR Sprint 61 Team 1&2		
210	21248 21250	CI-822960 - DSD BR IHSSW WEB 210 IMPLEMENTED	Edit Phone Number(s) - Select Save Button	When a user selects the Save button	<p>WEBSITE: The Confirm Phone Change(s) Pop-up displays AND The updated phone number and primary phone number indicator display on the pop-up AND The submit button is enabled</p> <p>CM:N/A</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (211-220)

No	Req ID	CI	Description	When	Action
211	21248 21250	CI-822964 - DSD BR IHSSW WEB 211 IMPLEMENTED	Contact Information, Phone Numbers - Select Cancel button	When a user selects the Cancel button in the Edit or Delete action state	<p>WEBSITE: The row's field labels and details are reinstated to the values they were prior to selecting the Edit or Delete action AND The Edit icon is available again AND If the phone number is not identified as Primary, then the Delete icon for that row is available again</p> <p>CM:N/A</p>
212	21248 21250	CI-822965 - DSD BR IHSSW WEB 212 IMPLEMENTED	Confirm Phone Number Change(s) Pop-Up - Select Cancel Button	When a user selects the Cancel button on the Confirm Phone Number Change(s) Pop-Up	<p>WEBSITE: User is returned to the Contact Information with the Phone Numbers cluster screen in the edit state that it was in prior to selecting Save</p> <p>CM: N/A</p>
213		CI-822970 - DSD BR IHSSW WEB 213 CANCELLED	Cancelled prior to execution by ASR Sprint 2 Team CM&AS		
214	21321 21322	CI-822971 - DSD BR IHSSW WEB 214 IMPLEMENTED	Contact Information - Edit Address - Select Save Button	<p>When a user selects the Save button in the Residence Address or Mailing Address cluster AND All required address fields are populated correctly and consist of at least 1 character AND If there are more than 5 digits in the Postal Code field, a total of 9 digits are entered (not including the auto-populated hyphen) AND No field edits exist</p>	<p>WEBSITE: The Confirmation Pop-Up screen displays AND IF the user selected the 'Mailing Address is same as Residence Address' checkbox THEN display pop-up with 'Residence and Mailing Address' ELSE display pop-up with 'Residence Address'</p> <p>AND IF the address is validated by the 'Global Type Ahead Service' THEN display validated address ELSE display user entered address</p> <p>CM: N/A</p>
215	21321 21322	CI-822972 - DSD BR IHSSW WEB 215 IMPLEMENTED	Contact Information - Edit Address - Select Cancel Button	When a user selects the Cancel button in the Residence Address or Mailing Address cluster	<p>WEBSITE: User is returned to the Contact Information screen with the associated cluster no longer in edit mode and any data changes that were made are not saved</p> <p>CM: N/A</p>
216	21321 21322	CI-822979 - DSD BR IHSSW WEB 216 IMPLEMENTED	Contact Information - Confirm Address Change - Select Submit Button	When a Provider selects Submit on the Confirm Address Change Pop-Up	<p>WEBSITE: Initiate web service call (CMNE882T) to create triggers for the address to be updated in batch (500ZINDN)</p> <p>AND Display the Successful Change Pop-Up</p> <p>CM: Create triggers for the address to be updated in batch (500ZINDN)</p>

217	21321 21322 21289 21324 21287	CI-822980 - DSD BR IHSSW WEB 217 IMPLEMENTED	Contact Information - Confirm Address Change - Batch Processing (50XZINDN)	When batch job 50XZINDN processes an address change from ESP	<p>WEBSITE: N/A</p> <p>CM: IF the update to the address is successful THEN</p> <p>Set the To Date of the previous address record for the Residence and/or Mailing address, corresponding to the update being applied, one day prior to current date AND</p> <p>Create a new address record for the Residence and/or Mailing address, corresponding to the update being applied with a From date equal to the current date AND</p> <p>Create a Provider person note with the following information:</p> <ol style="list-style-type: none"> 1) On <mm/dd/yyyy hh:mm:ss> the following address change(s) were made by this Provider using ESP: 2) Provider Number: [Provider Number] 3) Provider Name: [Provider Name - First Middle Initial Last Suffix] 4) [list of changes applied] 5) Sensitivity=1 6) Priority= Low 7) Status= Active 8) Created by: SYSTEM <p>Edit link and Inactivate buttons are enabled</p> <p>AND Initiate email ETSE51 (Confirming Address Change(s)) to the Provider's current CMIPS email address</p> <p>AND IF the saved residential and/or mailing address details are outside of California THEN Initiate a task (DSD TSK TN PVM 43) to the Provider Management Work Queue in each county where the Provider is assigned to a case that is not in terminated status AND IF multiple Recipients exist in a county, then the Recipient with the lowest case number is selected for the task. AND IF Mailing Address was updated THEN Trigger web service (PROO924A) to payroll for Update Person Address</p> <p>ELSE IF the update to the address is <u>not</u> successful THEN</p> <p>Initiate email ETSE52 (Address Change(s) Could Not Be Processed) to the Provider's current CMIPS email address AND The new address is NOT applied to the Provider person record in CM and ESP reflects the prior address.</p>
218	21321 21322	CI-822982 - DSD BR IHSSW WEB 218 IMPLEMENTED	Contact Information - Confirm Address Change - Select Cancel Button	When a user selects the Cancel button on the Confirmation Pop-Up	<p>WEBSITE: User is returned to the Contact Information edit screen which displays the pending changes</p> <p>CM: N/A</p>
219		CI-822991 - DSD BR IHSSW WEB 219 CANCELLED	Cancelled prior to execution by ASR Sprint 2 Team CM&AS		
220		CI-822992 - DSD BR IHSSW WEB 220 CANCELLED	Cancelled prior to execution by ASR Sprint 2 Team CM&AS		

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (221-230)

No	Req ID	CI	Description	When	Action
221	21169	CI-823041 - DSD BR IHSSW WEB 221 IMPLEMENTED	Recent Payments - Default Payment	When a user selects Recent Payments from the Payment menu option or Provider Home screen.	<p>WEBSITE: Interface to CM (CMNE883A) to retrieve data for the default payment and the values that populate the drop-down. AND User is taken to the Recent Payment screen.</p> <p>CM: Return information for the default payment and drop-down as defined in the interface.</p>
222	21169	CI-823042 - DSD BR IHSSW WEB 222 IMPLEMENTED	Recent Payments - Select a Payment other than default	When a user selects a payment other than the default payment from the drop-down list on the Recent Payments screen.	<p>WEBSITE: Interface to CM (CMNE882A) to retrieve data for the payment AND Repopulate the Recent Payment screen with information for the selected payment.</p> <p>CM: Return information for the payment as defined in the interface.</p>
223	21099	CI-823053 - DSD BR IHSSW WEB 223 IMPLEMENTED	Sick Leave Claim Electronic Signature screen – Sign to Submit for Payment button	When the Provider selects the Sign to Submit for Payment button	<p>WEBSITE: Initiate the Submit Sick Leave web service (CMNE880F) AND IF</p> <p>Web service response includes error message codes that prevent submission THEN User remains on the Sick Leave Claim Electronic Signature screen AND The signature checkbox is deselected AND Sign to Submit for Payment button is disabled AND The Cancel Submit button is enabled AND Validation Messages are displayed at the top of the Screen in bold red letters with a leading error icon.</p> <p>ELSE IF</p> <p>Web service response does not include error message codes THEN Display confirmation pop-up, informing provider their Sick Leave Claim has been submitted for payment</p> <p>AND</p> <p>When the user selects the OK Button on this pop-up, the user will be taken to the Provider Home screen</p> <p>CM: Execute CMNE880F sick leave claim validation rules AND IF Errors are identified THEN Provide error messages codes back to ESP to be displayed</p> <p>ELSE IF No errors are identified THEN Confirm successful web service to ESP with no error messaging AND Write the sick leave claim details to the staging table</p>

224	21169	CI-823077 - DSD BR IHSSW WEB 224 <input checked="" type="checkbox"/> IMPLEMENTED	Recent Payments - Select Payment	When the Provider selects a payment from the 'Pay Period Payment Type' drop down menu	WEBSITE: Interface to CM (CMNE882Y) to retrieve data for that payment AND The Payment Overview cluster is expanded AND The Payment Details cluster is expanded AND IF The Payment Type is not a Special Transaction type THEN The Timesheet/Travel Time Claim/Sick Leave Claim Details cluster is collapsed CM: Return information for the selected payment as defined in the interface
225	21302	CI-823128 - DSD BR IHSSW WEB 225 <input checked="" type="checkbox"/> IMPLEMENTED	Check-Out Recipient Selection - Enable Check-Out Button	When a user selects a Recipient on Check-Out Recipient Selection screen AND Selects the Program Type (if that Recipient is enrolled in both IHSS and WPCS) AND Selects the Location	Enable the Check-Out button
226	21302	CI-823129 - DSD BR IHSSW WEB 226 <input checked="" type="checkbox"/> IMPLEMENTED	Check-In Recipient Selection - Enable Check-In Button	When a user selects a Recipient on Check-In Recipient Selection screen AND Selects the Program Type (if that Recipient is enrolled in both IHSS and WPCS) AND Selects the Location	Enable the Check-In button
227	21320	CI-823173 - DSD BR IHSSW WEB 227 <input checked="" type="checkbox"/> IMPLEMENTED	My Preferences Screen - Notification Preference - User has verified cell phone number - Enable Radio Button Selection	When a user has a cell phone number on file AND The user has successfully verified the cell phone number	Enable the Radio button selections for Text Messages and Both Text Messages and Email
228	21320	CI-823174 - DSD BR IHSSW WEB 228 <input checked="" type="checkbox"/> IMPLEMENTED	My Preferences Screen - Notification Preference - User has unverified cell phone number - Disable Radio Button Selection	When a user has a cell phone number on file AND The user has not verified the cell phone number	Disable the Radio button selections for Text Messages and Both Text Messages and Email
229	21320	CI-823175 - DSD BR IHSSW WEB 229 <input checked="" type="checkbox"/> IMPLEMENTED	My Preferences Screen - Notification Preference - User has no cell phone number - Disable Radio Button Selection	When a user has a no cell phone number on file AND The user tries to change the notification preference	Disable the Radio button selections for Text Messages and Both Text Messages and Email
230	21322	CI-823183 - DSD BR IHSSW WEB 230 <input checked="" type="checkbox"/> IMPLEMENTED	Contact Information Screen - Address Update	When a user enters a specific number of characters/words (as defined by the Global Type Ahead Service) in the address field AND As more characters are entered in the address field, the list of potential addresses is refined based on the entered criteria AND If a user selects an address from the type ahead list, the details of the chosen address populate the relevant fields of the address cluster without a user needing to manually key them	An API call is made to the type ahead service to retrieve a drop-down list of potential addresses matching what has been typed in the address field AND As more characters are entered in the address field, the list of potential addresses is refined based on the entered criteria AND If a user selects an address from the type ahead list, the details of the chosen address populate the relevant fields of the address cluster without a user needing to manually key them

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (231-240)

No	Req ID	CI	Description	When	Action
231	21325	CI-823214 - DSD BR IHSSW WEB 231 IMPLEMENTED	Timesheet Communication Preference	The Recipient clicks on My Preferences AND Is registered with TTS	Display the "Timesheet Communication Preference" cluster ELSE IF The Recipient is not registered with TTS THEN Do not display the "Timesheet Communication Preference" cluster.
232	21344	CI-823238 - DSD BR IHSSW WEB 232 IMPLEMENTED	Populate W-2 Forms screen	When a user navigates to the W-2 Forms screen OR When a user selects a different tax year on the W-2 Forms screen	Upon navigating to the screen, initiate interface CMNE883C to retrieve Recipient and tax year information OR Upon selecting a different tax year, initiate interface CMNE883E to retrieve Recipient information for the selected tax year IF Recipient information is returned, display Recipient card(s) in alphabetical order based on Recipient name for each Recipient where an electronic soft copy of a W-2 is available for the tax year ELSE IF no Recipient information is returned, display static text on the screen informing the user they did not receive a W-2 for the selected tax year. No Recipient cards display under this condition.
233	21344	CI-823239 - DSD BR IHSSW WEB 233 IMPLEMENTED	W-2 Forms - View W-2 soft copy	When a user selects to view a specific W-2	Initiate interface CMNE883F to retrieve the soft copy W-2 AND Display the soft copy W-2 form in a new browser window
234	21345	CI-823265 - DSD BR IHSSW WEB 234 IMPLEMENTED	Share of Cost Hours Details - Search	When a user selects search on the Share of Cost Hours Details screen AND A valid date has been entered in the Date field AND No errors are returned	Initiate interface CMNE883G to retrieve share of cost details for the provided service month AND IF share of cost details exist: <ul style="list-style-type: none">• Display the text, "Search results for service month <MM/YYYY>:"• Display the Share of Cost Hours Details cluster ELSE IF no share of cost details exist: <ul style="list-style-type: none">• Display the text, "No details to display for this service month."• Do not display the Share of Cost Hours Details cluster
235	12086 12174 21195	CI-823281 - DSD BR IHSSW WEB 235 IMPLEMENTED	Hire Provider - Step 2 – Back Button	When a User selects the Back button on the Hire Provider - Step 2 screen.	WEBSITE: User is taken to Hire Provider - Step 1 screen AND Data previously entered is re-populated on the Hire Provider - Step 1 screen CM: N/A
236	21345	CI-823282 - DSD BR IHSSW WEB 236 IMPLEMENTED	Screen Utility – Loading Spinner 	When a user clicks the Search button on the Share of Cost Hours Details screen	An animated loading spinner screen utility will display while the results are fetched.
237	21197	CI-823322 - DSD BR IHSSW WEB 237 IMPLEMENTED	Hire Provider Step 3 - Start Date	When a user uses the date picker for the Start Date field on the Hire Provider - Step 3 Screen	Only dates spanning from the present date to 90 days in the past will be selectable. All dates outside this range will be disabled.
238	21350	CI-823366 - DSD BR IHSSW CP 01 IMPLEMENTED	Sign and Submit Career Pathways Training Time Claim	When a user clicks the Sign and Submit button on the Electronic Signature screen for a Career Pathways training time claim	Initiate interface CMNE883K to submit the web service to send Career Pathways training time claim data from IHSS ESP to Case Management.

239	21005	 CI-823435 - DSD BR IHSSW WEB 239 IMPLEMENTED	Timesheet Entry - EVV /EVV Location	When a user opens the Time Entry screen for EVV/EVV Location with any unsupported browser (Mac and PC)	<p>Do not display Time Entry Screen clusters.</p> <p>Display the following message in a banner, "Attention! Timesheet Entry is not supported by your current web browser version. To complete this timesheet, you will need to update your web browser or switch to a supported web browser such as Microsoft Edge or Google Chrome. To learn more about switching to another free web browser visit Electronic Services Portal Help."</p>
240	21170	 CI-823475 - DSD BR IHSSW WEB 240 IMPLEMENTED	What's New Messages – Read Receipt	When a User clicks on a unread What's New Message	<p>Initiate interface CMNE883L to record the message as read when the user navigates away from the What's New screen AND</p> <p>The interface CMNE883L will maintain the notification on the What's New card by displaying the count of unread messages on the What's New screen AND</p> <p>The 'read' message subject changes to normal font and the envelope icon has no fill color</p> <p>IF The number of unread messages is greater than zero THEN The notification count icon displays on the What's New card with the count of the number of unread messages</p> <p>ELSE IF The number of unread messages is zero THEN The notification icon no longer displays on the What's New card</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (241-250)

No	Req ID	CI	Description	When	Action
241	21375	CI-823615 - DSD BR IHSSW WEB 241 IMPLEMENTED	Notification of Standard Priority Message	A user selects the Send or Send & New button on the Create Message Pop-Up AND The High Priority checkbox is not selected	Send email notification ETSE65 Notification of Message.
242	21375	CI-823616 - DSD BR IHSSW WEB 242 IMPLEMENTED	Notification of High Priority Message	A user selects the Send or Send & New button on the Create Message Pop-up AND The High Priority checkbox is selected	Send email notification ETSE66 Notification of High Priority Message.
243	21013	CI-823661 - DSD BR IHSSW WEB 243 IMPLEMENTED	Password Reset – Next	When a user selects the Next button AND The User Name and details entered are known to the IHSS ESP	<p>WEBSITE: Interface to Cúram with (CMNE880R) to confirm match on email address for this IHSS ESP known User Name – Data sent for verification will be: First Name Last Name Provider Number or Case Number Email Address as associated to that User Name AND IF Response email address from Cúram is a match AND IF Email address stored in the IHSS ESP does not match email address provided by Cúram THEN Update website database with this email address AND IF Selected preferred method is Verification Code AND THEN Enable Next button AND Two-Step Verification screen displays.</p> <p>CM: CM will respond with the current Email Address for that user.</p>
244	21013	CI-823662 - DSD BR IHSSW WEB 244 IMPLEMENTED	Two-Step Verification - Send Verification Code	When a user selects the verification option; Email me, Text me or Call me radio button Note: User can select only one option	<p>WEBSITE: Enable the Send Verification Code button</p> <p>CM: N/A</p>
245	21013	CI-823663 - DSD BR IHSSW WEB 245 IMPLEMENTED	Two-Step Verification - Send Verification Code	When a user selects the Send Verification Code button	<p>WEBSITE: User is taken to the Enter Verification Code screen with: Verification Code field enabled AND Verify button enabled AND Resend Code button enabled AND Cancel Request button enabled</p> <p>CM: N/A</p>
246	21013	CI-823664 - DSD BR IHSSW WEB 246 IMPLEMENTED	Two-Step Verification - Cancel Request	When a user selects the Cancel Request button	<p>WEBSITE: The user is taken to the IHSS ESP – Login screen</p> <p>CM: N/A</p>
247	21013	CI-823669 - DSD BR IHSSW WEB 247 IMPLEMENTED	Enter Verification Code - Email	When a user has selected to receive the verification code via their Email	<p>WEBSITE: Display the following verbiage: 'We sent an email with your verification code to your current email address. Please enter the code below. The code expires after 10 minutes. If you did not receive a code or if it expired, select "Resend Code" to receive a new code.'</p> <p>CM: N/A</p>

248	21013	 CI-823670 - DSD BR IHSSW WEB 248 IMPLEMENTED	Enter Verification Code - Text Message	When a user has selected to receive the verification code via Text Message	<p>WEBSITE: Display the following verbiage:</p> <p>'We sent a text message with your verification code to your cell phone number. Please enter the code below. The code expires 10 minutes after it was sent. If you did not receive a code or if it expired, select "Resend Code" to receive a new code.'</p> <p>CM: N/A</p>
249	21013	 CI-823671 - DSD BR IHSSW WEB 249 IMPLEMENTED	Enter Verification Code - Call	When a user has selected to receive the verification code via Voice Call	<p>WEBSITE: Display the following verbiage:</p> <p>'We sent a voice message with your verification code to your primary phone number. Please enter the code below. The code expires after 10 minutes. If you did not receive a code or if it expired, select "Resend Code" to receive a new code'</p> <p>CM: N/A</p>
250	21013	 CI-823672 - DSD BR IHSSW WEB 250 IMPLEMENTED	Enter Verification Code - Verify	When a user selects the Verify button	<p>WEBSITE: The verification code entered by the user is validated AND IF The verification code is valid the user is taken to Change Password screen AND IF The verification code is invalid THEN An error message is displayed</p> <p>CM: N/A</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Website (251-260)

No	Req ID	CI	Description	When	Action
251	21013	CI-823673 - DSD BR IHSSW WEB 251 IMPLEMENTED	Enter Verification Code - Resend Code	When a user selects the Resend Code button	WEBSITE: Refresh the screen and send a new verification to the user AND display 'New verification code sent' on top of the screen CM: N/A
252	21013	CI-823674 - DSD BR IHSSW WEB 252 IMPLEMENTED	Enter Verification Code - Cancel Request	When a user selects the Cancel Request button	WEBSITE: The user is taken to the IHSS ESP – Login screen CM: N/A
253	21099	CI-823720 - DSD BR IHSSW WEB 253 IMPLEMENTED	Sick Leave Time Entry - Add new button disabled	When a user enters Absence Date(s) and Hours and Minutes AND Hours + Minutes of all entries on the current claim is greater than available Hours	WEBSITE: Display error message banner, "The total time entered exceeds the available hours for Sick Leave." AND Delete button on first Absence Date entry is disabled and Delete button on additional Absence Date entries, if any, are enabled AND Add New button is disabled
254	21099	CI-823746 - DSD BR IHSSW WEB 254 IMPLEMENTED	Sick Leave Time Entry - dynamic claimed hours display	When a user enters an Absence Date and Hours or Minutes AND Tabs out of Hours or Minutes field AND No Hours or Minute field error messages display OR When a user enters Absence Dates and Hours or Minutes AND Deletes a complete Absence Date entry	WEBSITE: Immediately update Claimed Hours field
255	21170 21375	CI-823905 - DSD BR IHSSW WEB 255 IMPLEMENTED	IHSS ESP Message Center - Recipient/Provider having no Eforms to display	When a user accesses the Electronic Forms Tab on the IHSS ESP Message Center screen AND there are no electronic forms available for them	WEBSITE: Display the Static Text: "You have no electronic forms to display." AND Display a Back to Home Button CM: N/A
256	21170 21375	CI-824041 - DSD BR IHSSW WEB 256 IMPLEMENTED	IHSS ESP Message Center - Recipient/Provider have Eforms to display	When a user accesses the Electronic Forms Tab on the IHSS ESP Message Center screen AND there are electronic forms available for them	WEBSITE: Trigger interface Get Eforms For User (CMNE883T) THEN Display a list of electronic forms that have been sent to the Recipient or Provider on their corresponding Electronic Forms tab CM: Trigger interface Get Eforms For User (CMNE883T) AND Gather the Recipient's or Provider's electronic forms information, so it could be sent to their corresponding Electronic Forms tab

257	21170 21375	 CI-824059 - DSD BR IHSSW WEB 257 IMPLEMENTED	IHSS ESP Messages – Maintain Messages	When a user expands a message accordion for the first time in ESP	<p>Website: Trigger interface Read Receipt For ESP (CMNE883L) THEN The blue envelope on ESP message changes from filled (unread) to empty (read) and also modify the text style from bold to unbold</p> <p>CM: Trigger interface Read Receipt For ESP (CMNE883L) THEN Update the Case Management Record</p>
258	21375	 CI-824060 - DSD BR IHSSW WEB 258 IMPLEMENTED	IHSS ESP Message Center - View or Download completed Electronic Form	When a user selects the hyperlink in the Electronic Form Accepted message for a specific Electronic Form	Retrieves form specific data from AEM and converts it into downloadable PDF format
259	21170 21375	 CI-824089 - DSD BR IHSSW WEB 259 IMPLEMENTED	IHSS ESP Message Center - High Priority Electronic Forms	When a user accesses the Electronic Forms Tab on the IHSS ESP Message Center screen AND There are high priority electronic forms available	<p>WEBSITE: Display the high priority icon on each high priority electronic form on the Electronic Forms Tab</p> <p>CM: N/A</p>
260	21170 21375	 CI-824370 - DSD BR IHSSW WEB 260 IMPLEMENTED	IHSS ESP Message Center - Delete 3rd Party Forms	When a Recipient is sent a 3rd party form to their ESP Message Center Inbox AND The Recipient downloads the 3rd party form	<p>WEBSITE: Disable the Delete/Trash can button for the corresponding 3rd party form on the Recipient's ESP Message Center Inbox</p> <p>CM: N/A</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/E-Timesheets

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (1-10)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (11-20)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (21-30)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (31-40)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (41-50)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (51-60)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (61-70)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (71-80)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (81-90)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/E-Timesheets (91-100)

No	Req ID	CI	Description	When	Action
01	21005	CI-753604 - DSD BR IHSSW ETS 01 IMPLEMENTED	Timesheet Entry – Recipient Selection – Recipient Cards	When a provider accesses the Provider Landing screen AND A displayed recipient is not registered for ESP and/or for TTS	WEBSITE: IF The Recipient is not registered for ESP OR The Recipient is not registered for TTS THEN Display 'Not Registered in ESP or TTS' in RED font in the pertinent information area for the recipient
02		CI-753605 - DSD BR IHSSW ETS 02 CANCELLED	Cancelled with SCF-34		
03		CI-753606 - DSD BR IHSSW ETS 03 CANCELLED	Cancelled with SCF-34		
04	21005	CI-753607 - DSD BR IHSSW ETS 04 IMPLEMENTED	Timesheet Entry – Recipient Selection screen	The user navigates to the Timesheet Entry Recipient Selection screen from within the application AND Recipient is registered for ESP OR Recipient has an EVV Exception	WEBSITE: Makes interface call to Cúram to obtain Recipient Details for the Provider AND Display Most Recent Payment information on the Recipient Card with Recipient data as returned AND IF Un-submitted timesheets are available THEN Enable the blue right facing arrow () CM: Interface to Curam with (CMNE880K) to retrieve information for all Recipients that this Provider is eligible to Provide services to for the IHSS and/or WPCS programs AND Provide the following data: For the Provider: <ul style="list-style-type: none">• Provider Status• Current Email Address• Indication if Serving IHSS• Indication if Serving WPCS AND A list of Recipient including, for each: <ul style="list-style-type: none">• Indication if Recipient is registered with ESP or TTS or has an Exception• Recipient Name• Case Number (Recipient ID)• Current Recipient Email Address• Indication if Provider has Un-submitted Timesheets AND IF A payment has been processed for that relationship THEN Also Provide: <ul style="list-style-type: none">• Payment Amount• Payment Status• Timesheet Pay Period and Timesheet Type
05		CI-753608 - DSD BR IHSSW ETS 05 CANCELLED	Cancelled with SCF-34		
06		CI-753609 - DSD BR IHSSW ETS 06 CANCELLED	Cancelled with SCF-34		
07	12004 21005 21010 21258	CI-753610 - DSD BR IHSSW ETS 07 IMPLEMENTED	Provider Access Un-submitted Timesheets		WEBSITE: Initiate web service call to Cúram (CMNE882X) to determine whether the Live-In Provider Pop-up should display or not AND IF an indicator that the pop-up should display is returned from CM THEN display the pop-up message with the text: "Do you live with this Recipient?" which will include a Yes and No button

			<p>When the Provider selects the right facing blue arrow (→) on a Recipient Card on the Time Entry – Recipient Selections screen</p> <p>OR</p> <p>When the Provider selects the Recipient name hyperlink on the Provider Home screen</p> <p>OR</p> <p>When the Provider refreshes the Time Entry screen without having answered the Live-In popup question</p> <p>OR</p> <p>When the Provider refreshes the Time Entry screen on an alternate Pay Period without having answered the initial Live-In popup question</p>	<p>ELSE an indicator that the pop-up should <u>not</u> display is returned from CM</p> <p>THEN</p> <p>Do not display the pop-up message</p> <p>AND</p> <p>Makes interface call to Cúram (PRNE882D) to obtain timesheet details for this Provider /Recipient based on the Provider/Default Timesheet Preference</p> <p>AND</p> <p>User is taken to the Time Entry – Timesheet screen</p> <p>AND</p> <p>Populate list dropdown in descending/alphabetical order (future to oldest, IHSS then WPCS)</p> <p>AND</p> <p>Default selection from the list to display the timesheet details for the current pay period (default IHSS)</p> <p>ELSE</p> <p>Display the timesheet details for the most recent available pay period (default IHSS) – NOTE: This may be a future pay period</p> <p>AND IF</p> <p>The Timesheet Status is 'Draft' or 'Rejected'</p> <p>THEN</p> <p>Enable daily entry hyperlinks for all eligible days</p> <p>AND IF</p> <p>The Timesheet has not yet been submitted</p> <p>AND</p> <p>At least one day on the timesheet is eligible for payment</p> <p>THEN</p> <p>Enable the Save and Submit buttons</p> <p>AND IF</p> <p>Time entry has been made for any date in the timesheet pay period</p> <p>THEN</p> <p>Display the following saved data:</p> <ul style="list-style-type: none"> • Current Timesheet Total (Hours Submitted) • Daily Hours Submitted <p>AND IF</p> <p>Time entry has been made for any date in the selected timesheet pay period</p> <p>THEN</p> <p>Display the following saved data:</p> <p>Current Timesheet Total (Hours Submitted)</p> <p>Daily Hours Submitted</p> <p>CM:</p> <p>IF CM Configuration date is a set date</p> <p>AND</p> <p>IF The IRS Live-In Provider Certification is "N"</p> <p>AND</p> <p>IF an answer on the Live-In pop-up has <u>not</u> already been answered for the default timesheet.</p> <p>AND</p> <p>IF the timesheet is EVV</p> <p>THEN</p> <p>Return an indicator to ESP that the pop-up should display</p> <p>ELSE IF</p> <p>CM Configuration date is high end date</p> <p>OR</p> <p>IF the IRS Live-In Provider Certification is "Y"</p> <p>OR</p> <p>IF an answer on the Live-In pop-up has already been answered for the default timesheet.</p> <p>OR</p> <p>IF the timesheet is not EVV</p> <p>THEN</p> <p>Return an indicator to ESP that the pop-up should <u>not</u> display</p> <p>AND</p> <p>Respond with list of timesheets, based on the Provider/Default Timesheet Preference, with a MODE of Entry of 'Electronic' that are in a CM status <u>other than</u> 'Processed', 'Exception – Paid', 'Exception – Replaced' and 'Exception'</p> <p>AND</p> <p>A list of timesheets, based on the Provider/Default Timesheet Preference, where Mode of Entry is Blank and CM Status is 'Issued' or 'Pending Issuance' with the following data:</p> <ul style="list-style-type: none"> • Pay Period (MM/DD/YYYY – MM/DD/YYYY) • Program (IHSS or WPCS) <p>AND</p> <p>Respond with additional Timesheet data as for the current pay period (default IHSS)</p> <p>ELSE IF</p> <p>No timesheet for the current pay period</p> <p>THEN</p> <p>The timesheet details for the most recent available pay period (default IHSS)</p> <p>Details provided as follows:</p> <ul style="list-style-type: none"> • Timesheet Number • Status (timesheet status mapping) • Timesheet Status Date • Available Hours – The Provider's Assigned Hours Or The Provider's remaining hours in the service month OR the Recipient's remaining hours in the service month OR the Recipient's remaining back-up provider hours, whichever is the lesser amount. • Workweek Details • Date Eligibility Details <p>AND</p> <ul style="list-style-type: none"> • Information on Provider Weekly Maximum • Total Hours Already Paid per work week across all Recipients <p>AND IF</p> <p>Timesheet has been submitted Electronically but is not yet processed in CM</p> <p>THEN ALSO</p> <p>Provide the following data:</p> <ul style="list-style-type: none"> • Current Timesheet Total (Hours Submitted) • Daily Hours Submitted
08	 CI-753611 - DSD BR IHSSW ETS 08 	Cancelled with SCF-34		

09		CI-753612 - DSD BR IHSSW ETS 09 CANCELLED	Cancelled with SCF-34		
10		CI-753613 - DSD BR IHSSW ETS 10 CANCELLED	Cancelled with SCF-34		

No	Req ID	CI	Description	When	Action
11			Business Rule cancelled ASR 1287 – Sprint 27		
12	12004 21005 21010 21258 21358	CI-753615 - DSD BR IHSSW ETS 12 IMPLEMENTED	Select Alternate Timesheet	When a provider selects a different timesheet from the Timesheet dropdown list	<p>WEBSITE: Initiate web service call to CM (PRNE882D) to determine whether the Live-In Provider Pop-up should display or not AND</p> <p>IF an indicator that the pop-up should display is returned from CM THEN display the pop-up message with the text: "Do you live with this recipient?" which will include a Yes and No button</p> <p>ELSE an indicator that the pop-up should <u>not</u> display is returned from CM THEN Do not display the pop-up message AND Initiate interface call to Cúram to obtain details for the selected timesheet for this Provider/Recipient AND Screen is refreshed with the data for the selected timesheet (do not refresh the list) AND Populate list dropdown in descending/alphabetical order (future to oldest, IHSS then WPCS) AND Timesheet dropdown displays the selected timesheet details AND IF The Timesheet Status is 'Draft' or 'Rejected' THEN Enable daily entry hyperlinks for all eligible days AND IF Timesheet is in 'Draft' status in the IHSS ESP AND There are hours entered into any day on this timesheet AND There are no hours entered on the timesheet future to current date THEN Enable the Submit Timesheet button</p> <p>CM: IF CM Configuration date is a set date AND IF The IRS Live-In Provider Certification is "N" AND IF an answer on the Live-In pop-up has <u>not</u> already been answered for the selected timesheet. AND IF the timesheet is EVV THEN Return an indicator to ESP that the pop-up should display</p> <p>ELSE IF CM Configuration date is high end date OR IF the IRS Live-In Provider Certification is "Y" OR IF an answer on the Live-In pop-up has already been answered for the selected timesheet. OR IF the timesheet is not EVV THEN Return an indicator to ESP that the pop-up should <u>not</u> display AND Respond with additional details of the selected timesheet as follows: Timesheet Number Status (timesheet status mapping) Timesheet Status Date Available Hours – The Provider's Assigned Hours OR the Provider's remaining hours in the service month OR the Recipient's remaining hours in the service month OR the Recipient's remaining back-up provider hours, whichever is the lesser amount. Workweek Details Date Eligibility Details AND IF Timesheet has been submitted Electronically but is not yet processed in CM THEN ALSO Provide the following data: Current Timesheet Total (Hours Submitted) Daily Hours Submitted</p>
13	21005	CI-753616 - DSD BR IHSSW ETS 13 IMPLEMENTED	Submit Timesheet	When a Provider selects the Submit Timesheet button AND No error/informational messages are returned from Cúram	<p>WEBSITE: Interface call to Cúram with details and time entries for the timesheet IF Receive confirmation from Cúram that no errors or informational messages need to be displayed THEN User is taken to the Timesheet Provider Electronic Signature screen WITH The checkbox is blank and enabled AND The Cancel Submit button is enabled AND The Electronically Sign Timesheet & Submit for Recipient Review button is visible but disabled</p> <p>CM: Complete timesheet validation checks AND Confirm no error messages or informational messages are generated</p>

14	21005	CI-753617 - DSD BR IHSSW ETS 14 IMPLEMENTED	Submit Timesheet	When a Provider selects the Submit Timesheet button AND Error or informational messages are returned from Cúram	WEBSITE: Interface call to Cúram with details and time entries for the timesheet IF Receive confirmation from Cúram of errors or informational messages that need to be displayed THEN User is taken to the Timesheet Validation Messages screen AND The Continue Submitting Timesheet button is enabled AND The Cancel Submit button is enabled AND Validation Messages are displayed CM: Complete timesheet validation checks AND Provide error messages or informational messages codes to be displayed
15			Business Rule cancelled ASR 1287 – Sprint 27		
16	21005	CI-753619 - DSD BR IHSSW ETS 16 IMPLEMENTED	Timesheet Entry – Save (Workweek)	When a Provider selects the Save button for any of the Workweeks AND All field level edits have been passed	WEBSITE: Save hours entry to the timesheet AND Adjust all WORKWEEK TOTAL values appropriately AND Adjust the TIMESHEET TOTAL value appropriately AND Display exceeds weekly maximum and exceeds monthly overtime maximum informational messages (if any) retrieved from CM, on the top of the screen in red text AND Display a banner at the top of the screen that informs the user the timesheet has been successfully saved CM: Complete timesheet validation checks AND Provide error messages or informational messages codes to be displayed
17			Business Rule cancelled ASR 1287 – Sprint 27		
18			Business Rule cancelled ASR 1287 – Sprint 27		
19			Business Rule cancelled ASR 1287 – Sprint 27		
20			Business Rule cancelled ASR 1287 – Sprint 27		

No	Req ID	CI	Description	When	Action
21	21005	CI-753624 - DSD BR IHSSW ETS 21 IMPLEMENTED	Timesheet Validation Messages – Continue Submitting Timesheet	When a Provider selects the Continue Submitting Timesheet button on the Timesheet Validation Messages screen	WEBSITE: User is taken to the Timesheet Provider Electronic Signature screen AND The Cancel Submit button is enabled AND The Electronically Sign Timesheet & Submit for Recipient Review button is visible but disabled AND IF The User Type = Provider THEN The checkbox is blank and enabled ELSE IF User Type = Help Desk THEN The checkbox is blank and disabled CM: N/A
22	21005	CI-753625 - DSD BR IHSSW ETS 22 IMPLEMENTED	Timesheet Validation Messages – Cancel Submit	When a Provider selects the Cancel Submit button on the Timesheet Validation Messages screen	WEBSITE: User is taken to the Timesheet Entry screen CM: N/A
23	21005	CI-753626 - DSD BR IHSSW ETS 23 IMPLEMENTED	Timesheet Provider Electronic Signature – Enable Electronically Sign Timesheet & Submit for Recipient Review button	When a Provider selects the checkbox on the Timesheet Provider Electronic Signature screen	WEBSITE: Display a check mark in the checkbox AND Enable the Electronically Sign Timesheet & Submit for Recipient Review CM: N/A
24	21005	CI-753627 - DSD BR IHSSW ETS 24 IMPLEMENTED	Timesheet Provider Electronic Signature – Cancel Submit – Recipient Using E-Timesheets	When a Provider selects the Cancel Submit button on the Timesheet Provider Electronic Signature screen	WEBSITE: Clear checkbox AND User is taken to the Timesheet Entry screen displaying the timesheet they were currently working/submitting CM: N/A

25	21005 21228 21229	CI-753628 - DSD BR IHSSW ETS 25 IMPLEMENTED	Timesheet Provider Electronic Signature – Electronically Sign Timesheet & Submit for Recipient Review	When a Provider selects the Electronically Sign Timesheet & Submit for Recipient Review button on the Timesheet Provider Electronic Signature screen AND No error messages are encountered	<p>WEBSITE: Interface to Cúram with timesheet details and Provider signature details AND Display informational message on transition AND User is taken to the Time Entry – Timesheet screen with this timesheet selected and with updated timesheet status AND IF Recipient E-Timesheet Option is 'IHSS Website' THEN Update Timesheet status to 'Pending Recipient Electronic Review' (TAET02) AND Generate Notification of Timesheets for Review (ETSE06) to the Recipient in their CMIPS identified Written Language OR IF The Recipient E-Timesheet Option is 'Telephonic System' OR The Recipient E-Timesheet Option is 'BVI – Telephonic System' THEN Update Timesheet status to 'Pending Recipient Telephone Review' (TAET09) AND IF The Recipient has an EVV Exception THEN Update Timesheet Status to 'Pending Recipient Exception Review' (TATS23) AND The timesheet will be printed in batch at the county printer (SOC 2261EXCEPT for non-EVV timesheets OR SOC2261EVV for EVV timesheets) and include a PDF-417 barcode containing appropriate data so that it can be sent to the TPF for imaging once it is signed.</p> <p>CM: Provide Recipient E-Timesheet Option AND Provide Recipient Written Language AND Take a snapshot of the timesheet record and write it to Timesheet History AND Accept timesheet data hours data with Provider signature data AND Update Provider signature data</p>
26	21005	CI-753629 - DSD BR IHSSW ETS 26 IMPLEMENTED	Timesheet Provider Electronic Signature – Recipient Stopped E- Timesheets	When a Provider selects the Submit Timesheet for Recipient Review button AND The Recipient E-Timesheet Option is 'Stopped'	<p>WEBSITE: Display a pop-up error message with an OK button enabled AND Clear and disable the signature checkbox AND Disable all buttons on the Timesheet Provider Signature screen AND When user selects the OK button on the pop-up THEN Return the user to the Timesheet Entry: Recipient Selection screen</p> <p>CM: N/A</p>
27		CI-753707 - DSD BR IHSSW ETS 27 CANCELLED	Cancelled by SCF124		
28	21005	CI-753631 - DSD BR IHSSW ETS 28 IMPLEMENTED	Provider Menu – Time Entry – Timesheets – Enter Time link	When a Provider selects the Enter Time link on the Provider Menu screen	<p>WEBSITE: The user is taken to the Timesheet Entry: Recipient Selection screen AND Display Recipient Cards as per Business Rules</p> <p>CM: N/A</p>
29	21005	CI-753632 - DSD BR IHSSW ETS 29 CANCELLED	Cancelled by ASR Sprint 58 Team 1&2		
30	21005	CI-753633 - DSD BR IHSSW WEB 30 CANCELLED	Cancelled by ASR Sprint 58 Team 1&2		

No	Req ID	CI	Description	When	Action
----	--------	----	-------------	------	--------

31	21005 21021	CI-753634 - DSD BR IHSSW ETS 31 IMPLEMENTED	Provider Menu – Time Entry – Timesheets – Request Supplemental Timesheet OR Return to Request Supplemental Timesheet screen from Supplemental Timesheet Not Generated screen	When the Provider selects the Request Supplemental Timesheet link on the Provider Menu OR When the Provider selects the Return to Supplemental Timesheet Screen button on the Supplemental Timesheet Not Generated screen	WEBSITE: Interface to CM to obtain Recipient list AND The user is taken to the Request Supplemental Timesheet screen AND All fields are blank and enabled AND The Cancel Request button is enabled AND The Request Supplemental Timesheet button is visible and disabled CM: Provide a list of Recipients where the Provider E-Timesheet Status with that Recipient is 'Enrolled'
32	21005 21021	CI-753635 - DSD BR IHSSW ETS 32 IMPLEMENTED	Request Supplemental Timesheet – Enable button	When an individual with a User Type of 'Provider' populates all fields on this screen	WEBSITE: Enable the Request Supplemental Timesheet CM: N/A
33	21005	CI-753636 - DSD BR IHSSW ETS 33 IMPLEMENTED	Request Supplemental Timesheet – Cancel Request	When the Provider selects the Cancel Request button on the Request Supplemental Timesheet screen	WEBSITE: User is taken to the Timesheet Entry: Recipient Selection screen CM: N/A
34	21005	CI-753637 - DSD BR IHSSW ETS 34 IMPLEMENTED	Request supplemental Timesheet – Error	When the Provider selects the Request Supplemental Timesheet button AND Errors are returned from Cúram	WEBSITE: Interface to Cúram with the details of the supplemental timesheet request AND User is taken to the Supplemental Timesheet Not Generated screen AND The error message(s) are displayed AND The Return to Supplemental Timesheet Screen button is enabled CM: Process Supplemental timesheet request AND Errors are returned
35	21005	CI-753638 - DSD BR IHSSW ETS 35 IMPLEMENTED	Request supplemental Timesheet – Timesheet Generated	When the Provider selects the Request Supplemental Timesheet button AND Draft timesheet data is returned from Cúram	WEBSITE: Interface (PRNE880J) to Cúram with the details of the supplemental timesheet request AND When details are returned, the user is taken to the Supplemental Timesheet Generated screen AND The Continue to Supplemental Timesheet button is enabled AND Display the initial timesheet details CM: Process Supplemental timesheet request AND IF The Live-In Provider Exclusion configuration = True THEN Timesheet is generated with isEVV and isEVVConfirmation details that match the initial timesheet OR The latest supplemental timesheet for that Recipient/pay period/program AND Timesheet information is returned to ESP for the new draft timesheet ELSE IF The Live-In Provider Exclusion configuration = False THEN Timesheet is generated AND Timesheet information is returned to ESP for the new draft timesheet

36	21005	CI-753639 - DSD BR IHSSW ETS 36 IMPLEMENTED	Access Draft Supplemental Timesheet from Supplemental Timesheet Generated screen	When the Provider selects the Continue to Supplemental Timesheet button	<p>WEBSITE:</p> <p>IF Initial/supplemental timesheet values isEVV = True and isLiveInAnswered = False THEN Display the pop-up message with the text: "Do you live with this recipient?" which will include a Yes and No button</p> <p>ELSE IF Initial/supplemental timesheet value isEVV = False OR Initial/supplemental timesheet value isLiveInAnswered = True THEN Do not display the pop-up message AND Interface (PRNE882D) to Cúram to fetch details for the supplemental timesheet AND</p> <p>User is taken to the Timesheet Entry screen for this Recipient AND The supplemental timesheet is selected with the details displayed</p> <p>CM: Retrieve supplemental timesheet data AND Send the data to ESP</p>
37	21005	CI-753640 - DSD BR IHSSW ETS 37 IMPLEMENTED	Account Information – My Preferences	When the Provider selects the My Preference hyperlink from the Account Information screen	<p>WEBSITE:</p> <p>User is taken to the My Preferences screen AND</p> <p>Timesheet Entry Preferences field displays the current selection (Default = 'All') AND</p> <p>IHSS Electronic Services Portal Preferred Language field displays the current selection AND</p> <p>The Cancel button is enabled AND</p> <p>The Save button is visible but disabled</p> <p>CM: N/A</p>
38	21005	CI-753641 - DSD BR IHSSW ETS 38 IMPLEMENTED	My Preferences – Enable Save button	When a user selects any value other than that which was already selected upon entering the screen	<p>WEBSITE:</p> <p>Enable the Save Button</p> <p>CM: N/A</p>
39	21005	CI-753642 - DSD BR IHSSW ETS 39 IMPLEMENTED	My Preferences – Cancel	When the Provider selects the Cancel button on the My Preferences	<p>WEBSITE:</p> <p>Do not save any changes AND</p> <p>User is taken to the Account Information screen</p> <p>CM: N/A</p>
40	21005	CI-753643 - DSD BR IHSSW ETS 40 IMPLEMENTED	My Preferences – Update Preferences	When the Provider selects the Save button on the My Preferences screen	<p>WEBSITE:</p> <p>Display an informational pop-up message on transition AND</p> <p>User is taken to the Account Information screen</p> <p>CM: N/A</p>

No	Req ID	CI	Description	When	Action
41	21005	CI-753644 - DSD BR IHSSW ETS 41 CANCELLED	Cancelled by CR 1287 – Sprint 40		
42	21005	CI-753645 - DSD BR IHSSW ETS 42 CANCELLED	Cancelled by CR 1287 – Sprint 40		

43	21005	CI-753646 - DSD BR IHSSW ETS 43 CANCELLED	Cancelled by CR 1287 – Sprint 40		
44	21005	CI-753647 - DSD BR IHSSW ETS 44 CANCELLED	Cancelled by CR 1287 – Sprint 40		
45	21005	CI-753648 - DSD BR IHSSW ETS 45 IMPLEMENTED	Recipient Enroll in Electronic Timesheets – Maybe Later	When the Recipient selects the Maybe Later button	<p>WEBSITE: User is taken to the Provider Timesheets: Provider selection screen AND The Click Here to Begin Using Electronic Timesheets button is displayed and enabled AND IF There are Providers 'Awaiting Recipient Enrollment' THEN Display Provider Cards with the following information: Provider Name Provider ID "Awaiting Recipient Enrollment" OR IF There are no providers Pending Recipient Enroll THEN Display the static text for this screen CM: N/A</p>
46	21005	CI-753649 - DSD BR IHSSW ETS 46 IMPLEMENTED	Recipient Enroll in Electronic Timesheets – Not Currently Participating	When the Recipient selects the Enroll for Electronic Timesheets button on the Recipient Enroll in Electronic Timesheets screen AND Recipient E-Timesheet Option is blank OR Recipient E-Timesheet Option is 'Stopped'	<p>WEBSITE: Interface to Cúram with indication that Recipient has enrolled in Electronic Timesheets AND User is taken to the Provider Timesheet – Provider selection screen AND IF There were Providers 'Pending Recipient Enroll' THEN Generate Notification of Recipient Enrollment (ETSE03) to those Providers AND Display Provider Cards with the following information: Provider Name Provider ID "No Timesheets to Review" OR IF There are no providers Pending Recipient Enroll THEN Display the static text for this screen CM: Take snapshot of Recipient E-Timesheet Option AND Update Recipient E-Timesheet Option to 'IHSS Website' with current date AND IF Any Providers are 'Awaiting Recipient Enrollment' for this Recipient THEN Take Snapshot of Provider E-Timesheet Status AND Update Provider E-Timesheet Status to 'Enrolled' with current date</p>
47	21005	CI-753650 - DSD BR IHSSW ETS 47 IMPLEMENTED	Provider Timesheets – Access Timesheet Review	When the Recipient selects the right facing chevron (➤) on a Provider Card on the Provider Timesheets – Provider Selection screen	<p>WEBSITE: Interface to Cúram for details of timesheets for review AND User is taken to the Provider Timesheets – Timesheet Review screen (Default selection is most current timesheet) with list in descending date order then alphabetical by program with all workweeks collapsed AND The Approve Timesheet button is enabled AND The Reject Timesheet button is enabled CM: Provide details on all timesheet Pending IHSS Website Recipient review including: Timesheet pay period (MM/DD/YYYY – MM/DD/YYYY) Timesheet Program (IHSS or WPCS) Timesheet Number Hours Submitted Workweek Hours Entered Daily time entered</p>

48	21005	CI-753651 - DSD BR IHSSW ETS 48 <small>IMPLEMENTED</small>	Provider Timesheet Review – Approve Timesheets	When the Recipient selects the Approve Timesheet button on the Provider Timesheets – Timesheet Review screen	<p>WEBSITE: The user is taken to the Timesheet Recipient Electronic Signature screen AND The Cancel and Return to Timesheet button is enabled AND The Electronically Sign Timesheet & Submit for Payment Processing is visible but disabled AND IF The User Type = Recipient THEN The checkbox is blank and enabled ELSE IF User Type = Help Desk THEN The checkbox is blank and disabled</p> <p>CM: N/A</p>
49	21005	CI-753652 - DSD BR IHSSW ETS 49 <small>IMPLEMENTED</small>	Provider Timesheet Review – Reject Timesheet	When the Recipient selects the Reject Timesheet button on the Timesheet Review screen	<p>WEBSITE: The user is taken to the Reject Timesheet screen AND The declaration checkbox is not selected AND The Cancel and Return to Timesheet button is enabled AND The Reject Timesheet button is visible but disabled</p> <p>CM: N/A</p>
50	21005	CI-753653 - DSD BR IHSSW ETS 50 <small>IMPLEMENTED</small>	Provider Timesheet Review – Cancel Action	When the Recipient selects the Cancel and Return to Timesheet button on the Timesheet Recipient Electronic Signature screen OR On the Reject Timesheet screen	<p>WEBSITE: Any data is cleared from the screen AND The user is taken to the Timesheet Review screen for the specific timesheet being reviewed</p> <p>CM: N/A</p>

No	Req ID	CI	Description	When	Action
51	21005	CI-753654 - DSD BR IHSSW ETS 51 <small>IMPLEMENTED</small>	Timesheet Recipient Electronic Signature – Enable Electronically Sign Timesheet & Submit for Payment button	When a Recipient selects the checkbox on the Timesheet Recipient Electronic Signature screen	<p>WEBSITE: Display a check mark in the checkbox AND Enable the Electronically Sign Timesheet & Submit for Payment button</p> <p>CM: N/A</p>
52	21005	CI-753655 - DSD BR IHSSW ETS 52 <small>IMPLEMENTED</small>	Timesheet Recipient Electronic Signature – Electronically Sign Timesheet & Submit for Payment	When the Recipient selects the Electronically Sign Timesheet & Submit for Payment button on the Timesheet Recipient Electronic Signature screen	<p>WEBSITE: Makes interface call to Cúram to provide Recipient signature details AND Display informational pop-up message on transition AND User is taken to the Provider Timesheet – Provider Selection screen AND Provider Timesheet status is 'Approved' (TAET03) AND Generate Notification of Timesheet Approval (ETSE07) to the Provider</p> <p>CM: Hold timesheet on staging table for processing with next run of PNR998A THEN Take a snapshot of Timesheet data and write to history table AND Create a Record on the Electronic Timesheet Release/Reject History table AND Update timesheet record with Recipient signature detail AND Update Timesheet Received Date AND Complete payroll processing based on Timesheet Validation and Processing Business Rules</p>

53	21005	CI-753656 - DSD BR IHSSW ETS 53 IMPLEMENTED	Reject Timesheet – Enable Reject Timesheet button	When the Recipient selects (checks) the declaration statement checkbox	WEBSITE: The Reject Timesheet button is enabled CM: N/A
54	21005	CI-753657 - DSD BR IHSSW ETS 54 IMPLEMENTED	Reject Timesheet	When the Recipient selects the Reject Timesheet button on the Reject Timesheet screen OR When the Recipient rejects the timesheet over the TTS.	IF The timesheet was submitted via the ESP: WEBSITE: Interface to CM with Reject information AND Generate Notification of Timesheet Rejection (ETSE08) to the Provider AND Update timesheet status to Rejected (TAET04) AND Display informational pop-up message on transition AND IF There are timesheets remaining to be reviewed for this Provider THEN User is taken to the Timesheet Review screen defaulted to the next available timesheet for review ELSE IF There are no additional timesheet for review for this Provider THEN User is take to the Provider Selection screen with updated Provider Cards ELSE IF The timesheet was submitted via the TTS: TTS: Interface to CM with Reject information AND Generate trigger for an outbound call to be made to the provider to notify them of the rejection. AND Update timesheet status to Recipient Rejected (TATS18) AND Continue through the call tree. CM: Take a snapshot of timesheet data and write to history AND Create a Record on the Electronic Timesheet Release/Reject History table AND Update Timesheet Status to 'Rejected by Recipient' AND Update Timesheet Status Date AND Do not update the Timesheet Modeofentry AND IF The recipient rejects the timesheet over the TTS THEN Capture Timesheet Exception TAECC11=Rejected by Recipient using TTS.
55	21005	CI-753658 - DSD BR IHSSW ETS 55 IMPLEMENTED	Recipient Menu – Timesheet Activity – Review Timesheets	When a Recipient selects the Review Timesheets link on the Recipient Menu	WEBSITE: User is taken to the Provider Timesheet: Provider Selection screen CM: N/A
56	21005	CI-753659 - DSD BR IHSSW ETS 56 CANCELLED	Cancelled by CR 1287 – Sprint 40		

57	21005	CI-753660 - DSD BR IHSSW ETS 57 IMPLEMENTED	Recipient Enroll in Electronic Timesheets	When the Recipient selects the Enroll for Electronic Timesheets button on the Recipient Enroll in Electronic Timesheets screen	<p>WEBSITE: Interface to Cúram with indication that Recipient has enrolled in Electronic Timesheets AND User is taken to the Provider Timesheet – Provider selection screen AND IF There were Providers 'Pending Recipient Enroll' THEN Generate Notification of Recipient Enrollment (ETSE03) to those Providers AND Display Provider Cards with the following information: Provider Name Provider ID "No Timesheets to Review" OR IF There are no providers Pending Recipient Enroll THEN Display the static text for this screen CM: Take snapshot of Recipient E-Timesheet Option AND Update Recipient E-Timesheet Option to 'IHSS Website' with current date AND IF Any Providers are 'Awaiting Recipient Enrollment' for this Recipient THEN Take Snapshot of Provider E-Timesheet Status AND Update Provider E-Timesheet Status to 'Enrolled' with current date</p>
58	21005	CI-753661 - DSD BR IHSSW ETS 58 IMPLEMENTED	E-Timesheet Submitted by Provider – Pending Recipient Telephone Review OR Pending Recipient Electronic Review	When a Provider accesses a timesheet on Timesheet Entry that has been electronically signed by the Provider AND The Timesheet Status is "Pending Recipient Telephone Review" OR The Timesheet Status is "Pending Recipient Electronic Review"	<p>WEBSITE: Interface to Cúram for timesheet details. AND Do not enable any daily hyperlinks AND Do not enable the Submit Timesheet button CM: Return timesheet data with appropriate Held status NOTE: These timesheets cannot be updated by the Provider</p>
59		753,662	Cancelled by CR 1280		
60		753,663	Cancelled by CR 1280		

No	Req ID	CI	Description	When	Action
61	21005	CI-753708 - DSD BR IHSSW ETS 61 CANCELLED	Cancelled by CR 1287 – Sprint 40		
62	21005	CI-753709 - DSD BR IHSSW ETS 62 CANCELLED	Cancelled by CR 1287 – Sprint 40		
63	21005	CI-753710 - DSD BR IHSSW ETS 63 CANCELLED	Cancelled by CR 1287 – Sprint 40		

64	21005	CI-753711 - DSD BR IHSSW ETS 64 IMPLEMENTED	Timesheet – Provider Selection – Provider Cards – Provider Stopped but timesheet is pending recipient review	<p>A Recipient logs into the IHSS ESP the user lands on the Timesheet – Provider Selection screen</p> <p>OR</p> <p>The user returns to the Timesheet – Provider Selection screen from within the application</p> <p>AND</p> <p>The Provider's E-Timesheet Status is 'Stopped' with the Recipient</p> <p>AND</p> <p>Status Date is the 1st day of the future pay period</p> <p>OR</p> <p>Status Date is a prior date</p> <p>AND</p> <p>The Recipient E-Timesheet Option is 'IHSS Website'</p> <p>AND</p> <p>A timesheet for that Provider is 'Pending Recipient Review'</p>	<p>WEBSITE:</p> <p>Makes interface call to Cúram to obtain Provider Details for the Recipient</p> <p>AND</p> <p>Enable the right facing chevron (➤) when pending timesheets exist</p> <p>CM:</p> <p>Return Provider data as follows:</p> <p>Provider Name</p> <p>Provider Number</p> <p>Number of Timesheets pending review</p>
65	21005	CI-753712 - DSD BR IHSSW ETS 65 IMPLEMENTED	Timesheet – Provider Selection – Provider Cards – Provider Stopped with a prior date and no timesheet pending recipient review	<p>A Recipient logs into the IHSS ESP the user lands on the Timesheet – Provider Selection screen</p> <p>OR</p> <p>The user returns to the Timesheet – Provider Selection screen from within the application</p> <p>AND</p> <p>The Recipient E-Timesheet Option is 'IHSS Website'</p> <p>AND</p> <p>The Provider's E-Timesheet Status is 'Stopped' with the Recipient</p> <p>AND</p> <p>Status Date is a prior date</p> <p>AND</p> <p>There are no timesheets for that Provider 'Pending Recipient Review'</p> <p>AND</p> <p>Display Final E-Timesheet Field for the Provider is 'True'</p>	<p>WEBSITE:</p> <p>Makes interface call to Cúram to obtain Provider Details for the Recipient</p> <p>AND</p> <p>Displays the Provider Card with no timesheets to review</p> <p>CM:</p> <p>Return Provider data as follows:</p> <p>Provider Name</p> <p>Provider Number</p> <p>Number of Timesheets pending review</p>
66	21005	CI-753713 - DSD BR IHSSW ETS 66 IMPLEMENTED	Timesheet – Provider Selection – Provider Cards – Provider Stopped with a future date no timesheet pending recipient review	<p>A Recipient logs into the IHSS ESP the user lands on the Timesheet – Provider Selection screen</p> <p>OR</p> <p>The user returns to the Timesheet – Provider Selection screen from within the application</p> <p>AND</p> <p>The Recipient E-Timesheet Option is 'IHSS Website'</p> <p>AND</p> <p>The Provider's E-Timesheet Status is 'Stopped' with the Recipient</p> <p>AND</p> <p>Status Date is the 1st day of the future pay period</p> <p>AND</p> <p>There are no timesheets for that Provider 'Pending Recipient Review'</p>	<p>WEBSITE:</p> <p>Makes interface call to Cúram to obtain Provider Details for the Recipient</p> <p>AND</p> <p>Displays the Provider Card with no timesheets to review</p> <p>CM:</p> <p>Return Provider data as follows:</p> <p>Provider Name</p> <p>Provider Number</p> <p>Number of Timesheets pending review</p>
67	21005	CI-754629 - DSD BR IHSSW ETS 67 IMPLEMENTED	Provider/Recipient Menu - Resources - FAQ	<p>If the Provider ESP menu is accessed</p> <p>AND</p> <p>The General FAQ link is selected in the FAQ sub-menu in the Resources menu</p> <p>Else the Recipient ESP menu is accessed</p> <p>AND</p> <p>The the FAQ link is selected in the Resources menu</p>	<p>The user is taken to the Frequently Asked Questions screen</p> <p>NOTE: Screen displays "This page is currently under construction." if no static text data has been implemented</p>

68	21005	CI-754630 - DSD BR IHSSW ETS 68 IMPLEMENTED	Access to Contact Us	If the Contact Us link is selected on the ESP Header in desktop view OR The Contact Us link is selected in the ESP menu in mobile view	The Contact Us pop-up displays.
69	21005	CI-754631 - DSD BR IHSSW ETS 69 CANCELLED	Cancelled by CR 1287 – Sprint 40		
70	21005	CI-754632 - DSD BR IHSSW ETS 70 CANCELLED	Cancelled by CR 1287 – Sprint 40		

No	Req ID	CI	Description	When	Action
71	21005	CI-754633 - DSD BR IHSSW ETS 71 CANCELLED	Cancelled by CR 1287 – Sprint 40		
72	21005	CI-754634 - DSD BR IHSSW ETS 72 IMPLEMENTED	Submit Help Desk Request – Send Request button	All of the following fields are populated as follows: Enter your phone number = 10 digits AND Select a Request Type = Not blank AND Please describe your request below. Include as much detail as possible. > 4 characters AND The User Type is not Help Desk	Enable the Send Request button
73	21005	CI-754635 - DSD BR IHSSW ETS 73 CANCELLED	Cancelled by CR 1287 – Sprint 40		
74	21005	CI-763387 - DSD BR IHSSW ETS 74 IMPLEMENTED	Timesheet Entry – Recipient Selection – Recipient Cards – Provider Enrolled – Advance Pay	A Provider logs into the IHSS ESP landing on the Provider Home screen OR The user navigates to the Timesheet Entry Recipient Selection screen from within the application AND The Provider's E-Timesheet Enrollment Status is 'Enrolled' with a Recipient AND The TimesheetType code IS TATT02 (IHSS Advance Pay) OR The TimesheetType code IS TATT08 (IHSS Advance Pay – Supplemental)	<p>WEBSITE: Makes interface call to Cúram to obtain Recipient Details for the Provider AND User is on Timesheet Entry Recipient, display Most Recent Payment Recipient Card with Recipient data as returned AND IF Un-submitted timesheets are available THEN Enable the right facing chevron (➤) ELSE IF User is on Provider Home screen, display most recent payment status under recipient name AND IF Un-submitted timesheets are available THEN Enable recipient name as hyperlink CM: Return Provider data as follows:</p> <ul style="list-style-type: none"> • E-Timesheet Status • E-Timesheet Status Date <p>AND Return Recipient data as follows:</p> <ul style="list-style-type: none"> • Recipient Name • Case Number (Recipient ID) <p>AND Most Recent Payment information as follows:</p> <ul style="list-style-type: none"> • Timesheet pay period (MM/DD/YYYY – MM/DD /YYYY) <TimesheetType> <p>AND Provide indication if there are un-submitted timesheets available for this Provider/Recipient relationship</p>

75	21005	CI-763388 - DSD BR IHSSW ETS 75 IMPLEMENTED	Timesheet Entry – Recipient Selection – Recipient Cards – Provider Stopped but Final E-Timesheet is not Processed – Advance Pay	<p>A Provider logs into the IHSS ESP landing on the Provider Home screen OR The user navigates to the Timesheet Entry Recipient Selection screen from within the application AND The Provider's E-Timesheet Status is 'Stopped' with the Recipient AND Status Date is the 1st day of the future pay period OR Status Date is a prior date AND The timesheet for the pay period immediately prior to the 'Stopped' status indicates a Status <u>other than</u> 'Processed' or 'Exception Paid' in CM AND The timesheet Print Method indicates 'Electronic' AND The Provider is/was eligible to provide services to the Recipient during that pay period AND The Recipient is/was eligible to receive services from the Provider during that pay period AND The TimesheetType code IS TATT02 (IHSS Advance Pay) OR The TimesheetType code IS TATT08 (IHSS Advance Pay – Supplemental)</p>	<p>WEBSITE: Makes interface call to Cúram to obtain Recipient Details for the Provider AND User is on Timesheet Entry Recipient, display Most Recent Payment Recipient Card with Recipient data as returned AND IF Un-submitted timesheets are available THEN Enable the right facing chevron (↗) ELSE IF User is on Provider Home screen, display most recent payment status under recipient name AND IF Un-submitted timesheets are available THEN Enable recipient name as hyperlink CM: Return Provider data as follows: E-Timesheet Status E-Timesheet Status Date AND Display Final E-Timesheet Field is 'True' AND Return Recipient data as follows: Recipient Name Case Number (Recipient ID) AND Most Recent Payment information as follows: Timesheet pay period (MM/DD/YYYY – MM/DD/YYYY) <TimesheetType></p>
76	21005	CI-763389 - DSD BR IHSSW ETS 76 IMPLEMENTED	Provider Requests Enrollment in E-Timesheets – Recipient Enrolled – Advance Pay	<p>When the Provider selects the Enroll button on the Provider Enroll in Electronic Timesheets screen AND The Recipient has a current E-Timesheet Enrollment Record with an E-Timesheet Option of any of the following: IHSS Website Telephonic System BVI – Telephonic System AND The TimesheetType code IS TATT02 (IHSS Advance Pay) OR The TimesheetType code IS TATT08 (IHSS Advance Pay – Supplemental)</p>	<p>WEBSITE: Makes interface call to Cúram to obtain Recipient Details AND Display informational message to Provider confirming enrollment AND Generate Notification of Recipient Enrollment email (ETSE03) to the Provider with AND IF The Recipient has an E-Timesheet Option of 'IHSS Website' THEN Generate Notification of Additional Provider Enrollment email (ETSE20) to the Recipient in their CMIPS identified Written Language AND User is taken to the Timesheet Entry – Recipient Selection screen and the Recipient Card for this Recipient now displays the Most Recent Payment view AND IF Un-submitted timesheets are available THEN Enable the right facing chevron (↗) CM: Respond with Recipient data as follows: E-Timesheet Option E-Timesheet Option Date Recipient Written Language AND Create new Provider E-Timesheet Status record with the Recipient where: E-Timesheet Status set to "Enrolled" Record E-Timesheet Status Date is current system date AND Most Recent Payment information as follows: Timesheet pay period (MM/DD/YYYY – MM/DD/YYYY) <TimesheetType> AND Provide indication if there are un-submitted timesheets available for this Provider/Recipient relationship</p>
77	21005	CI-763390 - DSD BR IHSSW ETS 77 IMPLEMENTED	Payment History – Timesheet Details – Payment Status – Not Advance Pay	<p>When Payment Details data is received from CM Interface response (PRNE880E) AND The TimesheetType code IS NOT TATT02 (IHSS Advance Pay) OR The TimesheetType code IS NOT TATT08 (IHSS Advance Pay – Supplemental)</p>	<p>WEBSITE: Payment Status field is determined based on the following: recipients:timesheets: paymentstatus = PAID AND recipients:timesheets: warrantnumber = blank THEN Payment Status = Pending Payment (TAET11) OR IF recipients:timesheets: paymentstatus = PAID or PNDVOID AND recipients:timesheets: warrantnumber = Contains a warrant number THEN Payment Status = Paid (TAET12) OR IF recipients:timesheets: paymentstatus = PNDRPLCM THEN Payment Status = Pending Replacement (TAET13) OR IF recipients:timesheets: paymentstatus = CLEARED THEN Payment Status = Cashed (TAET14) OR IF recipients:timesheets: paymentstatus = VOID THEN Payment Status = Void (TAET15) CM: N/A</p>
78	21005	CI-763391 - DSD BR IHSSW ETS 78 IMPLEMENTED	Payment Search – Payment Details – Payment Status – Is Advance Pay	<p>When Payment Details data is received from CM Interface response (CMNE882Y) AND The TimesheetType code IS TATT02 (IHSS Advance Pay) OR The TimesheetType code IS TATT08 (IHSS Advance Pay – Supplemental)</p>	<p>WEBSITE: Payment Status field is determined based on the following: recipients:timesheets: paymentstatus = PAID OR recipients:timesheets: paymentstatus = CLEARED THEN Payment Status = Advance Pay (TAET16)</p>

79	21005	CI-763402 - DSD BR IHSSW ETS 79 <small>IMPLEMENTED</small>	Issue Electronic Timesheet – Provider E-Timesheet Status updated to 'Enrolled' – Timesheet in 'Pending Issuance'	When a Provider E-Timesheet Status is updated to 'Enrolled' AND A timesheet for that Recipient/Provider HAS previously been triggered but is in a status of 'Pending Issuance'.	CM: Update the status of the timesheet to 'Issued' AND Update the Print Date to current date AND Update the Print Method to 'Electronic'
80	21054	CI-786105 - DSD BR IHSSW ETS 80 <small>IMPLEMENTED</small>	Annual Privacy Statement Email (ETSE57)	When the annual Privacy Statement process (batch job 800DINAN) is executed in Case Management on January 1st of each calendar year or annually, as requested by CDSS.	Case Management: Generate the Privacy Statement email notification (ETSE57) with the annual variable to the current email address in Case Management for all website registered Providers and Recipients NOTE: They do not have to currently be enrolled in E-Timesheets. Generate Recipient email in the CM identified Written Language.

