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DSD - Section 29



CMIPS

D-4.2-03 – IHSS CMIPS Detailed System Design (DSD) (R2025.03.01) Section 29

Version 1.0

03/28/2025

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DSD 29/Other Requirements

DSD 29/Other Requirements/Developer's Master Spreadsheet

CI	Document Name
93,269	Master.xls
 CI-106701 - DSD SecGroups Curam Security Groups IMPLEMENTED	DSD_SecGroups_Curam_Security_Groups.doc
 CI-106702 - DSD SecRoles Curam Security Roles IMPLEMENTED	DSD_SecRoles_Curam_Security_Roles.doc
 CI-215483 - DSD SecRoles Curam Security User Role to Screen Matrix IMPLEMENTED	DSD_SecRoles_Curam_Security_User_Role_to_Screen_Matrix.xls

Per SCF 3611, DSD Section 29.1, 29.2 and Appendix A will be replaced with the Developer's Master Spreadsheet which tracks Security Roles, Security Groups, and the User Role to Screen access matrix.

IHSS_CMIPSII_4.1.4 DSD Developers Master Security vX.X (Rel X.X) - App A.xls will be included with a release of the DSD. This spreadsheet is generated from Case Management to document the existing state of Security Groups, Security Roles and the Mapping of screen/system access to a particular Security Group within case management.

DSD 29/Other Requirements/CMIPS Requirements

The full list of requirements that support this DSD document will be included as an attachment with the document for each baseline.

DSD 29/Other Requirements/CMIPS Untestable Requirements

DSD 29/Other Requirements/CMIPS Untestable Requirements/In General System Design

Some requirements were not covered in the overall GSD for the following reasons:

Not Testable: The requirement does not need further design since the requirement is not testable for various reasons such as a fact, a component, general principle, etc.

Parent: The requirement does not need further design since the requirement is testable but there are sub-ordinate requirements that meet all testability such as support all required reports and we have a requirement for each required report.

Owned by California Department of Technology Data Center (CDT DC): The requirement does not need further design since the requirement is a fact like "use CDT DC Services."

Owned by CA Department of Technology Network (CDT Network): The requirement does not need further design since the requirement is a fact like "Network based on TCP/IP."

Purchased Hardware: The requirement does not need further design since the requirement is a purchase of hardware and met with that purchased.

Purchased Software: The requirement does not need further design since the requirement is met with the purchase of the software.

OOTB: The requirement does not need further design since the requirement is met with the purchase of the software.

DSD 29/Other Requirements/CMIPS Untestable Requirements/Untestable Requirements List

The list below of untestable requirements. These requirements exist in Jira and have the field 'Validation Method' marked as 'Untestable'

R e q ID	Requirement Description (Current CGI Verbiage)	P ar e nt	N o t e d	O w ne d	Ow ned by CD	P u r r	P u r r	O O	S e ct ion
		St a ble	T e st a ble	C D T	Net work	HW	SW	TB	
1 1 9 15	The CMIPS design shall use the Office of Technology Services (OTech) WAN for network services.		x	x					29
1 1 9 16	No CMIPS production or test data with personal information shall be allowed outside the United States of America.		x						6
1 1 9 17	The CMIPS system shall be based on industry standards and shall be delivered in such a manner that modules can be reused by different mechanisms or access methods, e.g., a timesheet could be entered manually or from an automated solution but could still use the same components of code (object) to add it to the database.		x						29
1 1 9 18	CMIPS shall meet the requirements of applicable Federal and State laws and regulations.		x						29
1 1 9 19	The payroll requirements shall be satisfied using the customized Commercial Off-the-Shelf (COTS) Human Resources/Payroll Package.		x						29
1 1 9 20	The CMIPS design shall ensure the maintainability of the whole system integrated with a CMIPS customized COTS Product(s).		x						29
1 1 9 21	The CMIPS design shall consider the varying degrees of connectivity available to the County offices and ensure feasible and cost-effective connectivity for County offices including those at remote locations.		x	x					29
1 1 9 22	CMIPS shall provide an architectural foundation to support the application over the term of the Contract in terms of platform stability, scalability and configurability to remain current with technological advances without the need to replace the system.		x						29
1 1 9 23	CMIPS shall be component-based and flexible in terms of adding capacity with minimum system downtime and reducing the impact to both users and the State. Resource capacities include Central Processing Unit (CPU), Memory, Disk storage, and Input/Output (I/O) throughput.		x						29
1 1 9 24	CMIPS shall be documented in detail including any hardware, COTS configuration, COTS software customization, security, production, and test configurations.		x						29
1 1 9 26	CMIPS shall be required to comply with the proposed National Standard Employer Identifier rule when it is finalized, to the extent and in the manner determined to be applicable by CDSS.		x						29
1 1 9 31	The payroll component of CMIPS shall include: a. Individual Provider Payroll as per SOW Section 8.10.2, Individual Provider Payroll b. Warrant Management as per SOW Section 8.10.3, Warrant Management c. Provider Pay Rate Management as per SOW Section 8.10.4, Provider Pay Rate Management		x						17
1 1 9 40	The Individual Provider Payroll subcomponent shall include the following functions: a. Time and Attendance b. Advance Payments c. Waiver Personal Care Services Payments d. Payroll Management e. Tax and Contribution Management f. Deduction Management		x						17
1 1 9 48	The Case Initiation subcomponent of CMIPS shall include the following functions: Initial Contact/Receive Referral, Intake/Application Information, Needs Assessment, Assign Modes of Service, and Final Determination.		x						5

