

COUNTY WORK PARTICIPATION RATE DATA COLLECTION SYSTEM

COUNTY LEVEL USER GUIDE

*California Department of Social Services
Administration Division
Research Services Branch
Federal Data Reporting and Analysis Bureau
744 P Street, MS 9-12-57
Sacramento, CA 95814
(916) 657-3659*

Table of Contents

Overview.....	2
Terminology.....	4
General Information.....	5

SURVEY

Accessing Survey Pages.....	7
Using Supervisor Level Survey Pages.....	9
Using Worker Level Survey Page.....	19

COMMA-SEPARATED VALUES FILE

Accessing CSV File Pages.....	24
Using CSV File Pages.....	26

DATA RESUBMITTAL

Overview.....	33
Survey Resubmittal.....	34
CSV File Resubmittal.....	39

ATTACHMENTS

Sample Survey Worksheet

Survey Logic

The County Work Participation Rate data collection system is used by California's county welfare departments (CWD) to capture, track, and transmit county work participation rate data to the California Department of Social Services (CDSS).

The data collection system is web-based and accepts uploads of "skeleton" sample files containing case records for each county. The data may be reported by counties in one of two ways: the web-based survey or the comma-separated values (CSV) file. The survey is a manual data collection process. The counties access the survey tool through the Internet and, on a case-by-case basis, answer a series of questions that are logic-dependant (i.e., presented to the user based upon answers to previous questions).

In contrast to the survey tool, the CSV file is an automated data collection process. It allows counties to upload data into the system, bypassing the need to enter the data manually. The counties access the CSV file tool through the Internet, download the "skeleton" sample file, upload the sample into another table-oriented application developed by the county, such as a relational database application, to automate the WPR data entry and create a data file. Once the data collection is complete and a data file is created, it is uploaded into the system for retrieval by the State.

The status of all cases, whether accessed via the survey or CSV file, is viewed using the data collection system. Cases can be tracked for assignment and/or completion. Completed cases that are uploaded via the CSV file tool cannot be modified in the system after being uploaded. However, cases that were not included in the uploaded data file can be completed using either the survey tool or the CSV file tool.

There are three levels of system access – Administrator, Supervisor, and Worker.

- Access as an Administrator allows the State staff to do the following via the survey and CSV file:
 - Create and modify user names and passwords,
 - Upload "skeleton" sample files into the system,
 - Notify counties via electronic mail when sample cases have been uploaded,
 - Track uploaded and completed cases, and
 - Retrieve completed cases for rate calculation.
- Access as a Supervisor allows the county staff to do the following via the Survey:
 - Manage workers' user names and passwords,
 - Assign sample cases to workers responsible for completing cases,
 - Review completed cases for approval,
 - Track completed cases for timely submission and retrieval by the State, and
 - View, re-assign, and/or reject cases during Supervisor review process.
- Access as a Supervisor allows the county staff to do the following via the CSV file:

- Manage workers' user names and passwords,
 - Track downloaded versus completed sample cases,
 - Ensure timely data file submission,
 - Download the "skeleton" sample file,
 - Create a data file, and
 - Upload the data file for retrieval by the State.
- Access as a Worker allows the county staff the do the following via the survey:
 - Complete sample cases assigned to them by answering survey questions.
 - Track the case from submission to the supervisor to approval, rejection and/or re-assignment of the case.

This Access Level:	Has The Ability To:
Administrator	<ul style="list-style-type: none"> ● Create and modify user names and passwords ● Upload "skeleton" files into the system ● Notify counties when samples have been uploaded ● Track uploaded and completed cases ● Retrieve completed cases for rate calculation
Supervisor	<ul style="list-style-type: none"> ● Manage workers' user names and passwords ● Assign sample cases to workers (Survey) ● Review completed case for approval (Survey) ● Track completed cases for submission then retrieval by administrator (Survey) ● View, reassign, and/or reject cases (Survey) ● Track downloaded versus completed sample cases (CSV) ● Ensure timely data file submission (CSV) ● Download the "skeleton" sample file (CSV) ● Create a data file (CSV) ● Upload the data file for retrieval by administrator (CSV)
Worker	<ul style="list-style-type: none"> ● Complete sample cases by answering survey questions ● Track cases from submission to the supervisor until approval, rejection and/or re-assignment of the case

The current version of the web-based data collection system includes modifications required by the reauthorization of the Temporary Assistance for Needy Families (TANF) program.