No	Req ID	CI	Description	When	Action
81	21078	CI-813198 - DSD BR IHSSW ETS 81 <small>IMPLEMENTED</small>	Direct Deposit Request File Generation (600ZINDS) processing	When the Direct Deposit Request File Generation (600ZINDS) batch job is run	For each direct deposit request update the following fields in the PDDLookup table as below: <ul style="list-style-type: none">• Set 'sendToPayrollInd' field to '1'• Set 'statusCode' field to 'Processed'• Set 'processedBy' to 'MAS'• Set 'processedDate' to the current date
82	21005	CI-822128 - DSD BR IHSSW ETS 82 <small>IMPLEMENTED</small>	Timesheet Entry screen field value upon display of screen – Previously Claimed Hours	When a Provider navigates to the Timesheet Entry screen for a particular pay period	WEBSITE: Display the page with the Previously Claim Hours populated with summation of all previously claimed hours for the pay period and workweek returned by case management. CM: Return the total of all hours claimed/paid for each workweek of the pay period for the timesheet selected, across all recipients in which that provider worked. This includes all timesheets (initial, supplemental or replacement), in any status other than an exception status. Note The Previously Claimed Hours does not include hours entered on the Timesheet Entry screen for the current timesheet displayed. That is, if the provider enters hours on the timesheet and saves it as draft, when they come back to continue, the Previously Claimed Hours will not contain those hours.
83	21014	CI-822167 - DSD BR IHSSW ETS 83 <small>IMPLEMENTED</small>	Active EVV Provider - Unsubmitted Timesheets for Terminated Recipients	When the provider is EVV active and is able to submit EVV timesheets AND The provider is assigned to a recipient who has been terminated AND The terminated recipient is associated with unsubmitted timesheets.	WEBSITE: The terminated recipient's name displays on the Provider Home screen AND The terminated recipient's card displays on the Timesheet Entry screen AND When either the recipient name or right facing blue chevron (>) is selected, a list of the unsubmitted timesheets for the associated recipient will display and be selectable for submission following the logic of existing business rules. CM: N/A
84	21129	CI-822232 - DSD BR IHSSW ETS 84 <small>IMPLEMENTED</small>	Timesheet Entry – Timesheet selection – EVV or non-EVV Timesheet	When a provider user selects, on the Timesheet Entry screen, a timesheet from the Pay Period – Payment Type dropdown for a particular Recipient Case	Execute PRNE882D to retrieve data for the selected timesheet AND IF The Timesheet value isEVV = True THEN Present the EVV version of the timesheet on the Timesheet Entry screen for the timesheet selected ELSE IF The Timesheet value isEVV = False THEN Present the non-EVV version of the timesheet on the Timesheet Entry screen for the timesheet selected.
85		CI-822233 - DSD BR IHSSW ETS 85 <small>CANCELLED</small>	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification		
86	21129	CI-822234 - DSD BR IHSSW ETS 86 <small>IMPLEMENTED</small>	Provider Timesheets – Recipient Review – EVV Timesheet	When a recipient user selects, on the Provider Timesheets screen, a timesheet from the Pay Period – Payment Type dropdown to review AND The Timesheet value isEVV = True	Execute PRNE882C to retrieve data for the Provider timesheet(s) for review AND IF The Timesheet value isEVV = True THEN Present the EVV version of the timesheet on the Provider Timesheets (Timesheet Review) screen for the timesheet selected. ELSE IF The Timesheet value isEVV = False THEN Present the non-EVV version of the timesheet on the Provider Timesheets (Timesheet Review) screen for the timesheet selected.
87		CI-822235 - DSD BR IHSSW ETS 87 <small>CANCELLED</small>	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification		

88	21129	CI-822236 - DSD BR IHSSW ETS 88 IMPLEMENTED	Payment Details – EVV Timesheet	When a user selects the View Payment Details button from the Payment Search screen AND The payment type is a timesheet	Execute CMNE882Y to retrieve data for the selected timesheet AND IF The Timesheet value isEVV = True THEN Present the EVV version of the Timesheet Details on the Payment Details screen for the timesheet selected. ELSE IF The Timesheet value isEVV = False THEN Present the non-EVV version of the Timesheet Details on the Payment Details screen for the timesheet selected.
89		CI-822237 - DSD BR IHSSW ETS 89 CANCELLED	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification		
90	21258	CI-822846 - DSD BR IHSSW ETS 90 IMPLEMENTED	Live-In Provider Pop-up - Yes	When a user selects the 'Yes' button in response to "Do you live with <Recipient Name> between <Pay Period Start Date> and <Pay Period End Date>?" on the Live-In Provider Pop-up.	<p>IF the user is a Provider:</p> <p>WEBSITE: Initiate web service call (CMNE882V) to Case Management to capture the Provider's response for the specific timesheet they selected AND The Provider is taken to the Timesheet Entry screen following existing business rules for when a user navigates to a timesheet on the Time Entry screen AND The timesheet is updated to isEVV = False AND The non-EVV timesheet displays</p> <p>CM: Capture the Provider's response to the Live-In pop-up so that the pop-up is not presented again for the specific timesheet.</p> <p>ELSE IF the user is a Help Desk user:</p> <p>WEBSITE: Do not initiate the web service call (CMNE882V) to Case Management AND The Help Desk user is taken to the Time Entry screen following existing business rules for when a user navigates to a timesheet on the Time Entry screen AND The 'isEVV' and 'isLiveInAnswered' values are not modified for the timesheet AND IF The Provider has answered 'Yes' to the Live-In Provider pop-up THEN The non-EVV timesheet displays</p> <p>CM: N/A</p>

No	Req ID	CI	Description	When	Action
----	--------	----	-------------	------	--------

91	21258	CI-822851 - DSD BR IHSSW ETS 91 <small>IMPLEMENTED</small>	Live-In Provider Pop-up - No	<p>When a user selects the 'No' button in response to "Did you live with <Recipient Name> between <Pay Period Start Date> and <Pay Period End Date>?" on the Live-In Provider Pop-up.</p> <p>IF the user is a Provider:</p> <p>WEBSITE: Initiate web service call (CMNE882V) to Case Management to capture the Provider's response for the specific timesheet they selected AND The Provider is taken to the Time Entry screen following existing business rules for when a user navigates to a timesheet on the Time Entry screen AND The appropriate EVV timesheet displays.</p> <p>CM: Capture the Provider's response to the Live-In pop-up so that the pop-up is not presented again for the specific timesheet.</p> <p>ELSE IF the user is a Help Desk user:</p> <p>WEBSITE: Do not initiate the web service call (CMNE882V) to Case Management AND The Help Desk user is taken to the Time Entry screen following existing business rules for when a user navigates to a timesheet on the Time Entry screen AND The 'isEVV' and 'isLiveInAnswered' values are not modified for the timesheet AND IF The Provider has answered 'No' to the Live-In Provider pop-up THEN The non-EVV timesheet displays</p> <p>CM: N/A</p>
92				Reserved by ASR Sprint 61 Team 1&2
93	21258	CI-823456 - DSD BR IHSSW ETS 93 <small>IMPLEMENTED</small>	Live-In Provider Pop-up - No Answer and No Save or Submit of Timesheet	<p>When a user does not answer, or escapes, the question of "Do you live with this recipient?" on the Timesheet Entry Recipient Selection Live-In Pop-Up.</p> <p>IF the user is a Provider:</p> <p>WEBSITE: EVV timesheet is displayed</p> <p>CM: N/A</p> <p>ELSE IF the user is a Help Desk user:</p> <p>WEBSITE: The Help Desk user is taken to the Time Entry Recipient Selection screen following existing business rules for when a user navigates to a timesheet on the Time Entry screen AND The 'isEVV' and 'isLiveInAnswered' values are not modified for the timesheet AND IF The Provider has not answered Timesheet Entry Recipient Selection Live-In Pop-Up THEN The EVV timesheet displays</p> <p>CM: N/A</p>
94	21258	CI-823460 - DSD BR IHSSW ETS 94 <small>IMPLEMENTED</small>	Live-In Provider Pop-up - No Answer and Save Timesheet	<p>When a user does not answer, or escapes, the question of "Do you live with this recipient?" on the Timesheet Entry Recipient Selection Live-In Pop-Up</p> <p>AND</p> <p>Save the default EVV timesheet on the screen</p> <p>IF the user is a Provider:</p> <p>CM: The 'isEVV' and 'isLiveInAnswered' values are modified to "Yes"</p>
95	21258	CI-823461 - DSD BR IHSSW ETS 95 <small>IMPLEMENTED</small>	Live-In Provider Pop-up - No Answer and Submit Timesheet	<p>When a user does not answer, or escapes, the question of "Do you live with this recipient?" on the Timesheet Entry Recipient Selection Live-In Pop-Up</p> <p>AND</p> <p>Submit the default EVV timesheet on the screen</p> <p>IF the user is a Provider:</p> <p>CM: The 'isEVV' and 'isLiveInAnswered' values are modified to "Yes"</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/E-Timesheets (1-10)

No	Req ID	CI	Description	When	Action
01	21005	CI-753604 - DSD BR IHSSW ETS 01 IMPLEMENTED	Timesheet Entry – Recipient Selection – Recipient Cards	When a provider accesses the Provider Landing screen AND A displayed recipient is not registered for ESP and/or for TTS	WEBSITE: IF The Recipient is not registered for ESP OR The Recipient is not registered for TTS THEN Display 'Not Registered in ESP or TTS' in RED font in the pertinent information area for the recipient
02		CI-753605 - DSD BR IHSSW ETS 02 CANCELLED	Cancelled with SCF-34		
03		CI-753606 - DSD BR IHSSW ETS 03 CANCELLED	Cancelled with SCF-34		
04	21005	CI-753607 - DSD BR IHSSW ETS 04 IMPLEMENTED	Timesheet Entry – Recipient Selection screen	The user navigates to the Timesheet Entry Recipient Selection screen from within the application AND Recipient is registered for ESP OR Recipient has an EVV Exception	WEBSITE: Makes interface call to Cúram to obtain Recipient Details for the Provider AND Display Most Recent Payment information on the Recipient Card with Recipient data as returned AND IF Un-submitted timesheets are available THEN Enable the blue right facing arrow () CM: Interface to Cúram with (CMNE880K) to retrieve information for all Recipients that this Provider is eligible to Provide services to for the IHSS and/or WPCS programs AND Provide the following data: For the Provider: <ul style="list-style-type: none">• Provider Status• Current Email Address• Indication if Serving IHSS• Indication if Serving WPCS AND A list of Recipient including, for each: <ul style="list-style-type: none">• Indication if Recipient is registered with ESP or TTS or has an Exception• Recipient Name• Case Number (Recipient ID)• Current Recipient Email Address• Indication if Provider has Un-submitted Timesheets AND IF A payment has been processed for that relationship THEN Also Provide: <ul style="list-style-type: none">• Payment Amount• Payment Status• Timesheet Pay Period and Timesheet Type
05		CI-753608 - DSD BR IHSSW ETS 05 CANCELLED	Cancelled with SCF-34		
06		CI-753609 - DSD BR IHSSW ETS 06 CANCELLED	Cancelled with SCF-34		
07	12004 21005 21010 21258	CI-753610 - DSD BR IHSSW ETS 07 IMPLEMENTED	Provider Access Un-submitted Timesheets	When the Provider selects the right facing blue arrow () on a Recipient Card on the Time Entry – Recipient Selections screen OR When the Provider selects the Recipient name hyperlink on the Provider Home screen OR When the Provider refreshes the Time Entry screen without having answered the Live-In popup question OR When the Provider refreshes the Time Entry screen on an alternate Pay Period without having answered the initial Live-In popup question	WEBSITE: Initiate web service call to Cúram (CMNE882X) to determine whether the Live-In Provider Pop-up should display or not AND IF an indicator that the pop-up should display is returned from CM THEN display the pop-up message with the text: "Do you live with this Recipient?" which will include a Yes and No button

			<p>ELSE an indicator that the pop-up should <u>not</u> display is returned from CM THEN Do not display the pop-up message AND Makes interface call to Cúram (PRNE882D) to obtain timesheet details for this Provider /Recipient based on the Provider/Default Timesheet Preference AND User is taken to the Time Entry – Timesheet screen AND Populate list dropdown in descending/alphabetical order (future to oldest, IHSS then WPCS) AND Default selection from the list to display the timesheet details for the current pay period (default IHSS) ELSE Display the timesheet details for the most recent available pay period (default IHSS) – NOTE: This may be a future pay period AND IF The Timesheet Status is 'Draft' or 'Rejected' THEN Enable daily entry hyperlinks for all eligible days AND IF The Timesheet has not yet been submitted AND At least one day on the timesheet is eligible for payment THEN Enable the Save and Submit buttons AND IF Time entry has been made for any date in the timesheet pay period THEN Display the following saved data: <ul style="list-style-type: none"> • Current Timesheet Total (Hours Submitted) • Daily Hours Submitted AND IF Time entry has been made for any date in the selected timesheet pay period THEN Display the following saved data: Current Timesheet Total (Hours Submitted) Daily Hours Submitted CM: IF CM Configuration date is a set date AND IF The IRS Live-In Provider Certification is "N" AND IF an answer on the Live-In pop-up has <u>not</u> already been answered for the default timesheet. AND IF the timesheet is EVV THEN Return an indicator to ESP that the pop-up should display ELSE IF CM Configuration date is high end date OR IF the IRS Live-In Provider Certification is "Y" OR IF an answer on the Live-In pop-up has already been answered for the default timesheet. OR IF the timesheet is not EVV THEN Return an indicator to ESP that the pop-up should <u>not</u> display AND Respond with list of timesheets, based on the Provider/Default Timesheet Preference, with a MODE of Entry of 'Electronic' that are in a CM status other than 'Processed', 'Exception – Paid', 'Exception – Replaced' and 'Exception' AND A list of timesheets, based on the Provider/Default Timesheet Preference, where Mode of Entry is Blank and CM Status is 'Issued' or 'Pending Issuance' with the following data: <ul style="list-style-type: none"> • Pay Period (MM/DD/YYYY – MM/DD/YYYY) • Program (IHSS or WPCS) AND Respond with additional Timesheet data as for the current pay period (default IHSS) ELSE IF No timesheet for the current pay period THEN The timesheet details for the most recent available pay period (default IHSS) Details provided as follows: <ul style="list-style-type: none"> • Timesheet Number • Status (timesheet status mapping) • Timesheet Status Date • Available Hours – The Provider's Assigned Hours Or The Provider's remaining hours in the service month OR the Recipient's remaining hours in the service month OR the Recipient's remaining back-up provider hours, whichever is the lesser amount. • Workweek Details • Date Eligibility Details AND <ul style="list-style-type: none"> • Information on Provider Weekly Maximum • Total Hours Already Paid per work week across all Recipients AND IF Timesheet has been submitted Electronically but is not yet processed in CM THEN ALSO Provide the following data: <ul style="list-style-type: none"> • Current Timesheet Total (Hours Submitted) • Daily Hours Submitted </p>
08	 CI-753611 - DSD BR IHSSW ETS 08 CANCELLED	Cancelled with SCF-34	

09		CI-753612 - DSD BR IHSSW ETS 09 CANCELLED	Cancelled with SCF-34		
10		CI-753613 - DSD BR IHSSW ETS 10 CANCELLED	Cancelled with SCF-34		

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/E-Timesheets (11-20)

No	Req ID	CI	Description	When	Action
11			Business Rule cancelled ASR 1287 – Sprint 27		
12	12004 21005 21010 21258 21358	CI-753615 - DSD BR IHSSW ETS 12 IMPLEMENTED	Select Alternate Timesheet	When a provider selects a different timesheet from the Timesheet dropdown list	<p>WEBSITE: Initiate web service call to CM (PRNE882D) to determine whether the Live-In Provider Pop-up should display or not AND</p> <p>IF an indicator that the pop-up should display is returned from CM THEN display the pop-up message with the text: "Do you live with this recipient?" which will include a Yes and No button</p> <p>ELSE an indicator that the pop-up should <u>not</u> display is returned from CM THEN Do not display the pop-up message AND Initiate interface call to Cúram to obtain details for the selected timesheet for this Provider/Recipient AND Screen is refreshed with the data for the selected timesheet (do not refresh the list) AND Populate list dropdown in descending/alphabetical order (future to oldest, IHSS then WPCS) AND Timesheet dropdown displays the selected timesheet details AND IF The Timesheet Status is 'Draft' or 'Rejected' THEN Enable daily entry hyperlinks for all eligible days AND IF Timesheet is in 'Draft' status in the IHSS ESP AND There are hours entered into any day on this timesheet AND There are no hours entered on the timesheet future to current date THEN Enable the Submit Timesheet button</p> <p>CM: IF CM Configuration date is a set date AND IF The IRS Live-In Provider Certification is "N" AND IF an answer on the Live-In pop-up has <u>not</u> already been answered for the selected timesheet. AND IF the timesheet is EVV THEN Return an indicator to ESP that the pop-up should display</p> <p>ELSE IF CM Configuration date is high end date OR IF the IRS Live-In Provider Certification is "Y" OR IF an answer on the Live-In pop-up has already been answered for the selected timesheet. OR IF the timesheet is not EVV THEN Return an indicator to ESP that the pop-up should <u>not</u> display AND Respond with additional details of the selected timesheet as follows: Timesheet Number Status (timesheet status mapping) Timesheet Status Date Available Hours – The Provider's Assigned Hours OR the Provider's remaining hours in the service month OR the Recipient's remaining hours in the service month OR the Recipient's remaining back-up provider hours, whichever is the lesser amount. Workweek Details Date Eligibility Details AND IF Timesheet has been submitted Electronically but is not yet processed in CM THEN ALSO Provide the following data: Current Timesheet Total (Hours Submitted) Daily Hours Submitted</p>
13	21005	CI-753616 - DSD BR IHSSW ETS 13 IMPLEMENTED	Submit Timesheet	When a Provider selects the Submit Timesheet button AND No error/informational messages are returned from Cúram	<p>WEBSITE: Interface call to Cúram with details and time entries for the timesheet IF Receive confirmation from Cúram that no errors or informational messages need to be displayed THEN User is taken to the Timesheet Provider Electronic Signature screen WITH The checkbox is blank and enabled AND The Cancel Submit button is enabled AND The Electronically Sign Timesheet & Submit for Recipient Review button is visible but disabled</p> <p>CM: Complete timesheet validation checks AND Confirm no error messages or informational messages are generated</p>

14	21005	CI-753617 - DSD BR IHSSW ETS 14 IMPLEMENTED	Submit Timesheet	When a Provider selects the Submit Timesheet button AND Error or informational messages are returned from Cúram	<p>WEBSITE: Interface call to Cúram with details and time entries for the timesheet IF Receive confirmation from Cúram of errors or informational messages that need to be displayed THEN User is taken to the Timesheet Validation Messages screen AND The Continue Submitting Timesheet button is enabled AND The Cancel Submit button is enabled AND Validation Messages are displayed</p> <p>CM: Complete timesheet validation checks AND Provide error messages or informational messages codes to be displayed</p>
15			Business Rule cancelled ASR 1287 – Sprint 27		
16	21005	CI-753619 - DSD BR IHSSW ETS 16 IMPLEMENTED	Timesheet Entry – Save (Workweek)	When a Provider selects the Save button for any of the Workweeks AND All field level edits have been passed	<p>WEBSITE: Save hours entry to the timesheet AND Adjust all WORKWEEK TOTAL values appropriately AND Adjust the TIMESHEET TOTAL value appropriately AND Display exceeds weekly maximum and exceeds monthly overtime maximum informational messages (if any) retrieved from CM, on the top of the screen in red text AND Display a banner at the top of the screen that informs the user the timesheet has been successfully saved</p> <p>CM: Complete timesheet validation checks AND Provide error messages or informational messages codes to be displayed</p>
17			Business Rule cancelled ASR 1287 – Sprint 27		
18			Business Rule cancelled ASR 1287 – Sprint 27		
19			Business Rule cancelled ASR 1287 – Sprint 27		
20			Business Rule cancelled ASR 1287 – Sprint 27		

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/E-Timesheets (21-30)

No	Req ID	CI	Description	When	Action
21	21005	CI-753624 - DSD BR IHSSW ETS 21 IMPLEMENTED	Timesheet Validation Messages – Continue Submitting Timesheet	When a Provider selects the Continue Submitting Timesheet button on the Timesheet Validation Messages screen	WEBSITE: User is taken to the Timesheet Provider Electronic Signature screen AND The Cancel Submit button is enabled AND The Electronically Sign Timesheet & Submit for Recipient Review button is visible but disabled AND IF The User Type = Provider THEN The checkbox is blank and enabled ELSE IF User Type = Help Desk THEN The checkbox is blank and disabled CM: N/A
22	21005	CI-753625 - DSD BR IHSSW ETS 22 IMPLEMENTED	Timesheet Validation Messages – Cancel Submit	When a Provider selects the Cancel Submit button on the Timesheet Validation Messages screen	WEBSITE: User is taken to the Timesheet Entry screen CM: N/A
23	21005	CI-753626 - DSD BR IHSSW ETS 23 IMPLEMENTED	Timesheet Provider Electronic Signature – Enable Electronically Sign Timesheet & Submit for Recipient Review button	When a Provider selects the checkbox on the Timesheet Provider Electronic Signature screen	WEBSITE: Display a check mark in the checkbox AND Enable the Electronically Sign Timesheet & Submit for Recipient Review CM: N/A
24	21005	CI-753627 - DSD BR IHSSW ETS 24 IMPLEMENTED	Timesheet Provider Electronic Signature – Cancel Submit – Recipient Using E-Timesheets	When a Provider selects the Cancel Submit button on the Timesheet Provider Electronic Signature screen	WEBSITE: Clear checkbox AND User is taken to the Timesheet Entry screen displaying the timesheet they were currently working/submitting CM: N/A

25	21005 21228 21229	CI-753628 - DSD BR IHSSW ETS 25 IMPLEMENTED	Timesheet Provider Electronic Signature – Electronically Sign Timesheet & Submit for Recipient Review	When a Provider selects the Electronically Sign Timesheet & Submit for Recipient Review button on the Timesheet Provider Electronic Signature screen AND No error messages are encountered	<p>WEBSITE: Interface to Cúram with timesheet details and Provider signature details AND Display informational message on transition AND User is taken to the Time Entry – Timesheet screen with this timesheet selected and with updated timesheet status AND IF Recipient E-Timesheet Option is 'IHSS Website' THEN Update Timesheet status to 'Pending Recipient Electronic Review' (TAET02) AND Generate Notification of Timesheets for Review (ETSE06) to the Recipient in their CMIPS identified Written Language OR IF The Recipient E-Timesheet Option is 'Telephonic System' OR The Recipient E-Timesheet Option is 'BVI – Telephonic System' THEN Update Timesheet status to 'Pending Recipient Telephone Review' (TAET09) AND IF The Recipient has an EVV Exception THEN Update Timesheet Status to 'Pending Recipient Exception Review' (TATS23) AND The timesheet will be printed in batch at the county printer (SOC 2261EXCEPT for non-EVV timesheets OR SOC2261EVV for EVV timesheets) and include a PDF-417 barcode containing appropriate data so that it can be sent to the TPF for imaging once it is signed.</p> <p>CM: Provide Recipient E-Timesheet Option AND Provide Recipient Written Language AND Take a snapshot of the timesheet record and write it to Timesheet History AND Accept timesheet data hours data with Provider signature data AND Update Provider signature data</p>
26	21005	CI-753629 - DSD BR IHSSW ETS 26 IMPLEMENTED	Timesheet Provider Electronic Signature – Recipient Stopped E- Timesheets	When a Provider selects the Submit Timesheet for Recipient Review button AND The Recipient E-Timesheet Option is 'Stopped'	<p>WEBSITE: Display a pop-up error message with an OK button enabled AND Clear and disable the signature checkbox AND Disable all buttons on the Timesheet Provider Signature screen AND When user selects the OK button on the pop-up THEN Return the user to the Timesheet Entry: Recipient Selection screen</p> <p>CM: N/A</p>
27		CI-753707 - DSD BR IHSSW ETS 27 CANCELLED	Cancelled by SCF124		
28	21005	CI-753631 - DSD BR IHSSW ETS 28 IMPLEMENTED	Provider Menu – Time Entry – Timesheets – Enter Time link	When a Provider selects the Enter Time link on the Provider Menu screen	<p>WEBSITE: The user is taken to the Timesheet Entry: Recipient Selection screen AND Display Recipient Cards as per Business Rules</p> <p>CM: N/A</p>
29	21005	CI-753632 - DSD BR IHSSW ETS 29 CANCELLED	Cancelled by ASR Sprint 58 Team 1&2		
30	21005	CI-753633 - DSD BR IHSSW WEB 30 CANCELLED	Cancelled by ASR Sprint 58 Team 1&2		

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/E-Timesheets (31-40)

No	Req ID	CI	Description	When	Action
31	21005 21021	CI-753634 - DSD BR IHSSW ETS 31 IMPLEMENTED	Provider Menu – Time Entry – Timesheets – Request Supplemental Timesheet OR Return to Request Supplemental Timesheet screen from Supplemental Timesheet Not Generated screen	When the Provider selects the Request Supplemental Timesheet link on the Provider Menu OR When the Provider selects the Return to Supplemental Timesheet Screen button on the Supplemental Timesheet Not Generated screen	WEBSITE: Interface to CM to obtain Recipient list AND The user is taken to the Request Supplemental Timesheet screen AND All fields are blank and enabled AND The Cancel Request button is enabled AND The Request Supplemental Timesheet button is visible and disabled CM: Provide a list of Recipients where the Provider E-Timesheet Status with that Recipient is 'Enrolled'
32	21005 21021	CI-753635 - DSD BR IHSSW ETS 32 IMPLEMENTED	Request Supplemental Timesheet – Enable button	When an individual with a User Type of 'Provider' populates all fields on this screen	WEBSITE: Enable the Request Supplemental Timesheet CM: N/A
33	21005	CI-753636 - DSD BR IHSSW ETS 33 IMPLEMENTED	Request Supplemental Timesheet – Cancel Request	When the Provider selects the Cancel Request button on the Request Supplemental Timesheet screen	WEBSITE: User is taken to the Timesheet Entry: Recipient Selection screen CM: N/A
34	21005	CI-753637 - DSD BR IHSSW ETS 34 IMPLEMENTED	Request supplemental Timesheet – Error	When the Provider selects the Request Supplemental Timesheet button AND Errors are returned from Cúram	WEBSITE: Interface to Cúram with the details of the supplemental timesheet request AND User is taken to the Supplemental Timesheet Not Generated screen AND The error message(s) are displayed AND The Return to Supplemental Timesheet Screen button is enabled CM: Process Supplemental timesheet request AND Errors are returned

35	21005	 CI-753638 - DSD BR IHSSW ETS 35 IMPLEMENTED	Request supplemental Timesheet – Timesheet Generated	<p>When the Provider selects the Request Supplemental Timesheet button AND Draft timesheet data is returned from Cúram</p>	<p>WEBSITE: Interface (PRNE880J) to Cúram with the details of the supplemental timesheet request AND</p> <p>When details are returned, the user is taken to the Supplemental Timesheet Generated screen AND The Continue to Supplemental Timesheet button is enabled AND Display the initial timesheet details</p> <p>CM: Process Supplemental timesheet request AND</p> <p>IF The Live-In Provider Exclusion configuration = True</p> <p>THEN</p> <p>Timesheet is generated with isEVV and isEVVConfirmation details that match the initial timesheet OR The latest supplemental timesheet for that Recipient/pay period/program AND Timesheet information is returned to ESP for the new draft timesheet</p> <p>ELSE IF The Live-In Provider Exclusion configuration = False</p> <p>THEN</p> <p>Timesheet is generated AND Timesheet information is returned to ESP for the new draft timesheet</p>
36	21005	 CI-753639 - DSD BR IHSSW ETS 36 IMPLEMENTED	Access Draft Supplemental Timesheet from Supplemental Timesheet Generated screen	<p>When the Provider selects the Continue to Supplemental Timesheet button</p>	<p>WEBSITE:</p> <p>IF Initial/supplemental timesheet values isEVV = True and isLiveInAnswered = False</p> <p>THEN</p> <p>Display the pop-up message with the text: "Do you live with this recipient?" which will include a Yes and No button</p> <p>ELSE IF Initial/supplemental timesheet value isEVV = False</p> <p>OR</p> <p>Initial/supplemental timesheet value isLiveInAnswered = True</p> <p>THEN</p> <p>Do not display the pop-up message AND Interface (PRNE882D) to Cúram to fetch details for the supplemental timesheet AND</p> <p>User is taken to the Timesheet Entry screen for this Recipient AND The supplemental timesheet is selected with the details displayed</p> <p>CM: Retrieve supplemental timesheet data AND Send the data to ESP</p>
37	21005	 CI-753640 - DSD BR IHSSW ETS 37 IMPLEMENTED	Account Information – My Preferences	<p>When the Provider selects the My Preference hyperlink from the Account Information screen</p>	<p>WEBSITE: User is taken to the My Preferences screen AND Timesheet Entry Preferences field displays the current selection (Default = 'All') AND IHSS Electronic Services Portal Preferred Language field displays the current selection AND The Cancel button is enabled AND The Save button is visible but disabled</p> <p>CM: N/A</p>

38	21005	 CI-753641 - DSD BR IHSSW ETS 38 IMPLEMENTED	My Preferences – Enable Save button	When a user selects any value other than that which was already selected upon entering the screen	WEBSITE: Enable the Save Button CM: N/A
39	21005	 CI-753642 - DSD BR IHSSW ETS 39 IMPLEMENTED	My Preferences – Cancel	When the Provider selects the Cancel button on the My Preferences	WEBSITE: Do not save any changes AND User is taken to the Account Information screen CM: N/A
40	21005	 CI-753643 - DSD BR IHSSW ETS 40 IMPLEMENTED	My Preferences – Update Preferences	When the Provider selects the Save button on the My Preferences screen	WEBSITE: Display an informational pop-up message on transition AND User is taken to the Account Information screen CM: N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/E-Timesheets (41-50)

No	Req ID	CI	Description	When	Action
41	21005	CI-753644 - DSD BR IHSSW ETS 41 CANCELLED	Cancelled by CR 1287 – Sprint 40		
42	21005	CI-753645 - DSD BR IHSSW ETS 42 CANCELLED	Cancelled by CR 1287 – Sprint 40		
43	21005	CI-753646 - DSD BR IHSSW ETS 43 CANCELLED	Cancelled by CR 1287 – Sprint 40		
44	21005	CI-753647 - DSD BR IHSSW ETS 44 CANCELLED	Cancelled by CR 1287 – Sprint 40		
45	21005	CI-753648 - DSD BR IHSSW ETS 45 IMPLEMENTED	Recipient Enroll in Electronic Timesheets – Maybe Later	When the Recipient selects the Maybe Later button	<p>WEBSITE: User is taken to the Provider Timesheets: Provider selection screen AND The Click Here to Begin Using Electronic Timesheets button is displayed and enabled AND IF There are Providers 'Awaiting Recipient Enrollment' THEN Display Provider Cards with the following information: Provider Name Provider ID "Awaiting Recipient Enrollment" OR IF There are no providers Pending Recipient Enroll THEN Display the static text for this screen</p> <p>CM: N/A</p>
46	21005	CI-753649 - DSD BR IHSSW ETS 46 IMPLEMENTED	Recipient Enroll in Electronic Timesheets – Not Currently Participating	When the Recipient selects the Enroll for Electronic Timesheets button on the Recipient Enroll in Electronic Timesheets screen AND Recipient E-Timesheet Option is blank OR Recipient E-Timesheet Option is 'Stopped'	<p>WEBSITE: Interface to Cúram with indication that Recipient has enrolled in Electronic Timesheets AND User is taken to the Provider Timesheet – Provider selection screen AND IF There were Providers 'Pending Recipient Enroll' THEN Generate Notification of Recipient Enrollment (ETSE03) to those Providers AND Display Provider Cards with the following information: Provider Name Provider ID "No Timesheets to Review" OR IF There are no providers Pending Recipient Enroll THEN Display the static text for this screen</p> <p>CM: Take snapshot of Recipient E-Timesheet Option AND Update Recipient E-Timesheet Option to 'IHSS Website' with current date AND IF Any Providers are 'Awaiting Recipient Enrollment' for this Recipient THEN Take Snapshot of Provider E-Timesheet Status AND Update Provider E-Timesheet Status to 'Enrolled' with current date</p>

47	21005	 CI-753650 - DSD BR IHSSW ETS 47 IMPLEMENTED	Provider Timesheets – Access Timesheet Review	When the Recipient selects the right facing chevron (➤) on a Provider Card on the Provider Timesheets – Provider Selection screen	<p>WEBSITE: Interface to Cúram for details of timesheets for review AND User is taken to the Provider Timesheets – Timesheet Review screen (Default selection is most current timesheet) with list in descending date order then alphabetical by program with all workweeks collapsed AND The Approve Timesheet button is enabled AND The Reject Timesheet button is enabled CM: Provide details on all timesheet Pending IHSS Website Recipient review including: Timesheet pay period (MM/DD/YYYY – MM/DD/YYYY) Timesheet Program (IHSS or WPCS) Timesheet Number Hours Submitted Workweek Hours Entered Daily time entered </p>
48	21005	 CI-753651 - DSD BR IHSSW ETS 48 IMPLEMENTED	Provider Timesheet Review – Approve Timesheets	When the Recipient selects the Approve Timesheet button on the Provider Timesheets – Timesheet Review screen	<p>WEBSITE: The user is taken to the Timesheet Recipient Electronic Signature screen AND The Cancel and Return to Timesheet button is enabled AND The Electronically Sign Timesheet & Submit for Payment Processing is visible but disabled AND IF The User Type = Recipient THEN The checkbox is blank and enabled ELSE IF User Type = Help Desk THEN The checkbox is blank and disabled CM: N/A </p>
49	21005	 CI-753652 - DSD BR IHSSW ETS 49 IMPLEMENTED	Provider Timesheet Review – Reject Timesheet	When the Recipient selects the Reject Timesheet button on the Timesheet Review screen	<p>WEBSITE: The user is taken to the Reject Timesheet screen AND The declaration checkbox is not selected AND The Cancel and Return to Timesheet button is enabled AND The Reject Timesheet button is visible but disabled CM: N/A </p>
50	21005	 CI-753653 - DSD BR IHSSW ETS 50 IMPLEMENTED	Provider Timesheet Review – Cancel Action	When the Recipient selects the Cancel and Return to Timesheet button on the Timesheet Recipient Electronic Signature screen OR On the Reject Timesheet screen	<p>WEBSITE: Any data is cleared from the screen AND The user is taken to the Timesheet Review screen for the specific timesheet being reviewed CM: N/A </p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/E-Timesheets (51-60)

No	Req ID	CI	Description	When	Action
51	21005	CI-753654 - DSD BR IHSSW ETS 51 IMPLEMENTED	Timesheet Recipient Electronic Signature – Enable Electronically Sign Timesheet & Submit for Payment button	When a Recipient selects the checkbox on the Timesheet Recipient Electronic Signature screen	<p>WEBSITE: Display a check mark in the checkbox AND Enable the Electronically Sign Timesheet & Submit for Payment button</p> <p>CM: N/A</p>
52	21005	CI-753655 - DSD BR IHSSW ETS 52 IMPLEMENTED	Timesheet Recipient Electronic Signature – Electronically Sign Timesheet & Submit for Payment	When the Recipient selects the Electronically Sign Timesheet & Submit for Payment button on the Timesheet Recipient Electronic Signature screen	<p>WEBSITE: Makes interface call to Cúram to provide Recipient signature details AND Display informational pop-up message on transition AND User is taken to the Provider Timesheet – Provider Selection screen AND Provider Timesheet status is 'Approved' (TAET03) AND Generate Notification of Timesheet Approval (ETSE07) to the Provider</p> <p>CM: Hold timesheet on staging table for processing with next run of PNR998A THEN Take a snapshot of Timesheet data and write to history table AND Create a Record on the Electronic Timesheet Release/Reject History table AND Update timesheet record with Recipient signature detail AND Update Timesheet Received Date AND Complete payroll processing based on Timesheet Validation and Processing Business Rules</p>
53	21005	CI-753656 - DSD BR IHSSW ETS 53 IMPLEMENTED	Reject Timesheet – Enable Reject Timesheet button	When the Recipient selects (checks) the declaration statement checkbox	<p>WEBSITE: The Reject Timesheet button is enabled</p> <p>CM: N/A</p>

54	21005	 CI-753657 - DSD BR IHSSW ETS 54 IMPLEMENTED	Reject Timesheet	<p>When the Recipient selects the Reject Timesheet button on the Reject Timesheet screen OR When the Recipient rejects the timesheet over the TTS.</p> <p>IF The timesheet was submitted via the ESP: WEBSITE: Interface to CM with Reject information AND Generate Notification of Timesheet Rejection (ETSE08) to the Provider AND Update timesheet status to Rejected (TAET04) AND Display informational pop-up message on transition AND IF There are timesheets remaining to be reviewed for this Provider THEN User is taken to the Timesheet Review screen defaulted to the next available timesheet for review ELSE IF There are no additional timesheet for review for this Provider THEN User is take to the Provider Selection screen with updated Provider Cards</p> <p>ELSE IF The timesheet was submitted via the TTS: TTS: Interface to CM with Reject information AND Generate trigger for an outbound call to be made to the provider to notify them of the rejection. AND Update timesheet status to Recipient Rejected (TATS18) AND Continue through the call tree.</p> <p>CM: Take a snapshot of timesheet data and write to history AND Create a Record on the Electronic Timesheet Release/Reject History table AND Update Timesheet Status to 'Rejected by Recipient' AND Update Timesheet Status Date AND Do not update the Timesheet Modeofentry AND IF The recipient rejects the timesheet over the TTS THEN Capture Timesheet Exception TAEC211=Rejected by Recipient using TTS.</p>
55	21005	 CI-753658 - DSD BR IHSSW ETS 55 IMPLEMENTED	Recipient Menu – Timesheet Activity – Review Timesheets	<p>When a Recipient selects the Review Timesheets link on the Recipient Menu</p> <p>WEBSITE: User is taken to the Provider Timesheet: Provider Selection screen</p> <p>CM: N/A</p>
56	21005	 CI-753659 - DSD BR IHSSW ETS 56 CANCELLED	Cancelled by CR 1287 – Sprint 40	

57	21005	 CI-753660 - DSD BR IHSSW ETS 57 IMPLEMENTED	Recipient Enroll in Electronic Timesheets	When the Recipient selects the Enroll for Electronic Timesheets button on the Recipient Enroll in Electronic Timesheets screen	<p>WEBSITE: Interface to Cúram with indication that Recipient has enrolled in Electronic Timesheets AND User is taken to the Provider Timesheet – Provider selection screen AND IF There were Providers 'Pending Recipient Enroll' THEN Generate Notification of Recipient Enrollment (ETSE03) to those Providers AND Display Provider Cards with the following information: Provider Name Provider ID "No Timesheets to Review" OR IF There are no providers Pending Recipient Enroll THEN Display the static text for this screen CM: Take snapshot of Recipient E-Timesheet Option AND Update Recipient E-Timesheet Option to 'IHSS Website' with current date AND IF Any Providers are 'Awaiting Recipient Enrollment' for this Recipient THEN Take Snapshot of Provider E-Timesheet Status AND Update Provider E-Timesheet Status to 'Enrolled' with current date</p>
58	21005	 CI-753661 - DSD BR IHSSW ETS 58 IMPLEMENTED	E-Timesheet Submitted by Provider – Pending Recipient Telephone Review OR Pending Recipient Electronic Review	When a Provider accesses a timesheet on Timesheet Entry that has been electronically signed by the Provider AND The Timesheet Status is "Pending Recipient Telephone Review" OR The Timesheet Status is "Pending Recipient Electronic Review"	<p>WEBSITE: Interface to Cúram for timesheet details. AND Do not enable any daily hyperlinks AND Do not enable the Submit Timesheet button CM: Return timesheet data with appropriate Held status NOTE: These timesheets cannot be updated by the Provider</p>
59		753,662	Cancelled by CR 1280		
60		753,663	Cancelled by CR 1280		

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/E-Timesheets (61-70)

No	Req ID	CI	Description	When	Action
61	21005	CI-753708 - DSD BR IHSSW ETS 61 CANCELLED	Cancelled by CR 1287 – Sprint 40		
62	21005	CI-753709 - DSD BR IHSSW ETS 62 CANCELLED	Cancelled by CR 1287 – Sprint 40		
63	21005	CI-753710 - DSD BR IHSSW ETS 63 CANCELLED	Cancelled by CR 1287 – Sprint 40		
64	21005	CI-753711 - DSD BR IHSSW ETS 64 IMPLEMENTED	Timesheet – Provider Selection – Provider Cards – Provider Stopped but timesheet is pending recipient review	<p>A Recipient logs into the IHSS ESP the user lands on the Timesheet – Provider Selection screen OR The user returns to the Timesheet – Provider Selection screen from within the application AND The Provider's E-Timesheet Status is 'Stopped' with the Recipient AND Status Date is the 1st day of the future pay period OR Status Date is a prior date AND The Recipient E-Timesheet Option is 'IHSS Website' AND A timesheet for that Provider is 'Pending Recipient Review'</p>	<p>WEBSITE: Makes interface call to Cúram to obtain Provider Details for the Recipient AND Enable the right facing chevron (➤) when pending timesheets exist CM: Return Provider data as follows: Provider Name Provider Number Number of Timesheets pending review</p>
65	21005	CI-753712 - DSD BR IHSSW ETS 65 IMPLEMENTED	Timesheet – Provider Selection – Provider Cards – Provider Stopped with a prior date and no timesheet pending recipient review	<p>A Recipient logs into the IHSS ESP the user lands on the Timesheet – Provider Selection screen OR The user returns to the Timesheet – Provider Selection screen from within the application AND The Recipient E-Timesheet Option is 'IHSS Website' AND The Provider's E-Timesheet Status is 'Stopped' with the Recipient AND Status Date is a prior date AND There are no timesheets for that Provider 'Pending Recipient Review' AND Display Final E-Timesheet Field for the Provider is 'True'</p>	<p>WEBSITE: Makes interface call to Cúram to obtain Provider Details for the Recipient AND Displays the Provider Card with no timesheets to review CM: Return Provider data as follows: Provider Name Provider Number Number of Timesheets pending review</p>

66	21005	 CI-753713 - DSD BR IHSSW ETS 66 IMPLEMENTED	Timesheet – Provider Selection – Provider Cards – Provider Stopped with a future date no timesheet pending recipient review	<p>A Recipient logs into the IHSS ESP the user lands on the Timesheet – Provider Selection screen</p> <p>OR</p> <p>The user returns to the Timesheet – Provider Selection screen from within the application</p> <p>AND</p> <p>The Recipient E-Timesheet Option is 'IHSS Website'</p> <p>AND</p> <p>The Provider's E-Timesheet Status is 'Stopped' with the Recipient</p> <p>AND</p> <p>Status Date is the 1st day of the future pay period</p> <p>AND</p> <p>There are no timesheets for that Provider 'Pending Recipient Review'</p>	<p>WEBSITE: Makes interface call to Cúram to obtain Provider Details for the Recipient</p> <p>AND</p> <p>Displays the Provider Card with no timesheets to review</p> <p>CM: Return Provider data as follows: Provider Name Provider Number Number of Timesheets pending review</p>
67	21005	 CI-754629 - DSD BR IHSSW ETS 67 IMPLEMENTED	Provider/Recipient Menu - Resources - FAQ	<p>If the Provider ESP menu is accessed</p> <p>AND</p> <p>The General FAQ link is selected in the FAQ sub-menu in the Resources menu</p> <p>Else the Recipient ESP menu is accessed</p> <p>AND</p> <p>The the FAQ link is selected in the Resources menu</p>	<p>The user is taken to the Frequently Asked Questions screen</p> <p>NOTE: Screen displays "This page is currently under construction." if no static text data has been implemented</p>
68	21005	 CI-754630 - DSD BR IHSSW ETS 68 IMPLEMENTED	Access to Contact Us	<p>If the Contact Us link is selected on the ESP Header in desktop view</p> <p>OR</p> <p>The Contact Us link is selected in the ESP menu in mobile view</p>	The Contact Us pop-up displays.
69	21005	 CI-754631 - DSD BR IHSSW ETS 69 CANCELLED	Cancelled by CR 1287 – Sprint 40		
70	21005	 CI-754632 - DSD BR IHSSW ETS 70 CANCELLED	Cancelled by CR 1287 – Sprint 40		

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/E-Timesheets (71-80)

No	Req ID	CI	Description	When	Action
71	21005	CI-754633 - DSD BR IHSSW ETS 71 CANCELLED	Cancelled by CR 1287 – Sprint 40		
72	21005	CI-754634 - DSD BR IHSSW ETS 72 IMPLEMENTED	Submit Help Desk Request – Send Request button	All of the following fields are populated as follows: Enter your phone number = 10 digits AND Select a Request Type = Not blank AND Please describe your request below. Include as much detail as possible. > 4 characters AND The User Type is not Help Desk	Enable the Send Request button
73	21005	CI-754635 - DSD BR IHSSW ETS 73 CANCELLED	Cancelled by CR 1287 – Sprint 40		
74	21005	CI-763387 - DSD BR IHSSW ETS 74 IMPLEMENTED	Timesheet Entry – Recipient Selection – Recipient Cards – Provider Enrolled – Advance Pay	A Provider logs into the IHSS ESP landing on the Provider Home screen OR The user navigates to the Timesheet Entry Recipient Selection screen from within the application AND The Provider's E-Timesheet Enrollment Status is 'Enrolled' with a Recipient AND The TimesheetType code IS TATT02 (IHSS Advance Pay) OR The TimesheetType code IS TATT08 (IHSS Advance Pay – Supplemental)	<p>WEBSITE: Makes interface call to Cúram to obtain Recipient Details for the Provider AND User is on Timesheet Entry Recipient, display Most Recent Payment Recipient Card with Recipient data as returned AND IF Un-submitted timesheets are available THEN Enable the right facing chevron (➤) ELSE IF User is on Provider Home screen, display most recent payment status under recipient name AND IF Un-submitted timesheets are available THEN Enable recipient name as hyperlink</p> <p>CM: Return Provider data as follows:</p> <ul style="list-style-type: none"> • E-Timesheet Status • E-Timesheet Status Date <p>AND Return Recipient data as follows:</p> <ul style="list-style-type: none"> • Recipient Name • Case Number (Recipient ID) <p>AND Most Recent Payment information as follows:</p> <ul style="list-style-type: none"> • Timesheet pay period (MM/DD/YYYY – MM/DD/YYYY) <TimesheetType> <p>AND Provide indication if there are un-submitted timesheets available for this Provider/Recipient relationship</p>
75	21005	CI-763388 - DSD BR IHSSW ETS 75 IMPLEMENTED	Timesheet Entry – Recipient Selection – Recipient Cards – Provider Stopped but Final E-Timesheet is not Processed – Advance Pay	A Provider logs into the IHSS ESP landing on the Provider Home screen OR The user navigates to the Timesheet Entry Recipient Selection screen from within the application AND The Provider's E-Timesheet Status is 'Stopped' with the Recipient AND Status Date is the 1 st day of the future pay period OR Status Date is a prior date AND The timesheet for the pay period immediately prior to the 'Stopped' status indicates a Status <u>other than</u> 'Processed' or 'Exception Paid' in CM AND The timesheet Print Method indicates 'Electronic' AND The Provider is/was eligible to provide services to the Recipient during that pay period AND The Recipient is/was eligible to receive services from the Provider during that pay period AND The TimesheetType code IS TATT02 (IHSS Advance Pay) OR The TimesheetType code IS TATT08 (IHSS Advance Pay – Supplemental)	<p>WEBSITE: Makes interface call to Cúram to obtain Recipient Details for the Provider AND User is on Timesheet Entry Recipient, display Most Recent Payment Recipient Card with Recipient data as returned AND IF Un-submitted timesheets are available THEN Enable the right facing chevron (➤) ELSE IF User is on Provider Home screen, display most recent payment status under recipient name AND IF Un-submitted timesheets are available THEN Enable recipient name as hyperlink</p> <p>CM: Return Provider data as follows: E-Timesheet Status E-Timesheet Status Date AND Display Final E-Timesheet Field is 'True' AND Return Recipient data as follows: Recipient Name Case Number (Recipient ID) AND Most Recent Payment information as follows: Timesheet pay period (MM/DD/YYYY – MM/DD/YYYY) <TimesheetType></p>

76	21005	CI-763389 - DSD BR IHSSW ETS 76 IMPLEMENTED	Provider Requests Enrollment in E-Timesheets – Recipient Enrolled – Advance Pay	<p>When the Provider selects the Enroll button on the Provider Enroll in Electronic Timesheets screen AND</p> <p>The Recipient has a current E-Timesheet Enrollment Record with an E-Timesheet Option of any of the following:</p> <ul style="list-style-type: none"> IHSS Website Telephonic System BVI – Telephonic System AND The TimesheetType code IS TATT02 (IHSS Advance Pay) OR The TimesheetType code IS TATT08 (IHSS Advance Pay – Supplemental) 	<p>WEBSITE: Makes interface call to Cúram to obtain Recipient Details AND Display informational message to Provider confirming enrollment AND Generate Notification of Recipient Enrollment email (ETSE03) to the Provider with AND IF</p> <p>The Recipient has an E-Timesheet Option of 'IHSS Website' THEN Generate Notification of Additional Provider Enrollment email (ETSE20) to the Recipient in their CMIPS identified Written Language AND User is taken to the Timesheet Entry – Recipient Selection screen and the Recipient Card for this Recipient now displays the Most Recent Payment view AND IF Un-submitted timesheets are available THEN Enable the right facing chevron (➤)</p> <p>CM: Respond with Recipient data as follows: E-Timesheet Option E-Timesheet Option Date Recipient Written Language AND Create new Provider E-Timesheet Status record with the Recipient where: E-Timesheet Status set to "Enrolled" Record E-Timesheet Status Date is current system date AND Most Recent Payment information as follows: Timesheet pay period (MM/DD/YYYY – MM/DD/YYYY) <TimesheetType> AND Provide indication if there are un-submitted timesheets available for this Provider/Recipient relationship</p>
77	21005	CI-763390 - DSD BR IHSSW ETS 77 IMPLEMENTED	Payment History – Timesheet Details – Payment Status – Not Advance Pay	<p>When Payment Details data is received from CM Interface response (PRNE880E)</p> <p>AND</p> <p>The TimesheetType code IS NOT TATT02 (IHSS Advance Pay)</p> <p>OR</p> <p>The TimesheetType code IS NOT TATT08 (IHSS Advance Pay – Supplemental)</p>	<p>WEBSITE: Payment Status field is determined based on the following: recipients:timesheets: paymentstatus = PAID AND recipients:timesheets: warrantnumber = blank THEN Payment Status = Pending Payment (TAET11) OR IF recipients:timesheets: paymentstatus = PAID or PNDVOID AND recipients:timesheets: warrantnumber = Contains a warrant number THEN Payment Status = Paid (TAET12) OR IF recipients:timesheets: paymentstatus = PNDRPLCM THEN Payment Status = Pending Replacement (TAET13) OR IF recipients:timesheets: paymentstatus = CLEARED THEN Payment Status = Cashed (TAET14) OR IF recipients:timesheets: paymentstatus = VOID THEN Payment Status = Void (TAET15) CM: N/A</p>
78	21005	CI-763391 - DSD BR IHSSW ETS 78 IMPLEMENTED	Payment Search – Payment Details – Payment Status – Is Advance Pay	<p>When Payment Details data is received from CM Interface response (CMNE882Y)</p> <p>AND</p> <p>The TimesheetType code IS TATT02 (IHSS Advance Pay)</p> <p>OR</p> <p>The TimesheetType code IS TATT08 (IHSS Advance Pay – Supplemental)</p>	<p>WEBSITE: Payment Status field is determined based on the following: recipients:timesheets: paymentstatus = PAID OR recipients:timesheets: paymentstatus = CLEARED THEN Payment Status = Advance Pay (TAET16)</p>
79	21005	CI-763402 - DSD BR IHSSW ETS 79 IMPLEMENTED	Issue Electronic Timesheet – Provider E-Timesheet Status updated to 'Enrolled' – Timesheet in 'Pending Issuance'	<p>When a Provider E-Timesheet Status is updated to 'Enrolled'</p> <p>AND</p> <p>A timesheet for that Recipient/Provider HAS previously been triggered but is in a status of 'Pending Issuance'.</p>	<p>CM: Update the status of the timesheet to 'Issued' AND Update the Print Date to current date AND Update the Print Method to 'Electronic'</p>
80	21054	CI-786105 - DSD BR IHSSW ETS 80 IMPLEMENTED	Annual Privacy Statement Email (ETSE57)	<p>When the annual Privacy Statement process (batch job 800DINAN) is executed in Case Management on January 1st of each calendar year or annually, as requested by CDSS.</p>	<p>Case Management: Generate the Privacy Statement email notification (ETSE57) with the annual variable to the current email address in Case Management for all website registered Providers and Recipients NOTE: They do not have to currently be enrolled in E-Timesheets. Generate Recipient email in the CM identified Written Language.</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/E-Timesheets (81-90)

