

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



September 4, 2001
ALL COUNTY INFORMATION NOTICE NO. I-73-01

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by
One or More Counties
- Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ELECTRONIC VERSION OF THE CalWORKs CASH GRANT
CASELOAD MOVEMENT REPORT (CA 237 CalWORKs)

REFERENCE: ALL COUNTY LETTER NO. 01-19, DATED MARCH 8, 2001

This letter transmits to the 58 County Welfare Departments (CWDs) the electronic version of the CalWORKs Cash Grant Caseload Movement Report (CA 237 CalWORKs) on the enclosed compact disc (CD), with the corresponding Electronic Processing Instructions handbook. The first electronic report will be for the October 2001 report month, which is due 18 calendar days after the report month (on or before **November 18, 2001**).

In an effort to improve the accuracy and timely collection of county data, the California Department of Social Services, Research and Development Division, is moving to replace the current paper system with a computer-assisted process. The plan is to convert data reports to an electronic format, with the CA 237 CalWORKs report being the first. Electronic reporting will benefit counties by allowing on-screen completion and e-mail transmission of the forms and will reduce work for staff completing the report through automatic calculation and data entry of about one-third of the fields. Benefits of using the electronic format also include the ability for the State and individual counties to create cumulative reports for various periods through on-screen menu selections, a CA 237 CalWORKs database for ad hoc reporting, and a statewide database.

The counties of Fresno, Glenn, Riverside, Sacramento and Sonoma have assisted us in testing this electronic report. These counties have been instrumental in evaluating the electronic report's ease of installation/use, ensuring the formatted connections and calculations were operating correctly, and identifying ways to improve this reporting tool.

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We wish to acknowledge the contributions made by these counties and to extend to them our appreciation for their valuable partnership in this transition to a more efficient reporting system.

To utilize this electronic option, the county computer system should have: Windows 95, Windows 98 or Windows NT 4 (with Service Pack 5); at least 32 megabytes (MB) of RAM and 10 MB of hard drive space available; Microsoft Office 97 with Service Release 2 (Professional Edition including Word, Excel, Access and Outlook); a CD-ROM; and an e-mail address. Submission via paper will continue as an option until an electronic method can be established in the county.

The installation of the electronic reporting program on your computer is detailed in the enclosed instruction manual. Follow the "How to Install the Program" instructions on Page 3 of the Electronic Processing Instructions handbook. If you have any questions concerning the electronic reporting process, please call Pam Kian in the Data Systems and Survey Design Bureau at (916) 657-4355 or e-mail her at Pam.Kian@dss.ca.gov. Use of this system will help us all move toward a more efficient and timely method of data reporting.

Sincerely,

***Original Document Signed by
Lois VanBeers on 9/4/01***

LOIS VANBEERS
Deputy Director
Research and Development Division

Attachments