The websites for both the survey tool and CSV file tool are located on a secure server. Using a secure server protects the data from being intercepted while it is being transmitted.

This user guide covers the supervisor and worker levels. Words that are written in **boldface** type represent system options (button, icon, or hyperlink). Words that are written in "quotations" represent system page names.

Administrator	State-level user responsible for downloading cases for the counties, retrieving completed cases and maintaining a record of users.
Assigned Case	Case that has been assigned by a supervisor to a worker for review.
Authorized Case	Case that has been completed by a worker and is awaiting approval by a supervisor.
Case	Record of a family receiving TANF assistance.
Completed Case	Survey case that has been reviewed by a worker and approved by a supervisor; CSV file case that has been uploaded into the data collection system with all data elements included.
Dataset	File of cases and related information.
Download	Process of transferring data out of the data collection system.
In Work Case	Case that is currently being reviewed by a worker.
Loaded Case	Case that has been uploaded by the administrator and requires action by the supervisor.
Login	Process used to access the web-based data collection system. The process includes entering a user name and password.
Password	Unique sequence of characters used with User Name to gain access to the web-based data collection tool.
Rejected Case	Case that has been reviewed by a worker and sent to a supervisor for approval, but has been returned, unapproved, by the supervisor to the worker.
Reviewed Case	Case that has been reviewed by a worker, sent to a supervisor, and is awaiting approval.
Sample	A sample is a part of a larger population that is intended to be representative of the whole population. It is used when it is not feasible to examine the entire population. The County Work Participation Rate (CWPR) sample is a statistically valid random sampling of TANF cases. The sample cases are drawn from the CWPR universe, which is based upon case characteristics found in the MEDS file.

Supervisor	County-level user who is responsible for assigning and approving cases or for providing completed CSV file case data to CDSS.
Unassigned Case	A case that is pending assignment by a supervisor to a worker.
Upload	Process of transferring data into the web-based data collection system for use via the web-based survey tool or the CSV file.
User Name	Unique identification assigned to a user for access to the web-based survey tool or the CSV file.
Viewed Case	Case that has been viewed by a supervisor, but remains unassigned.
Web Browser	Software application used to locate and display web pages. Microsoft's Internet Explorer is a commonly used web browser.
Worker	County-level user who is responsible for reviewing cases for approval by supervisor.
Workload	The total number of cases assigned to a county supervisor.

GENERAL INFORMATION

To find words within an E2Lite page, use the Find feature in your web browser. Access this feature by clicking Edit at the top of the browser and selecting Find from the menu. You can also access the Find feature by pressing the Ctrl key and F key at the same time to open a search box.

If you are using Internet Explorer (IE) as your web browser, there may be configuration issues to address before having full access to the system. A default setting in IE 6 and earlier versions must be changed in order for the website's "BACK" behavior to work correctly. Internet Explorer 6 and earlier versions no longer save encrypted web pages because of a patch that was issued for the application. There is no security concern with allowing the encrypted web pages to be saved because the in-transit data, not the cache, is where the risk exists. In addition, the settings are such that the cache will be emptied at the end of the browser life.

To allow the browser to save (cache) encrypted pages:

1. In Internet Explorer, select "Tools" from the menu bar.
2. Select "Internet Options..." from the dropdown menu. This opens the Internet Options dialog box.
3. Select the "Advanced" tab.
4. Make sure that "Do not save encrypted pages to disk" is NOT selected.
5. Click the "OK" button to close the "Internet Options" dialog.

In addition to allowing encrypted web pages to be saved, it is important that the web browser recognizes the data collection system website as a "Trusted Site".

To have the system website recognized as a trusted site:

1. In Internet Explorer, select "Tools" from the menu bar.
2. Select "Internet Options..." from the dropdown menu. This opens the Internet Options dialog box.
3. Select the "Security" tab.
4. Select the "Trusted Sites" icon.
5. Click the "Sites..." button. This opens the Trusted Sites dialog box.
6. Enter "https://secure.dss.cahwnet.gov" in the "Add this web site to the zone" field.
7. Click the "Add" button
8. Click the "OK" button to close the "Trusted Sites" dialog box.
9. Click the "OK" button to close the "Internet Options" dialog box.

The survey tool allows counties to manually enter work participation rate data into the data collection system.

The sample file is uploaded into the system by the State. Using the web-based survey tool, counties enter answers to questions designed to collect data that will be used to calculate the county work participation rates.