1 1 9 72	CMIPS shall support an audit process to ensure that all timesheets received follow the defined processes as defined in the Detailed System Design (DSD).	x					24
1 2 0 09	CMIPS shall meet Postal Addressing Standards as defined in United States Postal Service Publication 28, Postal Addressing Standards for all addresses entered, stored, and reported.	x					29
1 2 0 45	The Payroll Management function shall include: a. Payroll Calculation b. Warrant Management c. Timesheet and Payroll Processing	x					17
1 2 0 49	On a daily basis, CMIPS shall process payroll for all valid timesheets. CMIPS shall calculate the gross payroll, subject wages, taxable wages, all deductions, all taxes, and net payroll.	x					17
1 2 0 50	CMIPS shall calculate payments as defined by MPP 30-764.1.11, 30-765.14, 30-769.24.	x					29
1 2 0 60	All hardware and software shall have all specifications documented in detail including all system components, configurations, and peripheral equipment. Documentation shall include, but is not limited to, technical specifications, maintenance and operation procedures, and technical and user documentation.	x					17
1 2 0 70	CMIPS shall determine the pay rate associated with all reported hours and minutes for payment to be the county pay rate. Of the paid hours and minutes, those determined to be overtime will be paid at an additional rate that is half the county rate.	x					29
1 2 0 71	All software, to the extent it is commercially available, shall be COTS or customized COTS products supported by the software manufacturer. Custom software that has to be newly developed is not a desirable solution unless there is no existing COTS or customized COTS software to support the specific application. All customization of such products or custom software development to augment their capabilities shall be performed in accordance with the requirements of the Contracts.	x					17
1 2 0 74	All network communications shall be based on the Transmission Control Protocol/Internet Protocol (TCP/IP).		x	x			22
1 2 0 75	CMIPS shall determine final eligibility status of denial, termination, eligible, or presumptively eligible based upon case evidence.	x					17
1 2 0 76	CMIPS shall have the functionality to support the disabling or enabling of the overtime calculation functionality.	x					29
1 2 0 78	The operating system shall support at a minimum a C2 rating under the Trusted Computer System Evaluation Criteria published by the NCSC (5200.28-STD). DEPARTMENT OF DEFENSE, TRUSTED COMPUTER SYSTEM EVALUATION CRITERIA, DOD 5200.28-STD, published by the National Computer Security Center (NCSC) or its equivalent under the Common Criteria Evaluation and Validation Scheme (CCEVS).			x	x		29
1 2 0 96	A Relational Data Base Management System (RDBMS) shall be used as the data storage repository facility for the application data to be retained to operate CMIPS.	x					29
1 2 0 99	The RDBMS shall include support for the following: a. Row level locking b. Replication c. Triggers d. Constraints e. Stored procedures f. Physical and logical partitioning g. Transaction logging h. Referential integrity i. Data encryption			x	x		29
1 2 1 01	All system data elements shall be fully defined and described in a Data Dictionary.	x					21
1 2 1 07	The RDBMS shall support extended data types such as binary images, audio, and video.			x	x		29

1 2 10	In case of failure, the RDBMS shall recover to the last committed transaction.			x	x	29
1 2 1 11	In case of failure, or the entry of incorrect data, the RDBMS shall recover to a specified point in time as available from backup and transaction logs.	x				9
1 2 1 13	The RDBMS shall support automated dynamic query optimization.			x	x	5
1 2 1 15	The RDBMS shall have the functionality to allow maintenance and management operations to be performed while the application is active, e.g., backups, optimization, etc.			x	x	6
1 2 1 24	The RDBMS shall have the security functionality to grant levels of access to single and/or groups of users to specific areas of the schema.			x	x	29
1 2 1 27	The RDBMS shall have the functionality to perform internal automatic integrity and corruption monitoring, reporting and notification.			x	x	15
1 2 1 28	CMIPS shall not transfer any Share of Cost balance remaining at the end of all monthly time entry processing to a subsequent month.	x				29
1 2 1 33	To support the maintainability of CMIPS, the system shall be designed to utilize the platforms supported at the OTech.	x				29
1 2 1 34	All tools used in developing and supporting CMIPS will be identified and their use documented.	x				29
1 2 1 37	The development tools shall apply a modular approach to design and development such that software modules or objects can be reused and/or accessed via different methods (i.e., from different programs or objects).	x				29
1 2 1 39	The tools selected for CMIPS shall support CMIPS System Quality Attributes (SQA).	x				29
1 2 1 43	All software components used to support development shall be identified including functional and technical specifications and reasons for use in the following: a. Change Management b. Configuration Management c. Design d. Data modeling e. Transaction Analysis f. Development g. Testing and Test Management h. Release Management i. Capacity Planning and Simulation Modeling j. System sizing k. Requirements Management l. Documentation Management	x				29
1 2 1 46	The tools used in management and monitoring of CMIPS shall be identified and have technical and functional descriptions with reasons for use. Tool usage areas shall include the following: a. Application Performance monitoring b. Report distribution c. Interface management d. Database monitoring and management e. Middleware monitoring and management f. Job scheduling.	x				29

