

PERFORMANCE MEASUREMENT COUNTIES

Advisory Meeting

April 11, 2001

CDSS Training Center
815 S Street; Delta Room
Sacramento, California

SUMMARY

1. Welcome-Joana Carpenter started the meeting by thanking and congratulating the PMC supervisors, their staff, Taskforce staff and Data Builders on the successful rollout of the Q5i. Joana thanked everyone for the team effort and willingness to make the project successful. Donna Laird requested that Joana send certificates to all of the county staff that participated in the rollout effort. Joana agreed and requested each PMC supervisor to submit names to Ronda Roeszler and certificates would be sent.
2. Agenda Review-Joana Carpenter reviewed agenda with supervisors. Additional items were added and noted in the summary.
3. Summary Review-Joana Carpenter reviewed previous summary and no changes were noted.
4. Q5I Debriefing-Richard Trujillo, Joana Carpenter, Hector Hernandez, Data Builders

Rollout Report-Richard also thanked the PMC supervisors and their staff in working with SMU staff in getting the Q5I rollout. Richard also thanked Data Builders for their assistance. Overall, the rollout had the least amount of problems as compared to previous versions. This version was also the most tested. Where problems were identified, SMU staff and Data Builders developed workarounds. Richard acknowledged the tremendous amount of coordination that took place between SMU staff and county technical staff, PMC supervisors, county reviewers and state staff. The Q5I personal version rollout taught us very valuable lessons that we will use in the next phase. Strengths and weaknesses were identified for future use. In the area of work-around, some of the methods were developed by counties and shared with all users. All of the new issues and workarounds will be fixed in the next version scheduled for release in May.

Communications-Richard reported that a number of new edits will be included in the next version. These edits are based on recent error flag messages we have received from the ACF and FNS. Also, any edits that may have become deactivated will be fixed. Richard indicated that a new edit package will be sent to the supervisors for review and comments. Comments should be provided to him as soon as possible. Also, a reminder that on the Q5 users group email, supervisors need to remember to create a new mailing for every new subject rather than "piggy-back" on a previous message as this leads to people not reading the message thinking it is a different subject.

Quarterly Transmission-Hector reported that both Food Stamps and TANF transmission deadlines were met using the new Q5i. Since the main cpu was the last computer to be converted into the new system several issues not anticipated came up. Working with his staff and Data Builders workarounds were developed to meet the deadline. Hector noted that his staff is currently learning the new system. Once some additional changes and modifications take place DTVU will provide counties with monthly disposition reports.

5. CalWORKs Report and Questions-Warren Ghens reported his business practice is to get the PMC supervisors to participate in developing our products and definitions from the start. He reported that he and Peggy Usrey are working on developing new definitions and edits based on ACF error flags and items related to time limits. He shared a product in progress for comments related to T4812 and T4839 (Family status and work related items). He stated that one problem encountered by reviewers is the

order staff review three fields. He recommended that the appropriate order was to do #4812 first, then #4839 second and finally #4848. By doing reviews in this order he believes it will reduce some of the federal warnings we have received recently. In addition, Warren discussed T44 and T28 on Time Limits. Warren indicated that the best advice is to always record all work activities, regardless of any status a person may have because it will allow the state to have this information for future interactions with ACF.

6. Food Stamps Report and Questions-Michael Bowman-Jones discussed ACIN 13-01 on State Supplemental Program in determining 40 quarters. Discussion followed his presentation. Also, Michael reported that a transmittal on the SUA increase will be released soon. Michael shared a draft transmittal 11-01 on dual shelter deduction caps. He would like comments by April 20.
7. Regional Reports-Gerry reported that county reviewers, overall, like the new application and are pleased with the changes implemented. He identified three areas that have already been submitted to Richard Trujillo for consideration in the next version of Q5i. The three areas are: (1) case assignment screen changes; (2) case assignment process, and (3) more supervisory tools on case status.
8. Data Reconciliation Report-Peggy Usrey reported on her work the last quarter cleaning up cases and trying to get a clean file for FFY 2000 to transmit. Peggy discussed the error flags she had worked on for FFY 2000. Peggy discussed edit T4812 and her work with Warren. Peggy will be working on the first quarter FFY 01 and will return cases to counties when errors are identified.
9. Reports Instruction Review-Data Builders provided training on how reports in Q5r are generated.
10. Child Only Publications-Frank Andersen presented report on the latest publication in the area of child only issues. The publication can be accessed on the DSS web site.
11. Conference Committee- Donna Laird added this item to the agenda. This item was postponed to the May meeting.
12. Food Stamp error rate-John Braun reported that he did not have a current rolling error rate report as some case were not in. He reported that a preliminary letter from FNS was received indicating that 13.8% state error rate has been noted for FFY 2000. The federal tolerance level will likely be at 9%. The potential sanction, without any credits, could be as high as \$40 million. At this time it is unknown whether any credits will be allowed. A new letter updating counties on the potential sanction situation will be sent shortly to the counties.
13. Next Meeting- May 9, 2001