County staff must use this Internet address to access the web-based survey tool:
<https://secure.cdss.ca.gov/admin/rad/e2/>.

The following default “login” page will appear:



User Names and Passwords

Before using the web-based survey tool, county staff must obtain a user name and password, which allow the user to login to the system as a Worker or a Supervisor. The user name is a unique identifier assigned by the administrator and entered by the user to log in. However, the user’s full name will be displayed on the survey pages.

The password is selected by the user. It must be at least eight (8) characters and follow three of the following four construction rules:

- Contain an uppercase character,
- Contain a lowercase character,
- Contain a number, and
- Contain an unusual character.

To login

1. Enter previously assigned User Name and Password **(1)**, and
2. Click **OK (2)**.
3. Click **Cancel (2)** to cancel the login request.

A successful login displays a default page associated with the user's authorization level with appropriate user name and county near the top left of the page.



Figure 1: Survey Login Page

“County Reports”

This page is the supervisor’s default survey page. The page displays all cases uploaded by the State for the county.

This page is used to:

- View case workload status **(3)** and
- Track completion of cases.

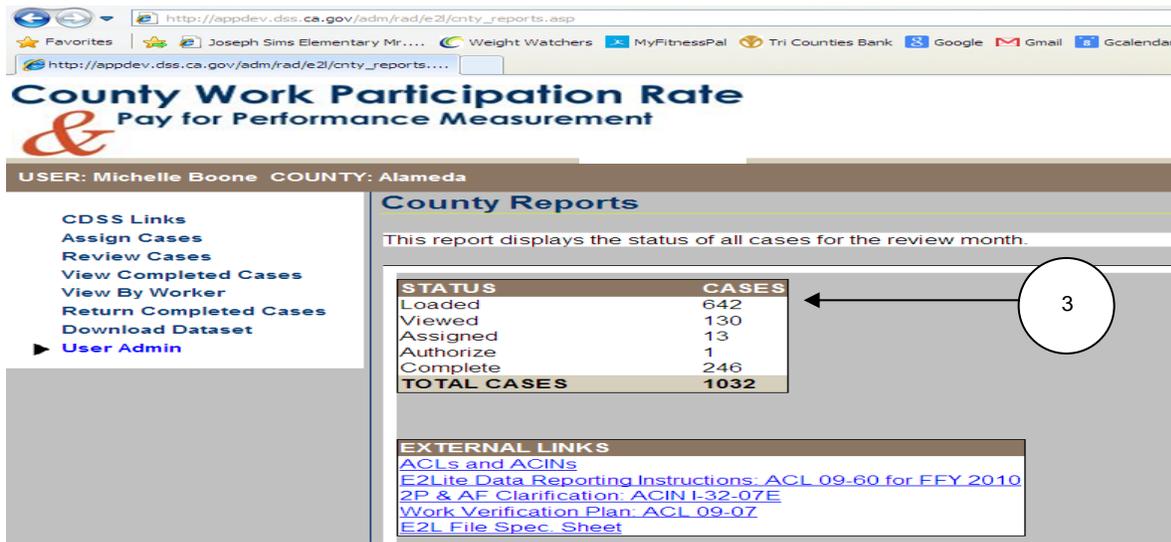


Figure 2: County Reports Supervisor Page

When the status **(3)** of a case changes, and the page is refreshed, case counts increase or decrease and the status appears or disappears.

- Loaded – cases that have been uploaded by the State and require action by the supervisor
- Viewed – cases that have been viewed by a supervisor and remain unassigned
- Assigned – cases that have been assigned to a worker but have not yet been reviewed by the worker
- In Work - cases that are currently being reviewed by a worker for completion
- Authorize – cases that have been completed by a worker and are waiting to be approved by supervisor
- Complete – cases that have been completed by a worker and approved by the supervisor
- Total Cases – total of all of the county’s cases that have been uploaded by the State

“Assign Cases”

The first step of the data collection system manual process (survey tool) is to assign cases to workers for completion. This page is the first of two “Assign Cases” pages. This page displays options available to a supervisor for assigning cases. Cases displayed here are in Loaded, Assigned or In Work status.

This page is used to:

- Randomly assign cases to workers for completion;
- Unassign previously assigned cases;
- Track cases that are in work; and
- Track the number of cases assigned to staff.

Figure 3: Assign Cases Supervisor Page

Mass Batch Assignment

“Assign Cases” *(continued)*

The number of cases assigned to each worker is listed. A supervisor may assign a different number of cases to each worker or the same number of cases to all workers.