No	Req ID	CI	Description	When	Action
81	21078	CI-813198 - DSD BR IHSSW ETS 81 IMPLEMENTED	Direct Deposit Request File Generation (600ZINDS) processing	When the Direct Deposit Request File Generation (600ZINDS) batch job is run	For each direct deposit request update the following fields in the PDDLookup table as below: <ul style="list-style-type: none">• Set 'sendToPayrollInd' field to '1'• Set 'statusCode' field to 'Processed'• Set 'processedBy' to 'MAS'• Set 'processedDate' to the current date
82	21005	CI-822128 - DSD BR IHSSW ETS 82 IMPLEMENTED	Timesheet Entry screen field value upon display of screen – Previously Claimed Hours	When a Provider navigates to the Timesheet Entry screen for a particular pay period	WEBSITE: Display the page with the Previously Claim Hours populated with summation of all previously claimed hours for the pay period and workweek returned by case management. CM: Return the total of all hours claimed/paid for each workweek of the pay period for the timesheet selected, across all recipients in which that provider worked. This includes all timesheets (initial, supplemental or replacement), in any status other than an exception status. Note The Previously Claimed Hours does not include hours entered on the Timesheet Entry screen for the current timesheet displayed. That is, if the provider enters hours on the timesheet and saves it as draft, when they come back to continue, the Previously Claimed Hours will not contain those hours.
83	21014	CI-822167 - DSD BR IHSSW ETS 83 IMPLEMENTED	Active EVV Provider - Unsubmitted Timesheets for Terminated Recipients	When the provider is EVV active and is able to submit EVV timesheets AND The provider is assigned to a recipient who has been terminated AND The terminated recipient is associated with unsubmitted timesheets.	WEBSITE: The terminated recipient's name displays on the Provider Home screen AND The terminated recipient's card displays on the Timesheet Entry screen AND When either the recipient name or right facing blue chevron (>) is selected, a list of the unsubmitted timesheets for the associated recipient will display and be selectable for submission following the logic of existing business rules. CM: N/A
84	21129	CI-822232 - DSD BR IHSSW ETS 84 IMPLEMENTED	Timesheet Entry – Timesheet selection – EVV or non-EVV Timesheet	When a provider user selects, on the Timesheet Entry screen, a timesheet from the Pay Period – Payment Type dropdown for a particular Recipient Case	Execute PRNE882D to retrieve data for the selected timesheet AND IF The Timesheet value isEVV = True THEN Present the EVV version of the timesheet on the Timesheet Entry screen for the timesheet selected ELSE IF The Timesheet value isEVV = False THEN Present the non-EVV version of the timesheet on the Timesheet Entry screen for the timesheet selected.
85		CI-822233 - DSD BR IHSSW ETS 85 CANCELLED	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification		
86	21129	CI-822234 - DSD BR IHSSW ETS 86 IMPLEMENTED	Provider Timesheets – Recipient Review – EVV Timesheet	When a recipient user selects, on the Provider Timesheets screen, a timesheet from the Pay Period – Payment Type dropdown to review AND The Timesheet value isEVV = True	Execute PRNE882C to retrieve data for the Provider timesheet(s) for review AND IF The Timesheet value isEVV = True THEN Present the EVV version of the timesheet on the Provider Timesheets (Timesheet Review) screen for the timesheet selected. ELSE IF The Timesheet value isEVV = False THEN Present the non-EVV version of the timesheet on the Provider Timesheets (Timesheet Review) screen for the timesheet selected.
87		CI-822235 - DSD BR IHSSW ETS 87 CANCELLED	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification		

88	21129	CI-822236 - DSD BR IHSSW ETS 88 IMPLEMENTED	Payment Details – EVV Timesheet	When a user selects the View Payment Details button from the Payment Search screen AND The payment type is a timesheet	Execute CMNE882Y to retrieve data for the selected timesheet AND IF The Timesheet value isEVV = True THEN Present the EVV version of the Timesheet Details on the Payment Details screen for the timesheet selected. ELSE IF The Timesheet value isEVV = False THEN Present the non-EVV version of the Timesheet Details on the Payment Details screen for the timesheet selected.
89		CI-822237 - DSD BR IHSSW ETS 89 CANCELLED	Cancelled by CR1 15 CGI M&O – PSR – EVV Simplification		
90	21258	CI-822846 - DSD BR IHSSW ETS 90 IMPLEMENTED	Live-In Provider Pop-up - Yes	When a user selects the 'Yes' button in response to "Do you live with <Recipient Name> between <Pay Period Start Date> and <Pay Period End Date>?" on the Live-In Provider Pop-up.	<p>IF the user is a Provider:</p> <p>WEBSITE: Initiate web service call (CMNE882V) to Case Management to capture the Provider's response for the specific timesheet they selected AND The Provider is taken to the Timesheet Entry screen following existing business rules for when a user navigates to a timesheet on the Time Entry screen AND The timesheet is updated to isEVV = False AND The non-EVV timesheet displays</p> <p>CM: Capture the Provider's response to the Live-In pop-up so that the pop-up is not presented again for the specific timesheet.</p> <p>ELSE IF the user is a Help Desk user:</p> <p>WEBSITE: Do not initiate the web service call (CMNE882V) to Case Management AND The Help Desk user is taken to the Time Entry screen following existing business rules for when a user navigates to a timesheet on the Time Entry screen AND The 'isEVV' and 'isLiveInAnswered' values are not modified for the timesheet AND IF The Provider has answered 'Yes' to the Live-In Provider pop-up THEN The non-EVV timesheet displays</p> <p>CM: N/A</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/E-Timesheets (91-100)

No	Req ID	CI	Description	When	Action
91	21258	CI-822851 - DSD BR IHSSW ETS 91 IMPLEMENTED	Live-In Provider Pop-up - No	When a user selects the 'No' button in response to "Did you live with <Recipient Name> between <Pay Period Start Date> and <Pay Period End Date>?" on the Live-In Provider Pop-up.	<p>IF the user is a Provider:</p> <p>WEBSITE: Initiate web service call (CMNE882V) to Case Management to capture the Provider's response for the specific timesheet they selected AND The Provider is taken to the Time Entry screen following existing business rules for when a user navigates to a timesheet on the Time Entry screen AND The appropriate EVV timesheet displays.</p> <p>CM: Capture the Provider's response to the Live-In pop-up so that the pop-up is not presented again for the specific timesheet.</p> <p>ELSE IF the user is a Help Desk user:</p> <p>WEBSITE: Do not initiate the web service call (CMNE882V) to Case Management AND The Help Desk user is taken to the Time Entry screen following existing business rules for when a user navigates to a timesheet on the Time Entry screen AND The 'isEVV' and 'isLiveInAnswered' values are not modified for the timesheet AND IF The Provider has answered 'No' to the Live-In Provider pop-up THEN The non-EVV timesheet displays</p> <p>CM: N/A</p>
92				Reserved by ASR Sprint 61 Team 1&2	
93	21258	CI-823456 - DSD BR IHSSW ETS 93 IMPLEMENTED	Live-In Provider Pop-up - No Answer and No Save or Submit of Timesheet	When a user does not answer, or escapes, the question of "Do you live with this recipient?" on the Timesheet Entry Recipient Selection Live-In Pop-Up.	<p>IF the user is a Provider:</p> <p>WEBSITE: EVV timesheet is displayed</p> <p>CM: N/A</p> <p>ELSE IF the user is a Help Desk user:</p> <p>WEBSITE: The Help Desk user is taken to the Time Entry Recipient Selection screen following existing business rules for when a user navigates to a timesheet on the Time Entry screen AND The 'isEVV' and 'isLiveInAnswered' values are not modified for the timesheet AND IF The Provider has not answered Timesheet Entry Recipient Selection Live-In Pop-Up THEN The EVV timesheet displays</p> <p>CM: N/A</p>
94	21258	CI-823460 - DSD BR IHSSW ETS 94 IMPLEMENTED	Live-In Provider Pop-up - No Answer and Save Timesheet	When a user does not answer, or escapes, the question of "Do you live with this recipient?" on the Timesheet Entry Recipient Selection Live-In Pop-Up AND Save the default EVV timesheet on the screen	<p>IF the user is a Provider:</p> <p>CM: The 'isEVV' and 'isLiveInAnswered' values are modified to "Yes"</p>

95	21258	 CI-823461 - DSD BR IHSSW ETS 95 IMPLEMENTED	Live-In Provider Pop-up - No Answer and Submit Timesheet When a user does not answer, or escapes, the question of "Do you live with this recipient?" on the Timesheet Entry Recipient Selection Live-In Pop-Up AND Submit the default EVV timesheet on the screen	IF the user is a Provider: CM: The 'isEVV' and 'isLiveInAnswered' values are modified to "Yes"
----	-------	--	--	--

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Timesheet Validation

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Timesheet Validation (1-10)

No	Req ID	CI	Description	When	Action	Applies To:
01	12004 12072 12073 21010	CI-753664 - DSD BR IHSSW TV 01 IMPLEMENTED	E-Timesheet Validation Exceed Recipient Authorized/Remaining Hours OR Exceed Provider Assigned/Remaining Hours	When a Provider selects the Submit Timesheet button on the Time Entry – Timesheet screen or submits the Timesheet over the TTS. AND The system calculated total is greater than the remaining IP Mode of Service or WPCS hours for the Recipient OR When the system calculated total is greater than the remaining assigned hours for Provider (if county assigned hours to Provider) OR The system calculated total is greater than the service month limit due to Share of Cost	TTS: Pass Error Code ETEC800 to the call tree. WEBSITE: Interface timesheet data to Cúram (PRNE880G) AND IF Error Code ETEC800 is returned THEN User is taken to the Timesheet Validation Messages screen AND Display informational message text for ETEC800 with all other messages AND Enable the Continue Submitting Timesheet button AND Enable the Cancel Submit button CM: Generate E-Timesheet Exception ETEC800 AND Interface timesheet validation response code to website (PRNE880G)	Arrears: Yes Advance: Yes WPCS: Yes
02	12008 1 2013 12 020 5.14- 21a 21011	CI-753665 - DSD BR IHSSW TV 02 IMPLEMENTED	E-Timesheet Validation Total of All Recipient Part A Timesheets for the Month Exceeds 70% of the Recipient's Authorized Hours	When a Provider selects the Submit Timesheet button on the Time Entry – Timesheet screen or submits the Timesheet over the TTS. AND The total hours paid for this timesheet and all Pending and Processed Part A timesheets for the Recipient for the month exceeds 70 percent of the Recipient's Total Auth to Purchase After Reduced Hours or WPCS hours	TTS: Pass Error Code ETEC801 to the call tree. WEBSITE: Interface timesheet data to Cúram (PRNE880G) AND IF Error Code ETEC801 is returned THEN User is taken to the Timesheet Validation Messages screen AND Display informational message text for ETEC801 with all other messages AND Enable the Continue Submitting Timesheet button AND Enable the Cancel Submit button CM: Generate E-Timesheet Exception ETEC801 AND Interface timesheet validation response code to website (PRNE880G)	Arrears: Yes Advance: Yes WPCS: Yes

03	12004 12072 12073 21010	CI-753666 - DSD BR IHSSW TV 03 IMPLEMENTED	E-Timesheet Validation Recipient Not Eligible for Dates Time was Entered	<p>When the Recipient is eligible to receive service for only a portion of the pay period OR</p> <p>When the Provider is only eligible to provide service for a portion of the pay period AND</p> <p>Daily hours are recorded on days that Recipient or that Provider is not eligible</p>	<p>TTS: Pass Error Code ETEC812 to the call tree.</p> <p>WEBSITE: Interface timesheet data to Cúram (PRNE880G) AND IF Error Code ETEC812 is returned THEN User is taken to the Timesheet Validation Messages screen AND Display informational message text for ETEC812 with all other messages AND Enable the Continue Submitting Timesheet button AND Enable the Cancel Submit button</p> <p>CM: Generate E-Timesheet Exception ETEC812 AND Interface timesheet validation response code to website (PRNE880G)</p>	Arrears: Yes Advance: Yes WPCS: Yes
04	16562	CI-753667 - DSD BR IHSSW TV 04 IMPLEMENTED	E-Timesheet Validation Before End of the Pay Period – No Future Hours	<p>When a Provider selects the Submit Timesheet button on the Time Entry – Timesheet screen or submits the Timesheet over the TTS. AND</p> <p>The timesheet validation date is before the end of the timesheet pay period AND</p> <p>The Provider did not record time for future days (days which fall after the date the timesheet was received at the TPF or the date an electronic timesheet is approved by the recipient or if BVI, released for processing) For example: The current payroll period is the last semi-monthly pay period based on the present day; i.e. timesheet for part A (1st to 15th of the month) will be processed on the first business day after the 15th; timesheet for part B (16th to 31st of the month) will be processed on the first business day after the 31st.</p>	<p>TTS: Pass Error Code ETEC803 to the call tree.</p> <p>WEBSITE: Interface timesheet data to Cúram (PRNE880G) AND IF Error Code ETEC803 is returned THEN User is taken to the Timesheet Validation Messages screen AND Display informational message text for ETEC803 with all other messages AND Enable the Continue Submitting Timesheet button AND Enable the Cancel Submit button</p> <p>CM: Generate E-Timesheet Exception ETEC803 AND Interface timesheet validation response code to website (PRNE880G)</p>	Arrears: Yes Advance: Yes WPCS: Yes
05			Removed with CR 1282			
06	20731 20739	CI-753669 - DSD BR IHSSW TV 06 IMPLEMENTED	E-Timesheet Validation Exceeds Weekly Maximum	<p>When a Provider selects the Submit Timesheet button on the Time Entry – Timesheet screen or submits the Timesheet over the TTS. AND</p> <p>The Provider has a Weekly Maximum Hours equal to 66:00 OR</p> <p>The Provider has a Weekly Maximum Hours equal to 70:45 AND</p> <p>The total weekly service hours previously paid plus the current claimed service hours exceeds the Providers Weekly Maximum Hours for any workweek in the pay period being validated AND</p> <p>The Provider does not have an Overtime Exemption AND</p> <p>The current date is equal to or greater than the Next Possible Violation Date for this Provider</p>	<p>TTS: Pass Error Code ETEC808 to the call tree.</p> <p>WEBSITE: Interface timesheet data to Cúram (PRNE880G) AND IF Error Code ETEC808 is returned THEN User is taken to the Timesheet Validation Messages screen AND Display informational message text for ETEC808 with all other messages AND Enable the Continue Submitting Timesheet button AND Enable the Cancel Submit button</p> <p>CM: Generate E-Timesheet Exception ETEC808 AND Interface timesheet validation response code to website (PRNE880G) with workweek number and Weekly Maximum Value</p> <p>NOTE: If any training hours contributed to the provider exceeding the weekly maximum, exclude these hours. Training hours over the weekly limit will not contribute to triggering the ETEC808 error code.</p>	Arrears: Yes Advance: Yes WPCS: Yes
07			Removed with CR 1282			

08	21005	 CI-753671 - DSD BR IHSSW TV 08 IMPLEMENTED	E-Timesheet Validation Late Submission	<p>When a Provider selects the Submit Timesheet button on the Time Entry – Timesheet screen or submits the Timesheet over the TTS.</p> <p>AND</p> <p>The Provider has a CDSS Overtime Exemption for the pay period</p> <p>AND</p> <p>The hours being submitted for this timesheet plus the hours paid for prior timesheets for this service month will exceed the Overtime Limit</p>	<p>TTS: Pass Error Code ETEC811 to the call tree.</p> <p>WEBSITE: Interface timesheet data to Cúram (PRNE880G)</p> <p>AND IF Error Code ETEC811 is returned THEN</p> <p>User is taken to the Timesheet Validation Messages screen</p> <p>AND</p> <p>Display informational message text for ETEC811 with all other messages</p> <p>AND</p> <p>Enable the Continue Submitting Timesheet button</p> <p>AND</p> <p>Enable the Cancel Submit button</p> <p>CM: Generate E-Timesheet Exception ETEC811</p> <p>AND</p> <p>Interface timesheet validation response code to website (PRNE880G)</p>	Arrears: Yes Advance: No WPCS: Yes
09		 CI-754752 - DSD BR IHSSW TV 09 CANCELLED	Cancelled by SCF124			

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Timesheet Validation (1-10)

No	Req ID	CI	Description	When	Action	Applies To:
01	12004 12072 12073 21010	CI-753664 - DSD BR IHSSW TV 01 IMPLEMENTED	E-Timesheet Validation Exceed Recipient Authorized/Remaining Hours OR Exceed Provider Assigned/Remaining Hours	When a Provider selects the Submit Timesheet button on the Time Entry – Timesheet screen or submits the Timesheet over the TTS. AND The system calculated total is greater than the remaining IP Mode of Service or WPCS hours for the Recipient OR When the system calculated total is greater than the remaining assigned hours for Provider (if county assigned hours to Provider) OR The system calculated total is greater than the service month limit due to Share of Cost	TTS: Pass Error Code ETEC800 to the call tree. WEBSITE: Interface timesheet data to Cúram (PRNE880G) AND IF Error Code ETEC800 is returned THEN User is taken to the Timesheet Validation Messages screen AND Display informational message text for ETEC800 with all other messages AND Enable the Continue Submitting Timesheet button AND Enable the Cancel Submit button CM: Generate E-Timesheet Exception ETEC800 AND Interface timesheet validation response code to website (PRNE880G)	Arrears: Yes Advance: Yes WPCS: Yes
02	12008 1 2013 12 020 5.14- 21a 21011	CI-753665 - DSD BR IHSSW TV 02 IMPLEMENTED	E-Timesheet Validation Total of All Recipient Part A Timesheets for the Month Exceeds 70% of the Recipient's Authorized Hours	When a Provider selects the Submit Timesheet button on the Time Entry – Timesheet screen or submits the Timesheet over the TTS. AND The total hours paid for this timesheet and all Pending and Processed Part A timesheets for the Recipient for the month exceeds 70 percent of the Recipient's Total Auth to Purchase After Reduced Hours or WPCS hours	TTS: Pass Error Code ETEC801 to the call tree. WEBSITE: Interface timesheet data to Cúram (PRNE880G) AND IF Error Code ETEC801 is returned THEN User is taken to the Timesheet Validation Messages screen AND Display informational message text for ETEC801 with all other messages AND Enable the Continue Submitting Timesheet button AND Enable the Cancel Submit button CM: Generate E-Timesheet Exception ETEC801 AND Interface timesheet validation response code to website (PRNE880G)	Arrears: Yes Advance: Yes WPCS: Yes
03	12004 12072 12073 21010	CI-753666 - DSD BR IHSSW TV 03 IMPLEMENTED	E-Timesheet Validation Recipient Not Eligible for Dates Time was Entered	When the Recipient is eligible to receive service for only a portion of the pay period OR When the Provider is only eligible to provide service for a portion of the pay period AND Daily hours are recorded on days that Recipient or that Provider is not eligible	TTS: Pass Error Code ETEC812 to the call tree. WEBSITE: Interface timesheet data to Cúram (PRNE880G) AND IF Error Code ETEC812 is returned THEN User is taken to the Timesheet Validation Messages screen AND Display informational message text for ETEC812 with all other messages AND Enable the Continue Submitting Timesheet button AND Enable the Cancel Submit button CM: Generate E-Timesheet Exception ETEC812 AND Interface timesheet validation response code to website (PRNE880G)	Arrears: Yes Advance: Yes WPCS: Yes

04	16562	CI-753667 - DSD BR IHSSW TV 04 <small>IMPLEMENTED</small>	E-Timesheet Validation Before End of the Pay Period – No Future Hours	<p>When a Provider selects the Submit Timesheet button on the Time Entry – Timesheet screen or submits the Timesheet over the TTS.</p> <p>AND</p> <p>The timesheet validation date is before the end of the timesheet pay period</p> <p>AND</p> <p>The Provider did not record time for future days (days which fall after the date the timesheet was received at the TPF or the date an electronic timesheet is approved by the recipient or if BVI, released for processing)</p> <p>For example:</p> <p>The current payroll period is the last semi-monthly pay period based on the present day; i.e. timesheet for part A (1st to 15th of the month) will be processed on the first business day after the 15th; timesheet for part B (16th to 31st of the month) will be processed on the first business day after the 31st.</p>	<p>TTS: Pass Error Code ETEC803 to the call tree.</p> <p>WEBSITE: Interface timesheet data to Cúram (PRNE880G) AND IF Error Code ETEC803 is returned THEN User is taken to the Timesheet Validation Messages screen AND Display informational message text for ETEC803 with all other messages AND Enable the Continue Submitting Timesheet button AND Enable the Cancel Submit button</p> <p>CM: Generate E-Timesheet Exception ETEC803 AND Interface timesheet validation response code to website (PRNE880G)</p>	Arrears: Yes Advance: Yes WPCS: Yes
05			Removed with CR 1282			
06	20731 20739	CI-753669 - DSD BR IHSSW TV 06 <small>IMPLEMENTED</small>	E-Timesheet Validation Exceeds Weekly Maximum	<p>When a Provider selects the Submit Timesheet button on the Time Entry – Timesheet screen or submits the Timesheet over the TTS.</p> <p>AND</p> <p>The Provider has a Weekly Maximum Hours equal to 66:00 OR</p> <p>The Provider has a Weekly Maximum Hours equal to 70:45</p> <p>AND</p> <p>The total weekly service hours previously paid plus the current claimed service hours exceeds the Providers Weekly Maximum Hours for any workweek in the pay period being validated</p> <p>AND</p> <p>The Provider does not have an Overtime Exemption</p> <p>AND</p> <p>The current date is equal to or greater than the Next Possible Violation Date for this Provider</p>	<p>TTS: Pass Error Code ETEC808 to the call tree.</p> <p>WEBSITE: Interface timesheet data to Cúram (PRNE880G) AND IF Error Code ETEC808 is returned THEN User is taken to the Timesheet Validation Messages screen AND Display informational message text for ETEC808 with all other messages AND Enable the Continue Submitting Timesheet button AND Enable the Cancel Submit button</p> <p>CM: Generate E-Timesheet Exception ETEC808 AND Interface timesheet validation response code to website (PRNE880G) with workweek number and Weekly Maximum Value</p> <p>NOTE: If any training hours contributed to the provider exceeding the weekly maximum, exclude these hours. Training hours over the weekly limit will not contribute to triggering the ETEC808 error code.</p>	Arrears: Yes Advance: Yes WPCS: Yes
07			Removed with CR 1282			
08	21005	CI-753671 - DSD BR IHSSW TV 08 <small>IMPLEMENTED</small>	E-Timesheet Validation Late Submission	<p>When a Provider selects the Submit Timesheet button on the Time Entry – Timesheet screen or submits the Timesheet over the TTS.</p> <p>AND</p> <p>The Provider has a CDSS Overtime Exemption for the pay period</p> <p>AND</p> <p>The hours being submitted for this timesheet plus the hours paid for prior timesheets for this service month will exceed the Overtime Limit</p>	<p>TTS: Pass Error Code ETEC811 to the call tree.</p> <p>WEBSITE: Interface timesheet data to Cúram (PRNE880G) AND IF Error Code ETEC811 is returned THEN User is taken to the Timesheet Validation Messages screen AND Display informational message text for ETEC811 with all other messages AND Enable the Continue Submitting Timesheet button AND Enable the Cancel Submit button</p> <p>CM: Generate E-Timesheet Exception ETEC811 AND Interface timesheet validation response code to website (PRNE880G)</p>	Arrears: Yes Advance: No WPCS: Yes

09		<p>CI-754752 - DSD BR IHSSW TV 09 CANCELLED</p>	Cancelled by SCF124			
----	--	---	---------------------	--	--	--

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Travel Claims

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Travel Claims (1-10)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Travel Claims (11-20)

No	Req ID	CI	Description	When	Action
01	21233	 CI-822733 - DSD BR IHSSW TC 01 IMPLEMENTED	Travel Claim Entry - Select Travel Claim	When a provider selects a different travel claim from the travel claim dropdown list	<p>WEBSITE: Makes interface call to Cúram (CMNE882P) to obtain details for the selected travel claim for this Provider AND Screen is refreshed with the data for the selected travel claim (do not refresh the list) AND Populate list dropdown in descending/alphabetical order (future to oldest, IHSS then WPCS) AND Travel claim dropdown displays the selected travel claim details AND IF The Travel Claim Status is 'Draft' THEN Enable daily entry hyperlinks for all eligible days AND IF Travel Claim is in 'Draft' status on the IHSS ESP THEN Enable the Submit button AND IF There are hours entered into any day on this travel claim AND There are no hours entered on the travel claim future to current date AND Time entry has been made for any date in the selected travel claim pay period THEN Display the following saved data: Current Travel Claim Total (Hours Submitted) Daily Hours Submitted</p> <p>CM: Respond with additional details of the selected travel claim as follows: Travel Claim Number Status (travel claim status mapping) Travel Claim Status Date Available Hours – This may be assigned hours, authorized hours or remaining hours Workweek Details AND IF Travel Claim has been submitted Electronically, but is not yet processed in CM THEN ALSO Provide the following data: Current Travel Claim Total (Hours Submitted) Daily Hours Submitted</p>
02	21233	 CI-822734 - DSD BR IHSSW TC 02 IMPLEMENTED	Travel Claim Entry- Submit Travel Claim - No Errors Returned	When a Provider selects the Submit button AND No error/informational messages are returned from Cúram	<p>WEBSITE: Interface call to Cúram (CMNE882O) with details and time entries for the travel claim IF Receive confirmation from Cúram that no errors or informational messages need to be displayed THEN User is taken to the Travel Claim Provider Electronic Signature screen WITH The checkbox is blank and enabled AND The Cancel button is enabled</p> <p>CM: Complete travel claim validation checks AND Confirm no error messages or informational messages are generated</p>

03	21233	CI-822735 - DSD BR IHSSW TC 03 IMPLEMENTED	Travel Claim Entry - Save Travel Claim	When a Provider selects the Save button for any of the Workweeks AND All field level edits have been passed	<p>WEBSITE: Interface call to Cúram (CMNE882W) with draft time entries for the travel claim AND Save draft hours entry for the travel claim AND Adjust all WORKWEEK TOTAL values appropriately AND Adjust the Travel Claim TOTAL value appropriately AND Display exceeds weekly maximum and exceeds monthly overtime maximum informational messages (if any) retrieved from CM, on the top of the screen in red text</p> <p>CM: Complete travel claim validation checks AND Provide error messages or informational messages codes to be displayed</p>
04	21233	CI-822736 - DSD BR IHSSW TC 04 IMPLEMENTED	Travel Claim Electronic Signature – Enable Electronically Sign Travel Claim	When a Provider selects the checkbox on the Travel Claim Electronic Signature screen	<p>WEBSITE: Display a check mark in the checkbox AND Enable the Sign and Submit button</p> <p>CM: N/A</p>
05	21233	CI-822737 - DSD BR IHSSW TC 05 IMPLEMENTED	Travel Claim Electronic Signature – Cancel	When a Provider selects the Cancel button on the Travel Claim Electronic Signature screen	<p>WEBSITE: Clear checkbox AND User is taken back to the Travel Claim Entry screen displaying the travel claim they were currently working /submitting</p> <p>CM: N/A</p>
06	21233	CI-822738 - DSD BR IHSSW TC 06 IMPLEMENTED	Travel Claim Electronic Signature – Sign and Submit	When a Provider selects the Sign and Submit button on the Travel Claim Electronic Signature screen AND No error messages are encountered	<p>WEBSITE: Interface to Cúram (CMNE882N) with travel claim details and Provider signature details AND Display informational message on transition AND User is taken to the Travel Claim Entry screen with this travel claim selected and with updated travel claim status</p> <p>CM: Take a snapshot of the record and write it to Travel Claim History AND Accept travel claim data hours with Provider signature data AND Update Provider signature data AND Write Travel Claim data to Travel Claim staging table with a record type as "FROMESP" and transaction status of "PENDING" AND Update Travel Claim status to from Issued or Pending issuance to 'Received' (TTCS03)</p>
07	20742 20873 21233 20874	CI-822739 - DSD BR IHSSW TC 07 IMPLEMENTED	Travel Claim Entry – Submit Travel Claim Possible Travel Claim Violation	When a Provider selects the Submit Travel Claim button AND A travel workweek has more than 07:00 hours claimed (including previously paid and current draft across all Recipients)	<p>WEBSITE: Interface travel claim data to Cúram (CMNE882O) AND IF Error Code ETCE002 is returned with travel workweek specified THEN The Travel Claim Validation Messages pop-up displays AND Informational message text for ETCE002 with all other applicable messages are displayed AND The Continue Submitting Travel Claim button is enabled AND The Cancel button is enabled</p> <p>CM: Generate Travel Claim Exception TCEC015 AND Interface travel claim validation response code to website (CMNE882O)</p>

08	20876 20873 21233 20874	CI-822813 - DSD BR IHSSW TC 08 IMPLEMENTED	Travel Claim Entry – Submit Travel Claim Timesheet Not Processed	<p>When a Provider selects the Submit Travel Claim button AND A timesheet for the Recipient and the Pay Period is not in "Processed" (TATS04) status OR A timesheet for this Recipient and the Pay Period is not in "Exception - Paid" (TATS16) status</p>	<p>WEBSITE: Interface travel claim data to Cúram (CMNE882O) AND IF Error Code ETCE001 is returned THEN The Travel Claim Validation Messages pop-up displays AND Display informational message text for ETCE001 with all other applicable messages AND The Continue Submitting Travel Claim button is enabled AND The Cancel button is enabled CM: Generate Travel Claim Exception TCEC001 AND Interface Travel Claim validation Response Code to website (CMNE882O)</p>
09	20873 21233 20874 20876	CI-822817 - DSD BR IHSSW TC 09 IMPLEMENTED	Travel Claim Entry – Submit Travel Claim No Service Hours Paid	<p>When a Provider selects the Submit Travel Claim button AND A timesheet for this Recipient and the Pay Period is in "Processed" (TATS04) status OR A timesheet for this Recipient and this Pay Period is in "Exception - Paid" (TATS16) status AND Travel time is claimed for a workweek where no service hours were paid AND Error message ETCE001 is not displayed</p>	<p>WEBSITE: Interface travel claim data to Cúram (CMNE882O) AND IF Error Code ETCE003 is returned with travel workweek specified THEN The Travel Claim Validation Messages pop-up displays AND Informational message text for ETCE003 with all other applicable messages are displayed AND The Continue Submitting Travel Claim button is enabled AND The Cancel button is enabled CM: Generate Travel Claim Exception TCEC009 AND Interface travel claim validation response code to website (CMNE882O)</p>
10	16199 16200 20873 21233 20874	CI-822818 - DSD BR IHSSW TC 10 IMPLEMENTED	Travel Claim Entry – Submit Travel Claim Hours Claimed on Days Not Eligible	<p>When a Provider selects the Submit Travel Claim button AND Hours are claimed on a date where the Recipient is on leave or terminated OR Hours are claimed on a date where the Provider is on leave or terminated OR Hours are claimed on a date where the Provider no longer is eligible to travel time OR Hours are claimed and the Provider is no longer eligible to travel time for the entire pay period AND Error message ETCE001 is not displayed</p>	<p>WEBSITE: Interface travel claim data to Cúram (CMNE882O) AND IF Error Code ETCE004 is returned THEN The Travel Claim Validation Messages pop-up displays AND Informational message text for ETCE004 with all other applicable messages are displayed AND The Continue Submitting Travel Claim button is enabled AND The Cancel button is enabled CM: Generate Travel Claim Exception TCEC010 or TCEC012 or TCEC013 or TCEC014 AND Interface travel claim validation response code(s) to website (CMNE882O)</p>

No	Req ID	CI	Description	When	Action
11	21233	CI-822830 - DSD BR IHSSW TC 11 IMPLEMENTED	Provider Submits Electronic Travel Claim – isETC value updated to True	<p>When SubmitTravelClaim web service (CMNE882N) is successful AND A travel claim with a Print Method = Print/Mail from Centralized Print Center is successfully submitted by a Provider using ESP AND isETC = False for that Provider</p>	<p>CM: Set value isETC = True for that Provider NOTE: isETC applies to the Provider across all Recipients</p>

12	20873 21233	CI-822832 - DSD BR IHSSW TC 12 IMPLEMENTED	Travel Claim Recipient Selection - Active Workweek Agreement	<p>When a Provider navigates to the Travel Claim Recipient Selection screen</p> <p>AND</p> <p>The Provider has an active workweek agreement with active travel with at least one (1) Recipient and the Provider's Timesheet Preference is 'All'</p> <p>OR</p> <p>The Provider has Travel Claim that has been updated within the last three (3) months with at least (1) Recipient and the Provider's Timesheet Preference is 'Past 3 months'</p>	<p>WEBSITE: The screen displays the following text: "To access your travel claim(s) select the arrow for a recipient with a travel claim available. To learn more about Travel Claims, visit Travel Claims FAQ PDF."</p> <p>AND</p> <p>Display Recipient cards for each Recipient that has an Active workweek agreement with travel for the Provider where unsubmitted (Status = Pending Issuance and Issued) travel claims exist. The cards contain the following information:</p> <ul style="list-style-type: none"> • The Recipient First Name Last Name • Recipient ID (Case Number) • The number of unsubmitted travel claims associated with the Recipient • Arrow Icon <p>AND IF</p> <p>Unsubmitted Travel Claims exist for the Recipient, the arrow icon is blue and enabled</p> <p>ELSE IF</p> <p>No unsubmitted travel claims exist for the Recipient, the arrow icon is grey and not enabled.</p> <p>CM: N/A</p>
13	20873 21233 21235	CI-822833 - DSD BR IHSSW TC 13 IMPLEMENTED	Travel Claim Recipient Selection - No Active Workweek Agreement	<p>When a Provider navigates to the Travel Claim Recipient Selection screen</p> <p>AND</p> <p>The Provider does NOT have an active workweek agreement with active travel with at least one (1) Recipient and the Provider's Timesheet Preference is 'All'</p> <p>OR</p> <p>The Provider does NOT have a Travel Claim that has been updated within the last three (3) months with at least (1) Recipient and the Provider's Timesheet Preference is 'Past 3 months'</p>	<p>WEBSITE: The following text displays in a popup: "You are not authorized to claim travel time, if this is incorrect please contact your county for assistance."</p> <p>AND</p> <p>The 'Back to Home' button is available and enabled.</p> <p>CM: N/A</p>
14	20873 21233	CI-822834 - DSD BR IHSSW TC 14 IMPLEMENTED	Travel Claim Recipient Selection - Blue Arrow	<p>When a Provider selects the arrow icon</p> <p>AND</p> <p>The icon is blue and enabled</p>	<p>WEBSITE: Provider is taken to the Travel Claim Entry screen specific to that Recipient (case)</p> <p>CM: N/A</p>
15	20873 21233 21235	CI-822835 - DSD BR IHSSW TC 15 IMPLEMENTED	Travel Claim Recipient Selection - Back to Home button	<p>When a Provider selects the Back to Home button on the Travel Claim Recipient Selection screen</p>	<p>WEBSITE: Provider is returned to the ESP Provider Home page</p> <p>CM: N/A</p>
16	20873 21233	CI-822836 - DSD BR IHSSW TC 16 IMPLEMENTED	Travel Claim Recipient Selection - Travel Claim FAQ PDF Link	<p>When a Provider selects the Travel Claims FAQ PDF link on the Travel Claim Recipient Selection screen</p>	<p>WEBSITE: Provider is taken to the 'Travel Claim FAQ' pdf document</p> <p>CM: N/A</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Travel Claims (1-10)

No	Req ID	CI	Description	When	Action
01	21233	 CI-822733 - DSD BR IHSSW TC 01 IMPLEMENTED	Travel Claim Entry - Select Travel Claim	When a provider selects a different travel claim from the travel claim dropdown list	<p>WEBSITE: Makes interface call to Cúram (CMNE882P) to obtain details for the selected travel claim for this Provider AND Screen is refreshed with the data for the selected travel claim (do not refresh the list) AND Populate list dropdown in descending/alphabetical order (future to oldest, IHSS then WPCS) AND Travel claim dropdown displays the selected travel claim details AND IF The Travel Claim Status is 'Draft' THEN Enable daily entry hyperlinks for all eligible days AND IF Travel Claim is in 'Draft' status on the IHSS ESP THEN Enable the Submit button AND IF There are hours entered into any day on this travel claim AND There are no hours entered on the travel claim future to current date AND Time entry has been made for any date in the selected travel claim pay period THEN Display the following saved data: Current Travel Claim Total (Hours Submitted) Daily Hours Submitted</p> <p>CM: Respond with additional details of the selected travel claim as follows: Travel Claim Number Status (travel claim status mapping) Travel Claim Status Date Available Hours – This may be assigned hours, authorized hours or remaining hours Workweek Details AND IF Travel Claim has been submitted Electronically, but is not yet processed in CM THEN ALSO Provide the following data: Current Travel Claim Total (Hours Submitted) Daily Hours Submitted</p>
02	21233	 CI-822734 - DSD BR IHSSW TC 02 IMPLEMENTED	Travel Claim Entry- Submit Travel Claim - No Errors Returned	When a Provider selects the Submit button AND No error/informational messages are returned from Cúram	<p>WEBSITE: Interface call to Cúram (CMNE882O) with details and time entries for the travel claim IF Receive confirmation from Cúram that no errors or informational messages need to be displayed THEN User is taken to the Travel Claim Provider Electronic Signature screen WITH The checkbox is blank and enabled AND The Cancel button is enabled</p> <p>CM: Complete travel claim validation checks AND Confirm no error messages or informational messages are generated</p>

03	21233	CI-822735 - DSD BR IHSSW TC 03 IMPLEMENTED	Travel Claim Entry - Save Travel Claim	When a Provider selects the Save button for any of the Workweeks AND All field level edits have been passed	WEBSITE: Interface call to Cúram (CMNE882W) with draft time entries for the travel claim AND Save draft hours entry for the travel claim AND Adjust all WORKWEEK TOTAL values appropriately AND Adjust the Travel Claim TOTAL value appropriately AND Display exceeds weekly maximum and exceeds monthly overtime maximum informational messages (if any) retrieved from CM, on the top of the screen in red text CM: Complete travel claim validation checks AND Provide error messages or informational messages codes to be displayed
04	21233	CI-822736 - DSD BR IHSSW TC 04 IMPLEMENTED	Travel Claim Electronic Signature – Enable Electronically Sign Travel Claim	When a Provider selects the checkbox on the Travel Claim Electronic Signature screen	WEBSITE: Display a check mark in the checkbox AND Enable the Sign and Submit button CM: N/A
05	21233	CI-822737 - DSD BR IHSSW TC 05 IMPLEMENTED	Travel Claim Electronic Signature – Cancel	When a Provider selects the Cancel button on the Travel Claim Electronic Signature screen	WEBSITE: Clear checkbox AND User is taken back to the Travel Claim Entry screen displaying the travel claim they were currently working /submitting CM: N/A
06	21233	CI-822738 - DSD BR IHSSW TC 06 IMPLEMENTED	Travel Claim Electronic Signature – Sign and Submit	When a Provider selects the Sign and Submit button on the Travel Claim Electronic Signature screen AND No error messages are encountered	WEBSITE: Interface to Cúram (CMNE882N) with travel claim details and Provider signature details AND Display informational message on transition AND User is taken to the Travel Claim Entry screen with this travel claim selected and with updated travel claim status CM: Take a snapshot of the record and write it to Travel Claim History AND Accept travel claim data hours with Provider signature data AND Update Provider signature data AND Write Travel Claim data to Travel Claim staging table with a record type as "FROMESP" and transaction status of "PENDING" AND Update Travel Claim status to from Issued or Pending Issuance to 'Received' (TTCS03)
07	20742 20873 21233 20874	CI-822739 - DSD BR IHSSW TC 07 IMPLEMENTED	Travel Claim Entry – Submit Travel Claim Possible Travel Claim Violation	When a Provider selects the Submit Travel Claim button AND A travel workweek has more than 07:00 hours claimed (including previously paid and current draft across all Recipients)	WEBSITE: Interface travel claim data to Cúram (CMNE882O) AND IF Error Code ETCE002 is returned with travel workweek specified THEN The Travel Claim Validation Messages pop-up displays AND Informational message text for ETCE002 with all other applicable messages are displayed AND The Continue Submitting Travel Claim button is enabled AND The Cancel button is enabled CM: Generate Travel Claim Exception TCEC015 AND Interface travel claim validation response code to website (CMNE882O)

08	20876 20873 21233 20874 20874	CI-822813 - DSD BR IHSSW TC 08 IMPLEMENTED	Travel Claim Entry – Submit Travel Claim Timesheet Not Processed	<p>When a Provider selects the Submit Travel Claim button AND A timesheet for the Recipient and the Pay Period is not in "Processed" (TATS04) status OR A timesheet for this Recipient and the Pay Period is not in "Exception - Paid" (TATS16) status</p>	<p>WEBSITE: Interface travel claim data to Cúram (CMNE882O) AND IF Error Code ETCE001 is returned THEN The Travel Claim Validation Messages pop-up displays AND Display informational message text for ETCE001 with all other applicable messages AND The Continue Submitting Travel Claim button is enabled AND The Cancel button is enabled CM: Generate Travel Claim Exception TCEC001 AND Interface Travel Claim validation Response Code to website (CMNE882O)</p>
09	20873 21233 20874 20876	CI-822817 - DSD BR IHSSW TC 09 IMPLEMENTED	Travel Claim Entry – Submit Travel Claim No Service Hours Paid	<p>When a Provider selects the Submit Travel Claim button AND A timesheet for this Recipient and the Pay Period is in "Processed" (TATS04) status OR A timesheet for this Recipient and this Pay Period is in "Exception - Paid" (TATS16) status AND Travel time is claimed for a workweek where no service hours were paid AND Error message ETCE001 is not displayed</p>	<p>WEBSITE: Interface travel claim data to Cúram (CMNE882O) AND IF Error Code ETCE003 is returned with travel workweek specified THEN The Travel Claim Validation Messages pop-up displays AND Informational message text for ETCE003 with all other applicable messages are displayed AND The Continue Submitting Travel Claim button is enabled AND The Cancel button is enabled CM: Generate Travel Claim Exception TCEC009 AND Interface travel claim validation response code to website (CMNE882O)</p>
10	16199 16200 20873 21233 20874	CI-822818 - DSD BR IHSSW TC 10 IMPLEMENTED	Travel Claim Entry – Submit Travel Claim Hours Claimed on Days Not Eligible	<p>When a Provider selects the Submit Travel Claim button AND Hours are claimed on a date where the Recipient is on leave or terminated OR Hours are claimed on a date where the Provider is on leave or terminated OR Hours are claimed on a date where the Provider no longer is eligible to travel time OR Hours are claimed and the Provider is no longer eligible to travel time for the entire pay period AND Error message ETCE001 is not displayed</p>	<p>WEBSITE: Interface travel claim data to Cúram (CMNE882O) AND IF Error Code ETCE004 is returned THEN The Travel Claim Validation Messages pop-up displays AND Informational message text for ETCE004 with all other applicable messages are displayed AND The Continue Submitting Travel Claim button is enabled AND The Cancel button is enabled CM: Generate Travel Claim Exception TCEC010 or TCEC012 or TCEC013 or TCEC014 AND Interface travel claim validation response code(s) to website (CMNE882O)</p>

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Travel Claims (11-20)

No	Req ID	CI	Description	When	Action
11	21233	CI-822830 - DSD BR IHSSW TC 11 IMPLEMENTED	Provider Submits Electronic Travel Claim – isETC value updated to True	When SubmitTravelClaim web service (CMNE882N) is successful AND A travel claim with a Print Method = Print/Mail from Centralized Print Center is successfully submitted by a Provider using ESP AND isETC = False for that Provider	CM: Set value isETC = True for that Provider NOTE: isETC applies to the Provider across all Recipients
12	20873 21233	CI-822832 - DSD BR IHSSW TC 12 IMPLEMENTED	Travel Claim Recipient Selection - Active Workweek Agreement	When a Provider navigates to the Travel Claim Recipient Selection screen AND The Provider has an active workweek agreement with active travel with at least one (1) Recipient and the Provider's Timesheet Preference is 'All' OR The Provider has Travel Claim that has been updated within the last three (3) months with at least (1) Recipient and the Provider's Timesheet Preference is 'Past 3 months'	WEBSITE: The screen displays the following text: "To access your travel claim(s) select the arrow for a recipient with a travel claim available. To learn more about Travel Claims, visit Travel Claims FAQ PDF ." AND Display Recipient cards for each Recipient that has an Active workweek agreement with travel for the Provider where unsubmitted (Status = Pending Issuance and Issued) travel claims exist. The cards contain the following information: <ul style="list-style-type: none">• The Recipient First Name Last Name• Recipient ID (Case Number)• The number of unsubmitted travel claims associated with the Recipient• Arrow Icon AND IF Unsubmitted Travel Claims exist for the Recipient, the arrow icon is blue and enabled ELSE IF No unsubmitted travel claims exist for the Recipient, the arrow icon is grey and not enabled. CM: N/A
13	20873 21233 21235	CI-822833 - DSD BR IHSSW TC 13 IMPLEMENTED	Travel Claim Recipient Selection - No Active Workweek Agreement	When a Provider navigates to the Travel Claim Recipient Selection screen AND The Provider does NOT have an active workweek agreement with active travel with at least one (1) Recipient and the Provider's Timesheet Preference is 'All' OR The Provider does NOT have a Travel Claim that has been updated within the last three (3) months with at least (1) Recipient and the Provider's Timesheet Preference is 'Past 3 months'	WEBSITE: The following text displays in a popup: "You are not authorized to claim travel time, if this is incorrect please contact your county for assistance." AND The 'Back to Home' button is available and enabled. CM: N/A
14	20873 21233	CI-822834 - DSD BR IHSSW TC 14 IMPLEMENTED	Travel Claim Recipient Selection - Blue Arrow	When a Provider selects the arrow icon AND The icon is blue and enabled	WEBSITE: Provider is taken to the Travel Claim Entry screen specific to that Recipient (case) CM: N/A
15	20873 21233 21235	CI-822835 - DSD BR IHSSW TC 15 IMPLEMENTED	Travel Claim Recipient Selection - Back to Home button	When a Provider selects the Back to Home button on the Travel Claim Recipient Selection screen	WEBSITE: Provider is returned to the ESP Provider Home page CM: N/A

16	20873 21233	 CI-822836 - DSD BR IHSSW TC 16 IMPLEMENTED	Travel Claim Recipient Selection - Travel Claim FAQ PDF Link	When a Provider selects the Travel Claims FAQ PDF link on the Travel Claim Recipient Selection screen	WEBSITE: Provider is taken to the 'Travel Claim FAQ' pdf document CM: N/A
----	----------------	---	--	---	--

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Career Pathways

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/Business Rules/Career Pathways (1-10)

No	Req ID	CI	Description	When	Action
01	21350	 CI-823366 - DSD BR IHSSW CP 01 IMPLEMENTED	Provider Submits Training Time Claim	When a user clicks the Sign and Submit button on the Electronic Signature screen for a Career Pathways training time claim	WEBSITE: Interface training time claim data to Cúram (CMNE883K) CM: Interface incentive claim validation response code to website (CMN E883K) AND Create new task (TN PCM 12) in the CDSS Career Pathways Work Queue AND Create provider View Training Time Claim record
02	21355	 CI-823447 - DSD BR IHSSW CP 02 IMPLEMENTED	Select a Career Pathway type on an incentive claim	When a user clicks on the Career Pathway drop down list field on the Incentive Claim Entry screen	If the incentive claim type is 'Training Incentive', display the following Career Pathway selections: <ul style="list-style-type: none"> • Adult Education • General Health/Safety • Cognitive Impairment Behavioral Health • Complex Physical Care Needs • Transition to Home/Community Living If the incentive claim type is 'One-Month Assignment Incentive' or 'Six-Month Assignment Incentive', display the following Career Pathway selections: <ul style="list-style-type: none"> • Cognitive Impairment Behavioral Health • Complex Physical Care Needs • Transition to Home/Community Living
03	21355	 CI-823448 - DSD BR IHSSW CP 03 IMPLEMENTED	Display Electronic Signature for a Career Pathways Incentive Claim	When a user selects an option from the Career Pathway drop-down list field on the Incentive Claim Entry screen	Display the following information on the Incentive Claim Entry screen: <ul style="list-style-type: none"> • The Electronic Signature static text • The Sign and Submit along with the Cancel button
04	21169 21350	 CI-823483 - DSD BR IHSSW CP 04 IMPLEMENTED	Recent Payments /Payment Details - Training Time Claim Details	When a user saves a modification of any of the following fields on the Modify Training Time Claim screen in CM: <ul style="list-style-type: none"> • Career Pathway • Class Number • Class Name • Training Date • Hours/Minutes • Review Outcome 	In the Training Time Claim Details cluster of the corresponding training time claim record in ESP, display the modification on the corresponding data field. IF the Review Outcome is other than 'Approved' THEN The Training Time Claim Details cluster displays 'Rejected' in place of 'Hours Claimed' for the corresponding 'Rejected' Training Time Claim entry
05	21352 21355	 CI-823485 - DSD BR IHSSW CP 05 IMPLEMENTED	Provider Submits Incentive Claim	When a user clicks the Sign and Submit button on the Incentive Claim Entry screen.	WEBSITE: Interface incentive claim data to Cúram (CMNE883L) CM: Interface incentive claim validation response code to website (CMN E883L) AND Create new task (TN PCM 14) in the CDSS Career Pathways Work Queue AND Create provider View Incentive Claim record

06	21350 21355	 CI-823543 - DSD BR IHSSW CP 06 IMPLEMENTED	Provider has No Recipient Assignment	When a user selects Career Pathways from the Time Entry menu AND Does not have a Recipient assignment where the status is: <ul style="list-style-type: none">• Active• Leave• Terminated within 1 year prior to the Career Pathways program start date	WEBSITE: On the Career Pathways Claim Type screen: <ul style="list-style-type: none">• Do not display the Career Pathway Claim Type and Recipient fields• Display the following informational message; "Submission of a Career Pathways claim requires a recipient assignment. You are not currently assigned to any recipients. If this is incorrect, please contact your county for assistance."
07	21350 21352	 CI-823611 - DSD BR IHSSW CP 07 IMPLEMENTED	Career Pathways Training Report - Display Cumulative Training Hours and Courses	When a user navigates to the Career Pathways Training Report screen in ESP AND Has training time records in CM with status of "Processed"	Triggers Get Career Pathways Training Hours and Course Details (CMNE883R) AND Populates the corresponding cumulative training hours per Career Pathway in the Total Training Hours Completed table <ul style="list-style-type: none">• The hours details per Career Pathway is directly aligned with the training hours details on the Provider's Cumulative Training Hours per Pathway record in CM. (i.e. Each Career Pathway type displays on the screen regardless if the provider has claimed hours or not.)
08	21350 21352	 CI-823764 - DSD BR IHSSW CP 08 IMPLEMENTED	Generate Career Pathways Training Report PDF	When an ESP user clicks the Download Training Report button on the Career Pathways Training Report screen.	Triggers Generate Career Pathways Training Report (AARE991A) AND Connect to AEM to allow ESP to generate the Career Pathways Training report PDF THEN Triggers Retrieve Career Pathways Training Report (AARE991B) AND Retrieve the Career Pathways Training Report PDF file
09	21350	 CI-824441 - DSD BR IHSS CP 09 IMPLEMENTED	Turn off Career Pathways functionality	When user selects Time Entry menu AND CPCutoffEndDate is set to 11/15/2024 AND Current System Date is 11/16/2024 or later	WEBSITE: Career Pathways menu option will not be displayed under Time Entry menu
10	21350	 CI-824442 - DSD BR IHSS CP 10 IMPLEMENTED	Payperiod cutoff date on Add Training Time Claim screen	When user navigates to the Add Training Time Claim screen AND CareerPathwaysCutOffPayPeriod is set to 09/30/2024 AND Current System Date is no later than CareerPathwaysCutOffPayPeriod	WEBSITE: Pay Period Dropdown shows Pay Periods between current system date and 09/30/2024

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Rules/Career Pathways (1-10)

No	Req ID	CI	Description	When	Action
01	21350	CI-823366 - DSD BR IHSSW CP 01 IMPLEMENTED	Provider Submits Training Time Claim	When a user clicks the Sign and Submit button on the Electronic Signature screen for a Career Pathways training time claim	<p>WEBSITE: Interface training time claim data to Cúram (CMNE883K)</p> <p>CM: Interface incentive claim validation response code to website (CMN E883K) AND Create new task (TN PCM 12) in the CDSS Career Pathways Work Queue AND Create provider View Training Time Claim record</p>
02	21355	CI-823447 - DSD BR IHSSW CP 02 IMPLEMENTED	Select a Career Pathway type on an incentive claim	When a user clicks on the Career Pathway drop down list field on the Incentive Claim Entry screen	<p>If the incentive claim type is 'Training Incentive', display the following Career Pathway selections:</p> <ul style="list-style-type: none"> • Adult Education • General Health/Safety • Cognitive Impairment Behavioral Health • Complex Physical Care Needs • Transition to Home/Community Living <p>If the incentive claim type is 'One-Month Assignment Incentive' or 'Six-Month Assignment Incentive', display the following Career Pathway selections:</p> <ul style="list-style-type: none"> • Cognitive Impairment Behavioral Health • Complex Physical Care Needs • Transition to Home/Community Living
03	21355	CI-823448 - DSD BR IHSSW CP 03 IMPLEMENTED	Display Electronic Signature for a Career Pathways Incentive Claim	When a user selects an option from the Career Pathway drop-down list field on the Incentive Claim Entry screen	<p>Display the following information on the Incentive Claim Entry screen:</p> <ul style="list-style-type: none"> • The Electronic Signature static text • The Sign and Submit along with the Cancel button
04	21169 21350	CI-823483 - DSD BR IHSSW CP 04 IMPLEMENTED	Recent Payments /Payment Details - Training Time Claim Details	When a user saves a modification of any of the following fields on the Modify Training Time Claim screen in CM: <ul style="list-style-type: none"> • Career Pathway • Class Number • Class Name • Training Date • Hours/Minutes • Review Outcome 	<p>In the Training Time Claim Details cluster of the corresponding training time claim record in ESP, display the modification on the corresponding data field.</p> <p>IF the Review Outcome is other than 'Approved' THEN The Training Time Claim Details cluster displays 'Rejected' in place of 'Hours Claimed' for the corresponding 'Rejected' Training Time Claim entry</p>
05	21352 21355	CI-823485 - DSD BR IHSSW CP 05 IMPLEMENTED	Provider Submits Incentive Claim	When a user clicks the Sign and Submit button on the Incentive Claim Entry screen.	<p>WEBSITE: Interface incentive claim data to Cúram (CMNE883L)</p> <p>CM: Interface incentive claim validation response code to website (CMN E883L) AND Create new task (TN PCM 14) in the CDSS Career Pathways Work Queue AND Create provider View Incentive Claim record</p>

06	21350 21355	 CI-823543 - DSD BR IHSSW CP 06 IMPLEMENTED	Provider has No Recipient Assignment	When a user selects Career Pathways from the Time Entry menu AND Does not have a Recipient assignment where the status is: <ul style="list-style-type: none">• Active• Leave• Terminated within 1 year prior to the Career Pathways program start date	WEBSITE: On the Career Pathways Claim Type screen: <ul style="list-style-type: none">• Do not display the Career Pathway Claim Type and Recipient fields• Display the following informational message; "Submission of a Career Pathways claim requires a recipient assignment. You are not currently assigned to any recipients. If this is incorrect, please contact your county for assistance."
07	21350 21352	 CI-823611 - DSD BR IHSSW CP 07 IMPLEMENTED	Career Pathways Training Report - Display Cumulative Training Hours and Courses	When a user navigates to the Career Pathways Training Report screen in ESP AND Has training time records in CM with status of "Processed"	Triggers Get Career Pathways Training Hours and Course Details (CMNE883R) AND Populates the corresponding cumulative training hours per Career Pathway in the Total Training Hours Completed table <ul style="list-style-type: none">• The hours details per Career Pathway is directly aligned with the training hours details on the Provider's Cumulative Training Hours per Pathway record in CM. (i.e. Each Career Pathway type displays on the screen regardless if the provider has claimed hours or not.)
08	21350 21352	 CI-823764 - DSD BR IHSSW CP 08 IMPLEMENTED	Generate Career Pathways Training Report PDF	When an ESP user clicks the Download Training Report button on the Career Pathways Training Report screen.	Triggers Generate Career Pathways Training Report (AARE991A) AND Connect to AEM to allow ESP to generate the Career Pathways Training report PDF THEN Triggers Retrieve Career Pathways Training Report (AARE991B) AND Retrieve the Career Pathways Training Report PDF file
09	21350	 CI-824441 - DSD BR IHSS CP 09 IMPLEMENTED	Turn off Career Pathways functionality	When user selects Time Entry menu AND CPCutoffEndDate is set to 11/15/2024 AND Current System Date is 11/16/2024 or later	WEBSITE: Career Pathways menu option will not be displayed under Time Entry menu
10	21350	 CI-824442 - DSD BR IHSS CP 10 IMPLEMENTED	Payperiod cutoff date on Add Training Time Claim screen	When user navigates to the Add Training Time Claim screen AND CareerPathwaysCutOffPayPeriod is set to 09/30/2024 AND Current System Date is no later than CareerPathwaysCutOffPayPeriod	WEBSITE: Pay Period Dropdown shows Pay Periods between current system date and 09/30/2024

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Tasks/Notifications

See DSD Section 30 for all CMIPS Tasks and Notifications.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Internal Interfaces

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Internal Interfaces/Send Electronic EFT Requests (600ZINDS)

CI	Document Name
CI-813199 - DSD INTF Send Electronic EFT Requests 600ZINDS IMPLEMENTED	DSD_INTF_Send_Electronic_EFT_Requests_600ZINDS.docx

This internal interface will place the XML files from the Direct Deposit Request File Generation (600ZINDS) batch job on ProcServer for MAS retrieval. Each file will contain a maximum of 100 records each and will include the file number in the file name. The XML output file(s) are stored in the /ProcServer/cmips2/interface/<ENV>/<YYYYMMDD>/600zinds/ folder on the ProcServer after creation by Direct Deposit Request File Generation (600ZINDS) batch job.

Data Elements of Interface – Send Electronic EFT Requests

Source: Case Management		Target: Payroll			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PDDLookup	pddLooku pID	pddLooku pID	BIGINT(8)	Primary key for PDDLookup table	R
PDDLookup	employeeID	employeeID	CHARACTER(10)	The Employee ID is the identifier for the relationship between the Provider and Recipient in Advantage.	R
PDDLookup	requestTy pe	requestTy pe	CHARACTER(10)	Type of direct deposit request (New, Change or Cancel)	R
PDDLookup	accountTy pe	accountTy pe	CHARACTER(10)	Type of direct deposit account (Checking or Savings)	R
PDDLookup	routingNu mber	routingNu mber	CHARACTER(16)	Indicates the routing number associated with PDD Bank information.	R
PDDLookup	bankName	bankName	CHARACTER(100)	Indicates the PDD Bank Name.	R
PDDLookup	accountNu mber	accountNu mber	CHARACTER(20)	Indicates the account number associated with PDD Bank information.	R
PDDLookup	batchDate	batchDate	DATE(8)	Date when batch processes the request	R

Triggering Events

This internal interface is triggered by AutoSys execution and successful processing of the Direct Deposit Request File Generation (600ZINDS) batch job

Matching Criteria

CM Element Name	Payroll Element Name	Comments
employeeID	EMPL.EMPLOYEE_ID	

Errors

Condition	Error Message
N/A	

Edits and Audits

During processing with standard logging enabled error transactions will be written to the Case Management log file.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Internal Interfaces/Generate Career Pathways Training Report (AARE991A)

CI
 CI-823765 - DSD INTF Generate Career Pathways Training Report (AARE991A) IMPLEMENTED

This internal interface will connect ESP to AEM when an ESP user clicks to download the Career Pathways training report, so that the portal can generate the PDF file of the report.

Data Elements of Interface – Generate Career Pathways Training Report

Source: Case Management		Target: Payroll			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
	templateID	templateID	CHARACTER(10)	Indicates Template ID	R
	language	language	CHARACTER(10)	Indicates language of ESP user	R
	providerID	providerID	CHARACTER(10)	Provider ID	R
	providerName	providerName	CHARACTER(100)	Provider Name	R
	cptReportDtls	cptReportDtls	CHARACTER(500)	Career Pathway Training Report Details	R

Triggering Events

This internal interface is triggered when an ESP user clicks the Download Training Report button on the Career Pathways Training Report screen.

Matching Criteria

CM Element Name	Payroll Element Name	Comments
providerID	providerID	

Errors

Condition	Error Message
N/A	

Edits and Audits

During processing with standard logging enabled error transactions will be written to the Case Management log file.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Internal Interfaces/Retrieve Career Pathways Training Report (AARE991B)

CI

CI-823790 - DSD INTF Retrieve Career Pathways Training Report (AARE991B) IMPLEMENTED

This internal interface will call Generate Career Pathways Training Report (AARE991A) internal interface to retrieve the Career Pathways training report once it has been generated.

Data Elements of Interface – Retrieve Career Pathways Training Report

Source: Case Management		Target: Payroll			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
	templateID	templateID	CHARACTER(10)	Indicates Template ID	R
	language	language	CHARACTER(10)	Indicates language of ESP user	R
	providerID	providerID	CHARACTER(10)	Provider ID	R
	providerName	providerName	CHARACTER(100)	Provider Name	R
	cptReportDtls	cptReportDtls	CHARACTER(500)	Career Pathway Training Report Details	R

Triggering Events

This internal interface is triggered when an ESP user clicks the Download Training Report button on the Career Pathways Training Report screen.