1 2 1 51	The infrastructure management and monitoring tools shall use OTech Services where possible. And, if not using OTech Services then shall be compatible with OTech operations management tools.	x					29
1 2 1 61	An automated issue tracking system shall be implemented. This system shall have the following functionality at a minimum: a. Provide a repository for issues management and reporting b. Categorize and prioritize issues c. Assign issues to teams or specific people d. Track the status of each issue and status date changes Maintain secure access and access levels to the Issue Tracking System at both the individual and group levels as authorized by State Project Director or designee f. Send notification of past due activities and issues with overdue resolutions g. Track issue metrics to support the monthly reporting requirements h. Record issue resolutions i. Track historical events/actions for issues.		x	x			29
1 2 1 86	The Contractor shall specify the minimum requirements for the client workstation. The workstation shall be able, at a minimum, to support the concurrent activation of the following: a. CMIPS application b. E-mail, calendar and task management, currently supported Microsoft Office version.		x	x			29
1 2 1 89	Minimum client workstation requirements shall state the capacity in all core elements including CPU, memory, and disk space for at least three (3) years of client side application and caseload growth.		x	x			29
1 2 1 92	All hardware shall be energy efficient and configured properly for automatic energy- saving features as per current ENERGY STAR specifications and shall be ENERGY STAR compliant. ENERGY STAR information can be found at http://www.energystar.gov/ .		x	x			29
1 2 1 96	Workstations shall include, at a minimum, the following configuration: a. 15" Monitor (.25mm dot pitch CRT, .3mm pixel pitch flat screen) b. 104 key keyboard c. 2 Button Mouse d. 10/100 Mb Network Interface Card e. x86 compatible central processing unit (CPU) running at 1.6 GHz or faster f. 1 GB RAM g. Video Card h. 20 GB hard drive.		x	x			17
1 2 2 07	CMIPS shall generate payments to be disbursed by SCO by EFT, paper warrant, or by fund transfer between agency appropriations.	x					29
1 2 2 11	The client application shall be required to co-exist with 3270 emulation, which the users need to access Medi-Cal Eligibility Determination System (MEDS).		x	x			29
1 2 2 13	The client application shall be required to co-exist with the Statewide Automated Welfare System (SAWS) applications, which provide County Welfare Eligibility functionality. The current SAWS applications are C-IV, CalWIN, and LEADER Replacement System (LRS).		x	x			29
1 2 2 15	To support compatibility with other applications on the client workstation, the client application shall have thin-client architecture.	x					29
1 2 2 16	The client software footprint components shall be documented including the size of each component to be distributed to client workstations.	x					29
1 2 2 20	CMIPS shall support the current operating system of Microsoft Windows. CMIPS shall allow backward compatibility of the client application software for the current and one previous major version of the client workstation operating system. Details of current and prior versions of Microsoft operating systems can be found at http://www.microsoft.com/ .		x	x			18
1 2 2 29	CMIPS shall report all subject wages, contributions, and tax withholdings as required by IRS, EDD, and MPP 30-769.84.	x					29

1 2 2 40	For both initial installation as well as subsequent releases, CMIPS shall provide the following: a. Allow authorized users to securely download workstation software to a designated workstation or server b. Allow Counties to request that client software be automatically distributed to the workstation without the need for user intervention	x					29
1 2 2 41	CMIPS shall make workstation software available to Counties with sufficient lead time for Counties to test workstation software prior to production release.	x					29
1 2 2 42	CMIPS shall provide workstation software documentation, including but not limited to changes to application functionality, installation instructions, and software version number.	x					29
1 2 2 43	CMIPS shall ensure workstation software is distributed in a time-efficient way that also minimizes impact on network traffic.	x					29
1 2 2 44	CMIPS shall ensure that a client workstation has the correct version of all application components and if not, shall notify the user. a. For Counties that request automatic updates for client software, CMIPS shall require the user to either select the automatic upgrade of the client application or exit the application. b. For Counties that do not allow automatic updates at the user request, CMIPS shall notify the user that the CMIPS application is not the correct version and they need to contact their local system administrator; and, in that case, the user will be exited from the application.	x					29
1 2 2 45	All IHSS CMIPS printers shall support the following at a minimum: a. Black letter quality print b. Grayscale image printing c. A rating by the manufacturer for volume of not less than 60,000 pages per month d. Resolution of not less than 600 dpi e. Generation of the format and content of all IHSS CMIPS forms including letterheads, signatures, graphic, and County header information f. Capability for printing large print (Arial 18 point) for the visually impaired g. Speed of no less than fifteen (15) pages per minute h. Network interface i. TCP/IP connectivity and Novell SPX/IPX support j. The following standard document types PCL, Adobe, and Postscript and the proposed forms generation software k. CMIPS Forms Architecture and forms generation l. Sufficient input trays to support both "letter" (8.5" x 11") and "legal" (8.5" x 14") size paper m. An operational speed and capacity sufficient to complete printing of all overnight forms and reports (except online initiated reports) before 6:00 AM the next day n. Sufficient input and output tray capacity to print all regularly scheduled overnight forms and reports (except online initiated reports) unattended o. Duplex printing p. Printing of United States Postal Service (USPS) address bar			x	x		29
1 2 2 47	All hardware shall be energy efficient and configured properly for automatic energy- saving features as per current ENERGY STAR specifications and shall be ENERGY STAR compliant. ENERGY STAR information can be found at http://www.energystar.gov/ .	x		x	x		29
1 2 2 49	The Contractor shall ensure that IHSS CMIPS printers are stable and operate to meet or exceed the requirement of 98 percent availability twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year.	x					29
1 2 2 91	CMIPS shall utilize the statewide WAN supported by OTech. This network provides connectivity between the State Data Center, CGI Managed Advantage, and at least one State Point of Presence (POP) router in each County. Connectivity from CGI Managed Advantage to the State Data Center is the responsibility of CGI. Connectivity within the County from the POP is the responsibility of the individual County.		x	x			29
1 2 2 93	CMIPS shall use, where available, the existing County internal communications architectures. Implementation and support of the LAN in each County, including any intra-county WAN links, are the responsibility of the individual Counties.		x	x			29
1 2 2 95	CMIPS shall support user access using secure Internet connection services supported by OTech.		x	x			29
1 2 2 97	CMIPS shall not preclude the use of Virtual Private Network (VPN) technology.		x	x			11
1 2 3 03	The Contractor shall specify all hardware and software used in the software development lifecycle. Hardware and software shall include but are not limited to all servers, workstations, printers, and LAN. The responsibilities for hardware and software is shared by five (5) organizations: OTech, County, Contractor, CDSS APD, and CMIPS Project Office.		x	x	x	x	29