The Open Sample Periods box displays sample months that have cases left to assign. If you wish to assign cases one at a time, then click a sample month link **(4)** and proceed to the individual case assignment page (Figure 4).

The Case Assignment box lets you set the number of cases you wish to assign from a sample period. Enter the total number of cases that each available user should have, and then click the **Make Assignment** button **(5)**. This is a level setting system, which means that everyone will get up to the number of cases you select as long as there are a sufficient number of cases in the sample period. For example, if a worker has 3, and the level set was 10, the worker will get 7 more cases.

The Custom Assignment box displays information about workers assigned to the supervisor: current assigned case count per worker, worker name, number of cases allowed and districts allowed. If you leave blank the number of cases allowed and districts allowed, the user will get the number of cases selected under case assignment (from any district). If a worker should have a case count different than the number entered in case assignment, enter the number of cases allowed and click the **Set Levels** button **(6)**. If a worker should receive cases from particular district(s), enter the district(s) then click the **Set Levels** button **(6)**.

Note: *Districts allowed should be a comma separated list (Ex: A12, A13, B4)*

The **Unassign All Work** icon is used to unassign all cases, reducing the worker's current case count to zero.

The Mass Batch Assignment box is used to assign multiple cases from a single sample month to a single worker at one time.

“Assign Cases” (continued)

This is the individual case assignment page. Cases displayed on this page are in Loaded, Assigned or In Work status.

This page is used to:

- Assign cases to workers for completion;
- Unassign previously assigned cases;
- Track cases that are in work; and
- Track the number of cases assigned to staff.

USER: Michelle Boone COUNTY: Alameda

Assign Cases

Supervisor can either assign to staff for review or unassign cases.

View Mode:

October 2007

REVIEW	EWDO	CASE NUMBER	ASSIGNED TO	STATUS
G03025	12	B203510	- Not Assigned -	UNASSIGNED
G03048	12	B306567	alawork (5)	ASSIGNED
G03044	12	B312804	- Not Assigned -	UNASSIGNED
G03071	12	B319878	- Not Assigned -	UNASSIGNED
G03094	12	B330817	- Not Assigned -	UNASSIGNED
G03102	12	B334465	- Not Assigned -	ASSIGNED
G03117	12	B339825	- Not Assigned -	UNASSIGNED
G03125	12	B341900	- Not Assigned -	UNASSIGNED

ICON LEGEND

- Reason For Rejection
- Reason For Resubmittal
- Unassign All Work

Figure 4: Individual Case Assignment Page

Cases are grouped by Sample Month, are listed in Case Number order, have an **Assigned To** drop-down box listing workers responsible for completing cases, a count of cases assigned to workers, and whether the case is in Assigned or Unassigned status.

“Assign Cases” (*continued*)

A supervisor may want to view only a portion of the uploaded cases in the system. Filtering cases allows a supervisor to display cases that are in a specific status.

To filter cases

1. Select an option from the **View Mode (7)** drop-down box.
Options are View All cases; View Assigned cases; or View Unassigned cases.

To assign cases

1. Locate the case that is unassigned.
2. Select the worker to whom the case should be assigned from the **Assign To (8)** drop-down box.

In **View All** or **View Assigned** mode (**7**), cases remain on the page, and the number of cases assigned to selected worker increases by one (**9**) when a case is assigned to a worker.

In **View Unassigned** mode (**7**), cases disappear from the page as they are assigned to a worker.

“Review Cases”

Cases displayed on this page are in Authorize status.

This page is used to:

- Review cases completed by workers. The cases can be approved, rejected, or unassigned.

Action icons **(10)** that appear in the row with the case determine what action can be taken. Clicking on an icon performs a specific action.

County Work Participation Rate
Pay for Performance Measurement

USER: Michelle Boone COUNTY: Alameda

Review Cases

The supervisor will approve, reject, or unassign a case that has already been reviewed. The supervisor can review the participation information for each case by clicking on the View Survey icon.

June 2010

REVIEW	EWDO	CASE	WORKER	VIEW SURVEY	ACTIONS
G06813		4009721	TESTINGMATT		

ICON LEGEND

- View Survey
- Approve Survey
- Reject Survey
- Unassign Survey
- View Why Rejected
- View Why Resubmitted

Figure 5: Review Cases Supervisor Page

To view survey answers

1. Click the **View Survey** icon in the row of the case to review. Completed survey questions for the case appear. The questions and answers can then be printed.