Matching Criteria

CM Element Name	Payroll Element Name	Comments
providerID	providerID	

Errors

Condition	Error Message
N/A	

Edits and Audits

During processing with standard logging enabled error transactions will be written to the Case Management log file.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Provider Timesheets (PRNE880D)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Timesheet History Provider Request (PRNE880E)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Timesheet Preferences (PRNE880F)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Validate E-Timesheet (PRNE880G)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit E-Timesheet (PRNE880H)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Approve E-Timesheet (PRNE880I)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Request Supplemental E-Timesheet (PRNE880J)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Reject E-Timesheet (PRNE880P)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Modify Submitted E-Timesheet (PRNE880Q)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Timesheet Consolidation (PRNE880S)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Direct Deposit Request Data (PRNE880Y)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Timesheet History Recipient Request (PRNE880Z)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Website Registration – Validate User (CMNE880A)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Website Registration – Register User (CMNE880B)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Providers For Recipient (CMNE880C)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Sick Leave Eligibility Details (CMNE880D)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Validate Sick Leave Claim (CMNE880E)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Sick Leave Claim (CMNE880F)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Sick Leave Claim History (CMNE880G)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipients For Provider (CMNE880K)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Provider E-Timesheet Enroll (CMNE880L)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Recipient E-Timesheet Enroll (CMNE880M)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get User Email Address (CMNE880R)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/No Recipient Enroll Action 15 Days (CMDS880T)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/No Recipient Enroll Action 30 Days (CMDS880U)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Confirm Support User Access (CMNE880W)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Create ESP Service Request (AANE880X)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Send CMIPS Email (894DINDN) (CMNE881A)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Payment Summary (CMNE882A)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Provider Hours (CMNE882C)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipient Info (CMNE882D)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Recipient Stop E-Timesheets (CMNE880N)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Provider Stop E-Timesheets (CMNE880O)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipient Timesheets to Review Summary (PRNE882C)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Submittable Timesheets Summary (PRNE882D)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Preference Info (CMNE882E)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipient Timesheet Summary (CMNE882F)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipient Timesheet Details (CMNE882G)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Find Provider Details (CMNE882H)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Assign Provider (CMNE882I)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Check Hire Provider (CMNE882J)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Single Timesheet (PRNE882K)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipients For Live In Provider (CMNE882Q)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Certify or Cancel Live In Provider Status (CMNE882R)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Travel Claim Recipients for Provider (CMNE882L)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Submittable Travel Claim Summary (CMNE882M)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Travel Claim (CMNE882N)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Validate Travel Claim (CMNE882O)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Provider Travel Claim Details (CMNE882P)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get User Address & Phone Details (CMNE882S)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Provider Address Details (CMNE882T)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save User Phone Details (CMNE882U)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Timesheet Live-In Detail (CMNE882V)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Provider Travel Claim Hours (CMNE882W)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Default Timesheet (CMNE882X)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Direct Deposit Request Routing Number Data (IWMR988A)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Payment Search Details (CMNE882Y)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Payment Search Summary (CMNE882Z)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recent Payment Summary (CMNE883A)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Verify Verification Code (CMNE883B)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get W2 Summary (CMNE883C)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Send Verification Code (CMNE883D)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get W2 Summary Details (CMNE883E)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get W2 PDFs (CMNE883F)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Share of Cost Search Details (CMNE883G)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Read Messages For User (CMNE883H)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Training Claim Pay Period Details (CMNE883I)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Career Pathways Claim Type and Recipient Details (CMNE883J)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Training Time Claim (CMNE883K)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Read Receipt For ESP (CMNE883L)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Career Pathways Incentive Claim (CMNE883L)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Check Career Pathways Incentive Claim Count (CMNE883M)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Check Career Duplicate Training Time Class (CMNE883S)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Delete Message (CMNE883O)

- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Career Pathways Training Hours and Course Details (CMNE883R)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Validate MFA Code (CMNE883N)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Generate And Send MFA Code (CMNE883P)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get User Phone Email Details (CMNE883Q)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Eforms For User (CMNE883T)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Employment Wage Verification Info (CMNE883U)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Recipients For Wage Verification (CMNE883V)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Save Employment Wage Info (CMNE883W)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Submit Employment Wage Request (CMNE883W)
- DSD 4/IHSS Provider/Recipient Electronic Services Portal/External Interfaces/Get Employment And Wage Verification Form (CMNE883X)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Provider Timesheets (PRNE880D)

CI	
 CI-753675 - DSD EINTF Provider Timesheets PRNE880D	IMPLEMENTED

Internal Layout/System Mapping - providerTimesheets

Data Elements – Event

Source: IHSS ESP		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)
PRNE880D Event – providerTimesheets	providerid	CONCERNROLEALTERNATE ID.ALTERNATEID	STRING (40)	Provider Number	R
	recipientid	CASEHEADER. CASEREference	STRING (40)	Case Number	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	payperiod	timesheets:payperiodstartdate	STRING (10)	From Date On the Timesheet	O
	programtype	providers:timesheets: programtype	STRING (10)	Codable value	O
	requests entfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP	O

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PRNE880D Response – providerTimesheets	N/A	isevvtimesheet	STRING (5)	True/False indicator representing where the recipient is EVV registered or not.	O
	N/A	disablemodifyduetobatch	STRING (5)	Not Used: Batch Indicator to enable modify function.	R
	TIMESHEET. TIMESHEETNUMBER	timesheets: timesheetnumber	STRING (16)	Provider Timesheet Number	O
	TIMESHEET. TIMESHEETID	timesheets:timesheetid	STRING (50)	Provider Timesheet id	O
	TIMESHEET. FROMDATE	timesheets: payperiodstartdate	STRING (10)	From Date On the Timesheet	O
	TIMESHEET.TODATE	timesheets: payperiodenddate	STRING (10)	To Date On the Timesheet	O
	CONCERNROLEALTERNATEID. ALTERNATEID	timesheets:providerid	STRING (40)	Provider Number	O
	CASEHEADER. CASEREference	timesheets:recipientid	STRING (40)	Case Number	O
	CODETABLEITEM. CODE	timesheets: timesheettype	STRING (10)	Timesheet type See TimesheetType code table	O

	CODETABLEITEM. DESCRIPTION	timesheets:statuscode	STRING (10)	Status Code See WebsiteETimesheetStatus code table	O
	TIMESHEET. STATUSDATE	timesheets:statusdate	STRING (10)	Status Date On the Timesheet	O
	TIMESHEET. REMAININGHOURSMIN	timesheets: hoursremaininginmont hmin	STRING (10)	Remaining Hours on the Timesheet	O
	TIMESHEET. TOTALCLAIMEDHOURS MIN	timesheets: totalclaimedhoursmin	STRING (10)	Total Claimed Hours in Minutes	O
	N/A	timesheets: providerotmaxlimit	STRING (10)	Total Overtime Max Limit	O
	N/A	timesheets: providerexistingothours min	STRING (10)	Total Paid Overtime Hours	O
	N/A	timesheets: providerweeklymaxlimit	STRING (10)	Weekly Max Hours	O
	N/A	timesheets: modifytimesheet	STRING (10)	Unprocessed Timesheet	O
	CODETABLEITEM. CODE	timesheets: writtenlanguage	STRING (10)	Recipient Written Language	O
	N/A	timesheets: telephoniceapproval	STRING (5)	True/false value representing telephonic approval	O
	N/A	timesheets: workweeks: workweek: date	STRING (10)	Workweek Date	O
	N/A	timesheets: workweeks: workweek: minutes	STRING (10)	Workweek Minutes	O
	N/A	timesheets: workweeks: workweek: greyout	STRING (5)	Workweek Day Grey out Field	O
	N/A	timesheets: workweeks: workweek: evvstarttime	STRING (10)	Workweek EVV start time	O
	N/A	timesheets: workweeks: workweek: evvendtime	STRING (10)	Workweek EVV end time	O
	N/A	timesheets: workweeks: workweek: evvloc	STRING (10)	The location of the work recorded. This will only be populated for timesheets with the timesheets: payperiodstartdate prior to "evvlocationservicesstartdate" See code table: EVVLocation	O
	EVVDETAILS. EVVCHECKINLOCATION	timesheets: workweeks: workweek: evvcheckinlocation	STRING (10)	The location of the work recorded for checkin EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	EVVDETAILS. EVVCHECKOUTLOCATION	timesheets: workweeks: workweek: evvcheckoutlocation	STRING (10)	The location of the work recorded for checkout EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	N/A	timesheets:workweeks: workweek: incompleteentryind	STRING (5)	True/false value to represent provider they have incomplete entries. An incomplete entry is any entry on an EVV timesheet that contains a Start Time, End Time, Start Location, End Location or Hours Worked, and does not contain ALL of those elements. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate"	O
	N/A	timesheets: workweeks: workweektotal	STRING (10)	Workweek Total Hours in Minutes	O

	N/A	timesheets: workweeks: workweeknumber	STRING (1)	Workweek Number	O
	N/A	timesheets: workweeks: existingworkweektotal	STRING (10)	Workweek Number	O
	N/A	timesheets: askliveinquestion	STRING (5)	Indicator of whether to ask the live-in question on the TTS for EVV timesheets. (Values: true or false)	R
	N/A	success	STRING (5)	Response Code, includes True or False. Success = true if there are no processing/request data errors and call was completed successfully. Success = false if there is a processing/request data error or the call was not completed successfully Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": "providerTimesheets", "starttime": new Date(), endtime": new Date() }	R

Trigger Events

- This interface is called when a Provider with an E-Timesheet Status of 'Enrolled' has un-submitted/un-processed timesheets available for view and /or data entry with the associated participating Recipient and the Provider selects the right facing chevron on the Recipient card on the Time Entry: Recipient Selection screen.
- This interface is also called by the EVV Telephone System when a Provider selects a pay-period, Recipient, and program type.

Processing Criteria

Return the requested timesheet, eligibility, and other associated data for that Provider/Recipient relationship.

When this web service is called from the TTS, it will return a timesheet that has been county/recipient rejected or the un-submitted/un-processed timesheet based on the request detail.

askliveinquestion is true:

```
IF CM ExcludeLiveInProviderStartDate is NOT 12/31/9999
AND IF IRS Live-In Provider Certification = No or Blank
AND IF isEVV=True
AND IF isLiveInAnswered=False
```

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-753452 - DSD SC Time Entry Timesheet](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Timesheet History Provider Request (PRNE880E)

CI	Document Name
 CI-753676 - DSD EINTF Timesheet History Provider Request PRNE880E CANCELLED	DSD_EINTF_Timesheet_History_Provider_Request_PRNE880E.docx

Cancelled by ASR Sprint 56 Team 1&2.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Timesheet Preferences (PRNE880F)

CI	Document Name
 CI-753677 - DSD EINTF Timesheet Preferences PRNE880F IMPLEMENTED	DSD_EINTF_Timesheet_Preferences_PRNE880F.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
PRNE880F Event	providerid	CONCERNROLEALTERNATEID. ALTERNATEID	STRING (18)	Provider Number	R
	numberofmonth	PROVIDERETSENROLLMENT. PROVIDERETSENROLLMENT	STRING (10)	ProviderPreference (IPTP01,IPTP02) – Codetable code	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	notificationPreference	NOTIFICATIONPREFERENCE	STRING(40)	Notification delivery preference	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PRNE880F Response	N/A	errormessages	Unbounded String	CM Application Validation Error Messages	R
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	disablemodifyduetobatch	STRING (5)	Batch Indicator to enable modify function	R
	ETIMESHEETRESPONSECODE. RESPONSECODE	errors	STRING (10)	Response Code based on Processing. 200 - Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPSII Unavailable Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": {"time": "1000", "operation": "updateProviderPreferences", "starttime": "2016-12-20T19:40:18.325Z", "endtime": "2016-12-20T19:40:18.325Z"} 876	R

Trigger Events

This interface is called when the Update Preference button is selected on the Timesheet Preference screen on the IHSS ESP

Processing Criteria

Matching is based on the following criteria:
Providernumber
Update – preferencecode

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

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 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Validate E-Timesheet (PRNE880G)

CI	Document Name
CI-753678 - DSD EINTF Validate E Timesheet PRNE880G IMPLEMENTED	DSD_EINTF_Validate_E_Timesheet_PRNE880G.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
PRNE880G Event – validateEtimesheet	timesheetnumber	TIMESHEET.TIMESHEETNUMBER	STRING (16)	Timesheet Number From Timesheet table.	R
	payperiodstartdate	TIMESHEET.FROMDATE	STRING (10)	From Date On the Timesheet	R
	payperiodenddate	TIMESHEET.TODATE	STRING (10)	To Date On the Timesheet	R
	timesheettype	CODETABLEITEM.CODE	STRING (10)	Timesheet type See TimesheetType code table	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number.	R
	statuscode	CODETABLEITEM.DESCRIPTION	STRING (10)	Status code See WebsiteETimesheetStatus code table	R
	recieveddate	TIMESHEET.RECEIVEDDATE	STRING (10)	Received Date On the Timesheet by CM	R
	hours:date	N/A	STRING (10)	Work Claimed Date	R
	hours:minutes	N/A	STRING (10)	Work Claimed Minutes	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	approvedfromrecipient	N/A	STRING (5)	Indicator to identify timesheet approval	R
	telephonicapproval	N/A	STRING (5)	Indicator to identify telephonic approval is required	R
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP	O
	hours.evvstarttime	N/A	STRING (10)	The start time of the work recorded for EVV purposes	R
	hours.evvendtime	N/A	STRING (10)	The end time of the work recorded for EVV purposes	R
	hours.evvloc	N/A	STRING (10)	The location of the work recorded. This will only be populated for timesheets with the timesheets: payperiodstartdate prior to "evvlocationservicesstartdate" See code table: EVV Location	O

	hours.evvcheckinlocation	EVVDETAILS. EVVCHECKINLOCATION	STRING (10)	The location of the work recorded for checkin EVV purposes. This will only be populated for timesheets with the timesheets: payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	hours.evvcheckoutlocation	EVVDETAILS. EVVCHECKOUTLOCATION	STRING (10)	The location of the work recorded for checkout EVV purposes. This will only be populated for timesheets with the timesheets: payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PRNE880G Response – validateEtimesheet	N/A	errormessages	Unbounded String	Validation Error Messages	R
	N/A	errormessages.errorparameters.weeklymax	STRING (10)	Weekly Max Hours	O
	N/A	errormessages.errorparameters.workweeknumber	STRING (1)	Workweek Number	O
	N/A	success	STRING(5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	recipientetimesheetoption	STRING (10)	Recipient e-timesheet option	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": " validateTimesheet", "starttime": new Date(), "endtime": new Date() }	R

Trigger Events

This interface is called when a Provider selects the Submit Timesheet button for an E-Timesheet.

Processing Criteria

[E-Timesheet Validation Business Rules](#)

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

[E-Timesheet Validation Business Rules](#)

Tasks/Notifications

N/A

Screens

[Time Entry: Timesheet](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Submit E-Timesheet (PRNE880H)

CI	Document Name
CI-753679 - DSD EINTF Submit E Timesheet PRNE880H IMPLEMENTED	DSD_EINTF_Submit_E_Timesheet_PRNE880H.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
PRNE880H Event – submitETimesheet	timesheetnumber	TIMESHEET.TIMESHEETNUMBER	STRING (16)	Timesheet Number From Timesheet table.	R
	payperiodstartdate	TIMESHEET.FROMDATE	STRING (10)	From Date On the Timesheet	R
	payperiodenddate	TIMESHEET.TODATE	STRING (10)	To Date On the Timesheet	R
	timesheettype	CODETABLEITEM.CODE	STRING (10)	Timesheet type See TimesheetType code table	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	R
	statuscode	CODETABLEITEM.DESCRIPTION	STRING (10)	Status code See WebsiteETimesheetStatus code table	O
	recieveddate	TIMESHEET.RECEIVEDDATE	STRING (10)	Date the Timesheet was received by CM	R
	approvedfromrecipient	N/A	STRING (5)	Indicator to identify timesheet approval	R
	telephonicappral	N/A	STRING (5)	Indicator to identify telephonic approval is required	R
	hours:date	N/A	STRING (10)	Date of work claimed	R
	hours:minutes	TIMESHEET.DAYSHOURS	STRING (10)	Minutes work claimed	R
	hours:evvstarttime	N/A	STRING (10)	The start time of the work recorded for EVV purposes	R
	hours:evvendtime	N/A	STRING (10)	The end time of the work recorded for EVV purposes	R
	hours:evvloc	N/A	STRING (10)	The location of the work recorded. This will only be populated for timesheets with the timesheets:payperiodstartdate prior to "evvlocationservicesstartdate" See code table: EVVLocation	O
	hours.evvcheckinlocation	EVVDETAILS.EVVCHECKINLOCATION	STRING (10)	The location of the work recorded for checkin EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O

	hours. evvcheckoutlocation	EVVDETAILS. EVVCHECKOUTLOCATION	STRING (10)	The location of the work recorded for checkout EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	requestSentFrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP	R
	isinbound	N/A	STRING (5)	Receiving the call from the user	R
	phonenumber	N/A	STRING (10)	Captures the phone number when the user submits, approves or rejects the timesheet via IVR.	R
	ipaddress	N/A	Unbounded String	Captures the IP Address of the system when a user submits, approves or rejects the timesheet via ESP.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PRNE880H Response – submitETimesheet	N/A	errormessages	Unbounded String	CM Application Validation Error Messages	R
	ALTERNATENAME. FIRSTFORENAME	providerfirstname	STRING (25)	Provider First Name	R
	ALTERNATENAME. SURNAME	providerlastname	STRING (30)	Provider Last Name	R
	EMAILADDRESS. EMAILADDRESS	recipientemail	STRING (256)	Recipient Email	O
	CODETABLEITEM	recipientetimesheetoption	STRING (500)	Recipient E Timesheet Option See ETimesheetOption Code Table	R
	CODETABLEITEM.CODE	writtenlanguage	STRING (10)	Recipient Written Language	O
	TTSPERSONSTATUS. COMMUNICATIONPREFERENCE	tscommunicationpreference	STRING (10)	Code for recipient communication preference of Telephone/Email. See TSCommPreference	O
	N/A	isevvlive	STRING (10)	True/False indicator representing user is EVV live	R
	N/A	success	STRING (5)	Response Code, includes True or False. Success = true if there are no processing /request data errors and call was completed successfully. Success = false if there is a processing/request data error or the call was not completed successfully. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": "submitTimesheet", "starttime": new Date(),"endtime": new Date() }	R

	N/A	hasevvexceptionrecipient	STRING (5)	Recipient is an exception Recipient. (Values: true or false)	R
--	-----	--------------------------	------------	--	---

Trigger Events

This interface is called when a Provider selects the Electronically Sign Timesheet & Submit for Recipient Review button for an E-Timesheet, or when the Provider submits via TTS.

Processing Criteria

If the timesheet was submitted using the ESP, the providerSignatureMethod in the Timesheet table is updated to "Website." Otherwise, if the timesheet was submitted using the DIALEVV TTS the providerSignatureMethod in the Timesheet table is updated to "Telephone."

Insert triggers in the IVRCampaignDetails table for the recipient outbound call if the recipient's Timesheet Communication Preference is Telephone. Otherwise, if the Recipient's Timesheet Communication Preference is Email, generate email notification ETSE06 to the Recipient in the threshold language applicable to their written language.

If the Recipient has an EVV Exception, when the timesheet is submitted a paper timesheet (SOC 2261EXCEPT for non-EVV timesheets OR SOC2261EVV for EVV timesheets) is printed in batch at the county printer. When printed, the timesheet shall contain a PDF-417 barcode containing appropriate data and the timesheet will be populated with the appropriate fields.

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

[CI-753628](#) - DSD BR IHSSW ETS 25

Tasks/Notifications

N/A

Screens

[CI-753456](#) - DSD SC Timesheet Provider Electronic Signature

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Approve E-Timesheet (PRNE880I)

CI	Document Name
CI-753680 - DSD EINTF Approve E Timesheet PRNE880I IMPLEMENTED	DSD_EINTF_Approve_E_Timesheet_PRNE880I.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
PRNE880I Event	timesheetnumber	TIMESHEET.TIMESHEETNUMBER	STRING (16)	Timesheet Number From Timesheet table.	R
	payperiodstartdate	TIMESHEET.FROMDATE	STRING (10)	From Date for the Timesheet	R
	payperiodenddate	TIMESHEET.TODATE	STRING (10)	To Date for the Timesheet	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	R
	timesheettype	CODETABLE.CODE	STRING (10)	Timesheet Type Code Table value	R
	provideremail	CONCERNROLEEMAILADDRESS.EMAILADDRESSID	STRING (256)	Provider Email Address	R
	recipientfirstname	ALTERNATENAME.FIRSTFORENAME	STRING (56)	First Name Of the Recipient, associated on the timesheet being approved.	R
	recipientlastname	ALTERNATENAME.SURNAME	STRING (56)	Last Name Of the Recipient, associated on the timesheet being approved.	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP	O
	isinbound	N/A	STRING (5)	Receiving the call from the user	R
	phonenumbers	N/A	STRING (10)	Captures the phone number when the user submits, approves or rejects the timesheet via IVR.	R
	ipaddress	N/A	Unbounded String	Captures the IP Address of the system when a user submits, approves or rejects the timesheet via ESP.	R
	contacttype	TIMESHEET.RECIPIENTSIGNATUREMETHOD	STRING (10)	Identifies Timesheet Signatory or blank	O

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PRNE880I Response	N/A	errormessages	Unbounded String	CM Application Validation Error Messages	R
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R

	N/A	errors	Unbounded String	<p>Response Code based on Processing.</p> <p>200 - Success</p> <p>201- Failure – Invalid Request</p> <p>202 – Failure - Processing Error</p> <p>203 – CMIPSII Unavailable</p> <p>Example:</p> <pre>"errors": [{ "codevalue": "200", "codedescription":"success" }],</pre>	R
	N/A	logistics	Unbounded String	<p>Additional Logistic Information which includes elapsed time, operation name, Start and End Time.</p> <p>Example:</p> <pre>"logistics": { "time": "250", "operation": "approveTimesheet", "starttime": new Date(),"endtime": new Date() }</pre>	R
	N/A	providerwrittenlanguage	STRING	Provider's written language	R

Trigger Events

This interface is called either when a Recipient selects the Electronically Sign Timesheet & Submit for Payment on the Timesheet Recipient Electronic Signature screen or when a Recipient using the TTS system reviews and approves the timesheet for payment over the phone.

Processing Criteria

Matching is based on the following criteria:

- Timesheet Number
- Pay period Start Date
- Pay period End Date
- Provider Number
- Case Number
- Program Type

When the approveTimesheet web service is called from the TTS, the recipientSignatureMethod is updated to "Telephone", the TelephonicApprovalInd is updated to "1".

When the approveTimesheet web service is called from the ESP, the recipientSignatureMethod is updated to "Website" if the user is identified as a Recipient or "Signatory" if the user is identified as a timesheet signatory.

Recipients will be able to approve timesheets in Held-BVI or Held-TTS statuses (TATS14, TATS20).

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[Timesheet Recipient Electronic Signature](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Request Supplemental E-Timesheet (PRNE880J)

CI	Document Name
 CI-753681 - DSD EINTF Request Supplemental E Timesheet PRNE880J IMPLEMENTED	DSD_EINTF_Request_Supplemental_E_Timesheet_PRNE880J.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
PRNE880J Event	providerid	CONCERNROLEALTERNATEID.ALTERNATIVEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEPREFERENCE	STRING (40)	Case Number	R
	timesheettype	N/A	STRING (10)	Timesheet Type Code Table value	R
	payperiodstartdate	TIMESHEET.FROMDATE	STRING (10)	Pay period start date of the timesheet that is to be issued	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PRNE880J Response	N/A	errormessages	Unbounded String	CM Application Validation Error Messages	R
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	STRING (10)	Response Code based on Processing. 200 - Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPS Unavailable Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: logistics": {"time": "1000", "operation": "requestSupplementalTimeSheet", "starttime": "2016-12-20T19:42:50.219Z", "endtime": "2016-12-20T19:42:50.219Z"}},	R
	TIMESHEET.TIMESHEETNUMBER	timesheetnumber	STRING (16)	Timesheet Number from the timesheet table; when the supplemental timesheet is generated in CM	O

Trigger Events

This interface is called when a Provider selects the Request Supplemental Timesheet button on the Request Supplemental E-Timesheet screen.

Processing Criteria

Matching is based on the following criteria:

- ProviderNumber
- Case Number
- payperiod

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

[CI-753637](#) - DSD BR IHSSW ETS 34
[CI-753638](#) - DSD BR IHSSW ETS 35

Tasks/Notifications

N/A

Screens

[CI-753460](#) - DSD SC Request Supplemental Timesheet
[CI-753461](#) - DSD SC Supplemental Timesheet Generated
[CI-753462](#) - DSD SC Supplemental Timesheet Not Generated

Reports

N/A

Interfaces

[CI-753394](#) - IDD EINTF Request Supplemental E Timesheet PRNE880J

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Reject E-Timesheet (PRNE880P)

CI	Document Name
CI-753687 - DSD EINTF Reject E Timesheet PRNE800P IMPLEMENTED	DSD_EINTF_Reject_E_Timesheet_PRNE800P.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
PRNE880Q Event	timesheetnumber	TIMESHEET.TIMESHEETNUMBER	STRING (16)	Timesheet Number From Timesheet table.	R
	payperiodstartdate	TIMESHEET.FROMDATE	STRING (10)	From Date for the Timesheet	R
	payperiodenddate	TIMESHEET.TODATE	STRING (10)	To Date for the Timesheet	R
	providerid	CONCERNROLEALTERANTEID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CAREREference	STRING (40)	Case Number	R
	timesheettype	CODETABLEITEM.CODE	STRING (10)	Codable value	R
	statuscode	ETIMESHEETSUBMITTEDDETAILS.STATUSCODE	STRING (10)	Codable For E-Timesheet Status	R
	provideremail	CONCERNROLEEMAILADDRESS.EMAILADDRESSID	STRING (256)	Provider Email Address.	R
	reasonforreject	TIMESHEETEXCEPTION.MESSAGEPARAMETERS	STRING (200)	Rejection Reason Selected by the Recipient.	O
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP	O
	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	is inbound	N/A	STRING (5)	Receiving the call from the user	R
	phononenumber	N/A	STRING (10)	Captures the phone number when the user submits, approves or rejects the timesheet via IVR.	R
	ipaddress	N/A	Unbounded String	Captures the IP Address of the system when a user submits, approves or rejects the timesheet via ESP.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PRNE880Q Response	N/A	success	Unbounded String	Response Code, includes True or False. Example: "success": "true"	R
	N/A	modeofentry	STRING (10)	Mode of entry code for the timesheet.	R
	N/A	errormessages	Unbounded String	CM Application Validation Error Messages	R

	N/A	errors	Unbounded String	<p>Response Code based on Processing.</p> <p>200 - Success</p> <p>201- Failure – Invalid Request</p> <p>202 – Failure - Processing Error</p> <p>203 – CMIPSII Unavailable</p> <p>Example:</p> <pre>"errors": [{ "codevalue": "200", "codedescription":"success" }],</pre>	R
	N/A	logistics	Unbounded String	<p>Additional Logistic Information which includes elapsed time, operation name, Start and End Time.</p> <p>Example:</p> <pre>"logistics": { "time": "250", "operation": " modifySubmittedETS", "starttime": new Date(), "endtime": new Date() }</pre>	R
	N/A	providerwrittenlanguage	STRING	Provider's written language	R

Trigger Events

This interface is called when a Recipient with an electronic timesheet selects the Reject Timesheet button on the Reject E-Timesheet screen on ESP, or when a Recipient reviews and rejects the timesheet over the TTS.

Processing Criteria

Matching is based on the following criteria:

- Timesheet Number
- Pay period Start Date
- Pay period End Date
- Provider Number
- Case Number
- Program Type

An email will be triggered if the modeofentry was Electronic.

An outbound call will be triggered if the modeofentry was Telephonic

Recipients will be able to reject timesheets in Held-BVI or Held-TTS statuses (TATS14, TATS20).

If a Timesheet is rejected; the Recipient signature information is blanked out.

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[Reject E-Timesheet \(753,469\)](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Modify Submitted E-Timesheet (PRNE880Q)

CI	Document Name
CI-753688 - DSD EINTF Modify Submitted Timesheet PRNE880Q IMPLEMENTED	DSD_EINTF_Modify_Submitted_Timesheet_PRNE880Q.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
PRNE880Q Event	timesheetnumber	TIMESHEET.TIMESHEETNUMBER	STRING (16)	Timesheet Number From Timesheet table.	R
	payperiodstartdate	TIMESHEET.FROMDATE	STRING (10)	From Date for the Timesheet	R
	payperiodenddate	TIMESHEET.TODATE	STRING (10)	To Date for the Timesheet	R
	providerid	CONCERNROLEALTERANTEID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CAREREference	STRING (40)	Case Number	R
	timesheettype	CODETABLEITEM.CODE	STRING (10)	Codable value	R
	statuscode	ETIMESHEETSUBMITTEDDETAILS.STATUSCODE	STRING (10)	Codable For E-Timesheet Status	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PRNE880Q Response	N/A	success	STRING(5)	Response Code, includes True or False. Example: "success": "true"	R
	recipientetimesheetoption	CODETABLEITEM	STRING (10)	Recipient E-Timesheet option	R
	N/A	errormessages	Unbounded String	CM Application Validation Error Messages	R
	N/A	errors	Unbounded String	Response Code based on Processing. 200 - Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPSII Unavailable Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R

	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": " modifySubmittedETS", "starttime": new Date(), "endtime": new Date() }	R
--	-----	-----------	------------------	---	---

Trigger Events

This interface is called when a Provider modifies information on a Daily Time Entry screen for a timesheet that is 'Pending Recipient Electronic Review' or is in a 'Rejected' status and clicks the Save button.

Processing Criteria

Matching is based on the following criteria:

Timesheet Number

Pay period Start Date

Pay period End Date

Provider Number

Case Number

Program Type

ESP will update timesheet status to 'Draft'

CM will update the status of the timesheet to 'Issued' and will remove the received data and capture the change in timesheet history.

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[Daily Time Entry](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Timesheet Consolidation (PRNE880S)

CI	Document Name
 CI-753690 - DSD EINTF Timesheet Consolidation PRNE880S IMPLEMENTED	DSD_EINTF_Timesheet_Consolidation_PRNE880S.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
PRNE880S Event	submittedtimesheet s:tn	TIMESHEET. TIMESHEETNUMBER	STRING (16)	Provider Timesheet Number	O
	approvedtimesheet s:tn	TIMESHEET. TIMESHEETNUMBER	STRING (16)	Provider Timesheet Number	O
	uuid	N/A	STRING (40)	Unique Identifier for the request	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PRNE880S Response	N/A	success	Unbounded String	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	STRING (10)	Response Code based on Processing. 200 - Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPSII Unavailable Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": {"time": "1000", "operation": "timesheetConsolidation", "starttime": "2016-12-20T19:42:50.219Z", "endtime": "2016-12-20T19:42:50.219Z"}	R

Trigger Events

This service will Post in the form of XML to CMIPS. The data is used to determine how many Timesheet submittals happened in a day. The consolidation can be sent at any time but it is recommended that it be sent between 11:30pm and 11:59pm each day.

Processing Criteria

N/A

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

N/A

Reports

NA

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Submit Direct Deposit Request Data (PRNE880Y)

CI	Document Name
 CI-790014 - DSD EINTF Submit Direct Deposit Request Data PRENE800Y IMPLEMENTED	DSD_EINTF_Submit_Direct_Deposit_Request_Data_PRNE880Y.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
PRNE880Y Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	N/A	STRING (40)	Provider Number	R
	recipients.recipientid	N/A	LIST <recipients>	List of Recipient Case Numbers selected	R
	N/A	requesttype	STRING (10)	Online PDD Request Type values are: New Change Cancel	R
	N/A	accounttype	STRING (10)	Online PDD Account Type Values are: Savings Checking	R
	N/A	routingnumber	STRING (9)	Bank Routing Number	R
	N/A	accnumber	STRING (17)	Account Number	R
	N/A	bankname	STRING (50)	Bank Name	R
	ipaddress	ipaddress	STRING (50)	IP Address	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PRNE880Y Response	N/A	errormessages	UNBOUNDED STRING	CM Application Validation Error Messages	R
	N/A	success	STRING(5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	UNBOUNDED STRING	Response Code based on Processing. 200 - Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPSII Unavailable Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R

	N/A	logistics	UNBOUNDED STRING	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": "submitPDDRequest", "starttime": new Date(), "endtime": new Date() }	R
	N/A	providerwrittenlanguage	STRING	Provider's written language	R

Trigger Events

This interface is called when a Provider selects the Electronically Sign & Submit Request button on the Provider Direct Deposit Electronic Signature page.

Processing Criteria

IHSS ESP will send (1) transaction for all recipients selected for the selected request type that will include the following information:

- UNID (unique ID)
- PROVIDER NUMBER
- REQUEST TYPE (New, Change or Cancel)
- ACCOUNT TYPE (Checking or Savings)
- ROUTING NUMBER
- ACCOUNT NUMBER
- BANK NAME
- List of RECIPIENT CASE NUMBERS
- Data is written to the Cúram PDDLookup table for each record.
- IPADDRESS

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

[CI-789989](#) - DSD BF Online Direct Deposit

Business Flows

N/A

Business Rules

[CI-790012](#) - DSD BR IHSSW WEB 94

Tasks/Notifications

N/A

Screens

[CI-790018](#) - DSD SC Provider Direct Deposit Electronic Signature

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Timesheet History Recipient Request (PRNE880Z)

CI	Document Name
 CI-766474 - DSD EINTF Timesheet History Recipient Request PRNE880Z CANCELLED	DSD_EINTF_Timesheet_History_Recipient_Request_PRNE880Z.docx

Cancelled by ASR Sprint 26 Team 1&2.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Website Registration – Validate User (CMNE880A)

CI	Document Name
 CI-753672 - DSD EINTF Website Registration Validate User CMNE880A IMPLEMENTED	DSD_EINTF_Website_Registration_Validate_User_CMNE880A.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE880A Event	isprovider	N/A	STRING(5)	If user is Provider, this field is sent as true. Example: "isprovider": "true"	R
	isrecipient	N/A	STRING(5)	If user is Recipient, this field is sent as true. Example: " isrecipient ": "true"	R
	firstname	ALTERNATENAME.FIRSTFORENAME	STRING (25)	First Name of the Person	R
	lastname	ALTERNATENAME.SURNAME	STRING (30)	Last Name of the Person	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number.	R (if isprovider is true)
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	R (if isrecipient is true)
	last4ssn	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (4)	Last 4 digits of the individual's SSN or Taxpayer ID	R
	dob	PERSON.DATEOFBIRTH	STRING (10)	Date of Birth for the individual	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	preferredlanguage	CODETABLEITEM	STRING (10)	User's preferred language on IHSS ESP	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE880A Response	N/A	errormessages	UNBOUNDED STRING	CM Application Validation Error Messages	R
	N/A	success	STRING(5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	disablemodifyduetobatch	STRING(5)	Batch Indicator to enable modify function	R
	CONCERNROLE.PREFERREDSECONDLANGUAGE	writtenlanguage	STRING (10)	Code value are: lang01 = English lang02 = Spanish lang03 = Armenian lang04 = Chinese Sent for isRecipient 'True'	R

	N/A	errors	UNBOUNDE D STRING	Response Code based on Processing. 200 - Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPSII Unavailable Example: "errors": ["codevalue": "200", "codedescription":"success"],	R
	N/A	logistics	UNBOUNDE D 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

Trigger Events

When a user is completes step 1 of 3 for Registration in the IHSS ESP and clicks next. This interface is called to verify that the individual details provided allow access to this website.

Processing Criteria

Provider Criteria for 'True':

IF exact Match On:

First Name
Last Name
Provider Number
Date of Birth
Last 4 digits of SSN

AND

Person Type = Provider

AND

Provider is currently in an Eligible status (Active or On Leave)

OR

Provider is in Terminated status with a Status Begin Date less than (3) months prior with any Recipient

THEN

Respond with 'True'

ELSE

Respond with 'False'

Recipient Criteria for 'True':

IF exact Match On

First Name
Last Name
Case Number
Date of Birth

AND

IF Recipient has a Taxpayer ID entry, a blank SSN, and a Blank SSN Reason of "Applied For SSN"

The interface will match against last 4 digits of Taxpayer ID

ELSE

The interface will match against last 4 digits of SSN

AND

Person Type = Recipient

AND

Recipient is currently in Eligible status

OR

Recipient is in Presumptive Eligible status

OR

Recipient is in Pending status

THEN
Respond with 'True'

ELSE
Respond with 'False'

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

[CI-753562](#) - DSD BR IHSSW WEB 15

Tasks/Notifications

N/A

Screens

[CI-753444](#) - DSD SC IHSS Website Register Step 1

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Website Registration – Register User (CMNE880B)

CI	Document Name
 CI-753673 - DSD EINTF Website Registration Register User CMNE880B IMPLEMENTED	DSD_EINTF_Website_Registration_Register_User_CMNE880B.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE880B Event – registerUser	isprovider	N/A	STRING (5)	If user is Provider, this field is sent as true. Example: "isprovider": "true"	R
	isrecipient	N/A	STRING (5)	If user is Recipient, this field is sent as true. Example: "isrecipient": "true"	R
	firstname	ALTERNATENAME.FIRSTFORENAME	STRING (25)	First Name of the Person	R
	lastname	ALTERNATENAME.SURNAME	STRING (30)	Last Name of the Person	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number.	R (if isprovider is true)
	recipientid	CASEHEADER.CASEREFERENCE	STRING (40)	Case Number	R (if isrecipient is true)
	email	EMAILADDRESS.EMAILADDRESS	STRING (256)	Provider or Recipient Email Address entered during registration	R
	ihssusername	IHSSWEBSITEPERSONSTATUS.WEBSITEUSERNAME	STRING (50)	User Name the user has created	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE880B Response – registerUser	N/A	errormessages	Unbound String	CM Application Validation Error Messages	R
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	disablemodifydatabatch	STRING (5)	Batch Indicator to enable modify function	R
	TTSPERSONSTATUS.COMMUNICATIONPREFERENCE	tscommunicationpreference	STRING (10)	The recipient's communication preference of either telephone or email.	R (if isrecipient is true)

	N/A	errors	Unbound ed String	<p>Response Code based on Processing.</p> <p>200 - Success</p> <p>201- Failure – Invalid Request</p> <p>202 – Failure - Processing Error</p> <p>203 – CMIPSII Unavailable</p> <p>Example:</p> <pre>"errors": [{ "codevalue": "200", "codedescription":"success" }],</pre>	R
	N/A	logistics	Unbound ed String	<p>Additional Logistic Information which includes elapsed time, operation name, Start and End Time.</p> <p>Example:</p> <pre>"logistics": { "time": "250", "operation": "registerUser", "starttime": "2017-01-05T21:16:05.537Z", "endtime": "2017-01-05T21:16:05.537Z" }</pre>	R

Trigger Events

When the user selects the Login button on the Complete Registration screen and no errors are encountered. The Register User web service interfaces to Cúram with (CMNE880B) to indicate user is registered with the IHSS ESP.

Processing Criteria

CM shall update Person Home for the individual to indicate that they are registered as an IHSS ESP User.

Matching is based on the following criteria for a Provider:

- Provider Number
- Provider First Name
- Provider Last Name

OR

Matching is based on the following criteria for a Recipient:

- Recipient Number
- Recipient First Name
- Recipient Last Name

When this service successfully registers a recipient it will close the 2 Day ESP Inactivation Task if the task exists.

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

Business Flows

Business Rules

DSD 25 - Case Maintenance BR's [29](#) & [30](#)

Tasks/Notifications

N/A

Screens

[IHSS ESP – Register Step 5](#)

[ESP Provider Home](#)

[ESP Recipient Home](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Providers For Recipient (CMNE880C)

CI
CI-753674 - DSD EINTF Get Providers for Recipient CMNE880C IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE880C Event – getProvidersforRecipient	recipientid	CASEHEADER.CASEREFERENCE	STRING (40)	Case Number	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE880C Response – getProvidersforRecipient	CASEHEADER.CASEREFERENCE	recipientid	STRING (40)	Case Number	R
	ALTERNATENAME.FIRSTFORENAME	firstname	STRING (25)	Recipient First Name	O
	ALTERNATENAME.SURNAME	lastname	STRING (30)	Recipient Last Name	O
	N/A	unreadmessages	STRING (1)	A count of the active unread messages on the What's New screen.	R
	N/A	unreadmsgcenter	STRING (2)	A count of the active unread messages on the Message Center screen.	
	EMAILADDRESS.EMAILADDRESS	email	STRING (256)	Recipient Email Address	R
	CONCERNROLEALTERNATEID.ALTERNATEID	providers: providerid	STRING (18)	Provider Number	O
	ALTERNATENAME.FIRSTFORENAME	providers: firstname	STRING (25)	Provider First Name	O
	ALTERNATENAME.SURNAME	providers: lastname	STRING (30)	Provider Last Name	O
	N/A	providers: numberoftimesheetsToReview	STRING (4)	Provider Number of Timesheets To Review	O
	EMAILADDRESS.EMAILADDRESS	providers: email	STRING (256)	Provider Email	O
	N/A	providers: ispendinghire	STRING (5)	Indicator of whether the Provider is Pending Hire or not.	O
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R

	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": "getProvidersforRecipient", "starttime": new Date(), "endtime": new Date() }	R

Trigger Events

This interface is called when a user with a User Type of Recipient successfully logs into the IHSS ESP and is taken to the Recipient Landing page.

Processing Criteria

This interface will return Providers with an Active, Pending, or Leave Assignment segment with the Recipient AND Providers in a Terminated status that have outstanding timesheets (Status = Pending Issuance, Issued, County Rejected, Recipient Rejected, Pending Recipient Electronic Review) with the Recipient. The interface will also return Providers (including terminated Providers) who have been hired by the Recipient using the ESP, but the hire request has not yet been processed.

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[Recipient Home Page](#)

[Timesheets: Provider Selection](#)

[IHSS ESP Message Center](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Sick Leave Eligibility Details (CMNE880D)

CI	Document Name
 CI-790600 - DSD EINTF Get Sick Leave Eligibility Details CMNE880D IMPLEMENTED	DSD_EINTF_Get_Sick_Leave_Eligibility_Details_CMNE880D.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE880D Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	CONCERNROLEALTERNATEID. ALTERNATEID	STRING (18)	Provider Number	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE880D Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errormessagesexists	STRING (10)	Response Code, includes True or False. Example: "errormessagesexists": "true"	O
	N/A	disablemodifyduetobatch	STRING (5)	Batch Indicator to enable modify function	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}],	R
	N/A	fiscalyears[]	STRING (10)	List of fiscal years sick leave	O
	ProviderSickLeaveHours: remainingMin	fiscalyears:sickleaveavailablemins	STRING (10)	Available sick leave for a fiscal year in minutes (accrued – claimed)	O
	ProviderSickLeaveHours: claimedMin	fiscalyears:sickleavepaidmins	STRING (10)	Claimed sick leave for a fiscal year in minutes	O
	ProviderSickLeaveHours: cmipsFiscalYearSLConfigID	fiscalyears:fiscalyearcode	STRING (9)	Fiscal Year code YYYY/YYYY	O
	ProviderSickLeaveHours: accruedMin	fiscalyears:sickleaveaccruedmins	STRING (10)	Accrued sick leave for a fiscal year in minutes	O
	N/A	errormessages	Unbounded String	Validation Error Messages	R

	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": "validateTimesheet", "starttime": new Date(), endtime": new Date() }	R
	N/A	payperiods[]	Unbounded String	List of pay periods selected	O
	ProviderSickLeaveClaim: payPeriodStartDate	payperiods:payperiodstartdate	STRING (10)	Pay period start date	O
	N/A	payperiods:payperiodenddate	STRING (10)	Pay period end date	O
	N/A	recipients[]	Unbounded String	List of recipients selected for pay period	O
	ALTERNATENAME. FIRSTFORENAME	payperiods:recipients:recipfirstname	STRING (25)	Recipient first name	O
	ALTERNATENAME. SURNAME	payperiods:recipients:reciplastname	STRING (30)	Recipient last name	O
	CASEHEADER. CASEREFERENCE	payperiods:recipients:recipientid	STRING (40)	Case ID	O
	N/A	sickleaveclaims[]	Unbounded String	List of sick leave claims for pay period and recipient selected	O
	ProviderSickLeaveHours: remainingMin	payperiods:recipients:sickleaveclaims: sickleaveavailablemins	STRING (10)	Available sick leave minutes	O
	CODETABLEITEM.CODE	payperiods:recipients:sickleaveclaims: statuscode	STRING (10)	Status code for claim	O
	N/A	payperiods:recipients:sickleaveclaims: statusdate	STRING (10)	Status date for claim	O
	ProviderSickLeaveHours: claimedMin	payperiods:recipients:sickleaveclaims: sickleavepaidmins	STRING (10)	Claimed minutes for claim	O
	ProviderSickLeaveHours: accruedMin	payperiods:recipients:sickleaveclaims: sickleaveaccruedmins	STRING (10)	Accrued minutes for claim	O
	N/A	hours[]	Unbounded String	List of date on sick leave claim	O
	N/A	payperiods:recipients:sickleaveclaims: hours:date	STRING (10)	Date of sick leave claim day claimed	O
	N/A	payperiods:recipients:sickleaveclaims: hours:minutes	STRING (10)	Minutes of sick leave claim day claimed	O
	N/A	payperiods:recipients:sickleaveclaims: hours:greyout	STRING (5)	Indicator if provider is eligible for date on sick leave claim	O

Trigger Events

This interface is called when a Provider selects the Next button on the Sick Leave Claim screen.

Processing Criteria

Sick Leave Claim Business Rules

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

Business Flows

Business Rules

[Sick Leave Claim Business Rules](#)

Tasks/Notifications

N/A

Screens

[Sick Leave Claim screen](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Validate Sick Leave Claim (CMNE880E)

CI	Document Name
CI-790601 - DSD EINTF Validate Sick Leave Claim CMNE880E IMPLEMENTED	DSD_EINTF_Validate_Sick_Leave_Claim_CMNE880E.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE880E Event	payperiodstartdate	ProviderSickLeaveClaim: payPeriodStartDate	STRING (10)	Pay Period start date	R
	payperiodenddate	N/A	STRING(10)	Pay Period end date	R
	providerid	CONCERNROLEALTERNATEID. ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Id	R
	hours[]	N/A	Unbounded String	List of date on sick leave claim	R
	hours:date	N/A	STRING (10)	Date of entry item of claim	R
	hours:minutes	N/A	STRING (10)	Minutes for entry item of claim	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE880E Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	sickleaveavailablemins	STRING (10)	Sick Leave Available Minutes	R
	N/A	sickleavepaidmins	STRING (10)	Sick Leave Paid Minutes	R
	N/A	errormessages	Unbounded String	Validation Error Messages	R
	N/A	codevalue	STRING (7)	See code value table	O
	N/A	codedescription	Unbounded String	Description of error	O
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}],	R
	N/A	fiscalyears[]	STRING (10)	List of fiscal years sick leave	O

	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": " validateTimesheet", "starttime": new Date(), "endtime": new Date() }	R
--	-----	-----------	------------------	--	---

Trigger Events

This interface is called when a Provider selects the Next button on the Sick Leave Claim screen.

Processing Criteria

Sick Leave Claim Business Rules

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

Business Flows

Business Rules

Sick Leave Claim Business Rules

Tasks/Notifications

N/A

Screens

[Time Entry: Timesheet](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Submit Sick Leave Claim (CMNE880F)

CI	Document Name
CI-790627 - DSD EINTF Submit Sick Leave Claim CMNE880F IMPLEMENTED	DSD_EINTF_Submit_Sick_Leave_Claim_CMNE880F.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE880F Event	payperiodstart date	ProviderSickLeaveClaim: payPeriodStartDate	STRING (10)	Pay Period start date	R
	payperiodend date	N/A	STRING (10)	Pay Period end date	R
	providerid	CONCERNROLEALTERNATEID. ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Id	R
	N/A	hours[]	Unbounded String	Array of dates and minutes	R
	hours:date	N/A	STRING (10)	Date of entry item of claim	R
	hours:minutes	N/A	STRING (10)	Minutes for entry item of claim	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE880F Response	N/A	sickleaveclaimn umber	STRING (10)	Sick Leave Claim Number	R
	N/A	sickleaveavaila blemins	STRING (10)	Sick Leave Available Minutes	R
	N/A	sickleavepaidmi ns	STRING (10)	Sick Leave Paid Minutes	R
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errormessages	Unbounded String	Validation Error Messages	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R

	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": " submitSickLeaveClaim", "starttime": new Date(), "endtime": new Date() }	R
--	-----	-----------	------------------	--	---

Trigger Events

This interface is called when a Provider selects the Next button on the Sick Leave Claim screen.

Processing Criteria

N/A

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

Business Flows

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[Time Entry: Timesheet](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Sick Leave Claim History (CMNE880G)

CI	Document Name
 CI-790653 - DSD EINTF Get Sick Leave Claim History CMNE880G IMPLEMENTED	DSD_EINTF_Get_Sick_Leave_Claim_History_CMNE880G.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE880G Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	CONCERNROLEALTERNATEID. ALTERNATEID	STRING (18)	Provider Number	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE880G Response	N/A	recipients[]	Unbounded String	List of recipients that a provider has claimed sick leave.	O
	N/A	recipient:firstname	STRING (25)	Recipient first name	O
	N/A	recipient:lastname	STRING (30)	Recipient last name	O
	N/A	recipient:recipientid	STRING (40)	Recipient Case Number	O
	N/A	recipients:sickleaveclaimspayment[]	Unbounded String	Repeating group of sick leave claim payments	O
	N/A	recipients:sickleaveclaimspayment:sickleaveclaimnumber	STRING (10)	Sick leave payment claim number	O
	N/A	recipients:sickleaveclaimspayment:payperiodstartdate	STRING (10)	Sick leave payment pay period start date	O
	N/A	recipients:sickleaveclaimspayment:payperiodenddate	STRING (10)	Sick leave payment pay period end date	O
	N/A	recipients:sickleaveclaimspayment:status	STRING (10)	Sick leave payment status	O
	N/A	recipients:sickleaveclaimspayment:statusdate	STRING (10)	Sick leave payment status date	O
	N/A	recipients:sickleaveclaimspayment:totalclaimedhoursmin	STRING (10)	Sick leave payment hours & minutes claimed in minutes	O
	N/A	recipients:sickleaveclaimspayment:hoursnotpaidmin	STRING (10)	Sick leave payment hours & minutes not paid (cutback) in minutes	O
	N/A	recipients:sickleaveclaimspayment:totalhourspaidmin	STRING (10)	Sick leave payment hours & minutes paid in minutes	O

	N/A	recipients:sickleaveclaimspayment:modeofentry	STRING (6)	Sick leave payment mode of entry (SLME01 & SLME02)	O
	N/A	recipients:sickleaveclaimspayment:hours[]	Unbounded String	Sick leave payment claim detail repeating group	O
	N/A	recipients:sickleaveclaimspayment:hours:date	STRING (10)	Sick leave payment claim detail date	O
	N/A	recipients:sickleaveclaimspayment:hours:minutes	STRING (10)	Sick leave payment claim detail hours & minutes in minutes	O
	N/A	recipients:sickleaveclaimspayment:errormessages[]	Unbounded String	Sick leave payment error messages	O
	N/A	recipients:sickleaveclaimspayment:warrantnumber	STRING (16)	Sick leave payment warrant number	O
	N/A	recipients:sickleaveclaimspayment:warrantissuedate	STRING (10)	Sick leave payment warrant date	O
	N/A	recipients:sickleaveclaimspayment:isdirectdeposit	STRING (5)	Sick leave payment is direct deposit (Yes/No)	O
	N/A	recipients:sickleaveclaimspayment:paymentsstatus	STRING (10)	Sick leave payment status	O
	N/A	recipients:sickleaveclaimspayment:currentregularearnings	STRING (16)	Sick leave payment current regular earnings	O
	N/A	recipients:sickleaveclaimspayment:yeartodateregularearnings	STRING (16)	Sick leave payment year to date regular earnings	O
	N/A	recipients:sickleaveclaimspayment:currenutovertimeearnings	STRING (16)	Sick leave payment current overtime	O
	N/A	recipients:sickleaveclaimspayment:yeartodateovertimeearnings	STRING (16)	Sick leave payment year to date overtime	O
	N/A	recipients:sickleaveclaimspayment:currenttotalgrossearnings	STRING (16)	Sick leave payment current gross	O
	N/A	recipients:sickleaveclaimspayment:yeartodatetotalgrossearnings	STRING (16)	Sick leave payment year to date gross	O
	N/A	recipients:sickleaveclaimspayment:currenttotalearningsdeductions	STRING (16)	Sick leave payment current deductions	O
	N/A	recipients:sickleaveclaimspayment:yeartodatetotalearningsdeductions	STRING (16)	Sick leave payment year to date deductions	O
	N/A	recipients:sickleaveclaimspayment:currentnetpayearnings	STRING (16)	Sick leave payment current net pay	O
	N/A	recipients:sickleaveclaimspayment:yeartodatenetpayearnings	STRING (16)	Sick leave payment year to date net pay	O
	N/A	recipients:sickleaveclaimspayment:currentscklearnings	STRING (16)	Sick leave payment current sick leave	O
	N/A	recipients:sickleaveclaimspayment:yeardatesckllearnings	STRING (16)	Sick leave payment year to date sick leave	O
	N/A	errormessages	Unbounded String	Validation Error Messages	R
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R

	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: <pre>"logistics": { "time": "1000", "operation": " getSickLeaveClaimHistory", "starttime": new Date(), "endtime": new Date() }</pre>	R
	N/A	payperiods[]	Unbounded String	List of pay periods selected	O
	ProviderSickLeaveClaim: payPeriodStartDate	payperiods:payperiodstartdate	STRING (10)	Pay period start date	O
	N/A	payperiods:payperiodenddate	STRING (10)	Pay period end date	O
	N/A	recipients[]	Unbounded String	List of recipients selected for pay period	O
	ALTERNATENAME. FIRSTFORENAME	payperiods:recipients:recipfirstname	STRING (25)	Recipient first name	O
	ALTERNATENAME. SURNAME	payperiods:recipients:reciplastname	STRING (30)	Recipient last name	O
	CASEHEADER. CASEREference	payperiods:recipients:recipientid	STRING (40)	Case ID	O
	N/A	sickleaveclaims[]	Unbounded String	List of sick leave claims for pay period and recipient selected	O
	ProviderSickLeaveHours: remainingMin	payperiods:recipients:sickleaveclaims: sickleaveavailablemins	STRING (10)	Available sick leave minutes	O
	CODETABLEITEM.CODE	payperiods:recipients:sickleaveclaims: statuscode	STRING (10)	Status code for claim	O
	N/A	payperiods:recipients:sickleaveclaims: statusdate	STRING (10)	Status date for claim	O
	ProviderSickLeaveHours: claimedMin	payperiods:recipients:sickleaveclaims: sickleavepaidmins	STRING (10)	Claimed minutes for claim	O
	ProviderSickLeaveHours: accruedMin	payperiods:recipients:sickleaveclaims: sickleaveaccruedmins	STRING (10)	Accrued minutes for claim	O
	N/A	hours[]	Unbounded String	List of date on sick leave claim	O
	N/A	payperiods:recipients:sickleaveclaims:hours: date	STRING (10)	Date of sick leave claim day claimed	O
	N/A	payperiods:recipients:sickleaveclaims:hours: minutes	STRING (10)	Minutes of sick leave claim day claimed	O
	N/A	payperiods:recipients:sickleaveclaims:hours: greyout	STRING (5)	Indicator if provider is eligible for date on sick leave claim	O

Trigger Events

This interface is called when a Provider selects the Sick Leave Claim History.

Processing Criteria

[Sick Leave Claim Business Rules](#)

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

Business Flows

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[Sick Leave Claim History](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Recipients For Provider (CMNE880K)

CI
CI-753682 - DSD EINTF Get Recipients for Provider CMNE880K IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE880K Event – getRecipientsforProvider	providerid	CONCERNROLEALTERNATEID.ALTRNATEID	STRING (40)	Provider Number	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE880K Response – getRecipientsforProvider	CONCERNROLEALTERNATEID.ALTRNATEID	providerid	STRING (40)	Provider Number	R
	ALTERNATENAME.FIRSTFORENAME	firstname	STRING (25)	First Name of the Provider	R
	ALETERNATENAME.SURNAME	lastname	STRING (30)	Last Name of the Provider	R
	EMAILADDRESS.EMAILADDRESS	email	STRING (256)	Latest active email address of the Provider	R
	IHSSWebsitePersonStatus.WEBSITESTATUS	recipientihssstatus	STRING (10)	The status code of the Recipient	R
	N/A	unreadmessages	STRING (1)	A count of the active, unread messages on the What's New screen, Message Center screen, and/or Message Center header button	R
	N/A	recipients[]	LIST <recipients>	List of Recipients (which have zero / n number of eligible recipient records assigned to the provider (eligible))	O
	N/A	recipients.isrecipievregistered	STRING (5)	True/False indicator if the recipient is registered with TTS or enrolled in ESP	O
	CASEHEADER.CASEREference	recipients.recipientid	STRING (40)	Recipient Case Number	O
	ALTERNATENAME.FIRSTFORENAME	recipients.firstname	STRING (25)	First Name of the Recipient	O
	ALETERNATENAME.SURNAME	recipients.lastname	STRING (30)	Last Name of the Recipient	O
	EMAILADDRESS.EMAILADDRESS	recipients.email	STRING (256)	Latest active email address of the Recipient	O

	N/A	recipients. hasunsubmittedtim esheets	STRING (10)		O
	N/A	recipients. showproviderenrolli nkafterstop	STRING (10)	Flag to display the enroll link in the ESP	O
	N/A	recipients. isIHSSProvider	STRING (10)	Set the provider as IHSS type	O
	N/A	recipients. isWPCSProvider	STRING (10)	Set the provider as WPCS type	O
	WARRANTLINEITEM. NET	recipients. recentpaymentamo unt	STRING (10)	Payment amount made	O
	WARRANT. WARRANTSTATUSCODE	recipients. Paymentstatus	STRING (10)	Payment status	O
	WARRANT. PAYMENTFROMDATE	recipients. payperiodfrom	STRING (10)	Payment payperiod	O
	WARRANT. PAYMENTTODATE	recipients. payperiodto	STRING (10)	Payment payperiod	O
	N/A	recipients. disablemodifydueto batch	STRING (10)	Disable the enroll Action	O
	CONCERNROLE. PREFERREDSECONDL ANGUAGE	recipients. writtenlanguage	STRING (10)	Written language of the recipient	O
	CODETABLEITEM	recipients. paymentprogramty pe	STRING (10)	Payment program type	O
	N/A	recipients. evvexceptionstatus	STRING (10)	EVV Exception Status of Recipient	O
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. 200 - Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPSII Unavailable Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "1000", "operation": "getRecipientsforProvider", "starttime": new Date(), "endtime": new Date() }	R

Trigger Events

This interface is called when a Provider has been validated at log in and it taken to the Provider Landing screen.

Processing Criteria

Data is returned for all Recipients that this Provider is eligible to provide services to for the IHSS and/or WPCS program.

Matching is based on the following criteria:

- Provider Number

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

N/A

Business Process Functions

N/A

Business Flows

[CI-822700](#) - DSD BP IHSS ESP Hire Provider

Business Rules

[CI-753551](#) - DSD BR IHSSW WEB 04

[CI-753576](#) - DSD BR IHSSW WEB 29

[CI-753593](#) - DSD BR IHSSW WEB 46

Tasks/Notifications

N/A

Screens

[CI-753443](#) - DSD SC IHSS Website Login

[CI-800279](#) - DSD SC Provider Home

[CI-822891](#) - DSD SC IHSS ESP Header

External Interfaces

[CI-753380](#) - IDD EINTF Get Recipient Data CMNE880K

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Provider E-Timesheet Enroll (CMNE880L)

CI	Document Name
 CI-753683 - DSD EINTF Provider E Timesheet Enroll CMNE880L CANCELLED	DSD_EINTF_Provider_E_Timesheet_Enroll_CMNE880L.docx

Cancelled by [CR115 CGI M&O – PSR – EVV Simplification](#)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Recipient E-Timesheet Enroll (CMNE880M)

CI	Document Name
 CI-753684 - DSD EINTF Recipient E Timesheet Enroll CMNE880M CANCELLED	DSD_EINTF_Recipient_E_Timesheet_Enroll_CMNE880M.docx

Cancelled by [CR115 CGI M&O – PSR – EVV Simplification](#)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get User Email Address (CMNE880R)

CI	Document Name
 CI-753689 - DSD EINTF Get User Email Address CMNE880R IMPLEMENTED	DSD_EINTF_Get_User_Email_Address_CMNE880R.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE880R Event	firstname	ALTERNATENAME.FIRSTFORENAME	STRING (25)	First Name of User	R
	lastname	ALTERNATENAME.SURNAMENAME	STRING (30)	Last Name of User	R
	providerid	CONCERNROLEALTERANTEID.ALTERATEID	STRING (18)	Provider Number	R (if isprovider is 'true')
	recipientid	CASEHEADER.CAREREFERENCE	STRING (40)	Case Number	R (if isrecipient is 'true')
	isprovider	N/A	STRING (5)	If user is Provider, this field is sent as true. Example: "isprovider": "true"	R
	isrecipient	N/A	STRING (5)	If user is Recipient, this field is sent as true. Example: "isrecipient": "true"	R
	userid	USERS.USERNAME	STRING (30)	User Name of the Support User	O
	uuid	N/A	STRING (40)	Unique Identifier for the request	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE880R Response	EMAILADDRESS.EMAILADDRESS	email	STRING (256)	User email address	R
	N/A	success	Unbounded String	Response Code, includes True or False. Example: "success": "true"	R
	CONCERNROLE.PREFERREDSECONDLANGUAGE	writtenlanguage	STRING (10)	Written Language of the user	R
	N/A	errors	Unbounded String	Response Code based on Processing. 200 - Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPSII Unavailable Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R

	N/A	logistics	Unbounded String	<p>Additional Logistic Information which includes elapsed time, operation name, Start and End Time.</p> <p>Example:</p> <pre>"logistics": { "time": "250", "operation": "getUserEmailID", "starttime": new Date(), "endtime": new Date() }</pre>	R
--	-----	-----------	------------------	--	---

Trigger Events

This interface is called when a user requests to reset a forgotten password. The email sent by CM will be validated against the email address input.
OR

This interface is called when a Help Desk user requests to reset a ESP user's password.