1 2 3 06	Any CMIPS functionality that is introduced into the production system shall be tested.			x	x	x	11
1 2 3 07	At a minimum, one (1) test system shall reside with the production server at the State Data Center under the same configuration management process as the production server. This server shall be used for testing application compatibility, OS upgrades, database upgrades, hardware changes, and interface modifications.			x	x	x	11
1 2 3 08	The development and test systems shall enable software development and support specific development and test system requirements.			x	x	x	6
1 2 3 12	Development and test systems shall support compliance with Federal and State laws for data confidentiality, privacy, and disclosure including the HIPAA regulations stated in Section 5.2 Welfare and Institutions Code (WIC) §10850 Confidentiality of Individual Data, California Civil Code §1798.24 et seq., Confidentiality and Disclosure of Personal Information.		x	x	x	x	29
1 2 3 16	A user-friendly color Graphical User Interface (GUI) shall be required for presentation of CMIPS to users. The GUI shall be consistent throughout CMIPS.	x					29
1 2 3 17	The GUI shall support common features, such as pointing device support, pop-up windows, drop down lists, and short-cut keys.	x					29
1 2 3 18	CMIPS shall validate and cross-validate to the greatest extent possible each field as it is exited. If, upon exiting a field, validation or cross-validation cannot be performed, CMIPS shall perform those activities when enough data is available. CMIPS shall re- execute validations and cross validations when changes occur to data that may impact the field. CMIPS shall immediately provide screen error messages and context-sensitive help for all failed validations.	x					29
1 2 3 20	CMIPS shall carry pertinent data from screen to screen as well as use default values when appropriate. CMIPS shall be required to access the database or memory for information rather than require reentry of information already in the database.	x					29
1 2 3 21	CMIPS shall provide an automated mechanism (e.g., a "copy/paste" function) for a user to transfer data to and from the application to other industry standard office products, e.g., Microsoft Office suite.			x	x		29
1 2 3 22	All error messages and context sensitive help shall have correct spelling and grammar in U.S. English and have a Flesch Reading Ease score of at least 70.	x					29
1 2 3 24	All error messages and context sensitive help presented to the user shall be non- technical and phrased as simply as possible to aid the user in identifying the problem. In addition to all other State approvals, all error messages are subject to State approval.	x					21
1 2 3 27	CMIPS shall accept corrections and changes to the IHSS time-per-task guidelines in the database for assessed task hours.	x					21
1 2 3 28	CMIPS shall capture the reason for any IHSS time-per-task corrections in the database pursuant to MPP 30-758.41.	x					26
1 2 3 40	CMIPS shall capture, track, and display all data required for the user to perform the Program Management business functions.	x					26
1 2 3 49	The number and type of case events can be changed or modified throughout the life of the system. CMIPS shall have flexibility to modify the events and distribution of the events included in the list as needed.	x					26
1 2 3 52	CMIPS shall allow up to four (4) hierarchical levels of approval for each county	x					19
1 2 3 65	CMIPS shall support an external program audit.	x					18
1 2 3 77	CMIPS shall provide reconciliation reports between Forms 941 and Forms W-2 and W-2C/W-3 annually, and upon request from the State Project Director or designee.	x					18
1 2 3 81	CMIPS shall use the recipient name and individual State Employer Identification Numbers (SEIN) assigned by EDD for tax reporting purposes to EDD.	x					18
1 2 3 86	CMIPS shall ensure the aggregate PIT Wages on the quarterly DE 9Cs and any adjustments reconcile with the annual PIT amount reported on the W-2.	x					18