To approve surveys

1. Click the **Approve Survey** icon in the row of the case to approve. Once approved, the case disappears from this page and appears on the “View Completed Cases” page.

“Review Cases” (continued)

If a case cannot be approved and needs to be sent back for more work to be done on it, the supervisor can reject the case.

To reject cases with or without comments

1. Click the **Reject Survey** icon in the row of the case to reject.
A text box appears on the page (11) with the caption, “Why was the survey rejected?”
The supervisor can provide comments about why the case is rejected and/or questions for clarification. Providing comments is optional.
2. Click **OK** button to complete rejection of the case.
The case disappears from this page and reappears on the worker’s “View My Cases” page with a **Reason for Rejection** icon.

Comments can be seen by both the supervisor and by the worker responsible for reviewing the case. However, additional comments may not be made by the worker using this method.

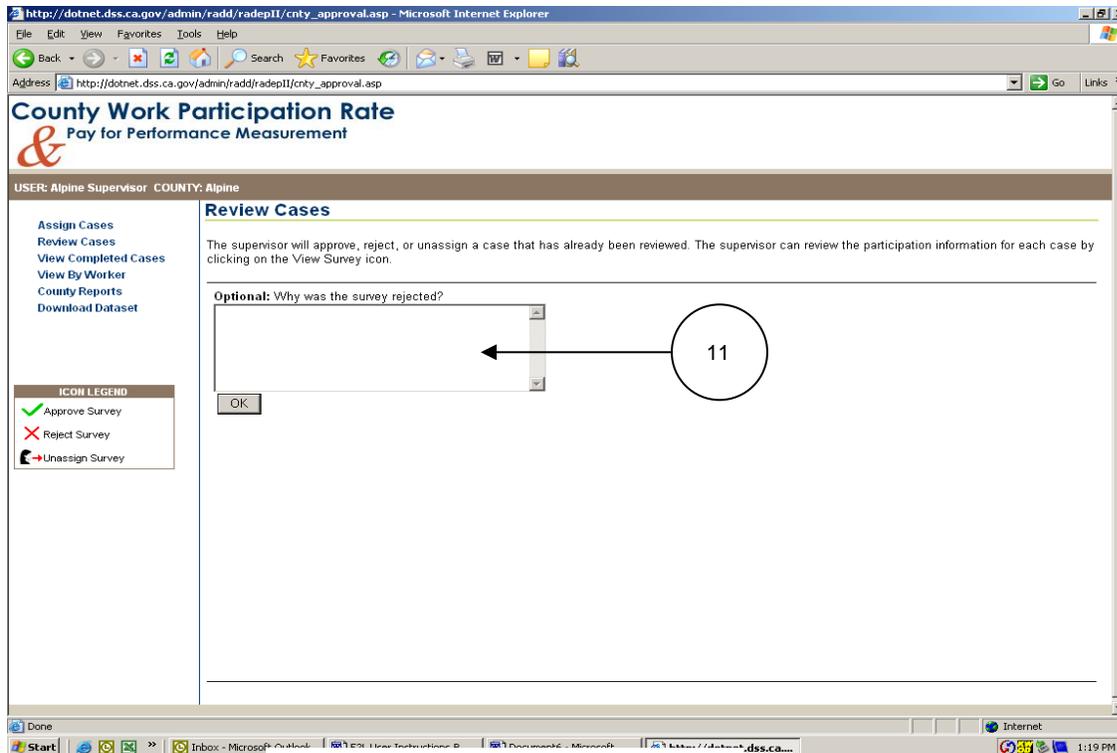


Figure 6 – Reason for Rejection Text Box

To unassign cases

1. Click the **Unassign Survey** icon in the row of the case to unassign.
The case disappears from this page and its status on the “Assign Cases” page changes back to unassigned.

“View Completed Cases”

Cases displayed on this page are in Complete status.

This page is used to:

- View cases that are complete (including the completed survey).