Processing Criteria

Matching is based on the following criteria:

- First Name
- Last Name
- Provider Number
- Case Number
- Is Provider
- Is Recipient
- User ID

OR

If email address in BlueMix does not match what is in CM the email address will be updated in BlueMix with the email address from CM.

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

Business Flows

Business Rules

Tasks/Notifications

N/A

Screens

[Reset Password – Forgotten Password](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/No Recipient Enroll Action 15 Days (CMDS880T)

CI	Document Name
 CI-753691 - DSD EINTF No Recipient Enroll Action 15 Days CMDS880T IMPLEMENTED	DSD_EINTF_No_Recipient_Enroll_Action_15_Days_CMDS880T.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMDS880T Event	numberofdays	N/A	N/A	Number of days since last enroll action	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMDS880T Response	N/A	success	Unbounded String	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. 200 - Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPSII Unavailable Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. "logistics": { "time": "250", "operation": "noActionRecipientAfter15", "starttime": new Date(), endtime": new Date() }	R
	LIST	lateemails[]	LIST<lateemails>	List of data found in email.	O
	EMAILADDRESS.EMAILADDRESS	lateemails.emailaddress	STRING (256)	Email Address of recipient	O
	CASEHEADER.CAREREference	lateemails.casenumber	STRING (40)	Recipient Number	O
	ALTERNATENAME.FIRSTFORENAME	lateemails.recipientfirstname	STRING (25)	Recipient First Name	O
	ALTERNATENAME.SURNAMENAME	lateemails.recipientlastname	STRING (30)	Recipient Last Name	O
	CASEPROVIDERETSENROLLMENT.INVITESENDDATE	lateemails.dateinvitationsent	STRING (10)	Invitation sent date	O

	CASEPROVIDERETSENROLLMENT. ENROLLEMAILSENTTORECIPIENT	lateemails. enrollemailsenttorecipient	STRING (5)	Validate if enroll mail was sent to recipient	O
--	--	---	------------	---	---

Trigger Events

Notification to IHSS ESP of Recipients that have not responded to an invitation to enroll within 15 calendar days. ETSE04 email to be sent to Provider.

Processing Criteria

Current date is 15 calendar days after date invitation sent to either the Recipient or to the Provider

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

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 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/No Recipient Enroll Action 30 Days (CMDS880U)

CI	Document Name
 CI-753692 - DSD EINTF No Recipient Enroll Action 30 Days CMDS880U IMPLEMENTED	DSD_EINTF_No_Recipient_Enroll_Action_30_Days_CMDS880U.docx

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMDS880U Event	numberofdays	N/A	N/A		R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMDS880T Response	N/A	success	STRING	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	STRING	Response Code based on Processing. 200 - Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPSII Unavailable Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	logistics	STRING	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. "logistics": { "time": "250", "operation": "noActionRecipientAfter30", "starttime": new Date(), "endtime": new Date() }	R
	LIST	lateemails[]	List		O
	EMAILADDRESS.EMAILADDRESS	lateemails.emailaddress	STRING(256)	Email Address of recipient	O
	CASEHEADER.CAREREference	lateemails.casenumber	STRING(40)	Recipient Number	O
	ALTERNATENAME.FIRSTFORENAME	lateemails.recipientfirstname	STRING (25)	Recipient First Name	O
	ALTERNATENAME.SURNAMENAME	lateemails.recipientlastname	STRING (30)	Recipient Last Name	O
	CASEPROVIDERETSENROLLMENT.INVITESENDDATE	lateemails.dateinvitationsent	STRING (10)	Invitation sent date	O

	CASEPROVIDERETSENROLLMENT. ENROLLEMAILSENTTORECIPIENT	lateemails. enrollemailsenttorecipient	STRING (5)	Validate if enroll mail was sent to recipient	O
--	--	---	------------	--	---

Trigger Events

Notification to IHSS ESP of Recipients that have not responded to an invitation to enroll within 30 calendar days. ETSE04 email to be sent to Provider.

Processing Criteria

Current date is 30 calendar days after date invitation sent to either the Recipient or to the Provider

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

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 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Confirm Support User Access (CMNE880W)

CI	Document Name
 CI-754682 - DSD EINTF Confirm Support User Access CMNE880W IMPLEMENTED	DSD_EINTF_Confirm_Support_User_Access_CMNE880W.docx

Internal Layout/System Mapping

Transaction Data Elements – Event

Source: IHSS ESP		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)
CMNE880W Event	userid	USERS.USERNAME	STRING (30)	User Name of the Support User	R

Transaction Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE880W Response	N/A	activesupportuser	STRING(5)	Active Support User is found, includes true or false. Example: "activesupportuser": "true"	R
	N/A	success	STRING (5)	Response Code, includes true or false. Example: "success": "true"	R
	EMAILADDRESS. EMAILADDRESS	email	STRING (256)	Email Address of the Support User. Example: "email": "cmipsdeveloper@outlook.com"	R
	N/A	errors	Unbounded String	Response Code based on Processing. 200 - Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPSII Unavailable Example: "errors": ["codevalue": "200", "codedescription": "success"],	R
	N/A	logistics	Unbounded 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 Support User type selects the Login button on the IHSS ESP Login screen

Processing Criteria

Validate the following:

Access = 'True' or 'False'

Cúram User ID must be currently active (not past the end date).

User ID must have an active support security role corresponding to their User Type

Provide current CMIPS email address

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

N/A

Support User Login

N/A

Tasks/Notifications

N/A

Screens

[IHSS ESP – Login](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal

/External Interfaces/Create ESP Service Request

(AANE880X)

CI	Document Name
 CI-754683 - DSD EINTF Create ESP Service Request AANE880X CANCELLED	DSD_EINTF_Create_ESP_Service_Request_AANE880X.docx

Cancelled by CR 1287 Sprint 40

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Send CMIPS Email (894DINDN) (CMNE881A)

CI	Document Name
CI-753693 - DSD EINTF Send CMIPS Email 894DINDN IMPLEMENTED	DSD_EINTF_Send_CMIPS_Email_894DINDN.docx

Internal Layout/System Mapping

Data Elements – Event

Source: Cúram		Target: SendGrid			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
Send Email	from	N/A	N/A	The sender's Email Address	R
	to	emailAddress	STRING (256)	Recipient Email Address(s)	R
	subject	N/A	N/A	Email Subject	R
	html	N/A	N/A	Email Format	R
	templateId	N/A	N/A	SenGrid Template ID	R
	substitution	N/A	N/A	Email Content Place Holders	O

Data Elements – Response

Source: SendGrid		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)
894DINDN (CMNE881A) Response	response	response	STRING (5)	Response Code, includes 200 or 201. Example: "success": "true"	R
	status	status	BOOLEAN	Success Status	R
	message	Message	Unbounded String	Informational/Error Message	R

Trigger Events

Every 15 minutes spool job will be validating for Pending Triggers

Processing Criteria

Emails are sent through BPM (CMNE881A) when there are pending triggers available.

Error Processing

When failed response code is received, transaction data is logged in the batch log files.

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 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Provider Payment Summary (CMNE882A)

CI
 CI-800294 - DSD EINTF Get Provider Payment Summary CMNE882A IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882A Event	uuid	N/A	STRING (40)	Unique Identifier for the request.	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R
	transactionid	TIMESHEET.TIMESHEETID TRAVELCLAIM.TRAVELCLAIMID PROVIDERSICKLEAVECLAIM. PROVSICKLEAVECLAIMID SPECIALTRANSACTION. SPECIALTRANSACTIONID CPCLAIM.CPCLAIMID	BIGINT	Transaction ID	R
	transactiontype	CODETABLEITEM.CODE	STRING (10)	Transaction Type	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882A Response	TIMESHEET. TIMESHEETNUMBER TRAVELCLAIM. TRAVELCLAIMNUMBER PROVIDERSICKLEAVECLAIM. PROVSICKLEAVECLAIMNUMBER SPECIALTRANSACTION. SPECIALTRANSACTIONNUMBER CPCLAIM.CLAIMNUMBER	dtls.transactionnumber	STRING (16)	Transaction number	R
	TIMESHEET.FROMDATE TRAVELCLAIM.FROMDATE PROVIDERSICKLEAVECLAIM.PAYPERIODSTARTDATE SPECIALTRANSACTION.FROMDATE CPCLAIM.FROMDATE	dtls.payperiodstartdate	DATE (4)	Pay period start date	R
	TIMESHEET.TODATE TRAVELCLAIM.TODATE SPECIALTRANSACTION.TODATE CPCLAIM.TODATE	dtls.payperiodenddate	DATE (4)	Pay period end date	R

	TIMESHEET. TIMESHEETTYPECODE TRAVELCLAIM. TRAVELCLAIMTYPECODE SPECIALTRANSACTION. TRANSACTIONTYPECODE CPCLAIM.CLAIMTYPE	dtls.transactiontype	STRING (10)	Transaction type See TimesheetType code table See CAREERPATHWAYSCLAIMTYPE code table	R
	N/A	dtls.type	STRING (10)	Type of payment: Timesheet, Travel Claim, Sick Leave Claim, Special Transaction Or Career Pathways Claim	R
	TIMESHEET.STATUSCODE TRAVELCLAIM. STATUSCODE PROVIDERSICKLEAVECLAI M.STATUSCODE SPECIALTRANSACTION. STATUSCODE CPCLAIM.STATUSCODE	dtls.statuscode	STRING (10)	Status of the timesheet/travel claim/sick leave/Special Transaction/Career Pathways claim See WebsiteETimesheetStatus code table	R
	N/A - Derived from TOTALHOURSMIN- CUTBACKHOURSMIN)	dtls.totalhourspaidmin	INT (4)	Total paid hours in minutes	R
	TIMESHEET. TOTALHOURSMIN TRAVELCLAIM. TOTALHOURSMIN PROVIDERSICKLEAVECLAI M.TOTALHOURSMIN SPECIALTRANSACTION. HOURSMIN CPCLAIM.TOTALHOURSMIN	dtls.totalclaimedhoursmin	INT (4)	Total claimed hours in minutes Note: CPCLAIM.TOTALHOURSMIN is associated to Career Pathways Training Time Claims only	R
	TIMESHEET. CUTBACKHOURSMIN TRAVELCLAIM. CUTBACKHOURSMIN PROVIDERSICKLEAVECLAI M.CUTBACKHOURSMIN CPCLAIM. CUTBACKHOURSMIN	dtls.hoursnotpaidmin	INT (4)	Hours not paid Note: CPCLAIM.CUTBACKHOURSMIN is associated to Career Pathways Training Time Claims only	R
	TIMESHEET. TOTALOVERTIMEHRS TRAVELCLAIM. TOTALOVERTIMEHRS CPCLAIM. TOTALOTHOURSMINS	dtls.overtimehoursmin	INT (4)	Overtime hours Note: CPCLAIM.TOTALOTHOURSMIN is associated to Career Pathways Training Time Claims only	O
	TIMESHEET. PROVSIGNATURETIME TRAVELCLAIM. PROVSIGNATURETIMESTA MP CPCLAIM. PROVSIGNATURETIMESTA MP	dtls.dateprovidersigned	DATETIME (8)	Date the Provider signed	O
	TIMESHEET. RECIPIENTSIGNATURETIME	dtls.daterecipientsigned	DATETIME (8)	Date the Recipient signed	O
	WARRANT. SCOWARRANTNUMBER	dtls.warrantnumber	STRING (9)	Warrant number	O
	WARRANT.ISSUEDATE	dtls.warrantissuedate	DATE (4)	Warrant issue date	O
	WARRANT.EFTIND	dtls.isdirectdeposit	STRING (6)	Indicator of direct deposit	O
	N/A	dtls.currenttotalearningsdeductions	STRING (10)	Current total earnings deductions	R
	N/A	dtls.yeartodatetotalearningdeductions	STRING (10)	Year to date total earnings deductions	R
	TIMESHEET. MODEOFENTRYCODE TRAVELCLAIM. MODEOFENTRYCODE PROVIDERSICKLEAVECLAI M.MODEOFENTRYCODE	dtls.modeofentry	STRING (10)	Mode of entry of the timesheet/travel claim/sick leave claim	R
	N/A	dtls.programtype	STRING (10)	The program type	R

	TIMESHEET. RECIPIENTSIGNATUREMET HOD	dtls.recipientsignaturemethod	STRING (10)	Recipient signature method	O
	ALTERNATENAME. FIRSTFORENAME	dtls.recipientfirstname	STRING (25)	Recipient first name	R
	ALTERNATENAME. SURNAME	dtls.recipientlastname	STRING (30)	Recipient last name	R
	N/A	dtls.istsexceptioned	STRING (6)	Indicator of TS Exception	O
	TIMESHEET. ISEVVTIMESHEET	dtls.isevv	STRING (6)	Indicator of EVV	O
	CODETABLEITEM.CODE	dtls. earningsanddeductionslist. warrantlineitemtypecode	STRING (10)	Warrant type	R
	WARRANTLINEITEM. AMOUNT	dtls. earningsanddeductionslist. currentamount	STRING (10)	Current warrant amount for the given warrant type	R
	WARRANTLINEITEM. YTDAMOUNT	dtls. earningsanddeductionslist. yeartodateamount	STRING (10)	Year to date warrant amount for the given warrant type	R
	N/A	dtls.errormessages	Unbounded String	CM Application Validation Error Messages	O
	N/A	dtls.hours	LIST	List of hours	O
	N/A - Derived from DAYSHOURS field	dtls.workweeks. workweektotal	STRING (10)	Total minutes entered for workweek	O
	N/A - Derived from DAYSHOURS field	dtls.workweeks. workweeknumber	STRING (10)	Number of the workweek	O
	N/A - Derived from DAYSHOURS field	dtls.workweeks.workweek. date	STRING (10)	Date of day in workweek	R
	N/A - Derived from DAYSHOURS field	dtls.workweeks.workweek. minutes	STRING (10)	Minutes entered for the date of the workweek	R
	N/A - Derived from DAYSHOURS field	dtls.workweeks.workweek. greyout	STRING (10)	Workweek Day Grey out Field	O
	N/A - Derived from DAYSHOURS field	dtls.workweeks.workweek. evvstarttime	STRING (10)	EVV Start Time.	O
	N/A - Derived from DAYSHOURS field	dtls.workweeks.workweek. evvloc	STRING (10)	The location of the work recorded. This will only be populated for timesheets with the timesheets:payperiodstartdate prior to "evvlocationservicesstartdate" See code table: EVVLocation	O
	EVVDETAILS. EVVCHECKINLOCATION	dtls.workweeks.workweek.ev vcheckinlocation	STRING (10)	The location of the work recorded for checkin EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	EVVDETAILS. EVVCHECKOUTLOCATION	dtls.workweeks.workweek.ev vcheckoutlocation	STRING (10)	The location of the work recorded for checkout EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	N/A - Derived from DAYSHOURS field	dtls.workweeks.workweek. evvendtime	STRING (10)	EVV End Time.	O
	N/A	success	STRING (5)	Response Code, includes True or False. Success = true if there are no processing/request data errors and call was completed successfully. Success = false if there is a processing/request data error or the call was not completed successfully. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R

	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "1043", "operation": "getProviderPaymentSummaryByTxnType", "starttime": "2021-03-15T16:03:27.578Z", "endtime": "2021-03-15T16:03:28.294Z" }	R
--	-----	-----------	------------------	--	---

Trigger Events

This web service is initiated when a Provider selects a payment from the recent payments dropdown.

Processing Criteria

The web service returns Timesheets (IHSS/WPCS), Travel Claims, Sick Leave Claims, Special Transaction, Career Pathways Travel Time Claims, and Career Pathways Incentive Claims data as defined above to populate the screen.

Payment data is pulled for payments in the following statuses:

Timesheet:

- All statuses EXCEPT for:
 - TATS01 - Pending Issuance
 - TATS02 - Issued
 - TATS05 - Exception
 - TATS17 - Exception Replaced

Travel Claim:

- TTCS03 - Received
- TTCS04 - Processed
- TTCS08 - Held – No Timesheet
- TTCS09 - Exception – With Payment

Sick Leave Claim:

- SLV001 - Pending Payroll
- SLV002 - Processed

Special Transaction:

- STS003 - Pending Payroll (displayed as Processing on ESP)
- STS004 - Processed (displayed as Processed on ESP)

Career Pathways:

- CPCS01 - Pending Review
- CPCS02 - Pending Approval
- CPCS03 - Pending Payroll
- CPCS04 - Processed
- CPCS05 - Rejected
- CPCS06 - Void-Reissued

Error Processing

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

Related Components

Business Process Functions

CI-753428 - DSD BF Provider ESP Activity

Business Flows

N/A

Business Rules

[CI-823042](#) - DSD BR IHSSW WEB 222

[CI-800294](#) - DSD BR EINTF Get Provider Payment Summary CMNE882A

Tasks/Notifications

N/A

Screens

[CI-801514](#) - DSD SC Recent Payments

Reports

N/A

Code Tables

[CI-67955](#) - DSD CT Timesheet Status
[CI-514092](#) - DSD CT Travel Claim Type
[CI-790588](#) - DSD CT CMIPS Sick Leave Claim Status
[CI-480902](#) - DSD CT Time Entry Source
[CI-116341](#) - DSD CT SpecialTransactionType
[CI-116340](#) - DSD CT SpecialTransactionStatus
[CI-823344](#) - DSD CT Career Pathways Claim Type
[CI-823541](#) - DSD CT Career Pathways Claim Status

Interfaces

[CI-800295](#) - IDD EINTF Get Provider Payment Payment Summary CMNE882A

[CI-823040](#) - IDD EINTF Get Recent Payment Summary CMNE883A

[CI-823039](#) - DSD EINTF Get Recent Payment Summary CMNE883A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Save Provider Hours (CMNE882C)

CI
CI-819019 - DSD EINTF Save Provider Hours CMNE882C IMPLEMENTED

Saves and sends the draft hours the provider inputs on their timesheet to Case Management.

Internal Layout/System Mapping

Data Elements: Event

Source: ESP /TTS		Target: Cúram			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Form at- Length)	Description (Data Transformation Rules)	R/O (Required or Optional)
CMNE880H Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP	O
	timesheetnumber	TIMESHEET.TIMESHEETNUMBER	STRING (16)	Provider Timesheet Number	O
	payperiodstartdate	TIMESHEET.FROMDATE	STRING (10)	From date on timesheet	O
	payperiodenddate	TIMESHEET.TODATE	STRING (10)	To date on timesheet	O
	timesheettype	CODETABLEITEM.CODE	STRING (10)	Timesheet type See TimesheetType code table	O
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	O
	recipientid	CASEHEADER.CASEREFERENCE	STRING (40)	Recipient Number	O
	statuscode	CODETABLEITEM.CODE	STRING (10)	Status code See WebsiteETimesheetStatus code table	O
	hours.date	N/A	STRING (10)	Date of work claimed	O
	hours.minutes	TIMESHEET.DAYSHOURS	STRING (10)	Minutes of work claimed	O
	hours.evvstarttime	EVVDETAILS.EVVSTARTTIME	STRING (10)	the start time of the work recorded for EVV purposes	O
	hours.evvendtime	EVVDETAILS.EVVENDTIME	STRING (10)	the end time of the work recorded for EVV purposes	O
	hours.evvloc	EVVDETAILS.EVVLOC	STRING (10)	the location of the work recorded for EVV purposes	O
	hours.evvcheckinlocation	EVVDETAILS.EVVCHECKINLOCATION	STRING (10)	The location of the work recorded for checkin EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O

	hours. evvchecko utlocation	EVVDETAILS. EVVCHECKOUTLOC ATION	STRIN G (10)	he location of the work recorded for checkout EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
--	-----------------------------------	--	-----------------	--	---

Data Elements: Response

Source: Cúram		Target: ESP /TTS			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Form at- Lengt h)	Description (Data Transformation Rules)	R/O (Required or Optional)
CMNE880H Response	success	N/A	STRIN G (5)	Response Code, includes True or False. Success = true if there are no processing/request data errors and call was completed successfully. Success = false if there is a processing/request data error or the call was not completed successfully. Example: "success": "true"	R
	ismonthly overtimevi olation	N/A	STRIN G (5)	true/false value to represent if the timesheet has a monthly overtime violation	R
	isweeklym aximumvio lation	N/A	STRIN G (5)	true/false value to represent if the timesheet has a weekly maximum violation	R
	errormess ages	N/A	Unbou nded String	CM Application Validation Error Messages See: ETimesheetErrorMessages code table	R
	errors	N/A	Unbou nded String	Response Code based on Processing. 200 - Success 201- Failure – Invalid Request 202 – Failure - Processing Error 203 – CMIPS Unavailable Example: {"codevalue": "200", "codedescription": "success"}	R
	logistics	N/A	Unbou nded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. {"time": "315", "operation": "saveProviderHours", "starttime": "2017-11-07T13:09:52.868Z", "endtime": "2017-11-07T13:09:53.180Z"}}	R

Transaction Trigger Events

This interface is called when the provider saves their timesheet as a draft using either ESP or TTS.

Processing Criteria

This will send and save the draft timesheet to Case Management without submitting the timesheet for review. The provider should be able to retrieve the timesheet at a later date to continue where he or she left off.

Error Processing

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

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 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Recipient Info (CMNE882D)

CI
 CI-822289 - DSD EINTF Get Recipient Info CMNE882D IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882D Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	R
	requestsentfrom	N/A	STRING (10)	What system the Request came from	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882D Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R
	N/A	logistics	Unbounded String	Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: { "time": "701", "operation": "getRecipientInfo", "starttime": "2017-04-13T09:35:42.481Z", "endtime": "2017-04-13T09:35:43.167Z" }	R
	TTSPERSONSTATUS.COMMUNICATIONPREFERENCE	communicationpreference	STRING (10)	Recipient's communication preference	R
	N/A	isevvlive	STRING (5)	Indicator whether the Recipient is live on EVV or not	R
		notificationPreference	STRING	The Recipient's notification delivery preference.	R
		writtenlanguage	STRING (10)	The Recipient's preferred written language.	R

Trigger Events

This web service is triggered when a recipient accesses the Account Information Screen and clicks on My Preferences.

Processing Criteria

N/A

Error Processing

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

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[My Preferences - Recipient](#)

[Account Information - Recipient](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Recipient Stop E-Timesheets (CMNE880N)

CI	Document Name
 CI-753685 - DSD EINTF Recipient Stop E Timesheets CMNE880N CANCELLED	DSD_EINTF_Recipient_Stop_E_Timesheets_CMNE880N.docx

Cancelled by CR 1287 Sprint 40

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Provider Stop E-Timesheets (CMNE880O)

CI	Document Name
 CI-753686 - DSD EINTF Provider Stop E Timesheets CMNE880O CANCELLED	DSD_EINTF_Provider_Stop_E_Timesheets_CMNE880O.docx

Cancelled by CR 1287 Sprint 40

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Recipient Timesheets to Review Summary (PRNE882C)

CI
CI-822394 - DSD EINTF Get Recipient Timesheets to Review Summary PRNE882C IMPLEMENTED

Internal Layout/System Mapping - getRecipientTimesheetsToReviewSummary

Data Elements – Event

Source: IHSS ESP		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)
PRNE882C Event – getRecipientTimesheetsToReviewSummary	providerid	CONCERNROLEALTERNATEID.EID.ALTRNATEID	STRING (40)	Provider Number	R
	recipientid	CONCERNROLEALTERNATEID.EID.ALTRNATEID	STRING (40)	Case Number	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PRNE882C Response – getRecipientTimesheetsToReviewSummary	TIMESHEET.TIMESHEETNUMBER	timesheetnumber	STRING (16)	Timesheet Number for the default timesheet or timesheet selected from the dropdown	
	TIMESHEET.FROMDATE	payperiodstartdate	STRING (10)	Pay Period Start Date for the timesheet to be displayed	
	TIMESHEET.TODATE	payperiodenddate	STRING (10)	Pay Period End Date for the timesheet to be displayed	R
	CODETABLEITEM.CODE	timesheettype	STRING (10)	Timesheet Type for the timesheet to be displayed	R
	CONCERNROLEALTERNATEID.ALTERNATEID	providerid	STRING (40)	Provider Number	R
	CASEHEADER.CASEREFERENCE	recipientid	STRING (40)	Case Number	R
	CODETABLEITEM.DESCRIPTION	statuscode	STRING (500)	Timesheet Status for the timesheet to be displayed	R
	TIMESHEET.REMAININGHOURSMIN	hoursremaininginmonthmin	STRING (10)	Hours Remaining for the timesheet to be displayed	R
	TIMESHEET.TOTALCLAIMEDHOURSMIN	totalclaimedhoursmin	STRING (10)	Total Claimed Hours and Minutes for the timesheet to be displayed	R
	N/A	providerotmaxlimit	STRING (10)	Provider Overtime Maximum Limit	R
	N/A	providerexistingothoursmin	STRING (10)	Provider Existing Overtime Hours and Minutes	R
	N/A	providerweeklymaxlimit	STRING (10)	Provider Weekly Maximum Limit	R

	TIMESHEET.STATUSDATE	statusdate	STRING (10)	Status Date for the timesheet to be displayed	R
	N/A	modifytimesheet	STRING (10)	Indicates if the timesheet can be modified	R
	TIMESHEET.TIMESHEETID	timesheetID	BIGINT	Primary Key for timesheet table for the timesheet to be displayed	R
	TIMESHEET.ISEVV	isEvvTimesheet	STRING (1)	Indicates if the timesheet to be displayed should include EVV data elements	R
	CASEPROVIDEREVVEDTAILS.EVVEFFECTIVEDATE	evveffectivedate	STRING (10)	The EVV Effective Date for this Recipient/Provider	R
	N/A	workweeks	STRING (10)	Number of workweeks to be repeated below for the timesheet to be displayed	R
	N/A	workweeknumber	STRING (10)	Number of the workweek associated with the details below – Repeated for the each of workweeks in the pay period	R
	N/A	existingworkweektotal	STRING (10)	Total hours entered for this workweek	R
	N/A	workweek	N/A	N/A – Details below will be repeated for each date in the identified workweek	R
	N/A	date	STRING (10)	Date	R
	N/A	minutes	STRING (10)	Total minutes – Will display in ESP as HH:MM	R
	N/A	greyout	STRING (10)	Values are: True = Time Entry not allowed ' False = Time Entry is allowed	R
	N/A	evvstarttime	STRING (10)	Start Time for this date	R
	N/A	evvloc	STRING (10)	The location of the work recorded. This will only be populated for timesheets with the timesheets: payperiodstartdate prior to "evvlocationservicesstartdate" See code table: EVV Location	O
	EVVDETAILS.EVVCHECKINLOCATION	evvcheckinlocation	STRING (10)	The location of the work recorded for checkin EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	EVVDETAILS.EVVCHECKOUTLOCATION	evvcheckoutlocation	STRING (10)	The location of the work recorded for checkout EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	N/A	evvendtime	STRING (10)	End Time for this date	R
	N/A	timesheets	N/A	N/A – Details below will be repeated for each unsubmitted timesheet that exists in the timeframe associated with the provider timesheet preference	O
	TIMESHEET.TIMESHEETID	timesheetID	BIGINT	Primary Key for timesheet table	O
	TIMESHEET.FROMDATE	fromDate	STRING (10)	Pay Period Start Date for the timesheet	O
	TIMESHEET.TODATE	toDate	STRING (10)	Pay Period End Date for the timesheet	O
	CODETABLEITEM.DESCRIPTION	statusCode	STRING (500)	Timesheet Status for the timesheet	O
	CODETABLEITEM.CODE	timesheetTypeCode	STRING (10)	Timesheet Type for the timesheet	O
	N/A	success	STRING (10)	Indicates the success or failure of the response	R

	N/A	logistics	Unbounded String	<p>Additional Logistic Information which includes elapsed time, operation name, Start and End Time.</p> <p>Example:</p> <pre>"logistics": { "time": "1000", "operation": "getRecipientTimesheetsToReviewSummary", "starttime": new Date(), "endtime": new Date() }</pre>	R
--	-----	-----------	------------------	--	---

Trigger Events

This interface is triggered when the Recipient selects the blue arrow on a Provider Card in ESP or when the Recipient selects another timesheet from the drop-down on the Timesheet Review screen.

Processing Criteria

Matching on Recipient Case Number and Provider Number to retrieve the details of the timesheet that will display and a summary of the details that will display additional selections in the drop-down.

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[Provider Home](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Provider Submittable Timesheets Summary (PRNE882D)

CI
CI-822395 - DSD EINTF Get Provider Submittable Timesheets Summary PRNE882D IMPLEMENTED

Internal Layout/System Mapping - getProviderSubmittableTimesheetsSummary

Data Elements – Event

Source: IHSS ESP		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)
PRNE882D Event – getProviderSubmittableTimesheetSummary	providerid	CONCERNROLEALTERNATEID.ALTRNATEID	STRING (40)	Provider Number	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PRNE882D Response – getProviderSubmittableTimesheetSummary	N/A	disableModifyDueToBatch	STRING (5)	Not Used: Batch Indicator to enable modify function	R
	N/A	firstTimesheet	N/A	The information following this tag will be the details for the timesheet to be displayed	
	TIMESHEET.TIMESHEETNUMBER	timesheet number	STRING (16)	Timesheet Number for the default timesheet or timesheet selected from the dropdown	R
	TIMESHEET.FROMDATE	payperiodstartdate	STRING (10)	Pay Period Start Date for the timesheet to be displayed	R
	TIMESHEET.TODATE	payperiodenddate	STRING (10)	Pay Period End Date for the timesheet to be displayed	R
	CODETABLEITEM.CODE	timesheettype	STRING (10)	Timesheet Type See TimesheetType code table	R
	CONCERNROLEALT.ERNATEID.ALTERNATEID	providerid	STRING (40)	Provider Number	R
	CASEHEADER.CASEREference	recipientid	STRING (40)	Case Number	R
	CODETABLEITEM.DESCRIPTION	statuscode	STRING (10)	Status Code See WebsiteETimesheetStatus code table	R

	TIMESHEET. REMAININGHOURS MIN	hoursremaininmin onthmin	STRING (10)	Hours Remaining for the timesheet to be displayed	R
	TIMESHEET. TOTALCLAIMEDHOURS URSMIN	totalclaim edhoursmin	STRING (10)	Total Claimed Hours and Minutes for the timesheet to be displayed	R
	N/A	providerot maxlimit	STRING (10)	Provider Overtime Maximum Limit	R
	N/A	providere xistingoth oursmin	STRING (10)	Provider Existing Overtime Hours and Minutes	R
	N/A	providerw eeklymaxl imit	STRING (10)	Provider Weekly Maximum Limit	R
	TIMESHEET. STATUSDATE	statusdate	STRING (10)	Status Date for the timesheet to be displayed	R
	N/A	modifytim esheet	STRING (10)	Indicates if the timesheet can be modified	R
	TIMESHEET. TIMESHEETID	timesheetID	BIGINT	Primary Key for timesheet table for the timesheet to be displayed	R
	TIMESHEET.ISEVV	isEvvTime sheet	STRING (1)	Indicates if the timesheet to be displayed should include EVV data elements	R
	CASEPROVIDEREV VDETAILS. EVVEFFECTIVEDATE	evveffecti vedate	STRING (10)	The EVV Effective Date for this Recipient/Provider	R
	N/A	workweeks	STRING (10)	Number of workweeks to be repeated below for the timesheet to be displayed	R
	N/A	workweek number	STRING (10)	Number of the workweek associated with the details below – Repeated for the each of workweeks in the pay period	R
	N/A	existingw orkweekto tal	STRING (10)	Total hours entered for this workweek	R
	N/A	workweek	N/A	N/A – Details below will be repeated for each date in the identified workweek	R
	N/A	date	STRING (10)	Date	R
	N/A	minutes	STRING (10)	Total minutes – Will display in ESP as HH:MM	R
	N/A	greyout	STRING (10)	Values are: True = Time Entry not allowed False = Time Entry is allowed	R
	N/A	evvstartti me	STRING (10)	Start Time for this date	R
	N/A	evvloc	STRING (50)	The location of the work recorded. This will only be populated for timesheets with the timesheets:payperiodstartdate prior to "evvlocationservicesstartdate" See code table: EVV Location	O
	EVVDETAILS. EVVCHECKINLOCA TION	evvchecki nlocation	STRING (10)	The location of the work recorded for checkin EVV purposes. This will only be populated for timesheets with the timesheets: payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	EVVDETAILS. EVVCHECKINLOCA TION	evvcheck outlocation	STRING (10)	The location of the work recorded for checkout EVV purposes. This will only be populated for timesheets with the timesheets: payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	N/A	evvendtime	STRING (10)	End Time for this date	R
	N/A	timesheets	N/A	N/A – Details below will be repeated for each un-submitted timesheet that exists in the timeframe associated with the provider timesheet preference	O
	TIMESHEET. TIMESHEETID	timesheetID	BIGINT	Primary Key for timesheet table	O

	TIMESHEET. FROMDATE	fromDate	STRING (10)	Pay Period Start Date for the timesheet	O
	TIMESHEET. TODATE	toDate	STRING (10)	Pay Period End Date for the timesheet	O
	CODETABLEITEM. DESCRIPTION	statusCode	STRING (500)	Timesheet Status for the timesheet	O
	CODETABLEITEM. CODE	timesheet TypeCode	STRING (10)	Timesheet Type for the timesheet	O
	N/A	showEVV Popup	STRING (5)	Indicator whether or not to show the Live-in pop-up on ESP.	R
	N/A	success	STRING (10)	Indicates the success or failure of the response	R
	N/A	logistics	Unbounded String	<p>Additional Logistic Information which includes elapsed time, operation name, Start and End Time.</p> <p>Example:</p> <pre>"logistics": { "time": "1000", "operation": "getProviderSubmittableTimesheetSummary", "starttime": new Date(), "endtime": new Date() }</pre>	R

Trigger Events

This interface is triggered when the Provider selects the blue arrow on a Recipient Card in ESP or when the Provider selects another timesheet from the drop-down on the Time Entry: Timesheet screen or when a user selects Continue to Supplemental Timesheet on the Supplemental Timesheet Generated screen.

Processing Criteria

This web service will bring the default (or drop-down selected) timesheet and summary data for the other un-submitted timesheets based on the timesheet preference setting (3 months or All). 3 months will be based on the last updated on date within the last 3 months, not on pay periods within the last 3 months. The summary data will be used to fetch the data for a timesheet that is not default at the selection of the timesheet header information in the drop-down on the time entry screen. Interface also determines whether or not to show the Live-in pop-up when selecting a timesheet.

Matching on Recipient Case Number and Provider Number.

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

[CI-753615](#) - DSD BR IHSSW ETS 12

Tasks/Notifications

N/A

Screens

[CI-753450](#) - DSD SC Time Entry Recipient Selection
[CI-753452](#) - DSD SC Time Entry Timesheet

Reports

N/A

Interfaces

[CI-822399](#) IDD EINTF Get Provider Submittable Timesheet Summary PRNE882D

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Provider Preference Info (CMNE882E)

CI
 CI-822323 - DSD EINTF Get Provider Preference Info (CMNE882E) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882E Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R
	requestsentfrom	N/A	STRING (10)	What system the Request came from	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882E Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	STRING	Response Code based on Processing. Example: "errors": [{"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": "77", "operation": "getProviderPreferenceInfo", "starttime": "2017-04-12T11:47:45.394Z", "endtime": "2017-04-12T11:47:45.470Z" }	R
	WEBSITETSPREFERENCE	timesheetpreference	STRING	The Provider's timesheet entry preference.	R
		notificationPreference	STRING	The Provider's notification delivery preference.	R
		writtenlanguage	STRING (10)	The Provider's preferred written language.	R

Trigger Events

This web service is triggered when a provider accesses the My Preferences screen.

Processing Criteria

Populates the correct radio button under Timesheet Entry Preferences on the My Preferences - Provider screen. If timesheetpreference is null, default to past 3 months.

Error Processing

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

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[My Preferences - Provider Screen](#)

Reports

N/A

Code Tables

[Website Timesheet Preference Code Table](#)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Recipient Timesheet Summary (CMNE882F)

CI
 CI-822509 - DSD EINTF Get Recipient Timesheet Summary CMNE882F IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882F Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	recipientid	CASEHEADER.CASEREFERENCCE	STRING (40)	Case ID	R
	searchdate	N/A	STRING (10)	The user input search criteria (a single date)	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882F Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": {"time": "11", "operation": "getRecipientTimesheetsSummary", "starttime": "2020-01-07T10:42:10.485Z", "endtime": "2020-01-07T10:42:10.494Z"},	R
	N/A	providerTimesheetList[]	List	List of Timesheets	O
	PROVIDER.PROVIDERID	providerTimesheetList.providerid	STRING (40)	Provider ID	O
	PROVIDER.FIRSTFORENAME	providerTimesheetList.firstname	STRING (25)	Provider First Name	O
	PROVIDER.SURNAME	providerTimesheetList.lastname	STRING (30)	Provider Last Name	O
	TIMESHEET.TIMESHEETNUMBER	providerTimesheetList.timesheetnumber	STRING (16)	Provider Timesheet Number	O
	CODETABLEITEM.CODE	providerTimesheetList.timesheettype	STRING (10)	Codable value that represents timesheet type.	O

	TIMESHEET.TOTALCLAIMEDHOURSMIN	providerTimesheetList.totalclaimedhoursmin	STRING (10)	Total Claimed Hours in Minutes	O
	TIMESHEET.FROMDATE	providerTimesheetList.payperiodstartdate	STRING (10)	From Date On the Timesheet	O
	TIMESHEET.TODATE	providerTimesheetList.payperiodenddate	STRING (10)	To Date On the Timesheet	O
	TIMESHEET.TIMESHEETID	providerTimesheetList.timesheetid	STRING (400)	Internal Timesheet ID of Timesheet	O
	N/A	providerTimesheetList.isevv	STRING (1)	Indicator whether timesheet is EVV or not.	O
	CODETABLEITEM.CODE	providers:timesheets:programtype	STRING (10)	Codetable value that represents program type.	R

Trigger Events

This interface is triggered when an ESP user navigates to the Timesheet History screen and searches for a pay period.

Processing Criteria

Returns provider and timesheet summaries for each applicable timesheet in the provided search date.

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

N/A

Business Flows

N/A

Business Rules

[CI-766472](#) - DSD BR IHSSW WEB 77

Tasks/Notifications

N/A

Screens

[CI-766470](#) - DSD SC Timesheet History Recipient View

Reports

N/A

Interfaces

[CI-822895](#) - IDD EINTF Get Recipient Timesheet Summary CMNE882F

DSD 4/IHSS Provider/Recipient Electronic Services Portal

/External Interfaces/Get Recipient Timesheet Details

(CMNE882G)

CI
 CI-822517 - DSD EINTF Get Recipient Timesheet Details CMNE882G IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882G Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	recipientid	CASEHEADER.CASEREFERENCCE	STRING (40)	Case ID	Required if providerid is blank
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	Required if recipientid is blank
	timesheetid	TIMESHEET.TIMESHEETID	STRING (400)	Internal Timesheet ID of Timesheet	Required if timesheet is returned

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882G Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": {"time": "11", "operation": "getRecipientTSDetails", "starttime": "2020-01-07T10:42:10.485Z", "endtime": "2020-01-07T10:42:10.494Z"},	R
	N/A	workweeks	List	List of workweeks	R
	N/A	workweeks.workweektotal	STRING (10)	Workweek Total Hours in Minutes	O
	N/A	workweeks.workweeknumber	STRING (1)	Workweek Number	O
	N/A	workweeks.workweek	List	List of details for a single week.	R
	N/A	workweeks.workweek.date	STRING (10)	Workweek Date	O

	N/A	workweeks.workweek.minutes	STRING (10)	Workweek Minutes	O
	N/A	workweeks.workweek.greyout	STRING (5)	Workweek Day Grey out Field	O
	N/A	workweeks.workweek.evvstarttime	STRING (10)	EVV start time in minutes with am or pm	O
	N/A	workweeks.workweek.evvloc	STRING (10)	EVV location (code table EVVLocation)	O
	N/A	workweeks.workweek.ev vendtime	STRING (10)	EVV end time in minutes with am or pm	O
	CODETABLEITEM.CODE	programtype	STRING (10)	Provider Workweek Agreement Program Type	O
	N/A	timeprovidersigned	STRING (5)	Time when Provider Signed the Timesheet	R
	N/A	timerecipientsigned	STRING (5)	Time when Recipient Signed the Timesheet	R
	N/A	providerfullname	STRING (40)	Provider Full Name	O

Trigger Events

This service is called when a Recipient clicks on a timesheet on the Timesheet History (Recipient View) screen and navigates to the Timesheet History Details (Recipient View) screen.

Processing Criteria

This service retrieves 1 pay period worth of timesheet data for the Timesheet History Details (Recipient View) screen.

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

N/A

Business Flows

N/A

Business Rules

[CI-766472](#) - DSD BR IHSSW WEB 77
[CI-766473](#) - DSD BR IHSSW WEB 78

Tasks/Notifications

N/A

Screens

[CI-766471](#) - DSD SC Timesheet History Detail Recipient View
[CI-766470](#) - DSD SC Timesheet History Recipient View

Reports

N/A

Interfaces

[CI-822896](#) - IDD EINTF Get Recipient Timesheet Details CMNE882G

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Find Provider Details (CMNE882H)

CI
CI-822624 - DSD EINTF Find Provider Details CMNE882H IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882H Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	CONCERNROLEALTERNATEID. ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREFERENCE	STRING (40)	Case Number	R
	requestsentfrom	N/A	STRING (10)	What system the Request came from	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882H Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R
	N/A	errormessages	Unbounded String	Validation Error Messages	R
	N/A	logistics	Unbounded String	Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: { "time": "701", "operation": "findProviderDetails", "starttime": "2017-04-13T09:35:42.481Z", "endtime": "2017-04-13T09:35:43.167Z" }	R
	CONCERNR OLEALTERN ATEID. ALTERNATEID	providerdetails: providerid	STRING (40)	Provider number	R
	ALTERNATE NAME. FIRSTFORE NAME	providerdetails: firstname	STRING (25)	Provider first name	R
	ALTERNATE NAME. SURNAME	providerdetails: lastname	STRING (30)	Provider last name	R

	ALTERNATE NAME /OTHERFOR ENAME	providerdetails: middleinitial	STRING (1)	Provider's middle initial	O
	ALTENATEN AME/SUFFIX	providerdetails: suffix	STRING (3)	Provider's suffix	O

Trigger Events

When a user selects the Find Provider button on the Hire Provider Step 1 - Locate Provider screen, the web service to CM confirms Recipient and Provider eligibility (includes Providers pending eligibility) and retrieves Provider details if successful or error message details otherwise.

Processing Criteria

Matching is based on the following criteria:
 providerid
 recipientid

The interface will return Provider details for matching Providers who are Eligible or Pending Eligibility.

Error Processing

When the transaction is sent to Case Management and logging is enabled, the transaction data is logged in the Case Management log file. Provider Number field is blanked out on the Hire Provider Step 1 screen, and an error is displayed on the Hire Provider Step 1 screen.

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

[CI-822637](#) - DSD BR IHSSW WEB 174

Tasks/Notifications

N/A

Screens

[CI-822631](#) - DSD SC IHSS Website Hire Provider Step 1

Reports

N/A

Interfaces

[CI-822642](#) - IDD EINTF Find Provider Details CMNE882H

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Assign Provider (CMNE882I)

CI
CI-822667 - DSD EINTF Assign Provider CMNE882I [IMPLEMENTED]

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882I Event	uuid	N/A	STRING (40)	Unique identifier for the request	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	R
	providerstartdate	N/A	STRING	Provider start date	R
	relationship	CODETABLEITEM.CODE	STRING	Provider relationship to recipient	R
	requestsentfrom	N/A	STRING (10)	What system the Request came from	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882I Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R
	N/A	errormessages	Unbounded String	Validation Error Messages	R
	N/A	logistics	Unbounded String	Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: { "time": "701", "operation": "assignProvider", "starttime": "2017-04-13T09:35:42.481Z", "endtime": "2017-04-13T09:35:43.167Z" }	R

Trigger Events

This web service is triggered when a user selects the Sign to Confirm Hire button on the Hire Provider Step 4 screen in ESP.

Processing Criteria

Matching is based on the following criteria:
providerid
recipientid

Error Processing

When the 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

N/A

Business Flows

[CI-822700](#) - DSD BP IHSS ESP Hire Provider

Business Rules

[CI-822692](#) - DSD BR IHSSW WEB 178

Tasks/Notifications

N/A

Screens

[CI-822688](#) - DSD SC IHSS Website Hire Provider Step 4

Reports

N/A

External Interfaces

[CI-822682](#) - IDD EINTF Assign Provider CMNE882I

Batch Jobs

[CI-822694](#) - CMIPS BTCH pro crm 640HINDN

Code Tables

[CI-67982](#) - DSD CT ProviderRelationship

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Check Hire Provider (CMNE882J)

CI
 CI-822668 - DSD EINTF Check Hire Provider CMNE882J IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882J Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	R
	providerstartdate	N/A	STRING	Provider start date	R
	relationship	CODETABLEITEM.CODE	STRING	Provider relationship to recipient	R
	requestsentfrom	N/A	STRING (10)	What system the Request came from	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882J Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	STRING	Response Code based on Processing. Example: "errors": [{"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": "77", "operation": "checkHireProvider", "starttime": "2017-04-12T11:47:45.394Z", "endtime": "2017-04-12T11:47:45.470Z" }	R

Trigger Events

This web service is called when a user selects the Hire Provider button on the Hire Provider Step 3 screen.

Processing Criteria

Matching is based on the following criteria:
 providerid
 recipientid

The web service validates hiring details against error conditions.

Error Processing

When the 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

N/A

Business Flows

[CI-822700](#) - DSD BP IHSS ESP Hire Provider

Business Rules

[CI-822639](#) - DSD BR IHSSW WEB 176

Tasks/Notifications

N/A

Screens

[CI-822633](#) - Hire Provider Step 3

Reports

N/A

External Interfaces

[CI-822683](#) - IDD EINTF Check Hire Provider CMNE882J

Code Tables

[CI-67982](#) - DSD CT ProviderRelationship

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Single Timesheet (PRNE882K)

CI
 CI-822708 - DSD EINTF Get Single Timesheet PRNE882K IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
PRNE882K Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	timesheetID	TIMESHEET.TIMESHEETID	BIGINT	Primary Key for timesheet table for the timesheet to be displayed	R
	providerID	CONCERNROLEALTERNATEID.	STRING (18)	Provider Number	R
	recipientID	CASEHEADER.CASEREFERENCE	STRING (40)	Case Number	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
PRNE882K Response	N/A	timesheet	LIST	Listing of Timesheet Information	R
	TIMESHEET.TIMESHEETNUMBER	timesheet.timesheetnumber	STRING (16)	Timesheet Number From Timesheet table.	R
	TIMESHEET.FROMDATE	timesheet.payperiodstartdate	STRING (10)	From Date On the Timesheet	R
	TIMESHEET.TODATE	timesheet.payperiodenddate	STRING (10)	To Date On the Timesheet	R
	CODETABLEITEM.CODE	timesheet.timesheettype	STRING (10)	Codable value	R
	CASEHEADER.CASEREERENCE	timesheet.recipientid	STRING (40)	Case Number	R
	CODETABLEITEM.CODE	timesheet.statuscode	STRING (10)	Codable value	R
	TIMESHEET.REMAININGHOURSINMIN	timesheet.hoursremaininginmonthmin	STRING (10)	Hours Remaining for the timesheet to be displayed	R
	TIMESHEET.TOTALCLAIMEDHOURSINMIN	timesheet.totalclaimedhoursmin	STRING (10)	Total Claimed Hours and Minutes for the timesheet to be displayed	R
	N/A	timesheet.providerotmaxlimit	STRING (10)	Provider Overtime Maximum Limit	R
	N/A	timesheet.providerexistingovertimehoursmin	STRING (10)	Provider Existing Overtime Hours and Minutes	R

	N/A	timesheet.providerweeklymaxlimit	STRING (10)	Provider Weekly Maximum Limit	R
	TIMESHEET.STATUSDATE	timesheet.statusdate	STRING (10)	Status Date for the timesheet to be displayed	R
	N/A	timesheet.modifytimesheet	STRING (10)	Indicates if the timesheet can be modified	R
	TIMESHEET.TIMESHEETID	timesheet.timesheetID	BIGINT	Primary Key for timesheet table for the timesheet to be displayed	R
	TIMESHEET.ISEVV	timesheet.isEvvTimesheet	STRING (1)	Indicates if the timesheet to be displayed should include EVV data elements	R
	CASEPROVIDERREVDETAILS.EVVEFFECTIVEDATE	timesheet.evveffectivedate	STRING (10)	The EVV Effective Date for this Recipient/Provider	R
	N/A	workweeks	LIST	Listing of workweeks Information	R
	N/A	workweeks.workweektotal	STRING (10)	Number of workweeks to be repeated below for the timesheet to be displayed	R
	N/A	workweeks.workweeknumber	STRING (10)	Number of the workweek associated with the details below – Repeated for the each of workweeks in the pay period	R
	N/A	workweeks.existingworkweektotal	STRING (10)	Total hours entered for this workweek	R
	N/A	workweeks.workweek	LIST	Listing of workweek Information	R
	N/A	workweeks.workweek.date	STRING (10)	Date	R
	N/A	workweeks.workweek.minutes	STRING (10)	Total minutes – Will display in ESP as HH:MM	R
	N/A	workweeks.workweek.greyout	STRING (10)	Values are: True = Time Entry not allowed' False = Time Entry is allowed	R
	N/A	workweeks.workweek.evvstarttime	STRING (10)	Start Time for this date	R
	N/A	workweeks.workweek.evvloc	STRING (50)	Location for this date	R
	N/A	workweeks.workweek.evndendtime	STRING (10)	End Time for this date	R
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": "getSingleTimesheet", "starttime": new Date(), "endtime": new Date() }	R

Trigger Events

This webservice is called when a recipient selects a timesheet other than the default one selected on the Provider Timesheet (Timesheet Review) screen.

Processing Criteria

Matching on Recipient Case Number and Provider Number to retrieve the details of the timesheet.

Error Processing

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

Related Components

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-822231 - DSD SC Provider EVV Timesheets Timesheet Review](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Recipients For Live In Provider (CMNE882Q)

CI
 CI-822761 - DSD EINTF Get Recipients For Live In Provider CMNE882Q IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882Q Event	uuid	N/A	STRING (40)	Unique Identifier for the request.	R
	providerid	CONCERNROLEALTERNATEID .ALTERNATEID	STRING (18)	Provider Number	R
	operation	CODETABLEITEM	STRING (10)	The operation the Provider is attempting to perform: Certification or Cancellation.	R
	requestsentfrom	N/A	STRING (10)	What system the Request came from.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882Q Response	CONCERNROLEALTERNATEID.ALTERNATEID	providerid	STRING (18)	Provider Number	R
	N/A	recipients	LIST	List of Recipients returned.	R
	CASEHEADER. CASEREference	recipients. recipientid	STRING (7)	Case Number	O
	ALTERNATENAME. FIRSTFORENAME	recipients. firstname	STRING (15)	Recipient First Name	O
	ALTERNATENAME. OTHERFORENAME	recipients. middlename	STRING (15)	Recipient Middle Name	O
	ALTERNATENAME. SURNAME	recipients. lastname	STRING (20)	Recipient Last Name	O
	ALTERNATENAME.SUFFIX	recipients. suffix	STRING (3)	Recipient Suffix	O
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errormessages	LIST	List of error messages returned from CM.	R
	N/A	errors	STRING	Response Code based on Processing. Example: "errors": [{"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": "77", "operation": "getRecipientsForLiveInProvider", "starttime": "2017-04-12T11:47:45.394Z", "endtime": "2017-04-12T11:47:45.470Z" }	R
	WEBSITETSPREFERENCE	timesheetpreference	STRING	The provider's timesheet entry preference.	R

Trigger Events

This interface is triggered when a provider accesses the Live In Provider Certification or Live In Provider Cancellation screens.

Processing Criteria

This interface populates the drop down when a Provider accesses the Certification or Cancellation screens so that appropriate Recipients are available for Provider selection in the drop down or so the static text can inform the Recipient that there are no Recipient for this action.

Error Processing

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

Related Components

Business Process Functions

[CI-753428](#) - DSD BF Provider ESP Activity

Business Flows

N/A

Business Rules

[CI-822772](#) - DSD BR IHSSW WEB 187
[CI-822776](#) - DSD BR IHSSW WEB 191

Tasks/Notifications

N/A

Screens

[CI-822770](#) - DSD SC IHSS ESP Live-In Certification
[CI-822771](#) - DSD SC IHSS ESP Cancel Live-In Certification

Reports

N/A

Code Tables

[CI-822760](#) - DSD CT Live In Provider Operation

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Certify or Cancel Live In Provider Status (CMNE882R)

CI
 CI-822768 - DSD EINTF Certify or Cancel Live In Provider Status CMNE882R IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882R Event	uuid	N/A	STRING (40)	Unique Identifier for the request.	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREference	STRING (7)	Case Number	R
	operation	CODETABLEITEM	STRING (10)	The operation the Provider is attempting to perform: Certification or Cancellation.	R
	requestsentfrom	N/A	STRING (10)	What system the Request came from.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882R Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errormessages	LIST	List of error messages returned from CM.	R
	N/A	errors	STRING	Response Code based on Processing. Example: "errors": [{"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": "43", "operation": "certifyOrCancelLiveInProviderStatus", "starttime": "2020-05-06T09:47:15.777Z", "endtime": "2020-05-06T09:47:15.777Z" }	R

Trigger Events

This interface is triggered when a provider certifies as a Live-In Provider on the Live-In Provider Self-Certification screen and when a provider cancels their Live-In Provider Certification on the Cancel Live-In Provider Self-Certification Screen.

Processing Criteria

This interface identifies when a Provider certifies as a Live-In Provider and when the Provider cancels their Live-In certification so the information can be sent to Case Management to be processed. Successful completion of this interface results in the "Confirmation" pop-up for Certification or Cancellation.

Error Processing

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

Related Components

Business Process Functions

[CI-753428](#) - DSD BF Provider ESP Activity

Business Flows

N/A

Business Rules

[CI-822774](#) - DSD BR IHSSW WEB 189

[CI-822778](#) - DSD BR IHSSW WEB 193

Tasks/Notifications

N/A

Screens

[CI-822770](#) - DSD SC IHSS ESP Live-In Certification

[CI-822771](#) - DSD SC IHSS ESP Cancel Live-In Certification

Reports

N/A

Code Tables

[CI-822760](#) - DSD CT Live In Provider Operation

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Travel Claim Recipients for Provider (CMNE882L)

CI
CI-822744 - DSD EINTF Get Travel Claim Recipients for Provider CMNE882L IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882L Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	CONCERNROL EALTERNATEID. ALTERNATEID	STRING (18)	Provider Number	R
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882L Response	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider number	R
	N/A	disablemodifyduetobatch	STRING (5)	Batch indicator to enable modify function.	R
	recipients	N/A	LIST	List of Recipients to populate the Travel Claim Recipient Selection screen.	R
	recipients.recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number associated with the travel claim.	O
	recipients.firstname	ALTERNATENAME.FIRSTFORENAME	STRING (56)	First name of the Recipient associated with the travel claim.	O
	recipients.lastname	ALTERNATENAME.SURNAME	STRING (56)	Last name of the Recipient associated with the travel claim.	O
	recipients.totalunsubmittedtravelclaim	N/A	INT	The amount of unsubmitted travel claims for this Recipient.	O
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}],	R

	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": "getTravelClaimRecipientsforProv ider", "starttime": new Date(), " endtime": new Date() }	R
--	-----	-----------	------------------	---	---

Trigger Events

This web service is initiated when a Provider selects Travel Claim Entry from the Provider Menu and is brought to the Travel Claim: Recipient Selection screen.

Processing Criteria

This interface returns Recipients to populate the Travel Claim: Recipient Selection screen for the Provider.

Error Processing

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

Related Components

N/A

Business Process Functions

[CI-753428](#) - DSD BF Provider ESP Activity

Business Flows

N/A

Business Rules

[CI-822832](#) - DSD BR IHSSW TC 12
[CI-822833](#) - DSD BR IHSSW TC 13

Tasks/Notifications

N/A

Screens

[CI-822831](#) - DSD SC IHSS Website Travel Claim Recipient Selection

Reports

N/A

Interfaces

[CI-822745](#) IDD EINTF Get Travel Recipients for Provider CMNE882L

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Provider Submittable Travel Claim Summary (CMNE882M)

CI
 CI-822729 - DSD EINTF Get Provider Submittable Travel Claim Summary CMNE882M IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882M Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	CONCERNROL EALTERNATEID. ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER. CASEREFERENCE	STRING (40)	Case Number	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882M Response	N/A	disablemodifyduetobatch	STRING (5)	Indicator to disable modification if batch is running.	R
	N/A	firsttravelclaim	LIST	Information for the default travel claim	R
	TRAVELCLAIM.ACNUMBERT	firsttravelclaim.travelclaimnumber	STRING (16)	Travel Claim Number	R
	TRAVELCLAIM.FROMDATE	firsttravelclaim.payperiodstartdate	STRING (10)	Pay Period Start Date	R
	TRAVELCLAIM.TODATE	firsttravelclaim.payperiodenddate	STRING (10)	Pay Period End Date	R
	CODETABLEITEM.CODE	firsttravelclaim.travelclaimtype	STRING (10)	Travel Claim Type	R
	CONCERNROLEALTERNATEID. ALTERNATEID	firsttravelclaim.providerid	STRING (18)	Provider Number	R
	CASEHEADER.CASEREFERENC	firsttravelclaim.recipientid	STRING (40)	Case Number	R
	CODETABLEITEM.CODE	firsttravelclaim.statuscode	STRING (10)	Travel Claim status	R
	TRAVELCLAIM.ACCLAIMID	firsttravelclaim.travelclaimid	BIGINT	Unique Identifier for the Travel Claim	R

	N/A	firsttravelclaim.workweeks	LIST	Workweek information for the default travel claim	R
	N/A	firsttravelclaim.workweeks.workweektotal	STRING (10)	Number of workweeks to be repeated below for the timesheet to be displayed	R
	N/A	firsttravelclaim.workweeks.workweeknumber	STRING (10)	Number of the workweek associated with the details below – Repeated for the each of workweeks in the pay period	R
	N/A	firsttravelclaim.workweeks.existingworkweektotal	STRING (10)	Total hours entered for this workweek	R
	N/A	firsttravelclaim.workweeks.workweek	LIST	Listing of daily workweek information for the default travel claim	R
	N/A	firsttravelclaim.workweeks.workweek.date	STRING (10)	Date	R
	N/A	firsttravelclaim.workweeks.workweek.minutes	STRING (10)	Total minutes – Will display in ESP as HH:MM	R
	N/A	firsttravelclaim.workweeks.workweek.greyout	STRING (10)	Values are: True = Time Entry not allowed' False = Time Entry is allowed	R
	N/A	travelclaims	LIST	List of non-default travel claims that appear in the drop-down list.	
	TRAVELCLAIM.TRAVELCLAIMID	travelclaims.travelclaimid	BIGINT	Unique Identifier for a non-default Travel Claim	R
	TRAVELCLAIM.FROMDATE	travelclaims.payperiodstartdate	STRING (10)	Pay Period Start Date for a non-default Travel Claim	R
	TRAVELCLAIM.TODATE	travelclaims.payperiodenddate	STRING (10)	Pay Period End Date for a non-default Travel Claim	R
	CODETABLEITEM.CODE	travelclaims.statuscode	STRING (10)	Travel Claim Status for for a non-default Travel Claim	R
	CODETABLEITEM.CODE	travelclaims.travelclaimtypecode	STRING (10)	Travel Claim Type for a non-default Travel Claim	R
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": "getProviderSubmittableTravelClaimSummary", "starttime": new Date(),"endtime": new Date() }	R

Trigger Events

This interface is initiated when a Provider selects the blue arrow Recipient Card on the Travel Claim: Recipient Selection screen for a Recipient that the Provider is eligible to travel for. This interface is invoked again to fetch the data for another travel claim if a different claim is selected from the drop down.

Processing Criteria

Interface retrieves the Travel Claim header and details for the current pay period and previously claimed hours outside of the current pay period being viewed as well as the Travel Claim headers for other unsubmitted travel claims (including future pay periods) (Issued and Pending Issuance Status) from the prior 3 months or all months based on Provider Timesheet Preference to populate the Travel Claim selection drop down.