1 2 4 45	CMIPS shall produce all State identified forms.	x						25
1 2 4 55	CMIPS shall generate and print user selected forms with available case data pre- populated by the system.	x						25
1 2 4 57	CMIPS shall accept an online user request to print and/or reprint any supported form at a user-designated location that is supported by the system.	x						26
1 2 5 16	CMIPS shall accept and track updates to all data in records, as required by the Fraud Prevention business functions.	x						18
1 2 5 34	CMIPS shall support: a. The adjustment to tax withholdings according to the tax filing regulations set by EDD, IRS, and SSA. i. CMIPS shall automate the tax withholding adjustments when changes in wages occur throughout the tax year for all taxing entities. ii. CMIPS shall automate the tax withholding adjustments when changes in exemptions occur throughout the tax year for all taxing entities. b. Reporting of adjustments for tax withholdings according to the tax filing regulations set by EDD, IRS, and SSA. c. Reconciliation of tax withholdings across EDD, IRS, and SSA.	x						18
1 2 5 54	CMIPS shall report adjustments on Form 941 as defined by the Internal Revenue Service Circular E, Employer's Tax Guide (Publication 15) and Internal Revenue Service Household Employer's Tax Guide (Publication 926).	x						22
1 2 5 57	CMIPS shall support NOAs printed in all CDSS defined threshold languages. CDSS will keep the Contractor informed of the currently supported languages for forms throughout the Contract life cycle through System Service Requests using the Change Management process.	x						18
1 2 5 59	CMIPS shall support: a. The adjustment to employer contributions according to the tax filing regulations set by EDD, IRS, and SSA. i. CMIPS shall automate the employer contribution adjustments when changes in wages occur throughout the tax year for all taxing entities. ii. CMIPS shall automate the employer contribution adjustments when changes in exemptions occur throughout the tax year for all taxing entities. b. Reporting of adjustments for employer contributions according to the tax filing regulations set by EDD, IRS, and SSA.	x						25
1 2 5 64	CMIPS shall interface with County, State, Federal, and external agencies as identified below: a. Department of Health Care Services (DHCS) – Medi-Cal b. DHCS Point of Service (POS) c. DHCS In-Home Operations (IHO) d. DHCS Medi-Cal Eligibility Data System (MEDS) e. DHCS Statewide Client Index (SCI) f. DHCS Coordinated Care Initiative (CCI) g. California Department of Public Health (CDPH) h. Social Security Administration (SSA) i. County Contractors j. Statewide Automated Welfare System (SAWS) k. State Controller's Office (SCO) l. State Treasurer's Office (STO) m. Department of Finance n. Employment Development Department (EDD – Tax) o. Labor Organizations p. Health Benefits Managers q. External Service Contractors r. Print Center(s) s. Counties t. Managed Health Care Plans (HCPs) u. CDSS	x						25

1 2 5 66	CMIPS shall provide effective communication in various functional system areas as described below. CMIPS shall support the data exchange for the specific interfaces, the interface partners and exchange frequencies detailed in the System Requirements: <ul style="list-style-type: none">• Accounting – Payment reporting• Case Management – Provider and Recipient data interfaces to support external partners• County Contractor – Reconciliation of contractor invoices to IHSS eligibility• Eligibility – Referrals for Medi-Cal application and Medi-Cal eligibility information• Payroll – Provider and Recipient payments• Tax – Employer registration, tax reporting and reconciliation for provider state and federal taxation• Withholding – Support voluntary provider deduction for health benefits and labor organization deductions	x						29
1 2 5 70	CMIPS shall be required to have new additional interfaces with additional agencies, as determined by the State Project Director or designee.	x						29
1 2 5 72	CMIPS shall capture and track all data required for the system to produce all mandatory interfaces as defined in the SyRS.	x						29
1 2 5 74	CMIPS shall support security and data standards of interface partners.	x	x	x	x	x		24
1 2 5 89	The Management Information component shall provide information for CDSS to monitor and evaluate County performance and the uniformity of assessments, as well as provide case documentation in terms of demographic characteristics, permanent file data, and a permanent audit trail. Additionally, the Management Information component shall provide CDSS with statewide assessment data to pursue service standards, monitor and control Program activities and expenditures, estimate the impact of Program changes, identify problem areas among Counties, and accurately develop the IHSS Program budget.	x						28
1 2 5 98	CMIPS shall capture and track all data required for the system to produce all mandatory reports.	x						15
1 2 6 06	CMIPS shall accept both pre-tax and post-tax deductions.	x						15
1 2 6 12	CMIPS shall manage which pay periods a deduction is taken, e.g., the first or second pay-period in any month.	x						29
1 2 6 13	CMIPS shall capture, track, and display all data in all records required for the any CMIPS end-user to perform the applicable business functions as determined by the validated CMIPS System Requirements.	x						15
1 2 6 14	CMIPS shall set a calendar schedule for a deduction including but not limited to every paycheck, monthly, quarterly, semi-annually and annually.	x						29
1 2 6 15	CMIPS shall accept additions, corrections, changes, and deletions to all data in records after automated system validation edits, as required by the business functions.	x						15
1 2 6 17	CMIPS will allow for unlimited deductions for a Provider.	x						29
1 2 6 42	CMIPS shall provide the ability for users to access multiple cases concurrently from the same workstation.			x	x			29
1 2 6 43	CMIPS shall apply all changes that are successfully completed by the user to the database online in real-time.			x	x			29
1 2 6 46	An individual person (Provider or Recipient) shall only exist one time in the System of Record with minimization of record duplication in the operational database to support Business Objectives. A person may have multiple types or roles, i.e., a Provider may also be a Recipient. Data archiving procedures may result in some additional duplication of data.	x						29
1 2 6 75	In addition, exceptions on the client, server, and middleware platforms involved in any business transaction shall be centrally located.	x						7
1 2 6 76	CMIPS exceptions shall be retained until the defect is corrected and released into production.	x						29
1 2 6 77	CMIPS shall have the functionality to support sending automatic notifications of online exceptions to defined individuals and/or groups for application and system reporting and response.							