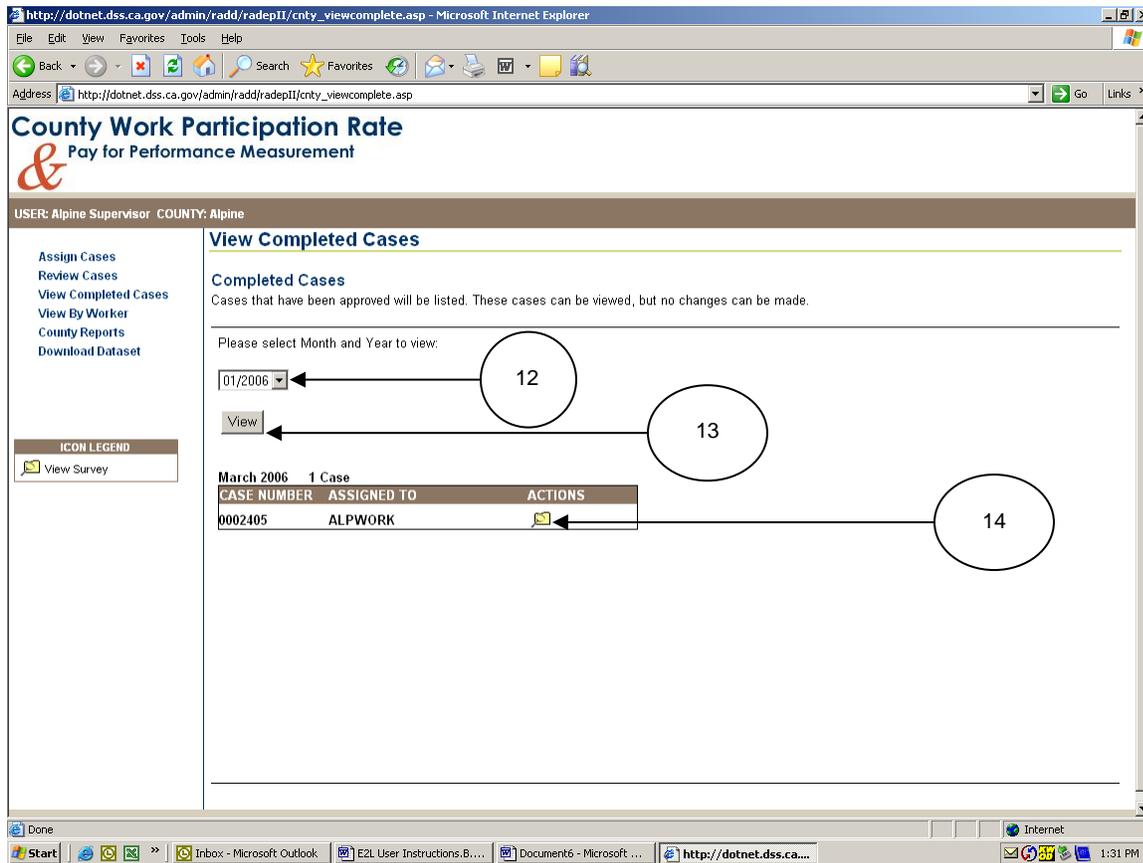


Figure 7: View Completed Cases Supervisor Page

To view completed cases

1. Select the sample month and year from the **Month and Year** drop-down box **(12)**.
2. Click the **View** button **(13)**. Cases for the selected month and year display, along with a count of completed cases. If there are no completed cases for the selected time period, a message appears, “No completed cases are available at this time.”
3. Click the **View Survey** icon **(14)** to view answers to survey questions. Questions and answers may then be printed.

“View By Worker”

Cases displayed on this page are in Assigned, In Work or Authorize status.

This page is used to:

- Track assigned cases by worker **(15)**;
- Track the number of cases assigned to workers **(15)**; and
- View survey questions for a case **(16)**.

To view surveys

1. Click the **View Survey** icon **(16)**.

If the case is waiting for approval, completed survey questions for the case appear. If the case is currently being reviewed by a worker, blank survey questions appear.

The screenshot shows a web browser window with the URL http://appdev.dss.ca.gov/adm/rad/e2/onty_workerview.asp. The page title is "County Work Participation Rate & Pay for Performance Measurement". The user is identified as "Michelle Boone" in "Alameda County".

The main content area is titled "View By Worker" and contains a message: "Supervisor can view a list of cases that are currently in review or are ready for approval. These cases can be viewed, but no changes can be made." Below this are three tables of cases:

- ALAWORK - 5 Cases**: A table with columns REVIEW, EWDO, CASE NUMBER, and ACTION. The EWDO column contains values 12, 12, 12, 12, and 12. A callout circle labeled "15" points to the first "12".
- GWALKER3 - 1 Case**: A table with columns REVIEW, EWDO, CASE NUMBER, and ACTION. The EWDO column contains the value 12. A callout circle labeled "16" points to the "View Survey" icon in the ACTION column.
- KMURDOCK2 - 5 Cases**: A table with columns REVIEW, EWDO, CASE NUMBER, and ACTION. The EWDO column contains values 12, 12, 12, 12, and 12.