Error Processing

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

Related Components

N/A

Business Process Functions

[CI-753428](#) - DSD BF Provider ESP Activity

Business Flows

N/A

Business Rules

[CI-822834](#) - DSD BR IHSSW TC 14

Tasks/Notifications

N/A

Screens

[CI-822740](#) - DSD SC IHSS Website Travel Claim Entry

[CI-822831](#) - DSD SC IHSS Website Travel Claim Recipient Selection

Reports

N/A

Interfaces

[CI-822728](#) IDD EINTF Get Provider Submittable Travel Claim Summary CMNE882M

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Submit Travel Claim (CMNE882N)

CI
CI-822727 - DSD EINTF Submit Travel Claim CMNE882N IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882N Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	travelclaimnumber	TRAVELCLAIM. TRAVELCLAIM NUMBER	STRING (16)	Travel Claim Number	R
	payperiodstartdate	TRAVELCLAIM. FROMDATE	STRING (10)	Pay Period Start Date	R
	payperiodenddate	TRAVELCLAIM. TODATE	STRING (10)	Pay Period End Date	R
	travelclaimtype	CODETABLEITEM.CODE	STRING (10)	Codable value	R
	providerid	CONCERNROLEALTERNATEID. ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER. CASEREFERENCE	STRING (40)	Case Number	R
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP	R
	hours	N/A	LIST	Listing of hours details	R
	hours.date	N/A	STRING (10)	The date the hours are claimed	R
	hours.minutes	N/A	INT	The number of minutes claimed	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882N Response	ALTERNATENAME. FIRSTFORENAME	providerfirstname	STRING (25)	Provider First Name	R
	ALTERNATENAME. SURNAME	providerlastname	STRING (30)	Provider Last Name	R
	EMAILADDRESSES. EMAILADDRESSES	recipientemail	STRING (256)	Recipient Email	O

	CODETABLEITEM.CODE	writtenlanguage	STRING (10)	Recipient Written Language	O
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errormessages	Unbounded String	CM Application Validation Error Messages	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": "submitTravelClaim", "starttime": new Date(), "endtime": new Date() }	R

Trigger Events

This interface is initiated when a provider selects Sign Travel Claim and Submit button on the Travel Claim Provider Signature screen.

Processing Criteria

The interface writes the Travel Claim data to the Travel Claim staging table with a record type as "FROMESP" and transaction status to "PENDING" so that it will be picked up for processing by the Travel Claim Processing Interface (PRNR998C). Travel Claim Status is then updated from Issued or Pending Issuance to 'Received' (TTCS03). Provider Signature date/time stamp is captured, and if Provider isETC = 'False' then Provider isETC is updated to 'True' when Travel Claim is submitted via ESP.

Error Processing

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

Related Components

N/A

Business Process Functions

[CI-753428](#) - DSD BF Provider ESP Activity

Business Flows

N/A

Business Rules

[CI-822738](#) - DSD BR IHSSW TC 06
[CI-822830](#) - DSD BR IHSSW TC 11

Tasks/Notifications

N/A

Screens

[CI-822742](#) - DSD SC IHSS Website Travel Claim Electronic Signature

Reports

N/A

Interfaces

[CI-822311 - DSD EINTF TPF to CMIPS Travel Claim Data Processing PRNR998C](#)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Validate Travel Claim (CMNE882O)

CI
 CI-822717 - DSD EINTF Validate Travel Claim CMNE882O IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882O Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	travelclaimnumber	TRAVELCLAIM. TRAVELCLAIM NUMBER	STRING (16)	Travel Claim Number	R
	payperiodstartdate	TRAVELCLAIM. FROMDATE	STRING (10)	Pay Period Start Date	R
	payperiodenddate	TRAVELCLAIM. TODATE	STRING (10)	Pay Period End Date	R
	travelclaimtype	CODETABLEITEM.CODE	STRING (10)	Codable value	R
	providerID	CONCERNROLEALTERNATEID. ALTERNATEID	STRING (18)	Provider Number	R
	recipientID	CASEHEADER. CASEREFERENCE	STRING (40)	Case Number	R
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP	R
	hours	N/A	LIST	Listing of hours details	R
	hours.date	N/A	STRING (10)	The date the hours are claimed	R
	hours.minutes	N/A	INT	The number of minutes claimed	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882O Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errormessages	Unbounded String	CM Application Validation Error Messages	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R

	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "250", "operation": "validateTravelClaim", "starttime": new Date(), "endtime": new Date() }	R
--	-----	-----------	------------------	--	---

Trigger Events

This web service is initiated when a provider selects the Submit button on the Travel Claim Time Entry screen.

Processing Criteria

This web service validates the travel claim data against defined business rules and returns appropriate messages to display on the Travel Claim Validation Messages pop-up.

Error Processing

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

Related Components

N/A

Business Process Functions

[CI-753428](#) - DSD BF Provider ESP Activity

Business Flows

N/A

Business Rules

[CI-822734](#) - DSD BR IHSSW TC 02
[CI-822735](#) - DSD BR IHSSW TC 03
[CI-822739](#) - DSD BR IHSSW TC 07
[CI-822813](#) - DSD BR IHSSW TC 08
[CI-822817](#) - DSD BR IHSSW TC 09
[CI-822818](#) - DSD BR IHSSW TC 10

Tasks/Notifications

N/A

Screens

[CI-822740](#) - DSD SC IHSS Website Travel Claim Entry
[CI-822828](#) - DSD SC Travel Claim Validation Messages

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Provider Travel Claim Details (CMNE882P)

CI
 CI-822720 - DSD EINTF Get Provider Travel Claim Details CMNE882P IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882P Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerID	CONCERNROL EALTERNATEID. ALTERNATEID	STRING (18)	Provider Number	R
	recipientID	CASEHEADER. CASEREFERENCE	STRING (40)	Case Number	R
	travelclaimid	TRAVELCLAIM. TRAVELCLAIMID	BIGINT	Unique Identifier for the Travel Claim	R
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882K Response	N/A	travelclaims	LIST	Listing of Travel Claim Information	R
	TRAVELCLAIM. TRAVELCLAIMNUMBER	travelclaims.travelclaimnumber	STRING (16)	Unique number generated for TravelClaim.	R
	TRAVELCLAIM.FROMDATE	travelclaims.payperiodstartdate	STRING (10)	From Date On the Travel Claim	R
	TRAVELCLAIM.TODATE	travelclaims.payperiodenddate	STRING (10)	To Date On the Travel Claim	R
	CODETABLEITEM.CODE	travelclaims.travelclaimtype	STRING (10)	Codable value	R
	CONCERNROLEALTERNATEID. ALTERNATEID	travelclaims.providerid	STRING (18)	Provider Number	R
	CASEHEADER. CASEREERENCE	travelclaims.recipientid	STRING (40)	Case Number	R

	CODETABLEITEM.CODE	travelclaims.statuscode	STRING (10)	Codable value	R
	TRAVELCLAIM.TOTALHOURS MIN	travelclaims.totalclaimedhoursmin	STRING (10)	Total Claimed Hours and Minutes for the timesheet to be displayed	R
	TRAVELCLAIM.STATUSDATE	travelclaims.statusdate	STRING (10)	Status Date for the timesheet to be displayed	R
	TRAVELCLAIM.TRAVELCLAIMID	travelclaims.travelclaimID	BIGINT	Primary Key for travel claim table for the travel claim to be displayed	R
	N/A	workweeks	LIST	Listing of workweeks Information	R
	N/A	workweeks.workweektotal	STRING (10)	Number of workweeks to be repeated below for the timesheet to be displayed	R
	N/A	workweeks.workweeknumber	STRING (10)	Number of the workweek associated with the details below – Repeated for the each of workweeks in the pay period	R
	N/A	workweeks.existingworkweektotal	STRING (10)	Total hours entered for this workweek	R
	N/A	workweeks.workweek	LIST	Listing of workweek Information	R
	N/A	workweeks.workweek.date	STRING (10)	Date	R
	N/A	workweeks.workweek.minutes	STRING (10)	Total minutes – Will display in ESP as HH:MM	R
	N/A	workweeks.workweek.greyout	STRING (10)	Values are: True = Time Entry not allowed' False = Time Entry is allowed	R
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}],	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": {"time": "250", "operation": "getProviderTravelClaimDetails", "starttime": new Date(), "endtime": new Date()}}	R

Trigger Events

This interface is called when a Provider selects a travel claim, other than the default, from the drop-down on the ESP Travel Claim Time Entry screen.

Processing Criteria

This web service retrieves the Travel Claim details for the pay period selected from the drop-down as well as previously claimed hours outside of the current pay period being viewed.

Error Processing

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

Related Components

N/A

Business Process Functions

[CI-753428 - DSD BF Provider ESP Activity](#)

Business Flows

N/A

Business Rules

[CI-822733 - DSD BR IHSSW TC 01](#)

Tasks/Notifications

N/A

Screens

[CI-822740 - DSD SC IHSS Website Travel Claim Entry](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get User Address & Phone Details (CMNE882S)

CI
 CI-822792 - DSD EINTF Get User Address & Phone Details CMNE882S IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882S Event	uuid	N/A	STRING (40)	Unique Identifier for the request.	R
	providerid	CONCERNROLEALTERNATE ID.ALTERNATEID	STRING (18)	Provider Number	R (if recipientid is blank)
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	R (if providerid is blank)
	requestsentfrom	N/A	STRING (10)	What system the Request came from.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882S Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "77", "operation": "getUserAddressPhoneDetails", "starttime": "2017-04-12T11:47:45.394Z", "endtime": "2017-04-12T11:47:45.470Z" }	R
	N/A	mailingaddress	LIST	Listing of mailing address information.	R
	CODETABLEITEM. CODE	mailingaddress. addressstatus	STRING (10)	Status of the address (Current or Pending).	R
	CONCERNROLECOM MUNICATION. ADDRESSID LINE 1	mailingaddress. addressline1	Unbounded String	Line 1 of the mailing address.	R
	CONCERNROLECOM MUNICATION. ADDRESSID LINE 2	mailingaddress. addressline2	Unbounded String	Line 2 of the mailing address.	R
	N/A	residentialaddress	LIST	Listing of residential address information.	R
	CODETABLEITEM. CODE	residentialaddress. addressstatus	STRING (10)	Status of the address (Current or Pending).	R

	ADDRESS. ADDRESSID LINE 1	residentialaddress. addressline1	Unbounded String	Line 1 of the residential address.	R
	ADDRESS. ADDRESSID LINE 2	residentialaddress. addressline2	Unbounded String	Line 2 of the residential address.	R
	N/A	phone	LIST	Listing of phone information.	R
	CODETABLEITEM. CODE	phone. phonenumbersstatus	STRING (10)	Status of the phone (Current or Pending).	O
	CODETABLEITEM. CODE	phone. phonenumbertype	STRING (10)	Type of phone.	O
	PHONENUMER.PHON EAREACODE PHONENUMER.PHON ENUMBER	phone.phonenumber	STRING (10)	The area code+phone number.	O
	PHONENUMER. PHONEEXTENSION	phone. phonenumberext	STRING (5)	The phone number extension.	O
	N/A	phone.isprimaryphone	STRING (5)	True/False indicator of whether this is the primary phone number.	O

Trigger Events

This web service is triggered when a User accesses their Personal Information on the ESP.

Processing Criteria

Web service retrieves the Provider's current residence address, mailing address, and phone number (Home, Cell, and Message) or the Recipient's phone number (Home, Cell, and Message) on file from CM and returns it to ESP so that the provider may review and make updates as necessary.

Error Processing

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

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

[CI-822857 - DSD BR IHSSW WEB 201](#)

Tasks/Notifications

N/A

Screens

[CI-822855 - DSD SC IHSS ESP Personal Information](#)

Reports

N/A

Code Tables

[CI-822791 - DSD CT Address Phone Trigger Status](#)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Save Provider Address Details (CMNE882T)

CI
 CI-822796 - DSD EINTF Save Provider Address Details CMNE882T IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882T Event	uuid	N/A	STRING (40)	Unique Identifier for the request.	R
	providerid	CONCERNROLEALTERNA TEID.ALTERNATEID	STRING (18)	Provider Number	R
	requestsentfrom	N/A	STRING (10)	What system the Request came from.	R
	address	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	Type of Residence Address	
	useasmailingaddress	N/A	STRING (5)	Indicator whether to use the given address as a mailing address.	
	addressstype	PROVIDERADDRESSTIG GER.ADDRTYPECODE	Unbounded String	Address Type Code	
	number	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	Number of the Address	O
	pre	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	Address Pre-Direction	O
	stname	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	Address Street Name	O
	suffix	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	Address Suffix	O
	post	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	Address Post-Direction	O
	unittype	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	Unit Type	O
	unitnumber	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	Unit Number	O
	city	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	City	R
	state	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	State Two-Letter Code	R
	zip	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	Zip Code	R
	pobox	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	P.O. Box Number	O
	establishmentname	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	Name of the Establishment	O
	ipaddress	PROVIDERADDRESSTIG GER.ADDRESSDATA	Unbounded String	IP Address of User's Machine	O

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882T Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R
	N/A	errormessages	Unbounded String	Any error messages returned by CM.	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "77", "operation": "saveProviderAddressDetails", "starttime": "2017-04-12T11:47:45.394 Z", "endtime": "2017-04-12T11:47:45.470Z" }	R

Trigger Events

This interface is initiated when a Provider submits an update for any of the following on the ESP:

- Update Residence Address only
- Update Residence Address and Mailing Address
- Update Mailing Address only

Processing Criteria

The web service will capture the IP Address of the user performing the request, write the details of the address change(s) to a trigger table for processing in batch, and receive confirmation of successful trigger capture from Case Management.

Error Processing

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

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

[CI-822979](#) - DSD BR IHSSW WEB 216
[CI-822980](#) - DSD BR IHSSW WEB 217

Tasks/Notifications

N/A

Screens

[CI-822855](#) - DSD SC IHSS ESP Contact Information

Reports

N/A

Code Tables

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Save User Phone Details (CMNE882U)

CI
 CI-822804 - DSD EINTF Save User Phone Details CMNE882U IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882U Event	uuid	N/A	STRING (40)	Unique Identifier for the request.	R
	providerid	CONCERNROLEALTERNA TEID.ALTERNATEID	STRING (18)	Provider Number	R (if recipientid is blank)
	recipientid	CASEHEADER. CASEREference	STRING (40)	Case Number	R (if providerid is blank)
	requestsentfrom	N/A	STRING (10)	What system the Request came from.	R
	phone	N/A	LIST	Listing of phone information for phone numbers that are updated/added/deleted for this transaction.	R
	phone. isaddorupdateoperation	N/A	STRING (5)	Indicator whether the operation on the ESP is adding the phone number or not. If false, then the delete action is taken.	R
	phone. phonenumbertype	CODETABLEITEM.CODE	STRING (10)	Phone number type	R
	phone.phoneareacode	PHONENUMER.PHONEAR EACODE	STRING (3)	Area code	R
	phone.phonenumber	PHONENUMER.PHONENU MBER	STRING (7)	Phone number	R
	phone.isprimaryphone	N/A	STRING (5)	Is true if phone number is marked Primary in request. Else, it will be false.	R
	phone.operation	N/A	STRING (10)	The operation done to the phone number such as add or update	R
	phone. isprimarychangeonly	N/A	STRING (5)	Is true if only Primary indicator is changed, phone number is not changed. Else it will be false.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882U Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R
	N/A	errormessages	Unbounded String	Errors returned by CM.	R

	N/A	logistics	Unbounded String	<p>Additional Logistic Information which includes elapsed time, operation name, Start and End Time.</p> <p>Example:</p> <pre>"logistics": { "time": "234", "operation": "saveUserPhoneDetails", "starttime": "2020-05-07T09:55:10.534Z", "endtime": "2020-05-07T09:55:10.767Z" }</pre>	R
--	-----	-----------	------------------	--	---

Trigger Events

This interface is initiated when a user submits an update to one or more Phone Numbers on the contact information screen on the ESP.

Processing Criteria

The web service writes the details of the Phone Number change(s) directly into CMIPS and sends confirmation of successful update to ESP. Updates from ESP to current dated phone records in CM will not create new records. If no update is made, it sends a notification that the service is not currently available so that an error message can be displayed. It will also trigger email confirmation and create a person note for this update.

Matching Criteria: Provider ID or Recipient ID, Phone Type, and Phone Number

Error Processing

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

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

[CI-822803 - DSD BR IHSSW WEB 198](#)

Tasks/Notifications

N/A

Screens

[CI-822855 - DSD SC ESP Contact Information](#)

Reports

N/A

Code Tables

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Save Timesheet Live-In Detail (CMNE882V)

CI
 CI-822810 - DSD EINTF Save Timesheet Live-In Detail CMNE882V IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882V Event	uuid	N/A	STRING (40)	Unique Identifier for the request.	R
	timesheetid	TIMESHEET.TIMESHEETID	STRING (8)	Unique Identifier of the timesheet.	R
	isliveinprovider	TIMESHEET.ISEVVCONFIRMATION	STRING (5)	Indicator of whether yes or no was answered on the Live-In pop-up presented for this timesheet on the ESP.	R
	requestsentfrom	N/A	STRING (10)	What system the Request came from.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882V Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R
	N/A	errormessages	Unbounded String	Any error messages returned by CM.	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "77", "operation": "getTimesheetLiveInDetail", "starttime": "2017-04-12T11:47:45.394Z", "endtime": "2017-04-12T11:47:45.470Z" }	R

Trigger Events

This interface is initiated:

- When a Provider selects either yes or no on the Live-In pop-up screen that displays when a Provider accesses an EVV timesheet on the ESP for the first time.
- When a Provider indicates either yes or no to the Live-In question presented on the TTS when accessing an EVV timesheet for the first time.

Processing Criteria

The web service captures the Provider's response to the Live-In pop-up so that the pop-up is not presented again for the specific timesheet.

Error Processing

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

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

[CI-822846](#) - DSD BR IHSSW ETS 90
[CI-822851](#) - DSD BR IHSSW ETS 91

Tasks/Notifications

N/A

Screens

[CI-753452](#) - DSD SC Time Entry Timesheet
[CI-753450](#) - DSD SC Time Entry Recipient Selection
[CI-800279](#) - DSD SC Provider Home

Reports

N/A

Code Tables

N/A

Interfaces

[CI-822811](#) IDD EINTF Get Timesheet Live-In Detail CMNE882V

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Save Provider Travel Claim Hours (CMNE882W)

CI
 CI-822814 - DSD EINTF Save Provider Travel Claim Hours CMNE882W IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882W Event	uuid	N/A	STRING (40)	Unique Identifier for the request.	R
	travelclaimnumber	TRAVELCLAIM.TRAVELCLAIMNUMBER	STRING (16)	Travel Claim Number	R
	payperiodstartdate	TRAVELCLAIM.FROMDATE	STRING (10)	From Date on the Travel Claim	R
	payperiodenddate	TRAVELCLAIM.TODATE	STRING (10)	To Date on the Travel Claim	R
	travelclaimtype	CODETABLEITEM.CODE	STRING (10)	Travel Claim Type	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	R
	hours	N/A	LIST	List of hours per date on the Travel Claim	R
	hours.date	N/A	STRING (10)	Date on the Travel Claim	R
	hours.minutes	TRAVELCLAIM.DAYSHOURS	STRING (155)	Time worked on the hours.date in minutes.	R
	workweeknumber	N/A	STRING (1)	Workweek number the pay period begins in.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882W Response	N/A	isweeklytraveltimeviolation	STRING (5)	Indicator of violation.	R
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R
	N/A	errormessages	Unbounded String	Any error messages returned by CM.	R

	N/A	logistics	Unbounded String	<p>Additional Logistic Information which includes elapsed time, operation name, Start and End Time.</p> <p>Example:</p> <pre>"logistics": { "time": "136", "operation": "saveProviderTravelClaimHours", "starttime": "2020-06-04T15:00:02.554Z", "endtime": "2020-06-04T15:00:02.689Z" }</pre>	R
--	-----	-----------	------------------	--	---

Trigger Events

This interface is initiated when a Provider selects save on the Travel Claim Time Entry screen on the ESP.

Processing Criteria

The web service captures the Provider's draft Travel Claim hours and saves them. The web service also supports travel claim validation and returns possible violations.

Error Processing

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

Related Components

Business Process Functions

[CI-753428](#) - DSD BF Provider ESP Activity

Business Flows

N/A

Business Rules

[CI-822735](#) - DSD BR IHSSW TC 03

Tasks/Notifications

N/A

Screens

[CI-822740](#) - DSD SC IHSS Website Travel Claim Entry
[CI-822828](#) - DSD SC Travel Claim Validation Messages

Reports

N/A

Code Tables

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Default Timesheet (CMNE882X)

CI
 CI-822820 - DSD EINTF Get Default Timesheet CMNE882X IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882X Event	uuid	N/A	STRING (40)	Unique Identifier for the request.	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREFERENCE	STRING (40)	Case Number	R
	requestsentfrom	N/A	STRING (10)	What system the Request came from.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882X Response	TIMESHEET.TIMESHEETID	timesheetID	STRING (20)	The primary key for timesheet table - Uniquely identifies the timesheet.	R
	N/A	showEVVPopup	STRING (5)	Indicator whether or not to show the Live-In pop-up.	R
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "136", "operation": "getDefaultTimesheet", "starttime": "2020-06-04T15:00:02.554Z", "endtime": "2020-06-04T15:00:02.689Z" }	R

Trigger Events

This interface is initiated when a Provider navigates to the default timesheet for a Recipient on the ESP.

Processing Criteria

This interface determines whether the Live-In Provider Pop-up should display or not based on the following criteria:

```
IF
CM Configuration date is high end date
OR
IF the IRS Live-In Provider Certification is "Y"
OR
IF an answer on the Live-In pop-up has already been answered for the default timesheet.
OR
IF the timesheet is not EVV
THEN
Do not display the pop-up

ELSE IF
CM Configuration date is a set date
AND
IF The IRS Live-In Provider Certification is "N"
AND
IF an answer on the Live-In pop-up has not already been answered for the default timesheet.
AND
IF the timesheet is EVV
THEN
Display the pop-up
```

Error Processing

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

Related Components

Business Process Functions

[CI-753428](#) - DSD BF Provider ESP Activity

Business Flows

N/A

Business Rules

[CI-753610](#) - DSD BR IHSSW ETS 07

Tasks/Notifications

N/A

Screens

[CI-753452](#) - DSD SC Time Entry Timesheet
[CI-753450](#) - DSD SC Time Entry Recipient Selection
[CI-800279](#) - DSD SC Provider Home

Reports

N/A

Code Tables

N/A

Interfaces

[CI-822821](#) IDD EINTF Get Default Timesheet CMNE882X

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Direct Deposit Request Routing Number Data (IWMR988A)

CI
CI-822981 - DSD EINTF Direct Deposit Request Routing Number Data IWMR988A IMPLEMENTED

Internal Layout/System Mapping

Data Elements

Source: ACCUTY		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
IWMR988A	Routing Number	rtn	STRING	Unique Identifier for the request	R
	Institution Name	institutionname	STRING	Bank Name	R

Trigger Events

This interface is called when Accuity file, Rtsubase.txt is downloaded on the 25th of each month to AWS S3 bucket. File is read and uploaded to DynamoDB table routingnumbers.

Processing Criteria

The file is processed and the DynamoDB table routingnumbers is populated with the following information.

- rtn (unique ID)
- institutionname

Error Processing

An alert email is sent to CMIPS Operations team if the process fails.

Related Components

Business Process Functions

[CI-789989](#) - DSD BF Online Direct Deposit

Business Flows

N/A

Business Rules

[CI-790012](#) - DSD BR IHSSW WEB 94

Error Message

[CI-822974](#) - DSD EM IHSSW WEB 133

Tasks/Notifications

N/A

Screens

[CI-790003](#) - DSD SC Direct Deposit Bank Details

Reports

N/A

Interfaces

[CI-822984](#) - IDD EINTF Direct Deposit Request Routing Number Data IWMR988A

DSD 4/IHSS Provider/Recipient Electronic Services Portal

/External Interfaces/Get Payment Search Details

(CMNE882Y)

CI
CI-823023 - DSD EINTF Get Payment Search Details CMNE882Y [IMPLEMENTED]

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882Y Event	uuid	N/A	STRING (40)	Unique Identifier for the request.	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	R
	transactionid	TIMESHEET.TIMESHEETID TRAVELCLAIM.TRAVELCLAIMID PROVIDERSICKLEAVECLAIM. PROVSICKLEAVECLAIMID SPECIALTRANSACTION. SPECIALTRANSACTIONID CPCLAIM.CPCLAIMID	BIGINT	Transaction ID	R
	transactiontype	CODETABLEITEM.CODE	STRING (10)	Transaction Type	R
	requestsentfrom	N/A	STRING (10)	What system the Request came from.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882Y Response	TIMESHEET. TIMESHEETNUMBER TRAVELCLAIM. TRAVELCLAIMNUMBER PROVIDERSICKLEAVECLAIM. PROVSICKLEAVECLAIMNUMBER SPECIALTRANSACTION. SPECIALTRANSACTIONNUMBER CPCLAIM.CLAIMNUMBER	paymentdetails.transactionnumber	STRING (16)	Transaction number	R
	TIMESHEET.FROMDATE TRAVELCLAIM.FROMDATE PROVIDERSICKLEAVECLAIM. PAYPERIODSTARTDATE SPECIALTRANSACTION. FROMDATE CPCLAIM.FROMDATE	paymentdetails.payperiodstartdate	DATE (4)	Pay period start date	R
	TIMESHEET.TODATE TRAVELCLAIM.TODATE SPECIALTRANSACTION.TODATE CPCLAIM.TODATE	paymentdetails.payperiodenddate	DATE (4)	Pay period end date	R

	TIMESHEET. TIMESHEETTYPECODE TRAVELCLAIM. TRAVELCLAIMTYPECODE SPECIALTRANSACTION. TRANSACTIONTYPECODE CPCLAIM.CLAIMTYPE	paymentdetails.transactiontype	STRING (10)	Transaction type See TimesheetType code table See CAREERPATHWAYSCLAIMTYPE code table	O
	TIMESHEET. TIMESHEETTYPECODE	paymentdetails.timesheettype	STRING (10)	Timesheet type	O
	TRAVELCLAIM. TRAVELCLAIMTYPECODE	paymentdetails.travelclaimtype	STRING (10)	Travel claim type	O
	TIMESHEET.STATUSCODE TRAVELCLAIM.STATUSCODE PROVIDERSICKLEAVECLAIM. STATUSCODE SPECIALTRANSACTION. STATUSCODE CPCLAIM.STATUSCODE	paymentdetails.statuscode	STRING (10)	Status of the timesheet/travel claim/sick leave/special transaction/Career Pathways claim	R
	WARRANT.PAYRATE	paymentdetails.payrate	DECIMAL (31,2)	Pay rate	R
	N/A - Derived from TOTALHOURSMIN- CUTBACKHOURSMIN)	paymentdetails.totalhourspaidmin	INT (4)	Total paid hours in minutes	R
	TIMESHEET.TOTALHOURSMIN TRAVELCLAIM.TOTALHOURSMIN PROVIDERSICKLEAVECLAIM. TOTALHOURSMIN SPECIALTRANSACTION. HOURSMIN CPCLAIM.TOTALHOURSMIN	paymentdetails.totalclaimedhoursmin	INT (4)	Total claimed hours in minutes Note: CPCLAIM. TOTALHOURSMIN is associated to Career Pathways Training Time Claims only	R
	TIMESHEET. CUTBACKHOURSMIN TRAVELCLAIM. CUTBACKHOURSMIN PROVIDERSICKLEAVECLAIM. CUTBACKHOURSMIN CPCLAIM.CUTBACKHOURSMIN	paymentdetails.hoursnotpaidmin	INT (4)	Hours not paid Note: CPCLAIM. CUTBACKHOURSMIN is associated to Career Pathways Training Time Claims only	R
	TIMESHEET. TOTALOVERTIMEHRS TRAVELCLAIM. TOTALOVERTIMEHRS CPCLAIM.TOTALOTHOURSMINS	paymentdetails.overtimehoursmin	INT (4)	Overtime hours Note: CPCLAIM. TOTALOTHOURSMINS is associated to Career Pathways Training Time Claims only	O
	TIMESHEET. PROVSIGNATURETIME TRAVELCLAIM. PROVSIGNATURETIMESTAMP CPCLAIM. PROVSIGNATURETIMESTAMP	paymentdetails.dateprovidersigned	DATETIME (8)	Date the Provider signed	O
	TIMESHEET. RECIPIENTSIGNATURETIME	paymentdetails.daterecipientsigned	DATETIME (8)	Date the Recipient signed	O
	WARRANT. SCOWARRANTNUMBER	paymentdetails.warrantnumber	STRING (9)	Warrant number	O
	WARRANT.ISSUEDATE	paymentdetails.warrantissuedate	DATE (4)	Warrant issue date	O
	WARRANT.EFTIND	paymentdetails.isdirectdeposit	STRING (6)	Indicator of direct deposit	O
	WARRANT. WARRANTSTATUSCODE	paymentdetails.paymentstatus	STRING (10)	Payment status	O
	N/A	paymentdetails.currenttotalearningsdeductions	STRING (10)	Current total earnings deductions	R
	N/A	paymentdetails.yeartodatelearningdeductions	STRING (10)	Year to date total earnings deductions	R
	TIMESHEET. MODEOFENTRYCODE TRAVELCLAIM. MODEOFENTRYCODE PROVIDERSICKLEAVECLAIM. MODEOFENTRYCODE	paymentdetails.modeofentry	STRING (10)	Mode of entry of the timesheet /travel claim/sick leave claim	R
	TIMESHEET. RECIPIENTSIGNATUREMETHOD	paymentdetails.recipientsignaturemethod	STRING (10)	Recipient signature method	O
	ALTERNATENAME. FIRSTFORENAME	paymentdetails.recipientfirstname	STRING (25)	Recipient first name	R

	ALTERNATENAME.SURNAME	paymentdetails.recipientlastname	STRING (30)	Recipient last name	R
	CASEHEADER.CASEREFERENCE	paymentdetails.recipientid	STRING (40)	Recipient ID	R
	TIMESHEET.ISEVVTIMESHEET	paymentdetails.evvindicator	STRING (6)	Indicator of EVV	O
	TIMESHEET.LASTUPDATEDON TRAVELCLAIM.LASTUPDATEDON PROVIDERSICKLEAVECLAIM. LASTUPDATEDON CPCLAIM.STATUSDATE	paymentdetails.statusdate	DATE (4)	Status date	O
	TIMESHEET.TIMESHEETID TRAVELCLAIM.TRAVELCLAIMID PROVIDERSICKLEAVECLAIM. PROVSICKLEAVECLAIMID SPECIALTRANSACTION. SPECIALTRANSACTIONID CPCLAIM.CPCLAIMID	paymentdetails.transactionid	BIGINT (8)	Transaction ID	R
	N/A	paymentdetails.currentovertimeearnings	STRING (10)	Current overtime earnings	O
	N/A	paymentdetails.yeartodateovertimeearnings	STRING (10)	Year to date overtime earnings	O
	N/A	paymentdetails.currentregularearnings	STRING (10)	Current regular earnings	O
	N/A	paymentdetails.yeartodateregularearnings	STRING (10)	Year to date regular earnings	O
	N/A	paymentdetails.currentscklvearnings	STRING (10)	Current sick leave earnings	O
	N/A	paymentdetails.yeartodatescklvearnings	STRING (10)	Year to date sick leave earnings	O
	CODETABLEITEM.CODE	paymentdetails.earningsanddeductionslist.warrantlineitemtypecode	STRING (10)	Warrant type	R
	WARRANTLINEITEM.AMOUNT	paymentdetails.earningsanddeductionslist.currentamount	STRING (10)	Current warrant amount for the given warrant type	R
	WARRANTLINEITEM.YTDAMOUNT	paymentdetails.earningsanddeductionslist.yeartodateamount	STRING (10)	Year to date warrant amount for the given warrant type	R
	N/A	paymentdetails.errormessages	Unbounded String	CM Application Validation Error Messages	O
	N/A	paymentdetails.hours	LIST	List of hours	R
	N/A - Derived from DAYSHOURS field	paymentdetails.workweeks.workweektotal	STRING (10)	Total minutes entered for workweek	R
	N/A - Derived from DAYSHOURS field	paymentdetails.workweeks.workweeknumber	STRING (10)	Number of the workweek	R
	N/A - Derived from DAYSHOURS field	paymentdetails.workweeks.workweek.date	STRING (10)	Date of day in workweek	R
	N/A - Derived from DAYSHOURS field	paymentdetails.workweeks.workweek.minutes	STRING (10)	Minutes entered for the date of the workweek	R
	N/A - Derived from DAYSHOURS field	paymentdetails.workweeks.workweek.greyout	STRING (10)	Workweek Day Grey out Field	O
	N/A - Derived from DAYSHOURS field	paymentdetails.workweeks.workweek.evvstarttime	STRING (10)	EVV Start Time.	O
	N/A - Derived from DAYSHOURS field	paymentdetails.workweeks.workweek.evvloc	STRING (10)	The location of the work recorded. This will only be populated for timesheets with the timesheets: payperiodstartdate prior to "evvlocationservicesstartdate" See code table: EVV Location	O
	EVVDETAILS.EVVCHECKINLOCATION	paymentdetails.workweeks.workweek.evvcheckinlocation	STRING (10)	The location of the work recorded for checkin EVV purposes. This will only be populated for timesheets with the timesheets: payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O

	EVVDETAILS. EVVCHECKOUTLOCATION	paymentdetails.workweeks.workweek.e vvcheckoutlocation	STRING (10)	The location of the work recorded for checkout EVV purposes. This will only be populated for timesheets with the timesheets: payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	N/A - Derived from DAYSHOURS field	paymentdetails.workweeks.workweek.e evvendtime	STRING (10)	EVV End Time.	O
	N/A	timeprovidersigned	STRING (5)	Time when Provider Signed the Timesheet	R
	N/A	timerecipientsigned	STRING (5)	Time when Recipient Signed the Timesheet	R
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "1043", "operation": "getPaymentSearchDetails", "starttime": "2021-03-15T16:03:27.578Z", "endtime": "2021-03-15T16:03:28.294Z" }	R

Trigger Events

This interface is initiated when a Provider selects a payment card from the Payment Search results and retrieves the payment details.

Processing Criteria

The web service returns Timesheets, Travel Claims, Sick Leave Claims, Special Transaction, Career Pathways Training Time Claims, and Career Pathways Incentive Claims data fetching as defined above.

Only payments in the following statuses are returned:

Timesheet:

- TATS04 - Processed
- TATS16 - Exception Paid

Travel Claim:

- TTCS03 - Received
- TTCS04 - Processed
- TTCS08 - Held - No Timesheet
- TTCS09 - Exception - With Payment

Sick Leave Claim:

- SLV001 - Pending Payroll
- SLV002 - Processed

Special Transaction:

- STS004 - Processed (displayed as Processed on ESP)

Career Pathways:

- CPCS01 - Pending Review
- CPCS02 - Pending Approval
- CPCS03 - Pending Payroll

- CPCS04 - Processed
- CPCS05 - Rejected
- CPCS06 - Void-Reissued

Error Processing

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

Related Components

Business Process Functions

[CI-753428](#) - DSD BF Provider ESP Activity

Business Flows

N/A

Business Rules

[CI-822442](#) - DSD BR IHSSW WEB 168

Tasks/Notifications

N/A

Screens

[CI-822434](#) - DSD SC ESP Payment Search

[CI-822435](#) - DSD SC ESP Payment Search Detail

Reports

N/A

Code Tables

[CI-67955](#) - DSD CT Timesheet Status
[CI-514092](#) - DSD CT Travel Claim Type
[CI-790588](#) - DSD CT CMIPS Sick Leave Claim Status
[CI-480902](#) - DSD CT Time Entry Source
[CI-116341](#) - DSD CT SpecialTransactionType
[CI-116340](#) - DSD CT SpecialTransactionStatus
[CI-823344](#) - DSD CT Career Pathways Claim Type
[CI-823541](#) - DSD CT Career Pathways Claim Status

Interfaces

[CI-823024](#) - IDD EINTF Get Payment Search Details CMNE882Y

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Payment Search Summary (CMNE882Z)

CI
CI-823037 - DSD EINTF Get Payment Search Summary CMNE882Z IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE882Z Event	providerid	CONCERNROLEALTERNATEID. ALTERNATEID	STRING (18)	Provider Number	R
	searchdate	N/A	STRING (10)	The user input search date on the Payment Search screen.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882Z Response	TIMESHEET. TIMESHEETNUMBER TRAVELCLAIM. TRAVELCLAIMNUMBER PROVIDERSICKLEAVECL AIM. PROVSICKLEAVECLAIM NUMBER SPECIALTRANSACTION. SPECIALTRANSACTIONN UMBER CPCLAIM.CLAIMNUMBER	recipientdetail s. transactionnu mber	STRING (16)	Transaction number	R
	TIMESHEET.FROMDATE TRAVELCLAIM. FROMDATE PROVIDERSICKLEAVECL AIM. PAYPERIODSTARTDATE, SPECIALTRANSACTION. FROMDATE CPCLAIM.FROMDATE	recipientdetail s. payperiodstart date	DATE (4)	Pay period start date	R
	TIMESHEET.TODATE TRAVELCLAIM.TODATE, SPECIALTRANSACTION. TODATE CPCLAIM.TODATE	recipientdetail s. payperiodend date	DATE (4)	Pay period end date	R

	TIMESHEET. TIMESHEETTYPECODE TRAVELCLAIM. TRAVELCLAIMTYPECODE, SPECIALTRANSACTION. TRANSACTIONTYPECODE CPCLAIM.CLAIMTYPE	recipientdetails. transactiontype	STRING (10)	Transaction type See TimesheetType code table See CAREERPATHWAYSCLAIMTYPE code table	R
	TIMESHEET. STATUSCODE TRAVELCLAIM. STATUSCODE PROVIDERSICKLEAVECL AIM.STATUSCODE, SPECIALTRANSACTION. STATUSCODE CPCLAIM.STATUSCODE	recipientdetails.statuscode	STRING (10)	Status of the timesheet/travel claim/sick leave/Special Transaction /Career Pathways claim	R
	TIMESHEET. TOTALHOURSMIN TRAVELCLAIM. TOTALHOURSMIN PROVIDERSICKLEAVECL AIM.TOTALHOURSMIN, SPECIALTRANSACTION. HOURSMIN CPCLAIM. TOTALHOURSMIN	recipientdetails. totalclaimedhoursmin	INT (4)	Total claimed hours in minutes Note: CPCLAIM.TOTALHOURSMIN is associated to Career Pathways Training Time Claims only	R
	WARRANT. SCOWARRANTNUMBER	recipientdetails. warrantnumber	STRING (9)	Warrant number	R
	WARRANT.EFTIND	recipientdetails. isdirectdeposit	STRING (6)	Indicator of direct deposit	R
	WARRANT. WARRANTSTATUSCODE	recipientdetails. paymentstatus	STRING (10)	Payment status	R
	ALTERNATENAME. FIRSTFORENAME	recipientdetails. recipientfirstname	STRING (25)	Recipient first name	R
	ALTERNATENAME. SURNAME	recipientdetails. recipientlastname	STRING (30)	Recipient last name	R
	CASEHEADER. CASEREference	recipientdetails.recipientid	STRING (40)	Recipient ID	R
	TIMESHEET. LASTUPDATEDON TRAVELCLAIM. LASTUPDATEDON PROVIDERSICKLEAVECL AIM.LASTUPDATEDON CPCLAIM.STATUSDATE	recipientdetails.statusdate	DATE (4)	Status date	R
	TIMESHEET. TIMESHEETID TRAVELCLAIM. TRAVELCLAIMID PROVIDERSICKLEAVECL AIM. PROVSICKLEAVECLAIMID, SPECIALTRANSACTION. SPECIALTRANSACTIONID CPCLAIM.CPCLAIMID	recipientdetails.transactionid	BIGINT (8)	Transaction ID	R
	CODETABLEITEM.CODE	recipientdetails. websitestatuscode	STRING (10)	Website status code	R
	CODETABLEITEM.CODE	recipientdetails. websitestatusdesc	Unbounded String	Description of the Website status code	R

	CODETABLEITEM.CODE	recipientdetails.transactiontypecode	STRING (10)	Website transaction type	R
	WARRANT.PAYRATE	recipientdetails.payrate	DECIMAL (31,2)	Pay rate	R
	EVVDETAILS.EVVCHECKINLOCATION	recipientdetails.evvcheckinlocation	STRING (10)	The location of the work recorded for checkin EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	EVVDETAILS.EVVCHECKOUTLOCATION	recipientdetails.evvcheckoutlocation	STRING (10)	The location of the work recorded for checkout EVV purposes. This will only be populated for timesheets with the timesheets:payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "1043", "operation": "getPaymentSearchSummary", "starttime": "2021-03-15T16:03:27.578Z", "endtime": "2021-03-15T16:03:28.294Z" }	R

Trigger Events

This interface is initiated when a user uses the search function on the Payment Search screen given a specific pay period.

Processing Criteria

The web service returns Timesheets, Travel Claims, Sick Leave Claims, Special Transactions, Career Pathways Training Time Claims, and Career Pathways Incentive Claims summaries which are then displayed as the search results.

Only payments in the following statuses are returned:

Timesheet:

- TATS04 - Processed
- TATS16 - Exception Paid

Travel Claim:

- TTCS03 - Received
- TTCS04 - Processed
- TTCS08 - Held - No Timesheet
- TTCS09 - Exception - With Payment

Sick Leave Claim:

- SLV001 - Pending Payroll
- SLV002 - Processed

Special Transaction:

- STS004 - Processed (displayed as Processed on ESP)

Career Pathways:

- CPCS01 - Pending Review
- CPCS02 - Pending Approval
- CPCS03 - Pending Payroll
- CPCS04 - Processed
- CPCS05 - Rejected
- CPCS06 - Void-Reissued

Error Processing

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

Related Components

Business Process Functions

[CI-753428](#) - DSD BF Provider ESP Activity
[CI-823363](#) - DSD BF Career Pathways

Business Flows

N/A

Business Rules

[CI-822441](#) - DSD BR IHSSW WEB 167

Tasks/Notifications

N/A

Screens

[CI-822434](#) - DSD SC ESP Payment Search
[CI-822435](#) - DSD SC ESP Payment Search Detail

Reports

N/A

Code Tables

[CI-67955](#) - DSD CT Timesheet Status
[CI-514092](#) - DSD CT Travel Claim Type
[CI-790588](#) - DSD CT CMIPS Sick Leave Claim Status
[CI-116341](#) - DSD CT SpecialTransactionType
[CI-116340](#) - DSD CT SpecialTransactionStatus
[CI-823344](#) - DSD CT Career Pathways Claim Type
[CI-823541](#) - DSD CT Career Pathways Claim Status

Interfaces

[CI-823023](#) - DSD EINTF Get Payment Search Details CMNE882Y
[CI-823024](#) - IDD EINTF Get Payment Search Details CMNE882Y
[CI-823036](#) - IDD EINTF Get Payment Search Summary CMNE882Z

DSD 4/IHSS Provider/Recipient Electronic Services Portal

/External Interfaces/Get Recent Payment Summary

(CMNE883A)

CI
 CI-823039 - DSD EINTF Get Recent Payment Summary CMNE883A IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883A Event	uuid	N/A	STRING (40)	Unique Identifier for the request.	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE882Y Response	TIMESHEET.TIMESHEETNUMBER TRAVELCLAIM. TRAVELCLAIMNUMBER PROVIDERSICKLEAVECLAIM. PROVSICKLEAVECLAIMNUMBER SPECIALTRANSACTION. SPECIALTRANSACTIONNUMBER CPCLAIM.CLAIMNUMBER	firstTransactionPayment.transactionnumber	STRING (16)	Transaction number	R
	TIMESHEET.FROMDATE TRAVELCLAIM.FROMDATE PROVIDERSICKLEAVECLAIM. PAYPERIODSTARTDATE SPECIALTRANSACTION. FROMDATE CPCLAIM.FROMDATE	firstTransactionPayment.payperiodstartdate	DATE (4)	Pay period start date	R
	TIMESHEET.TODATE TRAVELCLAIM.TODATE SPECIALTRANSACTION.TODATE CPCLAIM.TODATE	firstTransactionPayment.payperiodenddate	DATE (4)	Pay period end date	R
	TIMESHEET. TIMESHEETTYPEPCODE TRAVELCLAIM. TRAVELCLAIMTYPEPCODE SPECIALTRANSACTION. TRANSACTIONTYPEPCODE CPCLAIM.CLAIMTYPE	firstTransactionPayment.transactiontype	STRING (10)	Transaction type See Timesheet Type code table See CAREERPATHWAYSCLAIM TYPE code table	R
	N/A	firstTransactionPayment.type	STRING (10)	Type of payment: Timesheet, Travel Claim, Sick Leave Claim, Special Transaction, or Career Pathway Claim	R

	N/A	firstTransactionPayment.programtype	STRING (10)	The program type	R
	TIMESHEET.STATUSCODE TRAVELCLAIM.STATUSCODE PROVIDERSICKLEAVECLAIM. STATUSCODE SPECIALTRANSACTION. STATUSCODE CPCLAIM.STATUSCODE	firstTransactionPayment.statuscode	STRING (10)	Status of the timesheet/travel claim/sick leave/special transaction/Career Pathways Claim	R
	N/A - Derived from TOTALHOURSMIN- CUTBACKHOURSMIN)	firstTransactionPayment.totalhourspaidmin	INT (4)	Total paid hours in minutes	R
	TIMESHEET.TOTALHOURSMIN TRAVELCLAIM. TOTALHOURSMIN PROVIDERSICKLEAVECLAIM. TOTALHOURSMIN SPECIALTRANSACTION. HOURSMIN CPCLAIM.TOTALHOURSMIN	firstTransactionPayment. totalclaimedhoursmin	INT (4)	Total claimed hours in minutes Note: CPCLAIM. TOTALHOURSMIN is associated to Career Pathways Training Time Claims only	R
	TIMESHEET. CUTBACKHOURSMIN TRAVELCLAIM. CUTBACKHOURSMIN PROVIDERSICKLEAVECLAIM. CUTBACKHOURSMIN CPCLAIM.CUTBACKHOURSMIN	firstTransactionPayment.hoursnotpaidmin	INT (4)	Hours not paid Note: CPCLAIM. CUTBACKHOURSMIN is associated to Career Pathways Training Time Claims only	R
	TIMESHEET. TOTALOVERTIMEHRS TRAVELCLAIM. TOTALOVERTIMEHRS CPCLAIM.TOTALOTHOURSMINS	firstTransactionPayment. overtimehoursmin	INT (4)	Overtime hours Note: CPCLAIM. TOTALOTHOURSMIN is associated to Career Pathways Training Time Claims only	O
	TIMESHEET. PROVSIGNATURETIME TRAVELCLAIM. PROVSIGNATURETIMESTAMP CPCLAIM. PROVSIGNATURETIMESTAMP	firstTransactionPayment. dateprovidersigned	DATETIME (8)	Date the Provider signed	O
	TIMESHEET. RECIPIENTSIGNATURETIME	firstTransactionPayment. daterecipientsigned	DATETIME (8)	Date the Recipient signed	O
	WARRANT. SCOWARRANTNUMBER	firstTransactionPayment.warrantnumber	STRING (9)	Warrant number	O
	WARRANT.ISSUEDATE	firstTransactionPayment.warrantissuedate	DATE (4)	Warrant issue date	O
	WARRANT.EFTIND	firstTransactionPayment.isdirectdeposit	STRING (6)	Indicator of direct deposit	O
	N/A	firstTransactionPayment. currenttotalearningsdeductions	STRING (10)	Current total earnings deductions	R
	N/A	firstTransactionPayment. yeartodatelearningdeductions	STRING (10)	Year to date total earnings deductions	R
	TIMESHEET. MODEOFENTRYCODE TRAVELCLAIM. MODEOFENTRYCODE PROVIDERSICKLEAVECLAIM. MODEOFENTRYCODE	firstTransactionPayment.modeofentry	STRING (10)	Mode of entry of the timesheet/travel claim/sick leave claim	R
	TIMESHEET. RECIPIENTSIGNATUREMETHOD	firstTransactionPayment. recipientsignaturemethod	STRING (10)	Recipient signature method	O
	ALTERNATENAME. FIRSTFORENAME	firstTransactionPayment.recipientfirstname	STRING (25)	Recipient first name	R
	ALTERNATENAME.SURNAME	firstTransactionPayment.recipientlastname	STRING (30)	Recipient last name	R
	TIMESHEET.ISEVVTIMESHEET	firstTransactionPayment.isevv	STRING (6)	Indicator of EVV	O
	CODETABLEITEM.CODE	firstTransactionPayment. earningsanddeductionslist. warrantlineitemtypecode	STRING (10)	Warrant type	R
	WARRANTLINEITEM.AMOUNT	firstTransactionPayment. earningsanddeductionslist.currentamount	STRING (10)	Current warrant amount for the given warrant type	R
	WARRANTLINEITEM. YTDAMOUNT	firstTransactionPayment. earningsanddeductionslist. yeartodateamount	STRING (10)	Year to date warrant amount for the given warrant type	R

	WARRANT.PAYRATE	firstTransactionPayment.payrate	DECIMAL (31,2)	Pay rate	R
	N/A	firstTransactionPayment.errormessages	Unbounded String	CM Application Validation Error Messages	O
	N/A	firstTransactionPayment.hours	LIST	List of hours	R
	N/A - Derived from DAYSHOURS field	firstTransactionPayment.workweeks.workweektotal	STRING (10)	Total minutes entered for workweek	R
	N/A - Derived from DAYSHOURS field	firstTransactionPayment.workweeks.workweeknumber	STRING (10)	Number of the workweek	R
	N/A - Derived from DAYSHOURS field	firstTransactionPayment.workweeks.workweek.date	STRING (10)	Date of day in workweek	R
	N/A - Derived from DAYSHOURS field	firstTransactionPayment.workweeks.workweek.minutes	STRING (10)	Minutes entered for the date of the workweek	R
	N/A - Derived from DAYSHOURS field	firstTransactionPayment.workweeks.workweek.greyout	STRING (10)	Workweek Day Grey out Field	O
	N/A - Derived from DAYSHOURS field	firstTransactionPayment.workweeks.workweek.evvstarttime	STRING (10)	EVV Start Time.	O
	N/A - Derived from DAYSHOURS field	firstTransactionPayment.workweeks.workweek.evvloc	STRING (10)	The location of the work recorded. This will only be populated for timesheets with the timesheets: payperiodstartdate prior to "evvlocationservicesstartdate" See code table: EVV Location	O
	EVVDETAILS.EVVCHECKINLOCATION	firstTransactionPayment.workweeks.workweek.evvcheckinlocation	STRING (10)	The location of the work recorded for checkin EVV purposes. This will only be populated for timesheets with the timesheets: payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	EVVDETAILS.EVVCHECKOUTLOCATION	firstTransactionPayment.workweeks.workweek.evvcheckoutlocation	STRING (10)	The location of the work recorded for checkout EVV purposes. This will only be populated for timesheets with the timesheets: payperiodstartdate on or after "evvlocationservicesstartdate" See code table: EVV Location	O
	N/A - Derived from DAYSHOURS field	firstTransactionPayment.workweeks.workweek.evvendtime	STRING (10)	EVV End Time.	O
	TIMESHEET.TIMESHEETID TRAVELCLAIM.TRAVELCLAIMID PROVIDERSICKLEAVECLAIM. PROVSICKLEAVECLAIMID SPECIALTRANSACTION. SPECIALTRANSACTIONID CPCLAIM.CPCLAIMID	payments.transactionid	BIGINT (8)	Transaction ID	R
	TIMESHEET.TIMESHEETNUMBER TRAVELCLAIM. TRAVELCLAIMNUMBER PROVIDERSICKLEAVECLAIM. PROVSICKLEAVECLAIMNUMBER SPECIALTRANSACTION. SPECIALTRANSACTIONNUMBER CPCLAIM.CLAIMNUMBER	payments.transactionnumber	STRING (16)	Transaction number	R
	N/A	payments.transactiontype	STRING (10)	Transaction type	R
	TIMESHEET.STATUSCODE TRAVELCLAIM.STATUSCODE PROVIDERSICKLEAVECLAIM. STATUSCODE SPECIALTRANSACTION. STATUSCODE CPCLAIM.STATUSCODE	payments.statuscode	STRING (10)	Status of the timesheet/travel claim/sick leave claim/special transaction/Career Pathways claim	R

	TIMESHEET.FROMDATE TRAVELCLAIM.FROMDATE PROVIDERSICKLEAVECLAIM. PAYPERIODSTARTDATE SPECIALTRANSACTION. FROMDATE CPCLAIM.FROMDATE	payments.payperiodstartdate	DATE (4)	Pay period start date	R
	TIMESHEET.TODATE TRAVELCLAIM.TODATE SPECIALTRANSACTION.TODATE CPCLAIM.TODATE	payments.payperiodenddate	DATE (4)	Pay period end date	R
	N/A	payments.programtype	STRING (10)	The program type	R
	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R
	N/A	logistics	Unbounded String	Additional Logistic Information which includes elapsed time, operation name, Start and End Time. Example: "logistics": { "time": "1043", "operation": "getRecentPaymentSummary", "starttime": "2021-03-15T16:03:27.578Z", "endtime": "2021-03-15T16:03:28.294Z" }	R

Trigger Events

This interface is initiated when a Provider selects Recent Payments from the Payment menu option or Provider Home screen and the user is taken to the Recent Payment screen.

Processing Criteria

The web service retrieves all timesheet, travel claim, sick leave claim, special transaction, Career Pathways training time claim, or Career Pathways incentive claim requests for the Provider that have been either submitted or have been Approved or Rejected by the Recipient in the past 14 days. (Recipient signed on date). The information is used to populate the default payment and any payments that display in the drop-down on the screen.

Payment data is pulled for payments in the following statuses:

Timesheet:

- All statuses EXCEPT for:
 - TATS01 - Pending Issuance
 - TATS02 - Issued
 - TATS05 - Exception
 - TATS17 - Exception Replaced

Travel Claim:

- TTCS03 - Received
- TTCS04 - Processed
- TTCS08 - Held – No Timesheet
- TTCS09 - Exception – With Payment

Sick Leave Claim:

- SLV001 - Pending Payroll
- SLV002 - Processed

Special Transaction:

- STS003 - Pending Payroll (displayed as Processing on ESP)
- STS004 - Processed (displayed as Processed on ESP)

Career Pathways:

- CPCS01 - Pending Review
- CPCS02 - Pending Approval
- CPCS03 - Pending Payroll
- CPCS04 - Processed
- CPCS05 - Rejected
- CPCS06 - Void-Reissued

Error Processing

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

Related Components

Business Process Functions

[CI-753428](#) - DSD BF Provider ESP Activity

Business Flows

N/A

Business Rules

[CI-823041](#) - DSD BR IHSSW WEB 221

Tasks/Notifications

N/A

Screens

[CI-801514](#) - DSD SC Recent Payments

Reports

N/A

Code Tables

[CI-67955](#) - DSD CT Timesheet Status
[CI-514092](#) - DSD CT Travel Claim Type
[CI-790588](#) - DSD CT CMIPS Sick Leave Claim Status
[CI-116341](#) - DSD CT SpecialTransactionType
[CI-116340](#) - DSD CT SpecialTransactionStatus
[CI-823344](#) - DSD CT Career Pathways Claim Type
[CI-823541](#) - DSD CT Career Pathways Claim Status

Interfaces

[CI-800294](#) - DSD EINTF Get Provider Payment Payment Summary CMNE882A
[CI-800295](#) - IDD EINTF Get Provider Payment Payment Summary CMNE882A
[CI-823040](#) - IDD EINTF Get Recent Payment Summary CMNE883A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Verify Verification Code (CMNE883B)

CI
 CI-823113 - DSD EINTF Verify Verification Code (CMNE883B) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883B Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	R
	isrecipient	String value of boolean (true/false)	STRING (5)	true or false value based on if the user is recipient	R
	providerid	PROVIDERNUMBER	STRING (40)	Provider Number	R
	ispresenter	String value of boolean (true/false)	STRING(5)	true or false value based on if the user is presenter	R
	verification code	VERIFICATIONCODE	STRING(6)	Verification code sent to user phone number using SendVerificationCode service	R
	purpose	N/A	STRING (40)	The purpose (value PV_ESP)	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883B Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	isverified	STRING(5)	Response Code, includes True or False. Example: "isverified": "true"	R
	N/A	verificationcoderetrycount	STRING(2)	Count to track - if user enters invalid verification code it will increment to next value RECIPIENTHEADERINFO, PROVIDERHEADERINFO tables - VERIFICATIONCODERETRYCOUNT column	R
	N/A	isverificationcodeexpired	STRING (5)	Response Code, includes True or False. - if the user enters matching verification code after 15 mins from its creation time, will return as true Example: "isverificationcodeexpired": "true"	R
	N/A	errormessages	Unbounded String	Any validation error messages { "codevalue": "ERR_VERIFICATION_CODE_IS_INVALID", "codedescription": "Invalid verification code, please enter a valid verification code.", "errorfields": [], "errorparameters": [] }	R

	N/A	errors	Unbounded String	<p>Response Code based on Processing.</p> <p>Example:</p> <pre>"errors": [{"codevalue": "200", "codedescription": "success"}]</pre>	R
	N/A	logistics	Unbounded String	<p>Additional Logistic Information, which includes elapsed time, operation name, Start and End Time.</p> <p>Example:</p> <pre>{ "time": "701", "operation": "verifyVerificationCode", "starttime": "2021-08-13T09:35:42.481Z", "endtime": "2021-08-13T09:35:43.167Z" }</pre>	R

Trigger Events

This web service is triggered when a user tries to verify the verification code on My Preferences screen.

Processing Criteria

N/A

Error Processing

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

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-819360 - DSD SC My Preferences - Provider](#)
[CI-822881 - DSD SC My Preferences - Recipient](#)

Reports

N/A

Interfaces

[CI-823115 - IDD EINTF Verify Verification Code CMNE883B](#)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get W2 Summary (CMNE883C)

CI
CI-823222 - DSD EINTF Get W2 Summary CMNE883C IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883C Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	w2FormDetails.providerNumber	STRING (18)	Provider Number	R
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent (from SourceSystem code table)	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883C Response	N/A	success	STRING (5)	Response Code, includes True or False Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}],	R
	N/A	logistics	Unbounded String	"logistics": {"time": 398, "operation": "getW2Summary", "starttime": "2021-11-05T08:18:55.347Z", "endtime": "2021-11-05T08:18:55.378Z"},	R
	N/A	logistics	Unbounded String	"logistics": {"operation": "getW2SummaryDetails", "starttime": "2021-11-08T11:39:32.393Z", "endtime": "2021-11-08T11:39:32.423Z"},	R
	N/A	firstrecipientsw2list[]	LIST	List of Recipients	R
	CASEHEADER.CASEREference	recipientid	STRING (40)	Case Number	O
	ALTERNATENAME.FIRSTFORENAME	recipfirstname	STRING (25)	First Name of the Person	O
	ALTERNATENAME.SURNAME	reciplastname	STRING (30)	Last Name of the Person	O
	w2FormDetails.W2FormName	w2formid	STRING (100)	Unique identifier for the W-2	O
	N/A	w2yearlist[]	LIST	List of W-2's	R
	w2FormDetails.W2Year	year	STRING (10)	W-2 tax year	O

Trigger Events

This interface is initiated when a user navigates to W-2 Forms screen.

Processing Criteria

The information provided by the interface is used to populate the drop-down for tax years and Recipient information on the W-2 Forms screen.

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

N/A

Business Flows

N/A

Business Rules

[CI-823238](#) - DSD BR IHSSW WEB 232

Tasks/Notifications

N/A

Screens

N/A

Reports

N/A

Interfaces

[CI-823221](#) - IDD EINTF Get W2 Summary Details CMNE883E
[CI-823223](#) - DSD EINTF Get W2 Summary Details CMNE883E

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Send Verification Code (CMNE883D)

CI
 CI-823114 - DSD EINTF Send Verification Code (CMNE883D) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883D Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	R
	isrecipient	String value of boolean (true/false)	STRING (5)	true or false value based on if the user is recipient	R
	providerid	PROVIDERNUMBER	STRING (40)	Provider Number	R
	isprovider	String value of boolean (true/false)	STRING(5)	true or false value based on if the user is recipient	R
	requestsentfrom	N/A	STRING (10)	What system the Request came from	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883D Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errormessages	Unbounded String	Any validation error messages/ exception while sending web service request { "Unable to send request" }	
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}]	R
	N/A	logistics	Unbounded String	Additional Logistic Information, which includes elapsed time, operation name, Start and End Time. Example: { "time": "701", "operation": "sendVerificationCode", "starttime": "2021-08-13T09:35:42.481Z", "endtime": "2021-08-13T09:35:43.167Z" }	R

Trigger Events

This web service is triggered when a user requests send verification code to verify their phone number from My Preferences screen.

Processing Criteria

N/A

Error Processing

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

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-819360 - DSD SC My Preferences - Provider](#)
[CI-822881 - DSD SC My Preferences - Recipient](#)

Reports

N/A

Interfaces

[CI-823116 - IDD EINTF Send Verification Code CMNE883D](#)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get W2 Summary Details (CMNE883E)

CI
 CI-823223 - DSD EINTF Get W2 Summary Details CMNE883E IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883E Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	w2FormDetails.providerNumber	STRING (18)	Provider Number	R
	year	w2FormDetails.W2Year	STRING (10)	W-2 tax year	R
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent (from SourceSystem code table)	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883E Response	N/A	success	STRING (5)	Response Code, includes True or False Example: "success": "true"	R
	N/A	errormessages	Unbounded String	CM Application Validation Error Messages	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}],	R
	N/A	logistics	Unbounded String	"logistics": {"time": 398, "operation": "getW2SummaryDetails", "starttime": "2021-11-08T11:39:32.393Z", "endtime": "2021-11-08T11:39:32.423Z"},	R
	N/A	recipientsw2list[]	LIST	List of Recipients	R
	CASEHEADER.CASEREference	recipientid	STRING (40)	Case Number	O
	ALTERNATENAME.FIRSTFORENAME	recipfirstname	STRING (25)	First Name of the Person	O
	ALTERNATENAME.SURNAME	reciplastname	STRING (30)	Last Name of the Person	O
	w2FormDetails.W2FormName	w2formid	STRING (100)	Unique identifier for the W-2	O

Trigger Events

This interface is initiated when a tax year is selected from the dropdown on the W-2 Forms screen in the ESP.