1 2 6 80	CMIPS shall have the functionality to support logging, reporting, and accessing exceptions that occur during batch processing. Each exception logged shall include, at a minimum, the following information in a U.S. English format: a. Username b. Server Name c. Batch job name/ID d. Batch Description e. Batch Job Start Date/Time f. Batch Job Finish Date/Time g. Run Time h. System Error Code i. System Error Message j. Database table(s) or file(s) being accessed k. Database or file access key(s), where database interaction is involved, to identify potential database issues l. Source Code Module in which exception occurred m. Identification as to which function within the module was being executed	x			x	x	29
1 2 6 84	CMIPS batch processes shall integrate with the job scheduler to halt further processing when necessary and shall prevent any dependent processes from being executed.			x	x		29
1 2 6 85	Restart capability of the batch processing shall be supported, including the need to synchronize database and files outside of the database management system.			x	x		9
1 2 6 86	Failures that are not attributable to the Contractor, as determined by the State Project Director or designee, shall not be considered as unscheduled downtime for the purposes of availability calculation.	x					29
1 2 6 87	Batch processing exception handling shall include notification to an operator or support technician of the failure.			x	x		5
1 2 6 88	The CMIPS Contractor shall schedule all routine maintenance to occur outside of online availability hours and shall not impact online availability or performance.	x					9
1 2 6 89	The CMIPS Contractor shall document and communicate to users when routine maintenance is scheduled at least one month prior to when it is to be performed.	x					9
1 2 6 91	CMIPS shall be available for use outside the required availability requirements when it is not being actively maintained. Downtime during these periods shall not be counted as unplanned downtime.	x					9
1 2 6 92	For the purposes of availability and support, CMIPS shall be operational every day, based on the approved calendar, with the following exceptions: a. Days identified by the State for the observance of the following recognized holidays: i. New Year's Day ii. Martin Luther King Jr Day iii. Presidents Day iv. Cesar Chavez Day v. Memorial Day vi. Independence Day vii. Labor Day viii. Veterans Day ix. Thanksgiving Day and Day After Thanksgiving x. Christmas Day b. State staff members will not be available to support payroll activities such as SCO Claim File submission and Claim Schedule approval on State holidays. There will be no interface file submitted to SCO on State holidays.	x					29
1 2 6 94	In addition, batch-processing exceptions on the client, server, and middleware platforms shall be logged in a central location.			x	x		9

1 2 6 96	CMIPS shall have the functionality to support sending automatic notifications of batch exceptions to individuals and/or groups for batch reporting and response.			x	x	19
1 2 7 00	CMIPS shall process adjustments, including: a. Overpayment Collections b. Supplemental underpayment adjustments c. Reconciliation of advance payments d. County Contractor under/overpayment adjustments e. Adjustments to taxes, deductions and Share of Cost	x				11
1 2 7 02	The system shall support a user typing at least one hundred (100) words per minute without lag in character display.			x	x	11
1 2 7 10	CMIPS shall provide sufficient capacity in the development and test systems to allow testing to be conducted without interruption or delay. These systems shall also provide the infrastructure and software tools to allow the requirements of the software development life cycle to function successfully. In addition, the following are specific requirements: a. User Acceptance Test system(s) shall provide user response times that are not degraded more than fifty percent (50%) from the production system requirements. b. The Performance Test system(s) shall have a comparative architecture and sufficient capacity to accurately model the production system for the CMIPS caseload. The Performance Test system is not required to include architectural elements of the production system that are designed specifically for high availability. Current Caseload numbers will be extracted from CMIPS and the forecasted caseload growth factor is available from the CDSS APD.	x				29
1 2 7 13	CMIPS shall integrate with existing external interface systems. If the integration requires interface agencies to replace or upgrade hardware, software, or communication infrastructure, the Contractor must obtain the agencies prior approval.	x				29
1 2 7 17	All external interface mechanisms shall provide loosely coupled integration with the main application in order to provide a layer of isolation between the interface and the application to minimize impact of change.			x	x	29
1 2 7 19	All interfaces shall be electronic, i.e., network transfers, as determined by the State Project Director or designee.	x				29
1 2 7 22	All interfaces shall provide guaranteed and once-only delivery.			x	x	29
1 2 7 25	All interfaces shall detect and provide the functionality to support the correction of partial or interrupted deliveries.			x	x	29
1 2 7 27	CMIPS shall be able to run multiple versions of an interface to accommodate staggered interface upgrades for the Counties.			x	x	9
1 2 7 29	CMIPS shall support secure access when remote access is available.	x	x			6
1 2 7 30	CMIPS shall support each user having a unique User ID that can be used regardless of physical location or workstation.	x				15
1 2 7 31	CMIPS shall not process overpayments, liens, labor organization deductions, benefit deductions, or Share of Cost from a Supplemental warrant if the monthly obligation has already been processed for any given month.			x		6
1 2 7 33	If CMIPS has a stateless architecture, a virtual session shall be required for each user to provide authorization and authentication.	x				11
1 2 7 34	The test system shall provide the functionality to support the full test of each interface including transmission and receipt.	x				29
1 2 7 36	CMIPS shall provide functionality to centrally manage all interfaces system wide.			x	x	6
1 2 7 38	Passwords shall not be stored in a readable form.			x		29

