

January 19, 1999

TO: CPS COUNTY SUPERVISORS  
DATA OPERATIONS BRANCH

FROM: HECTOR HERNANDEZ, Manager  
Data Transmission and Validation Unit

SUBJECT: REQUESTING CASES FROM SACRAMENTO FOR DATA  
CLEAN-UP PROJECT

The clean-up of case data will begin the week of January 11, 1999. In order to expedite the movement of cases that must be corrected at the county level, a new process is being implemented. The new process will allow counties to change the review status of a TANF case previously submitted to Sacramento. **IT IS IMPORTANT TO NOTE THAT THE PROCEDURE BEING IMPLEMENTED IS ONLY APPLICABLE TO THE CASES THAT MUST BE CORRECTED. ONLY THE TANF CHANGES IDENTIFIED BY THE DATA TRANSMISSION AND VALIDATION UNIT STAFF CAN BE CHANGED.** Any questions that you may have about how to change the review status on a case should be directed to the Systems Maintenance Unit. Although we are changing the procedure on how cases will be modified for this project, it is important to state that our priority remains with ensuring the integrity of the data and meeting the federal transmission deadlines.

Effective immediately the following procedure is implemented to change findings on cases requiring changes previously sent to Sacramento:

- DATA TRANSMISSION AND VALIDATION UNIT IDENTIFIES CASE DISCREPANCY

DTVU staff identify a case data discrepancy and complete a written notification for the appropriate CPS county. The notification is faxed to the county for correction.

- COUNTY SUPERVISOR NOTIFIED THAT CASE MUST BE CHANGED:

The county CPS supervisor is notified that a case requires changes. The county CPS supervisor will complete the case change status form and fax it to the DTVU.

- DTVU STAFF RECEIVE NOTIFICATION FORM:

Upon receipt of the case change notification form, the DTVU staff will change the case review status. The DTVU staff will change the case status code on the main CPU in Sacramento from code "B" to "z".

- COUNTY CPS SUPERVISOR CHANGES CASES STATUS:

After faxing the request, the county CPS supervisor will follow the instructions (attached) developed by the Systems Maintenance Unit (SMU) to change the case status. The county supervisor will change the case status from "C" to "B". Once the case is in "B" status, the county CPS supervisor can make changes to it as necessary.

- COUNTY COMPLETES REVISIONS TO CASE:

After all the changes and revisions are made to the case, the county CPS supervisor will re-transmit the case via SAFE to the DTVU staff.

- DTVU STAFF REVIEW CASE

Upon receipt of the revised case, the DTVU staff will rereview the case findings to verify that all changes have been completed. After the rereview of the case, the DTVU staff will send the case via SAFE to Sacramento for processing.

If you have any questions please don't hesitate to call me at (213) 897-1132.