Processing Criteria

This web service provides the necessary details required to display the W-2 Recipient cards for the selected tax year.

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

N/A

Business Flows

N/A

Business Rules

[CI-823238](#) - DSD BR IHSSW WEB 232

Tasks/Notifications

N/A

Screens

N/A

Reports

N/A

Interfaces

[CI-823220](#) - IDD EINTF Get W2 Summary CMNE883C

[CI-823222](#) - DSD EINTF Get W2 Summary CMNE883C

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get W2 PDFs (CMNE883F)

CI
CI-823231 - DSD EINTF Get W2 PDFs CMNE883F IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883E Event	providerid	w2FormDetails.providerNumber	STRING (18)	Provider Number	R
	recipientid	alternateName.firstForename	STRING (40)	Case Number	R
	taxyear	w2FormDetails.W2Year	STRING (10)	W-2 tax year	R

Data Elements – Response

Based on the information sent in the request, the interface shall return and display the W-2 PDF file associated with the Provider/Recipient relationship and correct tax year. The file naming convention for the PDF file follows: [ProviderId]_[CaseNumber]_[TaxYear]_[InternalEmpId].pdf.

Trigger Events

This interface is initiated when a Provider selects the View W-2 button on the W-2 Forms screen.

Processing Criteria

This web service retrieves the electronic W-2 PDF for the selected W-2 and presents it to the user.

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

N/A

Business Flows

N/A

Business Rules

[CI-823239 - DSD BR IHSSW WEB 233](#)

Tasks/Notifications

N/A

Screens

[CI-823232 - DSD SC W-2 Forms](#)

Reports

N/A

Interfaces

[CI-823220](#) - IDD EINTF Get W2 Summary CMNE883C
[CI-823222](#) - DSD EINTF Get W2 Summary CMNE883C

Forms

[CI-823224](#) - DSD FORM Electronic Replacement W-2

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Share of Cost Search Details (CMNE883G)

CI
 CI-823252 - DSD EINTF Get Share of Cost Search Details CMNE883G IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883G Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	recipientid	alternateName.firstForename	STRING (40)	Case Number	R
	searchdate	N/A	STRING (10)	User's search date	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883C Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}],	R
	N/A	logistics	Unbounded String	"logistics": {"time": "112722", "operation": "getShareOfCostSearchDetails", "starttime": "2021-11-22T15:21:44.206Z", "endtime": "2021-11-22T15:23:34.468Z"}	R
	N/A	errormessages	LIST	Application returned errors.	R
	CaseSOCHours. serviceMonth	serviceMonth	STRING (6)	Service month for the SOC transaction.	O
	CaseSOCHours. availableHours	availableHours	STRING (4)	Total Number of Hours in minutes after SOC that are allowed to be paid.	O
	CaseSOCHours. socHours	socHours	STRING (4)	SOC Auth Amount converted to Minutes.	O
	CaseSOCHours. socAuthAmt	socAuthAmt	STRING (32)	SOC amount received from MEDS through spend down process.	O
	CaseSOCHours. ihssAuthHours	ihssAuthHours	STRING (4)	Recipient Authorized Hours for a given Month.	O

Trigger Events

This interface is initiated when a user navigates to the Share of Cost Hours Details screen or when a user searches for a specific service period on the Share of Cost Hours Details screen.

Processing Criteria

This web service retrieves the share of cost details for a given service month to display for the user.

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

N/A

Business Flows

N/A

Business Rules

[CI-823265](#) - DSD BR IHSSW WEB 234

Tasks/Notifications

N/A

Screens

[CI-823264](#) - DSD SC Share of Cost Hours Details

Reports

N/A

Interfaces

[CI-823251](#) - IDD EINTF Get Share of Cost Search Details CMNE883G

Forms

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Read Messages For User (CMNE883H)

CI
 CI-823300 - DSD EINTF Read Messages For User CMNE883H IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883H Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	Required if providerid is blank
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	Required if recipientid is blank

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883H Response	N/A	status	STRING (3)	Response Code based on Processing.	R
	RecipientMessageCenter.CASEREference	recipientid	STRING (40)	Case number	Required if providerid is blank
	ProviderMessageCenter.PROVIDERNUMBER	providerid	STRING (18)	Provider number	Required if recipientid is blank
	N/A	messages[]	LIST	List of messages	R
	ProviderMessageCenter.MESSAGETYPE RecipientMessageCenter.MESSAGETYPE	messages.messageType	STRING (30)	messageType ='messagecenter' or messageType = 'whatsnew'	R
	ProviderMessageCenter.MESSAGESUBJECT RecipientMessageCenter.MESSAGESUBJECT	messages.messagesubject	STRING (100)	Message subject	O
	ProviderMessageCenter.MESSAGECONTENT RecipientMessageCenter.MESSAGECONTENT	messages.message	STRING (1000)	Message content	O
	ProviderMessageCenter.MESSAGEREAD RecipientMessageCenter.MESSAGEREAD	messages.messageread	STRING (1)	Indicator of whether the message has been read	O
	ProviderMessageCenter.MESSAGEIMPORTANCE RecipientMessageCenter.MESSAGEIMPORTANCE	messages.messageimportance	STRING (1)	Importance of message	O
	ProviderMessageCenter.MESSAGECREATEDTIMESTAMP RecipientMessageCenter.MESSAGECREATEDTIMESTAMP	messages.messagecreateddate	DATE TIME	Creation date of message	O

	CODETABLEITEM.DESCRIPTION	messages.messageid	STRING (8)	Message ID	O
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R

Trigger Events

This interface is initiated when a user accesses a What's New and/or Message Center message on the ESP.

Processing Criteria

This web service retrieves What's New and/or ESP Message Center message(s) details so it may be displayed for the user.

Error Processing

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

When EVV(CM-Rest Wrapper) is not available and provides an ECONNREFUSED response, the CSP Services should return an error to the CSP Web app. This error should sync with existing error handling and will also trigger the Something went wrong Pop-Up (CSP).

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-790145 - DSD SC Whats New](#)

[CI-823590 - DSD SC IHSS ESP Message Center](#)

Reports

N/A

Interfaces

[CI-823301 - IDD EINTF Read Messages For User CMNE883H](#)

Forms

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Training Claim Pay Period Details (CMNE883I)

CI
CI-823324 - DSD EINTF Get Training Claim Pay Period Details (CMNE883I) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883I Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table. Two values: IVR or ESP	R
	providerid	CONCERNROL EALTERNATEID .ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	alternateName. firstForename	STRING (40)	Case Number	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name /File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883I Response	N/A	status	STRING (5)	Response Code based on Processing.	R
	N/A	uuid	STRING (40)	Unique Identifier for the request	R
	CODETABLE.CODE	careerPathway Type	STRING (10)	The Career Pathway Type code value	R
	N/A	dtls	LIST	List of pay period details	R
	TIMESHEET. FROMDATE	dtls. payperiodstartd ate	STRING (10)	From Date for the Timesheet	O
	TIMESHEET.TODATE	dtls. payperiodendd ate	STRING (10)	To Date for the Timesheet	O
	CODETABLEITEM. CODE	dtls. programtype	STRING (10)	Provider Workweek Agreement Program Type	O

Trigger Events

This interface is initiated when a user navigates to the Add Training Time Claim on the ESP.

Processing Criteria

Interface between ESP and CM to populate the list in the Pay Period field and the claim types in the Career Pathways drop down field.

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

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-823309](#) - DSD SC Add Training Time Claim

Reports

N/A

Interfaces

[CI-823325](#) - IDD EINTF Get Training Claim Pay Period Details

Forms

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Career Pathways Claim Type and Recipient Details (CMNE883J)

CI
 CI-823345 - DSD EINTF Career Pathways Claim Type and Recipient Details (CMNE883J) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883J Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	CONCERNROL EALTERNATEID .ALTERNATEID	STRING (18)	Provider Number	R
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883J Response	N/A	status	STRING (5)	Response Code based on Processing.	R
	N/A	cptClaimType[]	LIST	List of Career Pathway Claim Types	R
	CODETABLE.CODE	cptClaimType	STRING (19)	A comma separated list of one or more Career Pathway Code values	R
	N/A	recipientDetails []	LIST	<p>List of Recipients in which the Provider has an assignment:</p> <ul style="list-style-type: none"> Recipient(s) in which the most recent assignment provider has is Active (Eligible or Presumptive Eligible) and Leave Recipient(s) in which Provider has a Terminated assignment will only display if Provider has no other assignment status - drop down will not show terminated Recipients where the termination date is before 1 year prior to the Career Pathways configured start date. 	R
	ALTERNATENAME. FIRSTFORENAME	recipientDetails. recipientFirstName	STRING (56)	First name of the Recipient	O
	CASEHEADER. CASEREference	recipientDetails. recipientID	STRING (40)	Case Number	O
	ALTERNATENAME. SURNAME	recipientDetails. recipientLastName	STRING (56)	Last name of the Recipient	O

Trigger Events

This interface is initiated when a user navigates to the Career Pathways Claim Type screen.

Processing Criteria

This web service retrieves Career Pathway Claim Type details and Recipient details to populate the drop-downs on the Career Pathways Claim Type screen.

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

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-823310 - DSD SC Career Pathways Claim Type](#)

Reports

N/A

Interfaces

[CI-823346 - IDD EINTF Career Pathways Claim Type and Recipient Details \(CMNE883J\)](#)

Forms

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Submit Training Time Claim (CMNE883K)

CI
CI-823362 - DSD EINTF Submit Career Pathways Training Time Claim (CMNE883K) IMPLEMENTED

Web service sent from IHSS ESP to Case Management (CM) with the data elements on a provider's submitted Career Pathways training time claim. The data on this web service will create the corresponding claim record in CM.

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883K Event	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Id	R
	payperiodstartdate	CPCLAIM.FROMDATE	STRING (10)	Pay Period start date mm/dd/yyyy	R
	payperiodenddate	CPCLAIM.TODATE	STRING (10)	Pay Period end date mm/dd/yyyy	R
	claimType	CPCLAIM.CLAIMTYPE	STRING (4)	Training Claim Type (CPTC)	R
	requestsentfrom	N/A		esp	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	totalHoursMins	CPCLAIM.TOTALHOURSMIN	STRING (4)	Total hours and minutes submitted on the claim	R
	claimDetails	<section detailing the class information>	n/a		R
	pathwaytype	CPClaimInfo.PATHWAYTYPE	STRING (10)	Career Pathway type	R
	classnumber	CPClaimInfo.CLASSNUMBER	STRING (60)	Class Number	R
	classname	CPClaimInfo.CLASSNAME	STRING (60)	Class Name Note: Remove any special characters from the Class Name when CM creates the record.	R
	trainingdate	CPClaimInfo.TRAININGDATE	STRING (10)	Training Date mm/dd/yyyy	R
	hoursmins	CPClaimInfo.HOURSMIN	STRING (4)	Hours/Min	R

Data Elements – Response

Source: Cúram	Target: IHSS ESP
---------------	------------------

Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883K Response	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R

Trigger Events

This interface is called when a Provider selects the Sign & Submit button on the Electronic Signature screen for a Career Pathways training time claim.

Processing Criteria

N/A

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

N/A

Business Process Functions

See [business process function](#) for Career Pathways.

Business Flows

See [business process flow](#) for Career Pathways.

Business Rules

See [business rule](#) for sending training time claim data from IHSS ESP to CM.

Tasks/Notifications

After training time claim submission, CM creates a [task](#) in the CDSS Career Pathways work queue.

Screens

[Training Time Claim: Electronic Signature](#) (Note: This is a temporary link to the ASR. Modify with the link to the DSD page once implemented.)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Read Receipt For ESP (CMNE883L)

CI
 CI-823474 - DSD EINTF Read Receipt For ESP CMNE883L IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883L Event	CODETABLEITEM.DESCRIPTION	messages.messageid	STRING (8)	Message ID	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	Required if providerid is blank
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	Required if recipientid is blank

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883L Response	N/A	status	STRING (3)	Response Code based on Processing.	R

Trigger Events

This interface is initiated when a User clicks on a unread What's New Message or Message Center Message.

Processing Criteria

This web service retrieves the What's New or Message Center message(s) details and sets the message status to read.

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

CI-824059 - DSD BR IHSSW WEB 257

Tasks/Notifications

N/A

Screens

[CI-790145](#) - DSD SC Whats New

[CI-823590](#) - DSD SC IHSS ESP Message Center

Reports

N/A

Interfaces

[CI-824058](#) - IDD EINTF Read Receipt For ESP CMNE883L

Forms

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Submit Career Pathways Incentive Claim (CMNE883L)

CI
 CI-823484 - DSD EINTF Submit Career Pathways Incentive Claim (CMNE883L) IMPLEMENTED

Web service sent from IHSS ESP to Case Management (CM) with the data elements on a provider's submitted Career Pathways incentive claim. The data on this web service will create the corresponding claim record in CM.

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883L Event	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Id	R
	claimType	CPCLAIM.CLAIMTYPE	STRING (4)	Training Incentive Claim (CPTI) One-Month Assignment Incentive Claim (CPOI) Six-Month Assignment Incentive Claim (CPSI)	R
	requestsentfrom	N/A		esp	R
	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	pathwaytype	CPClaimInfo.PATHWAYTYPE	STRING (10)	Career Pathway type	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883L Response	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}],	R

Trigger Events

This interface is called when a Provider selects the Sign & Submit button on the Incentive Claim Entry screen in ESP for a Career Pathways Training Incentive, One-Month Assignment Incentive, or Six-Month Assignment Incentive claim.

Processing Criteria

For one-month and six-month assignment incentive claims (CPOI, CPSI):

- Applies to One-Month and Six Month: Check if the provider has at least 15 processed hours for the career pathway selected on the training time claim screen. The status of the hours on a claim(s) that is/are Processed.
- Applies to Six-Month Only: Check if the system date is six months after the Career Pathways configuration date.

For training incentive claims (CPTI):

- Check if the provider has at least 15 hours for the career pathway selected on the training time claim screen. The status of the hours on a claim(s) that is/are Pending Review, Pending Approval, Pending Payroll, or Processed.

Error Processing

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

Related Components

N/A

Business Process Functions

[CI-823363 BF Career Pathways](#)

Business Flows

[CI-823365 BP Career Pathways](#)

Business Rules

[CI-823485 BR IHSSW CP 05](#)

Tasks/Notifications

[CI-823486 TSK TN PCM 14](#)

Screens

[CI-823445 SC Incentive Claim Entry](#)

Reports

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Check Career Pathways Incentive Claim Count (CMNE883M)

CI
CI-823558 - DSD EINTF Check Career Pathways Incentive Claim Count (CMNE883M) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883M Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	CONCERNROL EALTERNATEID .ALTERNATEID	STRING (18)	Provider Number	R
	cptClaimType	CODETABLE. CODE	STRING (4)	Career Pathways claim type	R
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/ WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883M Response	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R

Trigger Events

This interface is initiated when a user selects the Training Incentive or One-Month Assignment Incentive or Six-Month Assignment Incentive claim type then the Next button on the Career Pathways Claim Type screen.

Processing Criteria

This web service retrieves the number of a provider's Career Pathways incentive claim records in 'Pending Review', 'Pending Approval', 'Pending Payroll' or 'Processed' status in Case Management.

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

[CI-823363](#) BF Career Pathways

Business Flows

[CI-823365 BP Career Pathways](#)

Business Rules

[CI-823553 EM IHSSW TTC 16](#)
[CI-823554 EM IHSSW TTC 17](#)
[CI-823555 EM IHSSW TTC 18](#)

Tasks/Notifications

N/A

Screens

[CI-823310 SC Career Pathways Claim Type](#)

Reports

N/A

Interfaces

[CI-823580 IDD EINTF Check Career Pathways Incentive Claim Count CMNE883M](#)
[CI-823346 IDD EINTF Career Pathways Claim Type and Recipient Details \(CMNE883J\)](#)

Forms

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Check Career Duplicate Training Time Class (CMNE883S)

CI
CI-823737 - DSD EINTF Check Career Duplicate Training Time Class (CMNE883S) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883S Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	CONCERNROL EALTERNATEID .ALTERNATEID	STRING (18)	Provider Number	R
	cpTrainingClass Req	CODETABLE. CODE	STRING (4)	Class Number	R
	requestsentfrom	N/A	STRING (10)	Captures the name of the system from which the request was sent. From SourceSystem code table.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/ WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883S Response	N/A	status	STRING(8)	Status	R
	N/A	classnumbers	STRING (4)	Career Pathways Training Class Number	R
	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{"codevalue": "200", "codedescription": "success"}],	R

Trigger Events

This interface is initiated when a user clicks the Submit Claim button on the Add Training Time Claim screen.

Processing Criteria

ESP sends web service request data to CM when a user clicks the Submit Claim button on the Add Training Time Claim screen:

- Provider ID
- Class Number

CM sends web service response data:

- Should return which class, if any, are duplicate. The class number(s) will display as part of the error message ([CI-823768](#)). Only return class as duplicate if on a training time claim where status in (Pending Review, Pending Approval, Pending Payroll, Processed).

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

[CI-823363](#) BF Career Pathways

Business Flows

[CI-823365](#) BP Career Pathways

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-823309](#) DSD SC Add Training Time Claim

Reports

N/A

Interfaces

[CI-823791](#) IDD EINTF Check Career Duplicate Training Time Class CMNE883S

Forms

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Delete Message (CMNE883O)

CI
 CI-823648 - DSD EINTF Delete Message CMNE883O IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883O Event	CODETABLEITEM.DESCRIPTION	messages.messageid	STRING (8)	Message ID	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883O Response	N/A	status	STRING (3)	Response Code based on Processing.	R

Trigger Events

This interface is initiated when a User deletes a message in ESP.

Processing Criteria

This web service will update the status of a deleted message from RST1 to RST2 in case management.

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-823590](#) – IHSS ESP Message Center

Reports

N/A

Interfaces

[CI-823649](#) – IDD EINTF Delete Message CMNE883O

Forms

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Career Pathways Training Hours and Course Details (CMNE883R)

CI
 CI-823620 - DSD EINTF Get Career Pathways Training Hours and Course Details (CMNE883R) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883R Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883R Response	N/A	errors	Unbounded String	Response Code based on Processing. Example: "errors": [{ "codevalue": "200", "codedescription": "success" }],	R
	N/A	providerid	BIGINT(8)	Provider Number	R
	N/A	status	CHARACTER(8)	Status	R
	N/A	cptReportDtls	CHARACTER (100)	Career Pathways Report Details	R
	N/A	cumulativeCPTRdts	CHARACTER (100)	Cumulative Hours Career Pathway Report Details	R

Trigger Events

This interface is triggered when a user navigates to the Career Pathways Training Report screen in ESP.

Processing Criteria

This interface retrieves a Provider's cumulative Career Pathways training hours and approved courses.

Web service retrieves course data from training time records in CM with status of 'Processed'.

The request service sends the following data elements to CM:

- Provider ID

The response service sends the following data elements to ESP:

- Provider ID
- PaidHoursMin for each Career Pathway type – a separate line item for each is sent on the response
- For each training class that exists on a training time record where Status = Processed, include the following data:

- Career Pathway Type
- Class Number
- Class Name
- Training Date
- Hours/Mins

Error Processing

When the 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

[CI-823363](#) DSD BF Career Pathways

Business Flows

[CI-823365](#) DSD BP Career Pathways

Business Rules

[CI-823611](#) DSD BR IHSSW CP 07

Tasks/Notifications

N/A

Screens

[CI-823610](#) DSD SC Career Pathways Training Report

Reports

N/A

Interfaces

[CI-823754](#) IDD ENTF Get Career Pathways Training Hours and Course Details (CMNE883R)

Forms

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Validate MFA Code (CMNE883N)

CI
 CI-823700 - DSD EINTF Validate MFA Code (CMNE883N) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883N Event	uid	N/A	STRING (40)	Unique Identifier for the request	R
	purpose	N/A	STRING (40)	The purpose	R
	verificationcode	VERIFICATIONCODE	STRING(6)	Verification code sent to user's phone number or email address.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883N Response	N/A	errors (success /failure)	Unbounded String	Response Code based on Processing. Example: [{"statusCode": 403, "message": "INVALID_VERIFICATION_CODE"}] }]	R

Trigger Events

This web service is triggered when a user tries to verify the verification code on IHSS ESP Enter Verification Code screen and CMIPS Service Portal Enter Verification Code screen.

Processing Criteria

N/A

Error Processing

The verification code is verified when entered on the IHSS ESP Enter Verification Code screen or CMIPS Service Portal Enter Verification Code screen and error messages are displayed if it's invalid, expired or blocked.

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-823658](#) - DSD SC Enter Verification Code

[CI-823741](#) - DSD SC CMIPS Service Portal Enter Verification Code

Reports

N/A

Interfaces

[CI-823701](#) - IDD EINTF Validate MFA Code CMNE883N

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Generate And Send MFA Code (CMNE883P)

CI
 CI-823705 - DSD EINTF Generate And Send MFA Code (CMNE883P) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883P Event	userid	N/A	STRING (40)	Unique Identifier for the request	R
	purpose	N/A	STRING (40)	The purpose	R
		N/A	email	Email address on file for the user Example: "email" : "testing123@gmail.com"	R
	writtenlanguage	writtenlanguage	STRING (40)	User's written language.	R
	methodofDelivery	N/A	STRING (40)	Method of delivery	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883P Response	N/A	errors (success /failure)	Unbounded String	Response Code based on Processing. Example: ["statusCode": 403, "message": "INVALID_VERIFICATION_CODE"]	R

Trigger Events

This web service is triggered when the User clicks the Send Verification Code button on IHSS ESP Two-Step Verification screen or CMIPS Service Portal Two-Step Verification screen.

Processing Criteria

N/A

Error Processing

N/A

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-823657](#) - DSD SC Two-Step Verification

[CI-823711](#) - DSD SC CMIPS Service Portal Two-Step Verification

Reports

N/A

Interfaces

[CI-823704](#) - IDD EINTF Send MFA Code CMNE883P

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get User Phone Email Details (CMNE883Q)

CI
 CI-823708 - DSD EINTF Get User Phone Email Details (CMNE883Q) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883Q Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	username	IHSSWEBSITEPERSONSTATUS.WEBSITEUSERNAME	STRING (40)	ESP username	R
	requestsentfrom	N/A	STRING (10)	What system the Request came from	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883Q Response	N/A	success	STRING (5)	Response Code, includes True or False. Example: "success": "true"	R
	N/A	primaryphonenumbr	Unbounded String	Primary phone number on file for the user Example: "primaryphonenumbr" : "9521231234"	R
	N/A	email	Unbounded String	Email address on file for the user Example: "email" : "testing123@gmail.com"	R
	N/A	cellphonenumbr	Unbounded String	Cell phone number on file for the user Example: "cellphonenumbr" : "8213214321"	R

Trigger Events

This web service is triggered when the User selects Verification Code option on the Forgot Your User Name or Password screen and hits the "Next" button. The phone number(s) and/or email address is displayed on Two-Step Verification screen.

Processing Criteria

N/A

Error Processing

N/A

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-753472](#) - DSD SC Get User Name Or Password Reset

[CI-823657](#) - DSD SC Two-Step Verification

Reports

N/A

Interfaces

[CI-823708](#) - DSD EINTF Get User Phone Email Details (CMNE883Q)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Eforms For User (CMNE883T)

CI
 CI-824039 - DSD EINTF Get Eforms For User (CMNE883T) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883T Event	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	recipientid	CASEHEADER.CASEREference	STRING (40)	Case Number	Required if providerid is blank
	providerid	CONCERNROLEALTERNATEID.ALTERNATEID	STRING (18)	Provider Number	Required if recipientid is blank

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883T Response	N/A	status	STRING (3)	Response Code based on Processing.	R
	N/A	formcentermessages []	LIST	List of Form Center messages	R
	ProviderMessageCenter.MESSAGESUBJECT ECT RecipientMessageCenter. MESSAGESUBJECT	message.messagesubject	STRING(20)	Message Subject	O
	ProviderMessageCenter.MESSAGE RecipientMessageCenter.MESSAGE	message.message	STRING(20)	Message	O
	ProviderMessageCenter.MESSAGEREAD RecipientMessageCenter. MESSAGEREAD	messages.messagingread	STRING (1)	Indicator of whether the message has been read	O
	ProviderMessageCenter.MESSAGECREATIONTIMESTAMP RecipientMessageCenter. MESSAGECREATEDTIMESTAMP	messages.messagecreateddate	DATE TIME	Creation date of the form	O
	ProviderMessageCenter.FORMNAME RecipientMessageCenter.FORMNAME	messages.formname	STRING(20)	Name of the form	O
	ProviderMessageCenter.FORMSHORTNAME RecipientMessageCenter. FORMSHORTNAME	messages.formshortname	STRING(20)	Short name of the form	O
	CODETABLEITEM.DESCRIPTION	messages.messageid	STRING (8)	Message ID	O
	uuid	N/A	STRING (40)	Unique Identifier for the request	R
	N/A	messages.formdata	STRING (100)	Form's unique URL	O
	N/A	messages.actiondate	DATE TIME	Date the request was made	O

	N/A	messages. highpriorityindicator	STRING (1)	High Priority Indicator	O
	N/A	messages.formstatus	STRING (8)	Status of the form	O

Trigger Events

This interface is initiated when a Recipient or Provider with electronic forms clicks on the Message Center link in the IHSS ESP header or Electronic Forms tab on the IHSS ESP Message Center screen.

Processing Criteria

N/A

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

N/A

Business Process Functions

N/A

Business Flows

N/A

Business Rules

[CI-824041](#) - DSD BR IHSSW WEB 256

Tasks/Notifications

N/A

Screens

[CI-823590](#) - DSD SC IHSS ESP Message Center

Reports

N/A

Interfaces

[CI-824040](#) - IDD EINTF Get Eforms For User CMNE883T

Forms

N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Employment Wage Verification Info (CMNE883U)

CI
CI-824356 - DSD EINTF Get Employment Wage Verification Info (CMNE883U) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883U Event	providerNumber	N/A	STRING (40)	Unique Provider Number	R
	requestsentfrom	N/A	STRING (40)	Captures the name of the system from which the request was sent.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883U Response	startDate	Start Date	STRING (10)	The Start Date	R
	endDate	End Date	STRING (10)	The End Date	R
	formID	Form ID	STRING (40)	Form ID	R
	FormType	Form Type	STRING (40)	Form Type selected	R
	Status	Status	STRING (40)	The status of the form	R
	caseReference	Case Reference	STRING (40)	Case Reference	R
	IsAllRecipient	IsAllRecipient	STRING (5)	true/false value to represent if All Recipient is selected	R
	recipientName	Recipient Name	STRING (40)	Recipient Name	R
	N/A	errors (success /failure)	Unbounded String	Response Code based on Processing. Example: ["statusCode": 403, "message": "INVALID_VERIFICATION_CODE"]	R

Trigger Events

The getEmpWageVerificationInfo web service is triggered when the User clicks "Yes" on the Confirm Employment Verification for Provider or Confirm Employment and Wage Verification for Provider pop-up.

Processing Criteria

N/A

Error Processing

N/A

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

Will be added once developed.

Reports

N/A

Interfaces

[CI-824357 - IDD EINTF Get Employment Wage Verification Info \(CMNE883U\)](#)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Recipients For Wage Verification (CMNE883V)

Canceled by ASR Team TMS Sprint 117

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Save Employment Wage Info (CMNE883W)

CI
 CI-824366 - DSD EINTF Submit Employment Wage Request (CMNE883W) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883W Event	providerNumber	N/A	STRING (40)	Unique Provider Number	R
	requestsentfrom	N/A	STRING (40)	Captures the name of the system from which the request was sent.	R
	startDate	Start Date	STRING (10)	The Start Date	R
	endDate	End Date	STRING (10)	The End Date	R
	formType	Form Type	STRING (40)	Form Type selected	R
	IsAllRecipient	IsAllRecipient	STRING (5)	true/false value to represent if All Recipient is selected	R
	caseReference	Case Reference	STRING (40)	Case Reference	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883W Response	Status	errors (success /failure)	Unbounded String	Response Code based on Processing. Status 200: success Status 500: failure	R

Trigger Events

The saveEmpWageInfo web service is triggered when the User selects "Create Form" on the Provider Verifications screen.

Processing Criteria

N/A

Error Processing

N/A

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-824348](#) - DSD SC Provider Verifications

Reports

N/A

Interfaces

[CI-824367](#) - IDD EINTF Save Employment Wage Info (CMNE883W)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Submit Employment Wage Request (CMNE883W)

CI
CI-824366 - DSD EINTF Submit Employment Wage Request (CMNE883W) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Event

Source: IHSS ESP		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)
CMNE883W Event	providerNumber	N/A	STRING (40)	Unique Provider Number	R
	requestsentfrom	N/A	STRING (40)	Captures the name of the system from which the request was sent.	R
	startDate	Start Date	STRING (10)	The Start Date	R
	endDate	End Date	STRING (10)	The End Date	R
	formType	Form Type	STRING (40)	Form Type selected	R
	IsAllRecipient	IsAllRecipient	STRING (5)	true/false value to represent if All Recipient is selected	R
	caseReference	Case Reference	STRING (40)	Case Reference	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883W Response	Status	errors (success /failure)	Unbounded String	Response Code based on Processing. Status 200: success Status 500: failure	R

Trigger Events

The submitEmpWageRequest service is triggered when the User selects "Request Verification" on the Request Employment/Wage Verification screen in ESP. The request submitted by the Provider for Employment and Wage verification is saved in the database tables: VERIFICATIONINFO and EMPWAGEVERIFICATIONTRIGGER.

Processing Criteria

N/A

Error Processing

N/A

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-824376](#) - DSD SC Request Employment/Wage Verification

Reports

N/A

Interfaces

[CI-824367](#) - IDD EINTF Save Employment Wage Info (CMNE883W)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /External Interfaces/Get Employment And Wage Verification Form (CMNE883X)

CI
CI-824403 - DSD EINTF Get Employment And Wage Verification Form (CMNE883X) IMPLEMENTED

Internal Layout/System Mapping

Data Elements – Request

Source: IHSS ESP		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)
CMNE883X Event	formid	N/A	STRING (40)	Unique form ID	R
	requestsentfrom	N/A	STRING (40)	Captures the name of the system from which the request was sent.	R

Data Elements – Response

Source: Cúram		Target: IHSS ESP			
Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CMNE883X Response	PDF File	N/A	Object	The Employment and Wage Verification Form	N/A

Trigger Events

The getEmpWageVerificationForm interface is triggered when the user selects Download button on the Employment/Wage Verification screen in Electronic Service Portal (ESP).

Processing Criteria

N/A

Error Processing

N/A

Related Components

Business Process Functions

N/A

Business Flows

N/A

Business Rules

N/A

Tasks/Notifications

N/A

Screens

[CI-824375](#) - DSD SC Employment/Wage Verification

Reports

N/A

Interfaces

[CI-824404](#) - IDD EINTF Get Employment And Wage Verification Form (CMNE883X)

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Batch Processing

This section will describe the identified batch processes.

#	Batch Process Name	CI	Description	Estimated Size (Records)	Frequency	Send Receive Maintenance
1	Send CMIPS Email (894DINDN)	 CI-754010 - DSD BTCH PRO CRM 894dindn IMPLEMENTED	The batch job runs at set intervals throughout the day to transfer Cúram generated emails to BPM for delivery to SendGrid via the interface CMNE881A for delivery to Providers and Recipients.	N/A	As Needed	Send
2	Job 1: Send ETSE04 for no Recipient Action for 15 Days	 CI-754753 - DSD BTCH pro web Job1 IMPLEMENTED	The job runs every day at 7PM. The job makes a call to CM to fetch all providers whose initiation to recipient (either ETSE01 or ETSE02) was sent exactly 15 days ago. The job sends ETSE04 to all such providers.	N/A	Daily	Maintenance
3	Job 2: Send ETSE04 for no Recipient Action for 30 Days	 CI-754754 - DSD BTCH pro web Job2 IMPLEMENTED	The job runs every day at 7PM. The job makes a call to CM to fetch all providers whose initiation to recipient (either ETSE01 or ETSE02) was sent exactly 30 days ago. The job sends ETSE04 to all such providers.	N/A	Daily	Maintenance
4	Job 3: Clear User Data when Registration has not been completed and the time since Registration step 3 exceeds the configuration value for 'deleteTempRegData'	 CI-754755 - DSD BTCH pro web Job3 IMPLEMENTED	The job runs every 15 minutes throughout day and night. The job clears the user information collected through registration steps if user has not verified the provided email ID and the time of processing exceeds the configuration value for 'deleteTempRegData'.	N/A	Interval	Maintenance
5	Job 4: Timesheet Reconciliation	 CI-754756 - DSD BTCH pro web Job4 IMPLEMENTED	The job runs every day at 7 PM. The job fetches all the submitted and approved timesheets from IHSS ESP and sends to CM for reconciliation. A report will be generated in CM and sent to team members through email.	N/A	Daily	Maintenance
6	Bluemix Job 5: Send ETSE22, Privacy Notice, to all registered users	 CI-754822 - DSD BTCH pro web Job5 IMPLEMENTED	This Bluemix job runs once a year on Jan 1st or annually, as requested by CDSS, and sends ETSE57 notification to all registered providers and recipients.	N/A	Annual	Maintenance
7	Send ETSE22, Privacy Notice, to all registered users (800DINAN)	 CI-786107 - DSD BTCH PRO CRM 800DINAN IMPLEMENTED	This Case Management job runs once a year on Jan 1st or annually, as requested by CDSS and sends ETSE57 notification to all providers and recipients registered in the IHSS ESP.	N/A	Annual	Maintenance
8	Direct Deposit request batching (600ZINDS)	 CI-790015 - DSD BTCH PRO CRM 600ZINDS IMPLEMENTED	This batch process will run nightly to produce XML files containing Direct Deposit requests stored in the PDDLookup table. This batch job will also make the following changes to the PDDLookup table: 'sendToPayrollInd' field to '1' 'statusCode' field to 'Processed' 'processedBy' to 'MAS' 'processedDate' to the current date Also a daily email will be generated containing batch counts and sent to CMIPS Back Office.	Variable	Daily	Send
9	Sync Email Addresses (IBM Cloud)	 CI-790053 - DSD BTCH pro web Job6 IMPLEMENTED	This IBM Cloud job runs on demand to sync the email address with in IBM Cloud for all IHSS Web Registered Providers and Recipients to the email addresses contained in Case Management for those users..	N/A	On Demand	Maintenance
10	Send Mass Email (IBM Cloud)	 CI-790054 - DSD BTCH pro web Job7 IMPLEMENTED	This IBM Cloud job runs on demand to produce and send an email to the email address contained in the IBM Cloud for Providers and Recipients whom are registered to the IHSS ESP. CDSS supplies the email template which is configured into IBM Cloud prior to running. This batch program is configurable to run for registered Recipients, registered Providers or both.	N/A	On Demand	Maintenance
11	Deletion of Recipient ESP Accounts (999ESPAÑ)	 CI-822284 - DSD BTCH PRO CRM 999ESPAÑ IMPLEMENTED	This batch process deletes Recipients who have stopped E-Timesheets, or who have never enrolled in E-Timesheets, but created an IHSS ESP account. This job will not delete Recipients who have been Inactivated (IWPS002). The batch job will delete Recipients based on the county & district office in which they are active. The Recipient's person record will be updated to reflect the new value for the true/false indicator of whether the Recipient is an IHSS ESP user (ISIHSSCONSUMERPORTALUSERIND) and the date the value was updated (IHSSCONSUMERPORTALUSERREGISTERDATE). The Recipient's IHSSWEBSITEPERSONSTATUS record and IHSS ESP account will be deleted.	Variable	As Needed	Maintenance
12	Generate EVV Softcopy and Hardcopy Timesheet PDFs (794DINDN)	 CI-822505 - DSD BTCH PRO CRM 794DINDN IMPLEMENTED	This batch process processes triggers in the EmailAttachmentTrigger table to create PDFs to be emailed to the ESP recipient or provider. Both softcopy and hardcopy triggers are allowed to exist for the same timesheet and be processed after the timesheet is processed.	N/A	15 Minutes	Maintenance

13	Email Processed Softcopy Timesheets (795DINDN)	CI-822513 - DSD BTCH PRO CRM 795DINDN IMPLEMENTED	This batch process picks up the Soft Copies of Timesheets from the Application server and, using SendGrid API, sends the Timesheets as attachments in emails to ESP users.	N/A	15 Minutes	Maintenance
14	Provider Assignment (640HINDN)	CI-822694 - DSD BTCH PRO CRM 640HINDN IMPLEMENTED	<p>Batch job processes triggers created by Assign Provider (CMNE882) web service and assigns the provider to the requesting Recipients Case in CM.</p> <p><u>CM time segments</u></p> <ol style="list-style-type: none"> 1. Create Active or Pending Provider Hours segment(s) as appropriate including multiple segments if overlapping a WRC 2. Assignment will be for all authorized hours 3. Reassigned (terminated) providers have their terminated segment end dated prior to the new Active segment start date 4. Active segments should not span a Recipient ICT start date (if one exists) 5. Pay rate will be set to the Default Rate for the Case's county 6. Maximum hours will be assigned 7. Current Active segment will be High Dated 8. Provider will not be flagged for review 9. No workweek agreement 10. If batch job is used to process a Pending Provider - Create new 'Pending' Provider details associated with the Recipient case. <p><u>ADV time segments</u></p> <ol style="list-style-type: none"> 1. Batch job creates timeslices as appropriate for new or known provider assignment. <p>Error Handling: Triggers will continue to be processed if any failure occurs. The Exception will be handled as a Processed Exception.</p>	N/A	Daily	Maintenance
15	Sends E-Timesheet Email and Text Message Triggers	CI-818799 - DSD BTCH PRO CRM p etsemailserver IMPLEMENTED	This batch job sends out the notifications for Emailing and Text Messaging Content related to Electronic Timesheets generated by batch job 894DINDN.	N/A	Daily	Maintenance
16	Send E-Sick Leave Claims to Payroll (PRDS108AE)	CI-818807 - DSD BTCH PRO CRM p rds108ae IMPLEMENTED	This batch job sends Electronic Sick Leave Claims to Payroll.	N/A	Daily	Send
17	Provider Address Update (50XZINDN)	CI-823182 - DSD BTCH PRO CRM 50XZINDN IMPLEMENTED	This batch job processes address update triggers. The address is applied to the Provider person record in CM and ESP reflects the new address.	N/A	15 Minutes	Maintenance
18	W2 & W2C PDF Load (900WPRDR)	CI-823263 - DSD BTCH PRO CRM 900WPRDR IMPLEMENTED	This batch job loads W-2s and W-2Cs from ProcServer to ESP's server to make them available for Providers to access. This job is used on a daily basis to move new files. It is run annually for new tax years.	N/A	Daily/Annual	Receive
19	Generate Employment & Wage verification forms (645HINDN)	CI-824377 - DSD BTCH PRO CRM 645HINDN IMPLEMENTED	This batch job runs daily every 15 minutes for CM and ESP to generate the Employment & Wage Verification forms for all payments including Regular and Advance Pay. This job does not include automatic printing of the forms.	N/A	15 Minutes	Maintenance

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Reporting

See DSD Section 28A, 28B, 28C or 28D for all CMIPS Reports.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Forms

See DSD Section 31A, 31B or 31C for all CMIPS Forms.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions

This section will document each of the code tables and their values and descriptions that will be utilized by the IHSS ESP.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Stop ETimesheet Reason

CI	Document Name
 CI-753694 - DSD CT Stop E Timesheet Reason IMPLEMENTED	DSD_CT_Stop_E_Timesheet_Reason.docx

Code Table: StopETimesheetReason

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
TSSR01	Prefer Paper Timesheets	No	1	Yes	Yes	
TSSR02	Difficult to Use	No	2	Yes	Yes	
TSSR03	Limited Access	No	3	Yes	Yes	
TSSR04	Other	No	4	Yes	Yes	
TSSR05	Recipient Request	No	5	Yes	Yes	Enabled on web Website when user is a Provider OR System Generated when County user inactivates the Recipient's E-Timesheet Enrollment record
TSSR06	Provider Request	No	6	Yes	Yes	System Generated when County user Terminates the Provider E-Timesheet Enrollment through Issue Timesheet
TSSR07	Case Terminated	No	7	Yes	Yes	System Generated when the Case is Terminated
TSSR08	Provider Terminated	No	8	Yes	Yes	System Generated when the Provider is Terminated
TSSR09	BVI Record Inactivated	No	9	Yes	Yes	System Generated only when BVI record is inactivated
TSSR10	Transfer to County with no E-Timesheets	No	10	Yes	Yes	System Generated when ICT completed to County where ETimesheet Configuration is 'False' and Recipient/Providers were enrolled in sending County

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Security Questions

CI	Document Name
 CI-753695 - DSD CT Security Questions IMPLEMENTED	DSD_CT_Security_Questions.docx

Table – Code Table: SecurityQuestions

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
SQEN01	What was your childhood nickname?	No	N/A	Yes	Yes	
SQEN02	What was the color of your first car?	No	N/A	Yes	Yes	
SQEN03	What was the name of your first pet?	No	N/A	Yes	Yes	
SQEN04	What are the last 5 digits of your driver's license number?	No	N/A	Yes	Yes	
SQEN05	What is the middle name of your oldest child?	No	N/A	Yes	Yes	
SQEN06	What is the name of the street you grew up on?	No	N/A	Yes	Yes	
SQEN07	What school did you attend for sixth grade?	No	N/A	Yes	Yes	
SQEN08	What year did you graduate from High School?	No	N/A	Yes	Yes	
SQEN09	In what city did you meet your spouse/significant other?	No	N/A	Yes	Yes	
SQEN10	What is your grandmother's maiden name?	No	N/A	Yes	Yes	
SQEN11	What was your favorite sport in High School?	No	N/A	Yes	Yes	
SQEN12	What is the name of the High School you graduated from?	No	N/A	Yes	Yes	
SQEN13	In what city were you born?	No	N/A	Yes	Yes	
SQEN14	What is the street number of the house you grew up in?	No	N/A	Yes	Yes	
SQEN15	What is your favorite color?	No	N/A	Yes	Yes	

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Website Language

CI	Document Name
 CI-753696 - DSD CT Website Language IMPLEMENTED	DSD_CT_Website_Language.docx

Table – Code Table: WebsiteLanguage

Code Value	Code Description	Default Value	Sort Order	Enabled	Notes
LANG01	English	Yes	1	Yes	
LANG02	Spanish	No	2	Yes	
LANG03	Armenian	No	3	Yes	
LANG04	Chinese	No	4	Yes	

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/ETimesheet Email

CI	Document Name
CI-753698 - DSD CT E Timesheet Email IMPLEMENTED	DSD_CT_E_Timesheet_Email.docx

Table – Code Table: ETimesheetEmail

Code Value	Code Description	Bluemix	Cúram	Translated	Notes
ETSE01	Invitation to Enroll in Electronic Timesheets	Yes	No	Yes	Cancelled by ASR Sprint 20 Team 1&2
ETSE02	Invitation to Enroll in Electronic Timesheets – No Recipient Email	Yes	No	Yes	Cancelled by ASR Sprint 20 Team 1&2
ETSE03	Notification of Recipient Registration	Yes	Yes	No	
ETSE04	Notification of No Action by Recipient	Yes	No	No	Cancelled by ASR Sprint 20 Team 1&2
ETSE05	Notification of Stop E-Timesheet by Recipient	No	Yes	No	
ETSE06	Notification of Timesheets Ready for Review	Yes	No	Yes	Recipient E-Timesheet Option of 'IHSS Website' only
ETSE07	Notification of Timesheet Approval	Yes	Yes	No	
ETSE08	Notification of Timesheet Rejection	Yes	Yes	No	
ETSE09	Notification of Timesheet Hold	No	No	No	Cancelled by CR 1282
ETSE10	Notification of Timesheet Pending Payment	No	No	No	Cancelled by CR 1282
ETSE11	Notification of Payment	No	Yes	No	
ETSE12	Notification of Issuance	No	No	No	Cancelled by CR 1282
ETSE13	Notification of Stop E-Timesheet by Provider	No	Yes	Yes	Recipient E-Timesheet Option of 'IHSS Website' only
ETSE14	Registration Account Verification	Yes	No	Yes	
ETSE15	Notification of No Recipient Action on Submitted Timesheet	Yes	Yes	No	
ETSE16	Password Reset	Yes	No	Yes	
ETSE17	Notification of Password Change	Yes	No	Yes	
ETSE18	Notification of Available Timesheet	No	No	No	Cancelled by CR 1282
ETSE19	Notification of Stop E-Timesheet by System	No	Yes	Yes	Cancelled by ASR Sprint 20 Team 1&2
ETSE20	Notification of Additional Provider Enrollment	Yes	No	Yes	Cancelled by ASR Sprint 20 Team 1&2
ETSE21	Notification of Email Address Update	No	Yes	Yes	Providers with E-Timesheet Status of 'Request Pending' or 'Enrolled' Recipients with E-Timesheet Option of 'IHSS Website'
ETSE22	Notification of CDSS Privacy Policy	Yes	No	No	
ETSE23	Notification of Service Request	No	No	No	Cancelled by CR 1287 – Sprint 40
ETSE24	Confirm Direct Deposit NEW Request	Yes	No	No	
ETSE25	Confirm Direct Deposit CHANGE Request	Yes	No	No	
ETSE26	Confirm Direct Deposit CANCEL Request	Yes	No	No	
ETSE27	Notification of Request for User Name	Yes	No	Yes	
ETSE28	Mass Email – February Timesheets	Yes	No	No	One-time request – 2/5/2018

ETSE29	Mass Email – Direct Deposit Introduction to Providers	Yes	No	No	One-time request – 2/12/2018
ETSE30	Mass Email – Sick Leave	Yes	No	No	One-time request – 6/30/2018
ETSE31	Mass Email – UX changes	Yes	No	Yes	One-time request – 8/22/2018
ETSE32	Notification of Sick Leave Expiration	Yes	No	Yes	
ETSE33	Notification of E-Timesheet Enrollment for ESP Providers	Yes	No	Yes	
ETSE34	Reminder: Don't wait to submit your timesheet	Yes	No	Yes	
ETSE35	Notice to resubmit timesheet for period ending 8/31	Yes	No	No	
ETSE36	Reminder: Timesheet submission on peak days	Yes	No	Yes	
ETSE37	ESP Availability on October 26, 2019	Yes	No	Yes	
ETSE38	Notification of Invalid ESP User Name	Yes	No	Yes	
ETSE39	COVID-19 Information - Recipient	Yes	No	Yes	One-time mass email
ETSE40	COVID-19 Information - Provider	Yes	No	Yes	One-time mass email
ETSE41	Families First Coronavirus Response Act Additional Sick Leave - Recipient	Yes	No	Yes	One-time mass email
ETSE42	Families First Coronavirus Response Act Additional Sick Leave - Provider	Yes	No	Yes	One-time mass email
ETSE43	Notification to Hired Provider	Yes	No	Yes	
ETSE44	Confirmation of Hired Provider	Yes	No	Yes	
ETSE45	Mass Email – EVV Wave 4 Registration Extension	Yes	No	Yes	
ETSE46	Confirmation of Live-In Provider Self-Certification	Yes	No	Yes	
ETSE47	Confirmation of Cancellation of Live-In Provider Self-Certification	Yes	No	Yes	
ETSE48	Notification of EVV Softcopy PDF	Yes	No	Yes	
ETSE49	Notification of No Payment for Travel Claim	Yes	No	Yes	
ETSE50	Confirm Phone Number Update(s)	Yes	No	Yes	
ETSE51	Confirming Address Change(s)	Yes	No	Yes	
ETSE52	Address Change(s) Could Not Be Processed	Yes	No	Yes	
ETSE53	Hired Provider Pending Provider Enrollment	Yes	No	Yes	
ETSE54	Pending Provider Cancelled	No	Yes	Yes	
ETSE55	EVV Changes for Live-in Providers	Yes	No	Yes	One-Time Request - Dec 2020
ETSE56	Live-in Provider Exclusion	Yes	No	Yes	One-Time Request - Dec 2020
ETSE57	Annual Notification of CDSS Privacy Policy	Yes	No	Yes	Annual Request
ETSE58	CMIPS One-time Mass Email	No	Yes	Variable	This code value captures any CMIPS one-time mass email sent to Providers or Recipients. It is not documented in DSD 31 or DSD Appendix D . Translations are variable depending on the request.
ETSE60	Notification of Training Time Claim Rejection	No	Yes	Yes	
ETSE61	Notification of Training Time Claim Approval - No Modifications	No	Yes	Yes	
ETSE62	Notification of Training Time Claim Approval - Modification	No	Yes	Yes	
ETSE63	Notification of Incentive Claim Rejection	No	Yes	Yes	

ETSE64	Notification of Incentive Claim Approval	No	Yes	Yes	
--------	--	----	-----	-----	--

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/WebsiteETimesheetStatus

CI	Document Name
 CI-753699 - DSD CT Website E Timesheet Status IMPLEMENTED	DSD_CT_Website_E_Timesheet_Status.docx

Table – Code Table: WebsiteETimesheetStatus

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
TAET01	Time Entry in Progress	No	1	Yes	No	Mapping: TATS01 TATS02 Next Possible: TAET02 TAET09
TAET02	Waiting Recipient Review	No	2	Yes	No	Mapping: TATS21 Next Possible: TAET03 TAET04
TAET03	Timesheet Approved by Recipient	No	3	Yes	No	Mapping: N/A – Internal to IHSS ESP when Recipient has electronically signed the timesheet Next Possible: TAET05 TAET06 TAET07 TAET08 TAET09 TAET10 TAET11
TAET04	Timesheet Rejected	No	4	Yes	No	Mapping: TATS18 TATS19 Next Possible: TAET01
TAET05	Processing	No	5	Yes	No	Mapping: TATS06 – Held – MEDS POS Error Next Possible: TAET04 TAET11
TAET06	Processing	No	6	Yes	No	Mapping: TATS07 – Held – Flagged for Review Next Possible: TAET04 TATS19 TAET11
TAET07	Timesheet Submitted Early	No	7	Yes	No	Mapping: TATS09 – Held – Early Submission Next Possible: TAET04 TAET11
TAET08	Processing	No	8	Yes	No	Mapping: TATS10 – Held – Excessive Hours Claimed Next Possible: TAET04 TATS19 TAET11
TAET09	Waiting Recipient Telephone Review	No	9	Yes	No	Mapping: TATS14 – Held – BVI Recipient Review Required TATS20 – Held – TTS Recipient Review Required Next Possible: TAET04 TATS18 TAET11
TAET10	Held – Timesheet submitted more than 15 days after the end of the pay period	No	10	No	No	Disabled with CR 1282

TAET11	Waiting for Payment	No	11	Yes	No	Mapping: TATS04 TATS16 AND Warrant PayStatus = PAID without warrant number AND TimesheetType is not TATT02 or TATT08 Next Possible: TAET12
TAET12	Payment Issued	No	12	Yes	No	Mapping: Warrant PayStatus = PAID or PNDVOID with warrant number AND TimesheetType is not TATT02 or TATT08 Next Possible: TAET13 TAET14
TAET13	Waiting for Payment Replacement	No	13	Yes	No	Mapping: Warrant PayStatus = PNDRPLCM AND TimesheetType is not TATT02 or TATT08 Next Possible: TAET12
TAET14	Payment Cashed	No	14	Yes	No	Mapping: Warrant PayStatus = CLEARED AND TimesheetType is not TATT02 or TATT08
TAET15	Payment Voided	No	15	Yes	No	Mapping: Warrant PayStatus = VOID AND TimesheetType is not TATT02 or TATT08
TAET16	Advance Pay	No	16	Yes	No	Mapping: Warrant PayStatus = PAID or CLEARED AND TimesheetType = TATT02 or TATT08
TAET17	Timesheet Rejected	No	17	Yes	No	Mapping: TATS17 – Exception – Replaced Next Possible: TAET01
TAET18	Timesheet Rejected	No	18	Yes	No	Mapping: TATS05 – Exception Next Possible: TAET01
TAET19	Processing	No	19	Yes	No	Mapping: TATS03 – Pending (Manual Timesheet) Next Possible: TAET02 TAET09
TAET20	Payment Deposited	No	20	Yes	No	Mapping: Warrant PayStatus = PAID or PNDVOID with warrant number AND EFT indicator is Yes Next Possible: TAET15

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Website Timesheet Preferences

CI	Document Name
 CI-753700 - DSD CT Website Timesheet Preferences IMPLEMENTED	DSD_CT_Website_Timesheet_Preferences.docx

Table – Code Table: WebsiteTimesheetPreferences

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
IPTP01	All	Yes	1	Yes	No	
IPTP02	Past 3 Months	No	2	Yes	No	

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/ETimesheet Error Messages

CI	Document Name
 CI-753701 - DSD CT E Timesheet Error Messages IMPLEMENTED	DSD_CT_E_Timesheet_Error_Messages.docx

Table – Code Table: ETimesheetErrorMessages

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
ETEC800	The hours claimed on this timesheet exceed the available hours. The excess hours will not be paid.	No	N/A	Yes	Yes	Passed to the call tree Mapped to: TAEC009 TAEC010 TAEC032 TAEC033 TAEC219 TAEC220
ETEC801	The hours claimed on this timesheet are more than 70% of the Recipient's monthly authorized hours.	No	N/A	Yes	Yes	Passed to the call tree Mapped to: TAEC011
ETEC802	Timesheets have been flagged for review. This timesheet will be held up to end of the next business day for review.	No	N/A	No	Yes	Mapped to: This Error Message is disabled with CR 1282
ETEC803	This timesheet is being submitted before the end of the pay period. This timesheet will be processed on the first business day of the upcoming pay period.	No	N/A	Yes	Yes	Passed to the call tree Mapped to: TAEC030 TAEC041
ETEC804	This timesheet was rejected by the county for claiming too many hours in the first pay period of <Service Month – MM/YYYY>. Please update the timesheet and resubmit it.	No	N/A	Yes	Yes	Mapped to: TAEC040 This message writes to an email sent by CMIPS
ETEC805	The hours claimed for Workweek <variable: workweek #> exceeds the amount of overtime allowed for this case. This can cause a violation.	No	N/A	Yes	Yes	Passed to the call tree Mapped to: TAEC103
ETEC806	This timesheet was rejected by the county after review. Please update the timesheet and resubmit it. Contact the county if you have additional questions.	No	N/A	Yes	Yes	Mapped to: TAEC044 This message writes to an email sent by CMIPS
ETEC807	Recipient telephone review required.	No	N/A	Yes	Yes	Mapped to: TAEC301
ETEC808	The hours claimed for Workweek <variable: workweek #> exceeds the Weekly Maximum of <variable: Weekly Maximum>. This can cause a violation.	No	N/A	Yes	Yes	Passed to the call tree Mapped to: TAEC102
ETEC809	This timesheet is being submitted more than 15 days after the end of the pay period. This timesheet may be held for up to 25 days.	No	N/A	No	Yes	Mapped to: This Error Message is disabled with CR 1282
ETEC810	Recipient telephone review required.	No	N/A	Yes	Yes	Mapped to: TAEC210

ETEC811	The hours on this timesheet exceed the overtime exemption limit. The excess hours will not be paid.	No	N/A	Yes	Yes	Passed to the call tree Map to: TAEC209
ETEC812	Hours are entered for dates no longer eligible for payment. These hours will not be paid.	No	N/A	Yes	Yes	Passed to the call tree Map to: TAEC015 TAEC015_A TAEC016 TAEC016_A TAEC017 TAEC017_A TAEC018 TAEC018_A TAEC019 TAEC020 TAEC021 TAEC024 TAEC034 TAEC035
ETEC813	Pay Period MM/DD/YYYY to MM/DD/YYYY – No remaining hours for the requested service period. Timesheet for this pay period not issued.	No	N/A	Yes	Yes	Supplemental Timesheet – No remaining IP or Provider assigned hours
ETEC814	Pay Period MM/DD/CCYY to MM/DD/CCYY – No paid timesheets found for the requested service period. Timesheet for this pay period not issued.	No	N/A	Yes	Yes	No paid timesheet
ETEC815	Pay Period MM/DD/CCYY to MM/DD/CCYY – Provider is not eligible to provide services to this Recipient during the selected service period. Timesheet for this pay period not issued.	No	N/A	Yes	Yes	Ineligible Provider whole pay period
ETEC816	Pay Period MM/DD/CCYY to MM/DD/CCYY – A supplemental timesheet for this pay period exists in your unprocessed timesheet list. Please go to time entry to complete the timesheet.	No	N/A	Yes	Yes	Unprocessed supplemental timesheet exists for this pay period.
ETEC817	Pay Period MM/DD/CCYY to MM/DD/CCYY – Recipient is not eligible for services during the selected service period. Timesheet for this pay period not issued.	No	N/A	Yes	Yes	Ineligible Recipient whole pay period
ETEC818	"Timesheet has already been submitted."	No	N/A	Yes	Yes	
ETEC819	Timesheet has already been reviewed.	No	N/A	Yes	Yes	
ETEC820	This User account has been inactivated. Please, contact your County IHSS office for further assistance.	No	N/A	Yes	Yes	Documentation updated with SCF-43. Created with Production Defect CAT-2705 without documentation.
ETEC821	Timesheet cannot be submitted with future hours.	No	N/A	Yes	Yes	Documentation updated with SCF-43. Created with user story CAT-2579 without documentation.
ETEC822	You are unable to claim more than 24 hours worked in one day across multiple recipients. Ineligible hours will not be paid.	No	N/A	Yes	Yes	Mapped to: TAEC216
ETEC823						
ETEC824						
ETEC825						
ETEC826	The hours claimed have exceeded the amount of overtime allowed for this case.	No	N/A	Yes	Yes	Mapped to: TAEC214
ETEC827	This timesheet was submitted before the end of the pay period.	No	N/A	Yes	Yes	Mapped to ETEC803 which is mapped to a TAEC code.
ETEC828	Hours were entered for dates not eligible for payment. These hours were not paid.	No	N/A	Yes	Yes	Mapped to ETEC812 which is mapped to a TAEC code.