1 2 7 39	Some county partners do not have the ability to automatically receive or send data electronically. CMIPS shall enable or disable an interface with a specific partner and alternatively allow transfer via different media.			x	x	29
1 2 7 50	For all interfaces with Business Associates as pertaining to HIPAA regulations, CMIPS shall comply with the HIPAA privacy and security rules.			x	x	25
1 2 7 70	CMIPS shall allow production of a set of forms that are pre-populated with known data and printed on demand or overnight.	x				25
1 2 7 71	CMIPS shall merge (pre-populated) CMIPS available data into forms templates.	x				6
1 2 7 73	CMIPS shall be able to restrict the access and functionality of all processes and users that are associated with CMIPS, in addition to online application users. Examples of these processes include scheduled tasks, daemons, batch processes, operators, and support staff.			x	6	
1 2 7 75	CMIPS shall not execute the application or access the database as a privileged or an equivalent account.			x	9	
1 2 7 77	CMIPS shall require secure transfer of data to and from external partners as defined by CMIPS and interface partner.	x				6
1 2 7 78	CMIPS operating system shall be configured and maintained at a minimum C2 rating under the Trusted Computer System Evaluation Criteria; published by the NCSC (5200.28-STD). DEPARTMENT OF DEFENSE, TRUSTED COMPUTER SYSTEM EVALUATION CRITERIA, DOD 5200.28-STD, published by the National Computer Security Center (NCSC) or its equivalent under the Common Criteria Evaluation and Validation Scheme (CCEVS) with at least an EAL3 rating.		x	x	x	6
1 2 7 79	CMIPS in conjunction with OTech shall detect any attempt to gain unauthorized access and send notification along with any automated action taken, e.g., disabling an account, to a designated security officer.	x	x			9
1 2 7 81	The Data Distribution architecture security shall be based on industry standards.	x	x	x	x	9
1 2 7 85	CMIPS capabilities shall allow implementation of a CMIPS Data Security Plan, which satisfies State and Federal requirements including the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and State Administrative Manual (SAM), section 5300 et seq., Information Technology Risk Management Policy.	x	x	x	x	7
1 2 7 87	CMIPS shall record, retain, retrieve and maintain audit trails at the system and application levels.	x	x			6
1 2 7 88	CMIPS shall comply with OTech network security policies.	x	x			6
1 2 8 03	CMIPS shall support compliance with Federal and State laws for data confidentiality, privacy, and disclosure including the HIPAA regulations stated in Section 5.2, WIC §10850 Confidentiality of Individual Data, California Civil Code §1798.24 et seq., Confidentiality and Disclosure of Personal Information at the application level.				x	29
1 2 8 07	CMIPS shall minimize forms traffic over the WAN.			x	x	7
1 2 8 09	CMIPS shall maintain operating system audit data online for not less than one (1) month prior to being archived. Archived data shall be available for not less than one (1) year and shall be retrievable within one (1) business day.	x	x			9
1 2 8 11	CMIPS Data shall be retained online for inquiry purposes to support all Federal and State data retention laws, regulations, and policies.	x				29
1 2 8 12	All reports and forms shall be printed on plain paper that is letter or legal size.	x				10
1 2 8 18	CMIPS shall automate the input of time and attendance data from timesheets for payroll. The solution shall reside at one (1) location to which all timesheets are mailed. All fifty-eight (58) counties will participate in this centralized solution. The intent is for Counties not to be burdened with the manual data entry of daily time for each case; however, the Counties must have the ability to manually enter or correct a timesheet for exception resolution purposes.	x				10
1 2 8 19	The CMIPS Timesheet Entry Architecture shall support business requirements.	x				10

1 2 8 20	The CMIPS Timesheet Entry Architecture shall support the paper timesheet and electronic timesheet (including cloud hosting services, email services, and user access) processing services.	x					29
1 2 8 21	CMIPS shall support printing alternate language for identified forms on Contractor provided and/or maintained county forms.			x	x		10
1 2 8 22	If the TPF Timesheet Entry Architecture uses leveraged equipment shared by any individual or organization, the TPF Timesheet Entry Architecture shall provide security to prevent any other organization from gaining unauthorized access and to ensure confidentiality of the paper timesheets and CMIPS data.			x	x		10
1 2 8 23	The CMIPS Timesheet Entry Architecture shall be downward scalable. The Timesheet Entry Architecture shall support the scanning of paper-based timesheet and be able to scale downwards as the number of online timesheet submittals increase.			x	x		7
1 2 8 29	<p>The CMIPS reporting functionality shall:</p> <ul style="list-style-type: none"> a. Allow the user to print the current function the user is working within the application, i.e., Screen Print b. Allow the user role to generate reports that are secured (i.e., the Provider, Recipient, and payroll information cannot be updated in the reporting process) c. Provide users the functionality to run reports on demand or schedule to batch run reports to be executed during non-business hours d. Provide users the functionality to cancel a report run before the end of the job e. Provide error messages to the user if a report fails f. Record error messages in a log if a report fails g. Provide the functionality to schedule report production, including the following: <ul style="list-style-type: none"> i. On-demand ii. Daily iii. Weekly iv. Bi-weekly - every two weeks v. Semi-Monthly - twice a month vi. Monthly vii. Quarterly viii. Yearly 			x	x	x	13
1 2 8 30	The reporting architecture shall provide grouping and sorting, allowing the user to specify data to be grouped and sorted by, at a minimum: Fiscal Year, Funding Source, Recipient IHSS Services, Recipient Characteristics, Provider Type, Provider relationship to Recipient, Social Worker, Social Worker Supervisor group, district office, zip code, county, and State.	x					29
1 2 8 31	CMIPS shall have the functionality to support the merging of generated language- supported NOAs and forms with dynamic text in U.S. English including dates, dollars, names, service hours (represented in hours and minutes), and addresses.			x	x		29
1 2 8 34	CMIPS shall maintain all data elements required to support the business requirements.	x					25
1 2 8 35	The system design shall allow for the addition of new data elements, as required to support new legislative and/or regulatory reporting needs.	x		x	x		25
1 6 0 23	CMIPS shall obtain the listing of issued Social Security Number prefixes monthly. These updates will be applied to CMIPS and will be used to validate data entry of Social Security Numbers in Case Management.	x					27
1 6 2 64	<p>CMIPS shall require the following data elements when keying an Overpayment Recovery</p> <ul style="list-style-type: none"> a. Recipient ID b. Provider ID, if applicable c. Overpayment Type d. Overpayment Status e. Overpayment Period From & To Dates f. Overpayment Reason g. Overpayment Net Amount h. Recovery Type Deduct from future payments, personal payment to county, etc. i. Recovery amount to be deducted per payment 	x					13

1 6 2 78	External interfaces shall follow data and retention requirements and reference the relevant parts of the HIPAA privacy and security rules being followed.	x					23
1 6 3 58	CMIPS shall produce required reports as defined by state:	x					25
1 6 4 52	CMIPS shall produce the IHSS Program Public Authority/Invoice Administrative Costs (SOC 448), one (1) copy in English only and format controlled by CDSS.	x					8
1 6 4 64	CMIPS shall contain a central repository of blank forms for printing.	x					25
1 6 6 32	CMIPS Query and Sampling Tool shall provide the capability of generating random data samples	x					29
1 6 6 33	CMIPS Query and Sampling Tool shall provide the capability to generate a variety of reports from the data sample.	x					8
1 6 6 63	CMIPS shall allow for the update to the SSI/SSP Needs/Allowance Levels table.	x					6
1 6 6 7 30	CMIPS shall generate DE 9C and/or DE 9 data at the SEIN level upon demand outside of the cyclical processes for filing with EDD.	x					18
1 6 7 52	CMIPS shall not submit credit values to EDD on the DE 88 (i.e., a fund cannot be reduced below zero).	x					18
1 6 7 53	CMIPS shall take credits at the SEIN level, not against the aggregate total of all recipients reported on a specific file.	x					18
1 6 7 54	CMIPS shall not send an adjustment request to EDD if amounts to specific funds have been misallocated but the total amount paid is correct.						
1 6 7 55	a. If taxes are due, payment must be sent for the amount with the DE 9ADJ. b. If there is a claim for refund or credit, it must be filed within three (3) years of the last timely filing date of the year being adjusted, include a reason for the adjustment, and be signed. c. If SDI is overpaid, Section III of the DE 9ADJ must be completed. d. If PIT is overpaid and the Wage and Tax Statements (W-2) have not been issued to the providers, Section III of the DE 9ADJ must be completed. e. If PIT is overpaid and W-2s have been issued to the providers, a claim for refund cannot be filed with EDD. f. Erroneous SDI and PIT deductions must first be refunded to the provider before EDD can issue a refund to CDSS. g. If erroneous SDI contributions have not been refunded to the employee, enter the amount on Line H.	x					18
1 6 7 82	CMIPS shall correct in Section IV of the DE 9ADJ the quarter, the unreported providers SSN, full name, total subject wages, PIT wages, and/or PIT withheld if the provider was not reported on the DE 9C.	x					18
1 6 7 54	CMIPS shall not send an adjustment request to EDD if amounts to specific funds have been misallocated but the total amount paid is correct.	x					18
1 6 8 12	A Letter of Declaration shall be submitted to EDD with each Financial Adjustment file for refund requests.	x					18

2	The Online Performance Test shall also ensure that the system can maintain performance requirements when under peak usage taking into account the number of concurrent users, number of transactions executing, CPU usage, disk usage, and network traffic. At minimum the tests shall prove that:							
0								
7								
81	a. The system has the ability to support the full-anticipated user community working under normal conditions while meeting the performance requirements. b. Any batch processing cycle does not impede system availability and online performance requirements. c. That performance metrics can be met over the Wide Area Network (WAN) connectivity specified. d. There is reasonable system capacity available for peak processing periods taking into account the number of concurrent users, number of transactions executing, CPU usage, disk usage, and network traffic. e. There are no previously undiscovered system errors, such as memory leaks, that would only be detected under load testing.							

DSD 29/Other Requirements/CMIPS Requirements Traceability

Details on requirements traceability and reporting can be found in the Configuration Management Plan.