ETEC829	The hours claimed for Workweek <variable: workweek #> exceeded the Weekly Maximum of <variable: Weekly Maximum.>	No	N/A	Yes	Yes	Mapped to ETEC808 which is mapped to a TAEC code.
ETEC830	The hours on this timesheet exceeded the overtime exemption limit. The excess hours were not paid.	No	N/A	Yes	Yes	Mapped to ETEC811 which is mapped to a TAEC code.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Live In Provider Operation

CI
 CI-822760 - DSD CT Live In Provider Operation IMPLEMENTED

Table – Code Table: LiveInProviderOperation

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
LIVEIN001	Certification	False	1	No	Yes	
LIVEIN002	Cancellation	False	2	No	Yes	

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Electronic Timesheet Reject Reason

CI	Document Name
 CI-753730 - DSD CT E Timesheet Reject Reason CANCELLED	DSD_CT_E_Timesheet_Reject_Reason.docx

Cancelled by ASR Sprint 58 Team 1&2.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/IHSS Website User Type

CI	Document Name
CI-754678 - DSD CT IHSS Website User Type IMPLEMENTED	DSD_CT_IHSS_Website_User_Type.docx

Table – Code Table: IHSSWebsiteUserType

Code Value	Code Description	Default Value	Sort Order	Enabled	Notes
IWUSR01	Provider	No	1	Yes	
IWUSR02	Recipient	No	2	Yes	
IWUSR03	Help Desk	No	3	No	Not a searchable User Type – used for support user type profile identification only

DSD 4/IHSS Provider/Recipient Electronic Services Portal

/Code Table Definitions/Request Type

CI	Document Name
 CI-754679 - DSD CT Request Type IMPLEMENTED	DSD_CT_Request_Type.docx

Table – Code Table: RequestType

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
RTYP01	I received an error message	No	1	Yes	Yes	
RTYP02	I do not know how to take an action	No	2	Yes	Yes	
RTYP03	I cannot reset my password	No	3	Yes	Yes	
RTYP04	Other	No	4	Yes	Yes	

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/E Timesheet Type Description

CI	Document Name
 CI-763406 - DSD CT E Timesheet Type Desc IMPLEMENTED	DSD_CT_E_Timesheet_Type_Desc.docx

Table – Code Table: ETimesheetTypeDesc

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
TATT01	IHSS	No	N/A	Yes	No	
TATT02	IHSS Advance Pay	No	N/A	Yes	No	
TATT03	WPCS	No	N/A	Yes	No	
TATT07	IHSS – Supplemental	No	N/A	Yes	No	
TATT08	IHSS Advance Pay – Supplemental	No	N/A	Yes	No	
TATT09	WPCS – Supplemental	No	N/A	Yes	No	

DSD 4/IHSS Provider/Recipient Electronic Services Portal

/Code Table Definitions/Timesheet Entry Type

CI	Document Name
 CI-766475 - DSD CT Timesheet Entry Type IMPLEMENTED	DSD_CT_Timesheet_Entry_Type.docx

Table – Code Table: TimesheetEntryType

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
TAME01	TPF entry	No	1	No	Yes	
TAME02	Manual entry	No	2	No	Yes	
TAME03	Legacy Timesheet	No	3	No	Yes	
TAME04	Converted Timesheet	No	4	No	Yes	
TAME05	Payment Correction	No	5	No	Yes	
TAME06	Electronic Timesheet	No	6	No	Yes	Electronic timesheet entry
TAME07	Telephonic Timesheet	No	7	No	Yes	TTS timesheet entry

DSD 4/IHSS Provider/Recipient Electronic Services Portal

/Code Table Definitions/Provider Direct Deposit Request Type

CI	Document Name
 CI-790017 - DSD CT W PDD Request Type	IMPLEMENTED DSD_CT_W_PDD_Request_Type.docx

Table – Code Table: PDDRequestType

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated
PDDRQ01	NEW	No	N/A	Yes	No
PDDRQ02	CHANGE	No	N/A	Yes	No
PDDRQ03	CANCEL	No	N/A	Yes	No

DSD 4/IHSS Provider/Recipient Electronic Services Portal

/Code Table Definitions/Provider Direct Deposit Account Type

CI	Document Name
CI-790016 - DSD CT W PDD Account Type IMPLEMENTED	DSD_CT_W_PDD_Account_Type.docx

Table – Code Table: PDDAccountType

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated
PDDAC01	CHECKING	No	N/A	Yes	No
PDDAC02	SAVINGS	No	N/A	Yes	No

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/E Sick Leave Claim Error Messages

CI	Document Name
 CI-790602 - DSD CT Website Sick Leave Claim Error Messages IMPLEMENTED	DSD_CT_Website_Sick_Leave_Claim_Error_Messages.docx

Table – Code Table: ESckLvClaimErrorMessages

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
ESKLV8 00	You are not eligible to claim Sick Leave at this time.	No	N/A	Yes	Yes	
ESKLV8 01	You have claimed all of your available Sick Leave for this year	No	N/A	Yes	Yes	
ESKLV8 02	You must be actively working for a recipient to claim Sick Leave hours.	No	N/A	Yes	Yes	
ESKLV8 03	Something went wrong! Please logout and try again. If this problem continues, please contact the Help Desk between 8:00 A.M. and 6:00 P.M., Monday through Friday, excluding major holidays, at 1-866-376-7066. Select option 4 from the phone menu for assistance.	No	N/A	No	Yes	
ESKLV8 04	Another Sick Leave claim has been processed since you started this claim. This claim is no longer valid. Press Cancel on this screen and try again with a new claim. If you are not able to start a new claim please contact the Help Desk between 8:00 AM and 5:00 PM, Monday through Friday, excluding major holidays, at 1-866-376-7066.	No	N/A	Yes	Yes	
ESKLV8 05	Your eligibility or your recipient's eligibility has changed since you started this Sick Leave Claim. This claim is no longer valid. Please try again with a new claim. If you are not able to start a new claim please contact your county.	No	N/A	Yes	Yes	
ESKLV8 06	Your Sick Leave eligibility has changed since you started this Sick Leave Claim. This claim is no longer valid. Please try again with a new claim. If you are not able to start a new claim please contact your county.	No	N/A	Yes	No	Old Desc: Voided Warrant - Sick Leave Hours are not available

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Website Sick Leave Claim Status

CI	Document Name
 CI-801523 - DSD CT Website Sick Leave Claim Status IMPLEMENTED	DSD_CT_Website_Sick_Leave_Claim_Status.docx

Table – Code Table: WebsiteSickLeaveClaimStatus

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
SCKET01	Submitted	No	1	Yes	No	Mapping: SLV001 Next Possible: SLV002 SLV003
SCKET02	Processed	No	2	Yes	No	Mapping: SLV002
SCKET03	Rejected	No	3	Yes	No	Mapping: SLV003

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Source System

CI
 CI-819009 - DSD CT SourceSystem IMPLEMENTED

Table – Code Table: SourceSystem

Code Value	Code Description	Default Value	Sort Order	Enabled	Notes
SS0001	ESP	Yes	1	Yes	Request Sent from IHSS Website
SS0002	IVR	No	2	Yes	Request Sent from IVR

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/EVV Location

CI	Document Name
 CI-822215 - DSD CT EVV Location IMPLEMENTED	DSD_CT_EVV_Location.doc

Table – Code Table: EVVLocation

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
EVVLOC01	Home	False	0	No	Yes	
EVVLOC02	Community	False	0	No	Yes	
EVVLOC03	Both	False	0	No	Yes	
EVVLOC04	Both (note: will be used when Start Location is Home and End Locations is Community)	False	0	No	Yes	
EVVLOC05	Both (note: will be used when Start Location is Community and End Location is Home)	False	0	No	Yes	

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/TTS Provider Timesheet History Status

CI
 CI-819016 - DSD CT TTSPovTSHistStatus IMPLEMENTED

Table – Code Table: TTSPovTSHistStatus

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
TATP01	Waiting Recipient Review	No	1	Yes		Mapping: TATS14 TATS20 TATS21 (with no recipient signature)Next Possible: TATP02 TATP03
TATP02	Processing	No	2	Yes		Mapping: TATS21 (with recipient signature) TATS03 – Pending (Manual Timesheet) TATS06 – Held – MEDS POS Error TATS07 – Held – Flagged for Review TATS09 – Held – Early Submission TATS10 – Held – Excessive Hours ClaimedNext Possible: TATP03
TATP03	Waiting for Payment	No	3	Yes		Mapping: TATS04 TATS16 AND Warrant PayStatus = PAID without warrant number AND TimesheetType is not TATT02 or TATT08 Next Possible: TATP04
TATP04	Payment Issued	No	4	Yes		Mapping: Warrant PayStatus = PAID or PNDVOID with warrant number AND TimesheetType is not TATT02 or TATT08 Next Possible: N/A
TATP05	Advance Pay	No	5	Yes		Mapping: Warrant PayStatus = PAID or CLEARED AND TimesheetType = TATT02 or TATT08 Next Possible: N/A
TATP06	Payment Pending Replacement	No	6	Yes		Mapping: Warrant PayStatus = PNDRPLCM AND TimesheetType is not TATT02 or TATT08 Next Possible: TATP04
TATP07	Payment Cashed	No	7	Yes		Mapping: Warrant PayStatus = CLEARED AND TimesheetType is not TATT02 or TATT08 Next Possible: N/A
TATP08	Payment Voided	No	8	Yes		Mapping: Warrant PayStatus = VOID AND TimesheetType is not TATT02 or TATT08 Next Possible: N/A

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Special Transaction Status

CI
 CI-824470 - DSD CT ESP Special Transaction Status IMPLEMENTED

Table – Code Table: CAREERPATHWAYSCLAIMSTATUS

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
STS003	Processing	No	3	No	Yes	
STS004	Processed	No	4	No	Yes	

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Recipient Relationship to Provider

CI
 CI-822616 - DSD CT RecipientRelationshiptoProvider IMPLEMENTED

Code Table: RecipientRelationshiptoProvider

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
HPRR001	Parent	No	1	Yes	Yes	Mapping to ProviderRelationship: PMPR001 – If Provider is under 18 – Not currently used for ESP mapping PMPR002 – If Provider is 18 or older
HPRR002	Spouse	No	2	Yes	Yes	Mapping to ProviderRelationship: PMPR003
HPRR003	Domestic Partner	No	3	Yes	Yes	Mapping to ProviderRelationship: PMPR012
HPRR004	Child	No	4	Yes	Yes	Mapping to ProviderRelationship: PMPR004 – If Recipient is under 18 – Not currently used for ESP mapping PMPR005 – If Recipient is 18 or older
HPRR005	None of the above	No	5	Yes	Yes	Mapping to ProviderRelationship: PMP014

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Career Pathways Claim Type

CI
 CI-823344 - DSD CT Career Pathways Claim Type IMPLEMENTED

Table – Code Table: CAREERPATHWAYSCLAIMTYPE

Code Value	Code Description	Default Value	Sort Order	Parent Code	Enabled	Notes
CPTC	Training Time Claim	Yes	1	No	Yes	
CPTI	Training Incentive	No	2	No	No	
CPOI	One-Month Assignment Incentive	No	3	No	No	
CPSI	Six-Month Assignment Incentive	No	4	No	No	

DSD 4/IHSS Provider/Recipient Electronic Services Portal

/Code Table Definitions/Career Pathways Type

CI
 CI-823323 - DSD CT Career Pathways Type IMPLEMENTED

Table – Code Table: CAREERPATHWAYSTYPE

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
CPW001	Adult Education	No	1	No	Yes	
CPW002	General Health/Safety	No	2	No	Yes	
CPW003	Cognitive Impairments Behavioral Health	No	3	No	Yes	
CPW004	Complex Physical Care Needs	No	4	No	Yes	
CPW005	Transition to Home/Community Living	No	5	No	Yes	

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Person Messages

CI
 CI-823303 - DSD CT Person Messages IMPLEMENTED

Table – Code Table: PersonMessages

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
Subject Line: Recipient						
subjRTM	02/18/2022: ESP Notifications available via Text Message	No	1	Yes	No	
subjRCI	11/19/2021: Update your Contact Information	No	2	Yes	No	
subjRTSY	09/25/2020: Timesheet Signatory	No	3	Yes	No	
subjRHP	09/25/2020: Hire a Provider	No	4	Yes	No	
subjRTS	09/25/2020: Email a Copy of EVV Timesheets	No	5	Yes	No	
subjRWN	MM/DD/YYYY: What's New Notifications	No	6	Yes	No	
Content Line: Recipient						
contRTM	You now have the ability to receive certain timesheet notifications via a text message to your cell phone. To learn more, visit Text Messaging.	No	1	Yes	No	
contRCI	You have the ability to update your contact information on the ESP. This can be done by accessing the Contact Information screen under the account menu item. Visit the Training page to learn how to update your contact information. Link: Send user to ESP page CI-823212 - ESP Recipient Training Contact Information++	No	2	Yes	No	
contRTSY	Recipients who have an active Timesheet Signatory on file will see a User Identification screen when logging into the Electronic Services Portal (ESP). The user must select either the "I am the Recipient" box or the "I am the Timesheet Signatory" box to identify who is signing into the Recipient's ESP account. After checking the appropriate box and clicking the Continue button, the user will be able to access the Recipient's ESP account. Recipients who do not have an active Timesheet Signatory on file will not see the new User Identification screen and will continue to follow the current steps to login to their ESP account.	No	3	Yes	No	
contRHP	You can now hire a provider on the IHSS ESP using the new Hire Provider menu item. How to Hire a Provider Link: Send user to ESP page CI-822669 - DSD SC What's New Hire Provider	No	4	Yes	No	
contRTS	You now have the ability to request a copy of paid EVV timesheets directly through the Electronic Services Portal (ESP). Click Here for Additional Information About Emailing Timesheet Copies Link: Send user to ESP page CI-822486 - DSD SC Whats New Email Timesheet Copy	No	5	Yes	No	
contRWN	You will now be notified on the ESP Landing page when What's New messages are added to ESP. You can access What's New messages by selecting the What's New card from the ESP Home screen or by selecting the Resources in the top menu then selecting What's New. Newest messages are displayed on top and are shown in bold until viewed.	No	6	Yes	No	
Subject Line: Provider						
subjPTM	03/25/2022: ESP Notifications available via Text Message	No	6	Yes	No	
subjPW22	03/05/2022: View W-2 Tax Forms on ESP	No	7	Yes	No	
subjPCI	11/19/2021: Update your Contact Information	No	8	Yes	No	
subjPPS	07/23/2021: Download duplicate copies of Pay Stubs	No	9	Yes	No	
subjPES_PP	07/23/2021: Changes to ESP Payment screens	No	10	Yes	No	
subjPTC	01/06/2021: Electronic Travel Claims	No	11	Yes	No	
subjPLI	01/06/2021: Live-In Provider Self-Certification and Exclusion from EVV	No	12	Yes	No	
subjPEVV	09/25/2020: Email a copy of EVV Timesheets	No	13	Yes	No	
subjPSL	07/01/2020: Sick Leave	No	14	Yes	No	
subjPW21	04/01/2020: W-2s for Tax Year 2019	No	15	Yes	No	
subjPWN	MM/DD/YYYY: What's New Notifications	No	16	Yes	No	
Content Line: Provider						
contPTM	You now have the ability to receive certain timesheet notifications via a text message to your cell phone. To learn more, visit Text Messaging.	No	6	Yes	No	
contPW22	You have the ability to update your contact information on the ESP. This can be done by accessing the Contact Information screen under the account menu item. Visit the Training page to learn how to update your contact information.	No	7	Yes	No	

contPCI	Recipients who have an active Timesheet Signatory on file will see a User Identification screen when logging into the Electronic Services Portal (ESP). The user must select either the "I am the Recipient" box or the "I am the Timesheet Signatory" box to identify who is signing into the Recipient's ESP account. After checking the appropriate box and clicking the Continue button, the user will be able to access the Recipient's ESP account. Recipients who do not have an active Timesheet Signatory on file will not see the new User Identification screen and will continue to follow the current steps to login to their ESP account.	No	8	Yes	No	
contPPS	You now have the ability to download duplicate copies of your Pay Stubs directly through IHSS ESP on the Recent Payments and Payment Search screens. This does not change how you receive original pay stubs. You will continue to be mailed paper copies of your pay stubs after your timesheet has been successfully processed. How to Download duplicate copies of Pay Stubs.	No	9	Yes	No	
contPES PP	Your Travel Claim and Sick Leave payments are now displayed on the Recent Payment and Payment Search screens. These screens have also had minor changes to provide a better user experience. There has been no change to how you access or use these screens.	No	10	Yes	No	
contPTC	You can now enter and submit Travel Claims through ESP. Providers who work for two or more recipients living in separate households and have submitted their travel time workweek agreement to their county office may submit their travel claims online instead of by submitting a paper travel claim form.	No	11	Yes	No	
contPLI	IHSS and WPCS providers who live in the same home as the recipient for whom they provide services can now self-certify on the Electronic Services Portal (ESP) using the new Live-In Provider Self-Certification Screen found under the Financial menu tab. On March 1, 2016, CDSS received a ruling from the Internal Revenue Service (IRS) that IHSS/WPCS wages received by providers who live in the same home as the recipient of those services are excluded from gross income for purposes of Federal and State Income Tax. You can find out more at the CDSS Live-In Provider Self-Certification Information page. In addition, Live-In Providers with a Self-Certification on file will no longer be required to enter EVV data fields, which include Start Time, End Time and Location, in their timesheets, and these fields will no longer be displayed. For providers who do not have a Live-In Provider Self-Certification on file for a recipient, a new pop-up message will appear before time entry asking if they live with the recipient.	No	12	Yes	No	
contPEVV	You now have the ability to request a copy of paid EVV timesheets directly through the Electronic Services Portal (ESP). Click here for additional information about emailing timesheet copy.	No	13	Yes	No	
contPSL	You will get 16 hours of paid sick leave on July 1, 2020. Any earned sick leave hours you currently have will expire on June 30, 2020. The number of paid sick leave hours has been increased from 8 to 16 due to the rise in the State minimum wage to \$13 per hour as of January 1, 2020. Visit IHSS Provider Resources for paid sick leave program information.	No	14	Yes	No	
contPW21	What you need to know Your wages reported on your 2019 W-2 form will only reflect wages from payments with an issue date from January 1, 2019 to December 31, 2019. Payments issued to providers after January 1, 2020 are not reported on your 2019 W-2 form. What you need to know if you live with your recipient If you live with your recipient, and you filed the Live-In Self Certification Form (SOC 2298), your W-2 will reflect the exemption of wages paid to you as a live-in provider. Any wages paid to you after you filed your form will not be reported as wages (box 1) or state wages (box 16) on the W-2, as they are not considered to be taxable based on the IRS rule. If you were paid wages during the tax year 2019 prior to filing the SOC 2298, those wages will be reported in boxes 1 & 16. If you filed an SOC 2298 you must continue to pay FICA and Medicare taxes. Your full wages for the year will be reported in box 3 (Social Security Wages) and box 5 (Medicare wages and tips) on your W-2. You cannot request a change in how the wages are reported by IHSS after you have submitted an SOC 2298. If you no longer live with your recipient, you must file a Live-In Self-Certification Cancellation Form (SOC 2299). In addition, you should file SOC Form 840 (change of address) with the IHSS County Office. Providers who have general questions about their Live-In Self Certification form (SOC 2298) and their 2019 W-2 can find additional information at the CDSS Live-in-provider-self-certification page.	No	15	Yes	No	
contPWN	You will now be notified on the ESP Landing page when What's New messages are added to ESP. You can access What's New messages by selecting the What's New card from the ESP Home screen or by selecting the Resources in the top menu then selecting What's New. Newest messages are displayed on top and are shown in bold until viewed.	No	16	Yes	No	

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/ESP Travel Claim Status

CI
CI-822721 - DSD CT ESP Travel Claim Status IMPLEMENTED

Table – Code Table: ESPTravelClaimStatus

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
ETCS01	Time Entry in Progress	No	1	Yes	Yes	Mapping: TTCS01 TTCS02 Next Possible: ETCS02
ETCS02	Received	No	2	Yes	Yes	Mapping: TTCS03 Next Possible: ETCS03 ETCS04
ETCS03	Awaiting Timesheet	No	3	Yes	Yes	Mapping: TTCS08 Next Possible: TTCS04
ETCS04	Processing	No	4	Yes	Yes	Mapping: TTCS04 TTCS09 AND No warrant detail in CM Next Possible:
ETCS05	Waiting for Payment	No	5	Yes	Yes	Mapping: TTCS04 TTCS09 AND Warrant PayStatus = PAID without warrant number Next Possible: ETCS06
ETCS06	Payment Issued	No	6	Yes	Yes	Mapping: TTCS04 TTCS09 AND Warrant PayStatus = PAID or PNDVOID with warrant number AND EFT Indicatior=NO Next Possible: ETCS07 ETCS08 ETCS09

ETCS07	Payment Cashed	No	7	Yes	Yes	Mapping: Warrant PayStatus = CLEARED AND EFT indicator is No Next Possible: ETCS09
ETCS08	Payment Deposited	No	8	Yes	Yes	Mapping: Warrant PayStatus = PAID or PNDVOID or CLEARED with warrant number AND EFT indicator is Yes Next Possible: ETCS09
ETCS09	Payment Voided	No	9	Yes	Yes	Mapping: Warrant PayStatus = VOID Next Possible: ETCS10
ETCS10	Waiting for Payment Replacement	No	10	Yes	Yes	Mapping: Warrant PayStatus = PNDRPLCM Next Possible: ETCS06

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Electronic Travel Claim Error Messages

CI
 CI-822819 - DSD CT E Travel Claim Error Messages IMPLEMENTED

Table – Code Table: ElectronicTravelClaimErrors

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
ETCE001	This travel claim cannot be processed until the timesheet for this pay period and recipient has been processed.	No	N/A	Yes	Yes	Mapped to: TCEC001 – Timesheet Not Processed
ETCE002	The travel hours claimed for workweek <X> exceeds the travel time maximum of 07:00. This can cause a violation.	No	N/A	Yes	Yes	Mapped to: TCEC015 – Exceeds 07:00 X Week
ETCE003	No service hours were paid for this recipient so travel time claimed in workweek <X> will not be paid.	No	N/A	Yes	Yes	Mapped to: TCEC009 – No Service Hours Paid X Workweek
ETCE004	Hours are entered for dates no longer eligible for payment. These hours will not be paid.	No	N/A	Yes	Yes	Mapped to: TCEC002 – Provider not eligible for Travel time TCEC004 – Recipient not eligible entire pay period TCEC005 – Provider not eligible entire pay period TCEC010 – Not Eligible XX Day TCEC012 – Recipient Not Elig Day XX TCEC013 – Provider Not Elig Day XX TCEC014 – No Hours Elig for Payment
ETCE005	Travel Claim has already been submitted.	No	N/A	Yes	Yes	
ETCE006	Travel Claim cannot be submitted with future hours.	No	N/A	Yes	Yes	
ETCE007	The travel hours claimed for workweek <X> exceeded the travel time maximum of 07:00.	No	N/A	Yes	Yes	Mapped to ETCE002 which is mapped to a TCEC code.
ETCE008	No service hours were paid for this recipient so travel time claimed in workweek <X> were not paid.	No	N/A	Yes	Yes	Mapped to ETCE003 which is mapped to a TCEC code.
ETCE009	Hours were entered for dates not eligible for payment. These hours were not paid.	No	N/A	Yes	Yes	Mapped to ETCE004 which is mapped to a TCEC code.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Code Table Definitions/Career Pathways Claim Status

CI
 CI-823541 - DSD CT Career Pathways Claim Status IMPLEMENTED

Table – Code Table: CAREERPATHWAYSCLAIMSTATUS

Code Value	Code Description	Default Value	Sort Order	Enabled	Translated	Notes
CPCS01	Pending Review	No	1	Yes	Yes	
CPCS02	Pending Approval	No	2	Yes	Yes	
CPCS03	Pending Payroll	No	3	Yes	Yes	
CPCS04	Processed	No	4	Yes	Yes	
CPCS05	Rejected	No	5	Yes	Yes	
CPCS06	Void-Reissued	No	6	Yes	Yes	

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities

This section will describe the database entities that will be required to support the E-Timesheet functionality.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/ETIMESHEET TRANSACTION LOG

Table – Table Name: ETIMESHEETTRANSACTIONLOG

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
ETimesheetTransactionLogID	BIGINT	8	Primary Key	N/A	Primary Key
casereference	CHARACTER	7	Yes	N/A	Case reference from caseheader table
providerNumber	CHARACTER	18	Yes	N/A	Provider number.
transactionNumber	CHARACTER	50	Yes	N/A	Transaction Number- Timesheet number
fromDate	DATE	4	Yes	N/A	Pay period start date of the transaction
programType	CHARACTER	10	Yes	N/A	timesheetType of the transaction
toDate	DATE	4	Yes	N/A	Pay period end date of the transaction
operation	CHARACTER	100	Yes	N/A	Webservice Name
result	CHARACTER	50	Yes	N/A	Transaction Success or Failed
startTime	DATETIME	8	Yes	N/A	Start time of the transaction
endTime	DATETIME	8	Yes	N/A	End Time of the Transaction
request	VARCHAR	256	Yes	N/A	Webservice request
response	VARCHAR	256	Yes	N/A	Webservice response
sourceSystem	CHARACTER	10	Yes	N/A	Codetablecode-SOURCESYSTEM
createdby	CHARACTER	30	Yes	NA	Audit Field - The record created by.
createdon	DATETIME	8	Yes	N/A	Audit Field - The record created on.
lastupdatedon	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.
lastupdatedby	CHARACTER	30	Yes	NA	Audit Field – The last user who updated the record
versionno	INTEGER	4	No	NA	Version no of the record

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/ETIMESHEET RESPONSE CODE

Table – Table Name: ETIMESHEETRESPONSECODE

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
codeName	CHARACTER	10	No	N/A	Primary Key
responseCode	CHARACTER	10	Yes	N/A	Response code
responseDescription	CHARACTER	150	Yes	N/A	Response Code Description
category	CHARACTER	25	yes	N/A	Category of response code

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/ETS Email Notification Trigger

Table – Table Name: ETSEmailNotificationTrigger

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
etsEmailNotifactiontriggerID	BIGINT	8	Primary Key	N/A	Primary Key
etsEmailNotificationType	CHARACTER	100	No	N/A	Email Notification type
status	CHARACTER	50	No	N/A	status if email is sent
parameters	VARCHAR	256	No	N/A	Parameters for the email
toAddress	VARCHAR	256	No	N/A	To Address
fromAddress	VARCHAR	256	No	N/A	From Address
localeIdentifier	CHARACTER	10	No	N/A	Email Language
createdBy	CHARACTER	30	No	N/A	Audit Field - The record created by.
createdOn	DATETIME	8	No	N/A	Audit Field - The record created on.
lastupdatedBy	CHARACTER	30	No	N/A	Audit Field - The record modified by.
lastupdatedOn	DATETIME	8	No	N/A	Audit Field - The record modified time stamp.
versionNo	INTEGER	4	Yes	NA	Version no of the record

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/ETIMESHEET CODE MAP

Table – Table Name: ETIMESHEETCODEMAP

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
eTimesheetCodeMapID	BIGINT	8	No	N/A	Primary Key
existingCodetable	CHARACTER	10	Yes	N/A	Existing Codes
newCodetable	CHARACTER	10	Yes	N/A	New codes
lastWritten	DATETIME	8	Yes	N/A	DateTime

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/ETS Submitted Details

Table – Table Name: ETSSubmittedDetails

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
ETSSubmittedDetailsID	BIGINT	8	Primary Key	N/A	Primary Key
caseNumber	CHARACTER	40	No	N/A	Case reference from caseheader table
providerNumber	CHARACTER	18	No	N/A	Provider number
statusCode	CHARACTER	10	No	N/A	Status of the submitted timesheet
timesheetNumber	CHARACTER	16	No	N/A	Timesheet number
payperiodstartdate	DATE	4	No	N/A	Payperiod startdate
payperiodenddate	DATE	4	No	N/A	Payperios end date
programtype	CHARACTER	10	No	N/A	Timesheet type
totalclaimedhoursmin	INTEGER	4	Yes	N/A	Total claimed minutes
daysHours	VARCHAR	256	No	N/A	Comma separated days hours
telephonicapproval	CHARACTER	1	No	NA	Timesheet is TTS
approvedFromRecipient	CHARACTER	1	No	N/A	If Timesheet approved from recipient
statusDate	DATE	4	Yes	N/A	Status Date of the timesheet
caseid	BIGINT	8	No	N/A	Case id foreign key to case header
timesheetid	BIGINT	8	No	N/A	Timesheet is foreign key to timesheet
providersubmittedtimestamp	DATETIME	8	No	N/A	Current timestamp when provider signed
recipientsubmittedtimestamp	DATETIME	8	No	N/A	Current timestamp when recipient signed
timesheettypecode	CHARACTER	10	No	NA	Timesheet type code
rejectReason	CHARACTER	10	No	N/A	Reject reason
manualEditIndicator	VARCHAR	500	Yes	N/A	Manual edit indicator
createdOn	CHARACTER	30	No	N/A	Audit Field - The record created on.
createdBy	CHARACTER	50	No	N/A	Audit Field - The record created by
lastUpdatedOn	VARCHAR	256	No	N/A	Audit Field - The record modified time stamp.
lastUpdatedBy	VARCHAR	256	No	N/A	Audit Field - The record modified by.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/ETS Submitted Snapshot Details

Table – Table Name: ETSSubmittedSnapshotDetails

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
ETSSubmittedSnapshotDetailsID	BIGINT	8	Primary Key	N/A	Primary Key
ETSSubmittedDetailsID	BIGINT	8	Foreign key	N/A	Foreign Key to ETimesheetSubmittedDetails
caseNumber	CHARACTER	40	No	N/A	Case reference from caseheader table
providerNumber	CHARACTER	18	No	N/A	Provider number
statusCode	CHARACTER	10	No	N/A	Status of the submitted timesheet
timesheetNumber	CHARACTER	16	No	N/A	Timesheet number
payperiodstartdate	DATE	4	No	N/A	Payperiod startdate
payperiodenddate	DATE	4	No	N/A	Payperios end date
programtype	CHARACTER	10	No	N/A	Timesheet type
totalclaimedhoursmin	INTEGER	4	Yes	N/A	Total claimed minutes
daysHours	VARCHAR	256	No	N/A	Comma separated days hours
telephonicapproval	CHARACTER	1	No	NA	Timesheet is TTS
approvedFromRecipient	CHARACTER	1	No	N/A	If Timesheet approved from recipient
statusDate	DATE	4	Yes	N/A	Status Date of the timesheet
caseid	BIGINT	8	No	N/A	Case id foreign key to case header
timesheetid	BIGINT	8	No	N/A	Timesheet is foreign key to timesheet
providersubmittedtimestamp	DATETIME	8	No	N/A	Current timestamp when provider signed
recipientsubmittedtimestamp	DATETIME	8	No	N/A	Current timestamp when recipient signed
timesheettypecode	CHARACTER	10	No	NA	Timesheet type code
rejectReason	CHARACTER	10	No	N/A	Reject reason
createdOn	CHARACTER	30	No	N/A	Audit Field - The record created on.
createdBy	CHARACTER	50	No	N/A	Audit Field - The record created by
lastUpdatedOn	VARCHAR	256	No	N/A	Audit Field - The record modified time stamp.
lastUpdatedBy	VARCHAR	256	No	N/A	Audit Field - The record modified by.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Website ETS History

Table – Table Name: WebsiteETSHistory

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
websiteETSHistoryID	BigInt	8	No	NA	Primary Key
timesheetID	BigInt	8	No	NA	Foreign Key
status	CHARACTER	10	Yes	E-Timesheet Release/Reject History - Status	The WebsiteETimesheetStatus code table code values will be used to populate this column.
createdOn	DATETIME	8	Yes	NA	Audit Field – The record creation time stamp
createdBy	CHARACTER	30	Yes	NA	Audit Field – The record created by
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field – The record modified time stamp
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field – The record modified by
versionNo	INTEGER	4	No	NA	System Generated – How many times the record modified

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/ETS Configuration

Table – Table Name: ETSConfiguration

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
configID	BigInt	8	Primary key	System Generated	Primary key for Configuration table
name	Varchar	256	Unique key		Configuration property Name
lastWritten	DateTime	8	Yes		Current timestamp when the property is added
value	Varchar	500	Yes		Configuration property Value

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/ETS Configuration Values

Table – Table Name: ETSConfigurationValues

Config Name	Value	Notes
deleteTempRegData	180	Number of elapsed minutes before registration data can be deleted/email link expires
passwordResetLinkExpire	180	Number of elapsed minutes before the password reset email link expires

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/URL Identifier Details

Table – Table Name: URLIDENTIFIERDETAILS

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
_id	STRING	N/A	No	N/A	Primary Key
_rev	STRING	N/A	No	N/A	Document revision
urlid	STRING	N/A	No	N/A	url identifier which is an UUID
userid	STRING	N/A	Yes	N/A	User id of the user registering or resetting the password
urlytype	STRING	N/A	Yes	N/A	URL Types, URL001 for registration URL and URL002 for reset password URL
preferred language	STRING	N/A	Yes	N/A	Language to display Complete Registration or Reset Password screen.
timeout	NUMBER	N/A	Yes	N/A	URL timeout
checksecurity	BOOLEAN	N/A	Yes	N/A	Applicable for Reset Password. Indicates whether security question should be shown or not. Value is true when user does reset password. Value is false when reset password email is sent by a help desk user.
actioncompleted	BOOLEAN	N/A	Yes	N/A	Indicates if the registration or reset password is completed. If completed user will not be able take any action.
createdon	STRING	N/A	Yes	N/A	Document created on.
lastupdatedon	STRING	N/A	Yes	N/A	Document last updated on.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Provider Direct Deposit Lookup

Table – Table Name: PDDLookup

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
pddLookupID	BIGINT	8	No	System Generated	Primary key for PDDLookup table
providerNumber	CHARACTER	18	Yes	N/A	Provider number, AlternateID column from ConcernrolealternateID table
caseNumber	CHARACTER	7	Yes	N/A	CaseReference from caseheader table
caseID	BIGINT	8	Yes	System Generated	Foreign key to CaseHeader table
caseParticipantRoleID	BIGINT	8	Yes	System Generated	Foreign key to CaseParticipantRole table
caseConcernroleID	BIGINT	8	Yes	System Generated	Foreign key to ConcernRole table
participantRoleID	BIGINT	8	Yes	System Generated	Foreign key to CaseParticipantRole table
requestType	CHARACTER	10	No	N/A	Codable value from "PDDRequestType" codetable
accountType	CHARACTER	10	No	N/A	Codable value from "PDDAccountType" codetable.
routingNumber	CHARACTER	16	No	N/A	Indicates the routing number associated with PDD Bank information.
bankName	CHARACTER	100	No	N/A	Indicates the PDD Bank Name.
accountNumber	CHARACTER	20	No	N/A	Indicates the account number associated with PDD Bank information.
sendToPayrollInd	CHARACTER	1	No	N/A	Indicates whether the PDD Enrollment Request was sent to payroll. 1 indicates the PDD Enrollment details were sent to payroll. 0 indicates the PDD Enrollment details are not processed in payroll.
statusCode	CHARACTER	16	No	N/A	Record status. Includes PENDING or PROCESSED status
provSignatureTimeStamp	DATETIME	8	Yes	N/A	Provider signature timestamp
batchDate	DATE	8	Yes	N/A	Date when batch processes the request (CCYYMMDD)
PDDLookupBatchDetailsID	BIGINT	8	Yes	System Generated	Foreign Key to PDDLookupBatch Table
employeeID	CHARACTER	10	No	N/A	Employee ID is the unique identifier for a Case Provider and Recipient relationship.
isRejected	CHARACTER	1	No	N/A	This field is no longer used.
processedBy	CHARACTER	100	No	N/A	Indicates this record was sent for processing by MAS
processedDate	DATE	8	Yes	N/A	Date when Direct Deposit Request was sent for processing by MAS
createdOn	DATETIME	8	Yes	N/A	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	Yes	N/A	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	N/A	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record modified by.
ipaddress	CHARACTER	50	Yes	N/A	Captures the IP Address of the system when a user submits a direct deposit request.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/EST Messages

Table – Table Name: ETSMessages

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
ETMESSAGESID	BIGINT	8	No	System Generated	Primary key for ETSMessages table
OPERATION	CHARACTER	100	Yes	N/A	Rabbit MQ Message type operation name
MESSAGE	CLOB	10000000	Yes	N/A	Rabbit MQ Message
BATCHDATE	DATE	4	Yes	N/A	Batch Date when record is processed
PROCESSSTATUS	CHARACTER	10	Yes	N/A	Message Status (PENDING, PROCESSED, EXCEPTIONED)
CREATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The record created by.
CREATEDON	DATETIME	8	Yes	N/A	Audit Field - The record creation time stamp.
LASTUPDATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The user who modified the record.
LASTUPDATEDON	DATETIME	8	Yes	N/A	Audit Field - The record modified time stamp.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/ETS Message Log

Table – Table Name: ETSMessageLog

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
ETMESSAGESLOGLOGID	BIGINT	8	No	System Generated	Primary key for ETSMessagesLog table
TRANSACTIONUUID	VARCHAR	256	Yes	N/A	Message unique uid
CASEREference	CHARACTER	7	Yes	N/A	Case reference number
PROVIDERNUMBER	CHARACTER	18	Yes	N/A	Provider number
OPERATION	CHARACTER	100	Yes	N/A	Message type operation name
STARTTIME	DATETIME	8	Yes	N/A	Message sent start time
ENDTIME	DATETIME	8	Yes	N/A	Message sent end time
RESULT	CHARACTER	50	Yes	N/A	Message was successfully processed ('true' or 'false')
MESSAGE	CLOB	10000000	Yes	N/A	Rabbit MQ Message
CREATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The record created by.
CREATEDON	DATETIME	8	Yes	N/A	Audit Field - The record created time stamp.
LASTUPDATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The record modified by.
LASTUPDATEDON	DATETIME	8	Yes	N/A	Audit Field - The record modified time stamp.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/IVR Campaign Details

Table – Database Entity: IVRCampaignDetails

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
ivrCampaignDetailsID	BigInt	8	No	NA	Primary Key
timesheetID	BigInt	8	No	NA	Internal ID
timesheetNumber	CHARACTER	16	Yes	NA	Timesheet Number
concernRoleID	BigInt	8	Yes	NA	Internal ID
caseID	BigInt	8	Yes	NA	Internal ID
caseReference	CHARACTER	40	Yes	NA	Case reference number
providerNumber	CHARACTER	18	Yes	NA	Provider Number
batchProcessingTime	DATETIME	8	Yes	NA	Batch processing timestamp
batchNumber	CHARACTER	16	Yes	NA	Batch Number
isRecipient	CHARACTER	1	Yes	NA	Boolean value – 1 – if recipient 0 – if provider
status	CHARACTER	10	Yes	NA	Store if the record is Pending or Processed.
createdOn	DATETIME	8	Yes	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field - The record modified by.
versionNo	INTEGER	4	No	NA	System Generated – How many times the record modified.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Case Provider EVV Details

Table – Database Entity: CASEPROVIDEREVVDETAILS

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
CaseProviderEVVDetailsID	BIGINT	8	No	N/A	Primary Key for CaseProviderEVVDetails table.
CaseReference	CHARACTER	40	No	N/A	Case Number
CaseID	BIGINT	8	No	N/A	Internal ID of a case.
CaseConcernroleID	BIGINT	8	No	N/A	ConcernroleID ID of a case
ProviderNumber	DATE	18	No	N/A	Provider number
ProvConcernroleID	CHARACTER	8	No	N/A	ConcernroleID ID of a provider
CaseParticipantRoleID	CHARACTER	8	No	N/A	Indicates if the person is locked after multiple failure attempts Default id '0'.
EVVEffectiveDate	DATE	4	Yes	N/A	EVV effective date of the case provider.
CreatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record created by.
CreatedOn	DATETIME	10	Yes	N/A	Audit Field - The record creation time stamp.
LastUpdatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record modified by.
LastUpdatedOn	DATETIME	10	Yes	N/A	Audit Field - The record modified time stamp.
IsETS	CHARACTER	1	No	N/A	Indicates Electronic.
VersionNo	INTEGER	4	No	N/A	System Generated – How many times the record modified.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/EVV Details

Table – Table: EVVDETAILS

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
EVVDETAILSID	BIGINT	8	No	System Generated	Primary key for EVVDETAILS table
RELATEDID	BIGINT	8	Yes	System Generated	TransactionID. E.g TimesheetID
PAYPERIODSTARTDATE	DATE	4	Yes	N/A	Payperiod start date
PAYPERIODENDDATE	DATE	4	Yes	N/A	Payperiod end date
EVVSTARTTIME	VARCHAR	1000	Yes	N/A	EVV starttime- comma separated values for each day in the payperiod.
EVVENDTIME	VARCHAR	1000	Yes	N/A	EVV endtime- comma separated values for each day in the payperiod.
EVVLOCATION	VARCHAR	1000	Yes	N/A	EVV LOCATION - comma separated values for each day in the payperiod.
EVVCHECKINLOCATION	VARCHAR	1000	Yes	N/A	EVV Check In Location
EVVCHECKOUTLOCATION	VARCHAR	1000	Yes	N/A	EVV Check Out Location
EVVCHECKINLOCATIONACCURACY	VARCHAR	500	Yes	N/A	EVV Geocode Address Accuracy for check in
EVVCHECKOUTLOCATIONACCURACY	VARCHAR	500	Yes	N/A	EVV Geocode Address Accuracy for check out
createdOn	DATETIME	8	Yes	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.
lastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field - The record modified time stamp.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/EVV Details Snapshot

Table – Table: EVVDETAILSSnapshot

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
EVVDETAILSSnapshotID	BIGINT	8	No	System Generated	Primary key for EVVDETAILSSnapshot table
EVVDETAILSID	BIGINT	8	No	System Generated	Foreign key for EVVDETAILS table
RELATEDID	BIGINT	8	Yes	System Generated	TransactionID. E.g TimesheetID
PAYPERIODSTARTDATE	DATE	4	Yes	N/A	Payperiod start date
PAYPERIODENDDATE	DATE	4	Yes	N/A	Payperiod end date
EVVSTARTTIME	VARCHAR	1000	Yes	N/A	EVV starttime- comma separated values for each day in the payperiod.
EVVENDTIME	VARCHAR	1000	Yes	N/A	EVV endtime- comma separated values for each day in the payperiod.
EVVLOCATION	VARCHAR	1000	Yes	N/A	EVV LOCATION - comma separated values for each day in the payperiod.
EVVCHECKINLOCATION	VARCHAR	1000	Yes	N/A	EVV Check In Location
EVVCHECKOUTLOCATION	VARCHAR	1000	Yes	N/A	EVV Check Out Location
EVVCHECKINLOCATIONACCURACY	VARCHAR	500	Yes	N/A	EVV Geocode Address Accuracy for check in
EVVCHECKOUTLOCATIONACCURACY	VARCHAR	500	Yes	N/A	EVV Geocode Address Accuracy for check out
createdOn	DATETIME	8	Yes	NA	Audit Field - The record creation time stamp.
createdBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
lastUpdatedOn	DATETIME	8	Yes	NA	Audit Field - The record modified time stamp.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Recipient Header Info

Table – Database Entity: RECIPIENTHEADERINFO

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
RecipientheaderInfoID	BIGINT	8	No	N/A	Primary Key for RecipientHeaderInfo table.
ConcernroleID	BIGINT	8	No	N/A	ConcernroleID of the recipient.
CaseID	BIGINT	8	No	N/A	Case ID of the recipient.
CaseReference	CHARACTER	40	No	N/A	Case Number of the recipient.
EmailAddress	VARCHAR	300	Yes	N/A	Email of a person.
WrittenLanguage	CHARACTER	10	Yes	N/A	The language that the person uses to write.
FirstName	CHARACTER	25	Yes	N/A	First Name of a person.
LastName	CHARACTER	30	Yes	N/A	Last Name of a person.
CreatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record created by.
CreatedOn	DATETIME	10	Yes	N/A	Audit Field - The record creation time stamp.
LastUpdatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record modified by.
LastUpdatedOn	DATETIME	10	Yes	N/A	Audit Field - The record modified time stamp.
VersionNo	INTEGER	4	No	N/A	System Generated – How many times the record modified.
contactType	CHARACTER	10	No	N/A	Contact Type: Timesheet Signatory (CT005) or blank
contactName	CHARACTER	56	No	N/A	Contact Name of Timesheet Signatory assigned to case

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Provider Header Info

Table – Database Entity: PROVIDERHEADERINFO

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
ProviderheaderInfoID	BIGINT	8	No	N/A	Primary Key o for ProviderHeaderInfo table.
ConcernroleID	BIGINT	8	No	N/A	ConcernroleID of a provider.
ProviderNumber	CHARACTER	18	No	N/A	Provider Number.
EmailAddress	VARCHAR	300	Yes	N/A	Email of a Person.
WrittenLanguage	CHARACTER	10	Yes	N/A	The language that the person uses to write.
FirstName	CHARACTER	25	Yes	N/A	First Name of a person.
LastName	CHARACTER	30	Yes	N/A	Last Name of a person.
CreatedBy	CHARACTER	30	Yes	NA	Audit Field - The record created by.
CreatedOn	DATETIME	10	Yes	NA	Audit Field - The record creation time stamp.
LastUpdatedBy	CHARACTER	30	Yes	NA	Audit Field - The record modified by.
LastUpdatedOn	DATETIME	10	Yes	N/A	Audit Field - The record modified time stamp.
VersionNo	INTEGER	4	No	N/A	System Generated – How many times the record modified.
ProviderPreference	CHARACTER	10	Yes	N/A	Website timesheet preference

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Case Provider ESP Details

Table – Database Entity: CASEPROVIDERESPDETAILS

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
CaseProviderESPDetailsID	BIGINT	8	No	N/A	Primary Key for CaseProviderESPDetails table.
ProvConcernroleID	BIGINT	8	No	N/A	ConcernroleID of a provider.
ProviderNumber	CHARACTER	18	No	N/A	Provider Number.
CaseConcernroleID	BIGINT	8	No	N/A	ConcernroleID of a case.
CaseID	BIGINT	8	No	N/A	Case ID of the recipient.
CaseReference	CHARACTER	40	No	N/A	Case Number.
CaseParticipantRoleID	BIGINT	8	No	N/A	Case Participant Role ID
WarrantID	BIGINT	8	Yes	N/A	Warrant ID
ProviderIHSSStatus	CHARACTER	10	Yes	N/A	Provider Status.
IsIHSSProvider	CHARACTER	1	No	N/A	Indicates the type of the provider.
IsWPCSPublisher	CHARACTER	1	No	N/A	Indicates the type of the provider.
IsAdvancepay	CHARACTER	1	No	N/A	Indicates the type of the provider.
WarrantNumber	CHARACTER	9	Yes	N/A	Warrant number.
IsDirectDeposit	CHARACTER	1	No	N/A	Indicates the direct deposit.
RecentPaymentAmount	DECIMAL	31	Yes	N/A	Recent payment amount for that timesheet
PaymentStatus	CHARACTER	10	Yes	N/A	Payment Status of the record
PayperiodFromDate	DATE	4	Yes	N/A	Timesheet pay period from date
PayPeriodToDate	DATE	4	Yes	N/A	Timesheet pay period to date
TimesheetType	CHARACTER	10	Yes	N/A	Type of the Timesheet.
Program Type	CHARACTER	10	Yes	N/A	Indicates the Program type
CreatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record created by.
CreatedOn	DATETIME	10	Yes	N/A	Audit Field - The record creation time stamp.
LastUpdatedBy	CHARACTER	30	Yes	N/A	Audit Field - The record modified by.
LastUpdatedOn	DATETIME	10	Yes	N/A	Audit Field - The record modified time stamp.
VersionNo	INTEGER	4	No	N/A	System Generated – How many times the record modified.
CurrentSelfCertificationStatus	CHARACTER	10	Yes	N/A	Live-in Certification Status

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/ESP Users

Table – Table Name: Users

Field	Type	Nulls	Screen Name – Field Name	Comments
_id	STRING	No	N/A	Cloudant internal identifier
_rev	STRING	No	N/A	Cloudant revision
cmipsuserid	STRING	No	N/A	User Id
password	STRING	N/A	N/A	Encrypted Password
firstname	STRING	N/A	N/A	First Name
lastname	STRING	N/A	N/A	Last Name
userstatus	STRING	N/A	N/A	User Status
usertype	STRING	N/A	N/A	User Type
providerid	STRING	N/A	N/A	Provider Id
recipientid	STRING	N/A	N/A	Recipient Id
email	STRING	N/A	N/A	Email
firsttimeloginpending	STRING	N/A	N/A	First Time Login Pending
registeremailsenton	NUMBER	N/A	N/A	Registration Email sent date
resetemailsenton	NUMBER	N/A	N/A	Reset Email sent date
passwordcreatedon	NUMBER	N/A	N/A	Password Creation Date

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Failed Login Attempt

Table – Table Name: UserFailedAttempt

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
_id	STRING	N/A	No	N/A	Cloudant Internal Identifier
_rev	STRING	N/A	No	N/A	Cloudant revision
userid	STRING	N/A	No	N/A	User Id
createdon	STRING	N/A	No	N/A	Creation date

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Locked User

Cloudant Table – Table Name: UserLocked

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
_id	STRING	N/A	No	N/A	Cloudant Internal Identifier
_rev	STRING	N/A	No	N/A	Cloudant revision
createdon	STRING	N/A	No	N/A	Creation date
userid	STRING	N/A	No	N/A	User Id

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Timesheet Submission Device Details

Table - Table Name: TimesheetSubmissionDeviceDetails

Field	Type	Length	Nulls
TIMESHEETSUBMISSIONDEVICEDETAILSID	BIGINT	N/A	NO
TIMESHEETID	BIGINT	N/A	YES
FROMDATE	DATE	N/A	NO
TODATE	DATE	N/A	NO
TIMESHEETTYPE	CHARACTER	10	YES
STATUSCODE	CHARACTER	10	NO
ISINBOUND	CHARACTER	1	NO
SOURCESYSTEM	CHARACTER	10	NO
IPADDRESS	CHARACTER	50	YES
PHONENUMBER	CHARACTER	20	YES
TIMESHEETNUMBER	CHARACTER	16	NO
CASEREference	CHARACTER	40	NO
PROVIDERNUMBER	CHARACTER	18	YES
CREATEDBY	CHARACTER	30	YES
CREATEDON	TIMESTAMP	N/A	YES
LASTUPDATEDBY	CHARACTER	30	YES
LASTUPDATEDON	TIMESTAMP	N/A	YES
VERSIONNO	INT	N/A	NO

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Live-In Provider Trigger

Table – Table: LiveInProviderTrigger

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
LIVEINPROVIDERTRIGGERID	BIGINT	N/A	No	N/A	Primary Key of the LiveInProviderTrigger table.
CASEREference	CHARACTER	40	Yes	N/A	Case Number
PROVIDERNUMBER	CHARACTER	18	Yes	N/A	Provider Number
STATUS	CHARACTER	20	Yes	N/A	Status
STATUSDATE	DATE	N/A	Yes	N/A	Status Date
OPERATIONTYPE	CHARACTER	100	Yes	N/A	The operation type: • Certification • Cancellation
ERRORMESSAGE	VARCHAR	2000	Yes	Live-In Provider Self Certification Cancel Live-In Provider Self Certification	The error message to display on the listed screens if applicable.
CREATEDON	TIMESTAMP	N/A	Yes	N/A	Audit Field - The record creation time stamp.
CREATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The record created by.
LASTUPDATEDON	TIMESTAMP	N/A	Yes	N/A	Audit Field - The record modified time stamp.
LASTUPDATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The record modified time stamp.
VERSIONNO	INTEGER	N/A	Yes	N/A	Audit Field - The record version number.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/ETS Travel Claim Submitted Details

Table – ETSTravelClaimSubmittedDetails

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
ETSTravelClaimSubmittedDetailsID	BIGINT	8	Primary key	N/A	Primary Key
caseNumber	CHARACTER	40	No	N/A	Case reference from caseheader table
caseid	BIGINT	8	No	N/A	Case id foreign key to case header
providerNumber	CHARACTER	18	No	N/A	Provider number
statusCode	CHARACTER	10	No	N/A	Status of the submitted travelClaim
travelClaimID	BIGINT	8	No	N/A	Foreign key to TravelCLaim
travelClaimNumber	CHARACTER	16	No	N/A	TravelClaim number
payperiodstartdate	DATE	4	No	N/A	Payperiod start date
payperiodenddate	DATE	4	No	N/A	Payperiod end date
travelClaimType	CHARACTER	10	No	N/A	TravelClaim type
totalclaimedhoursmin	INTEGER	4	Yes	N/A	Total claimed minutes
daysHours	VARCHAR	256	No	N/A	Comma separated days hours
statusDate	DATE	4	Yes	N/A	Status Date of the timesheet
providersubmittedtimestamp	DATETIME	8	No	N/A	Current timestamp when provider signed
createdOn	CHARACTER	30	No	N/A	Audit Field - The record created on.
createdBy	CHARACTER	50	No	N/A	Audit Field - The record created by
lastUpdatedOn	VARCHAR	256	No	N/A	Audit Field - The record modified time stamp.
lastUpdatedBy	VARCHAR	256	No	N/A	Audit Field - The record modified by.
versionNo	Integer	8	No	N/A	Audit Field - The record modified version no.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/ETS Travel Claim Submitted Details Snapshot

Table – ETSTravelClaimSubmittedSnapshotDetails

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
ETSTravelClaimSubmittedSnapshotDetailsID	BIGINT	8	Primary key	N/A	Primary Key
ETSTravelClaimSubmittedDetailsID	BIGINT	8	Primary key	N/A	Foreign Key to ETSTravelClaimSubmittedDetails
caseNumber	CHARACTER	40	No	N/A	Case reference from caseheader table
caseid	BIGINT	8	No	N/A	Case id foreign key to case header
providerNumber	CHARACTER	18	No	N/A	Provider number
statusCode	CHARACTER	10	No	N/A	Status of the submitted travelClaim
travelClaimID	BIGINT	8	No	N/A	Foreign key to TravelCLaim
travelClaimNumber	CHARACTER	16	No	N/A	TravelClaim number
payperiodstartdate	DATE	4	No	N/A	Payperiod start date
payperiodenddate	DATE	4	No	N/A	Payperiod end date
travelClaimType	CHARACTER	10	No	N/A	TravelClaim type
totalclaimedhoursmin	INTEGER	4	Yes	N/A	Total claimed minutes
daysHours	VARCHAR	256	No	N/A	Comma separated days hours
statusDate	DATE	4	Yes	N/A	Status Date of the timesheet
providersubmittedtimestamp	DATETIME	8	No	N/A	Current timestamp when provider signed
createdOn	CHARACTER	30	No	N/A	Audit Field - The record created on.
createdBy	CHARACTER	50	No	N/A	Audit Field - The record created by
lastUpdatedOn	VARCHAR	256	No	N/A	Audit Field - The record modified time stamp.
lastUpdatedBy	VARCHAR	256	No	N/A	Audit Field - The record modified by.
versionNo	Integer	8	No	N/A	Audit Field - The record modified version no.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/W-2 Form Details

Table – W2FormDetails

Field Name	Field Type	Size	Null	Screen Name – Field Name	Comments
w2FormDetailsID	BIGINT	8	Primary key	N/A	Primary Key
caseID	BIGINT	8	Primary key	N/A	Foreign Key to W2FormDetails
caseReference	CHARACTER	40	No	W-2 Forms - Recipient Card	Case number
providerNumber	CHARACTER	18	No	N/A	Provider number
W2FormName	CHARACTER	100	No	W-2 PDF	W-2 name
W2Year	CHARACTER	10	No	W-2 Forms - Select a Tax Year	W-2 tax year
zipFileName	CHARACTER	100	No	N/A	Name of the zipped W-2 PDFs
Status	CHARACTER	10	No	N/A	Internal status field
createdBy	CHARACTER	30	No	N/A	User who created the row
createdOn	TIMESTAMP	N/A	No	N/A	Date the row was created on
lastUpdatedBy	CHARACTER	30	No	N/A	User who last updated the row
lastUpdatedOn	TIMESTAMP	N/A	No	N/A	Date the row was last updated on
versionNo	INTEGER	N/A	No	N/A	Internal version number

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Check In Out

DynamoDB Table - Table Name: checkinout

Field	Description	Type	Length	Nulls
uuid	primary key: the user's unique identity	STRING	N/A	NO
requestsentfrom	Captures the name of the system from which the request was sent	STRING	N/A	Yes
providerid	Provider number	STRING	N/A	Yes
recipientid	Case number	STRING	N/A	Yes
ischeckedin	Indicates if the recipient is checking in	BOOLEAN	N/A	Yes
iswpcs	Indicates if the recipient is enrolled in WPCS	BOOLEAN	N/A	Yes
isihss	Indicates if the recipient is enrolled in IHSS	BOOLEAN	N/A	Yes
timesheetid	Timesheet ID	STRING	N/A	Yes
inhomeservice	Indicates if the Recipient is in home. This value will be true for home and false for community.	BOOLEAN	N/A	Yes
checkinoutdatetime	Check-in or check-out date time	NUMBER	N/A	Yes
timeworked	Time worked	NUMBER	N/A	Yes
geopositionlocation	Caputres the latitude and longitude of check-in/out event	NUMBER	N/A	Yes

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Text Opt Out

DynamoDB Table - Table Name: **textoptout**

Field	Description	Type	Length	Nulls
phononenumber	hash key : the user's cell phone number sent by Twilio, requesting opt-out from text message service	STRING	N/A	NO
createdon	range key : timestamp when change occurred (in seconds)	NUMBER	N/A	NO
isprocessed	Value represents if the record is processed or not - 0/1 value - 0 = non processes, 1 = processed Global Secondary Index - Lookup for non-processed records happens from the application based on this field.	NUMBER	N/A	NO
expireson	Date in Epoch format set in the code after the record is processed for automatic deletion.	NUMBER	N/A	YES

DSD 4/IHSS Provider/Recipient Electronic Services Portal

/Database Entities/esp_<env>_mfa_verification

DynamoDB Table - Table Name: esp_<env>_mfa_verification

Field	Description	Type	Length	Nulls
uuid	primary key	STRING	N/A	NO
userid	username	STRING	N/A	YES
purpose	purpose of the verification code	STRING	N/A	YES
verificationcode	6 digit random number	NUMBER	N/A	YES
verificationstatus	verification status by default it will be Generated	STRING	N/A	YES
verificationretrycount	retry count	NUMBER	N/A	YES
createdon	created on epoch time stamp	TIMESTAMP	N/A	YES
lastupdatedon	last updated on epoch time stamp	TIMESTAMP	N/A	YES
expirationon	verification code expiration	TIMESTAMP	N/A	YES

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Hire Provider Trigger

Table – Table: HireProviderTrigger

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
HIREPROVIDERTRIGGERID	BIGINT	8	No	N/A	Primary Key of the HireProviderTrigger table.
CASEREference	CHARACTER	40	Yes	N/A	Case Number
PROVIDERNUMBER	CHARACTER	18	Yes	N/A	Provider Number
STARTDATE	DATE	4	Yes	N/A	Start Date
RELATIONSHIP	CHARACTER	10	Yes	N/A	Relationship
PROGRAMTYPE	CHARACTER	10	Yes	N/A	Program Type
STATUS	CHARACTER	20	Yes	N/A	Status
ERRORMESSAGE	VARCHAR	2000	Yes	Hire Provider	The error message to display on the listed screens if applicable.
OPERATIONTYPE	CHARACTER	100	Yes	N/A	The operation type: • Certification • Cancellation
STATUSDATE	DATE	N/A	Yes	N/A	Status Date
CREATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The record created by.
CREATEDON	TIMESTAMP	N/A	Yes	N/A	Audit Field - The record creation time stamp.
LASTUPDATEDON	TIMESTAMP	N/A	Yes	N/A	Audit Field - The record modified time stamp.
LASTUPDATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The record modified time stamp.
VERSIONNO	INTEGER	N/A	Yes	N/A	Audit Field - The record version number.
IPADDRESS	CHARACTER	50	Yes	N/A	Captures the IP Address of the user's device.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Verification Info

Table: VERIFICATIONINFO

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
EMPWAGEVERIFICATIONTRIGGERID	BIGINT	8	No	N/A	Primary Key
TYPE	CHARACTER	10	Yes	N/A	Form Type
CASEREFERENCE	CHARACTER	40	Yes	N/A	Case Number
PROVIDERNUMBER	CHARACTER	18	Yes	N/A	Provider Number
STARTDATE	DATE	10	Yes	N/A	Start Date
ENDDATE	DATE	10	Yes	N/A	End Date
ISALLRECIPIENTS	CHARACTER	1	No	N/A	All Recipients
PROGRAMTYPE	CHARACTER	10	Yes	N/A	Program Type
STATUS	CHARACTER	10	Yes	N/A	Status
FORMID	BIGINT	8	Yes	N/A	Form ID
REQUESTDATE	DATE	10	Yes	N/A	Request From
REQUESTFROM	CHARACTER	10	Yes	N/A	Request From
CREATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The record created by.
CREATEDON	TIMESTAMP	N/A	Yes	N/A	Audit Field - The record creation time stamp.
LASTUPDATEDON	TIMESTAMP	N/A	Yes	N/A	Audit Field - The record modified time stamp.
LASTUPDATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The record modified time stamp.
VERSIONNO	INTEGER	N/A	Yes	N/A	Audit Field - The record version number.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Employment Wage Verification Trigger

Table: EMPWAGEVERIFICATIONTRIGGER

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
VERIFICATIONINFOID	BIGINT	8	No	N/A	Primary Key
TYPE	CHARACTER	10	Yes	N/A	Form Type
CASEREFERENCE	CHARACTER	40	Yes	N/A	Case Number
PROVIDERNUMBER	CHARACTER	18	Yes	N/A	Provider Number
STARTDATE	DATE	10	Yes	N/A	Start Date
ENDDATE	DATE	10	Yes	N/A	End Date
ISALLRECIPIENTS	CHARACTER	1	No	N/A	All Recipients
STATUS	CHARACTER	10	Yes	N/A	Status
REQUESTDATE	DATE	10	Yes	N/A	Request Date
REQUESTFROM	CHARACTER	10	Yes	N/A	Request From
CREATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The record created by.
CREATEDON	TIMESTAMP	N/A	Yes	N/A	Audit Field - The record creation time stamp.
LASTUPDATEDON	TIMESTAMP	N/A	Yes	N/A	Audit Field - The record modified time stamp.
LASTUPDATEDBY	CHARACTER	30	Yes	N/A	Audit Field - The record modified time stamp.
VERSIONNO	INTEGER	N/A	Yes	N/A	Audit Field - The record version number.

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/User ID Logs

Table – Table Name: useridlogs

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
logtype	STRING	N/A	No	N/A	Request Code (Invalid Username or Username Request)
createdon	DATETIME	8	No	N/A	Creation date
ipaddress	CHARACTER	50	No	N/A	IP Address of User's Device
providerid	CHARACTER	18	Yes	N/A	Provider Number
recipientid	CHARACTER	18	Yes	N/A	Case Number
userid	CHARACTER	18	Yes	N/A	User ID

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Invalid User ID Logs

Table – Table Name: invaliduseridlogs

This table captures the details when an ESP User enters an invalid username and clicks the Login button on Login page.

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
userid	CHARACTER	18	No	N/A	User ID
createdon	DATETIME	8	No	N/A	Creation date
ipaddress	CHARACTER	50	No	N/A	IP Address of User's Device

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Database Entities/Forgot User ID Log

Table – Table Name: **forgotuseridlog**

This table captures the following details when the ESP User selects the Send User Name button on Get User Name Or Password Reset screen.

Field	Type	Length	Nulls	Screen Name – Field Name	Comments
externalid	CHARACTER	18	No	N/A	Provider Number or Case Number
createdon	DATETIME	8	No	N/A	Creation date
errorcode	CHARACTER	18	Yes	N/A	IEID: Invalid External ID IEMD: Invalid EmailID
ipaddress	CHARACTER	50	No	N/A	IP Address of User's Device
userid	CHARACTER	18	Yes	N/A	User ID
success	CHARACTER	18	No	N/A	False for Failed Attempt
usertype	CHARACTER	18	Yes	N/A	PER

DSD 4/IHSS Provider/Recipient Electronic Services Portal /Business Class Definitions

This section is not applicable to the IHSS ESP.