A sidebar on the left contains "CDSS Links" and "ICON LEGEND" with a "View Survey" icon.

Figure 8: View By Worker Supervisor Page

“Download Dataset”

This page is used to:

- Download case survey data into an Excel spreadsheet.

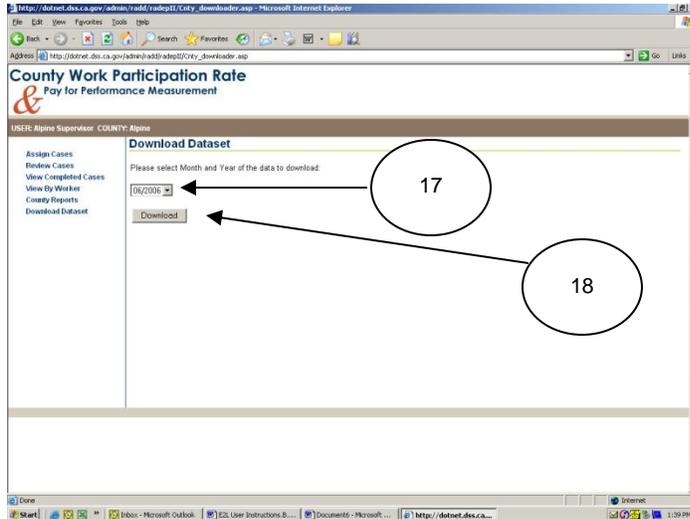


Figure 9: Download Dataset Page

To download data

1. Select the month and year of the data to download from the **Month and Year** drop-down box **(17)**
2. Click the **Download** button **(18)**. A Microsoft File Download dialog box appears.
3. Choose either **Open (19)** to open the document from its current location or **Save (20)** to save the spreadsheet. A Microsoft Excel document is created listing all cases (complete and incomplete) for the selected month and year.

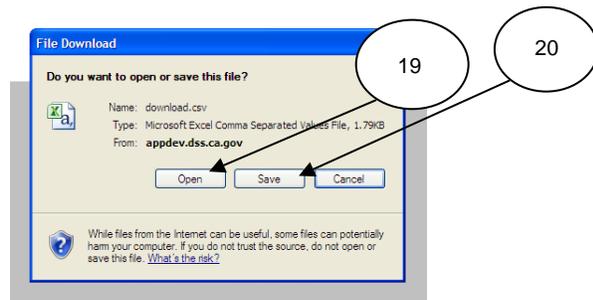


Figure 10: File Download Dialog Box

“View My Cases”

Cases displayed on this page are in Assigned or In Work status.

This page is used to:

- View and complete current workload assignments; and
- Access the survey for completing the case.

A supervisor assigns cases to workers. Once the case is assigned, it is the responsibility of the worker to complete all applicable survey questions associated with the case. Once all the applicable questions have been answered, completed cases are sent to the supervisor for approval and no longer appear on this page, unless the supervisor rejects the completed case. Then, it reappears on this page for re-review by the worker.

Cases displayed on the “View My Cases” page have a Review Number, Eligibility Worker District Office (optional), Case Number, a **WORKSHEET** hyperlink (21), and one or more action icons for the case. Cases are listed in case number order and are grouped by sample month, with the oldest sample month displaying first.

REVIEW	EWDO	CASE NUMBER	WORKSHEET	ACTIONS
G11002		0007956	WORKSHEET	[Icons]
G11007		0010151	WORKSHEET	[Icons]
G11011		0011488	WORKSHEET	[Icons]

Figure 11: “View My Cases” Worker Page

Clicking on the **WORKSHEET** link (21) beside a case number displays a blank survey for the selected case.

On the blank survey, the Review Number appears along with County Number, Sample Month, Sample Year, Case Number, FBU Number, Aid Code, and District Office. In addition, survey questions are displayed on the page.

Print Survey button (22) allows a worker to print a blank survey. This permits a worker to collect the information necessary to complete the survey before actually entering the information into the data collection system.

“View My Cases” (continued)

Return to List (23) navigates the worker back to the “View My Cases” page.

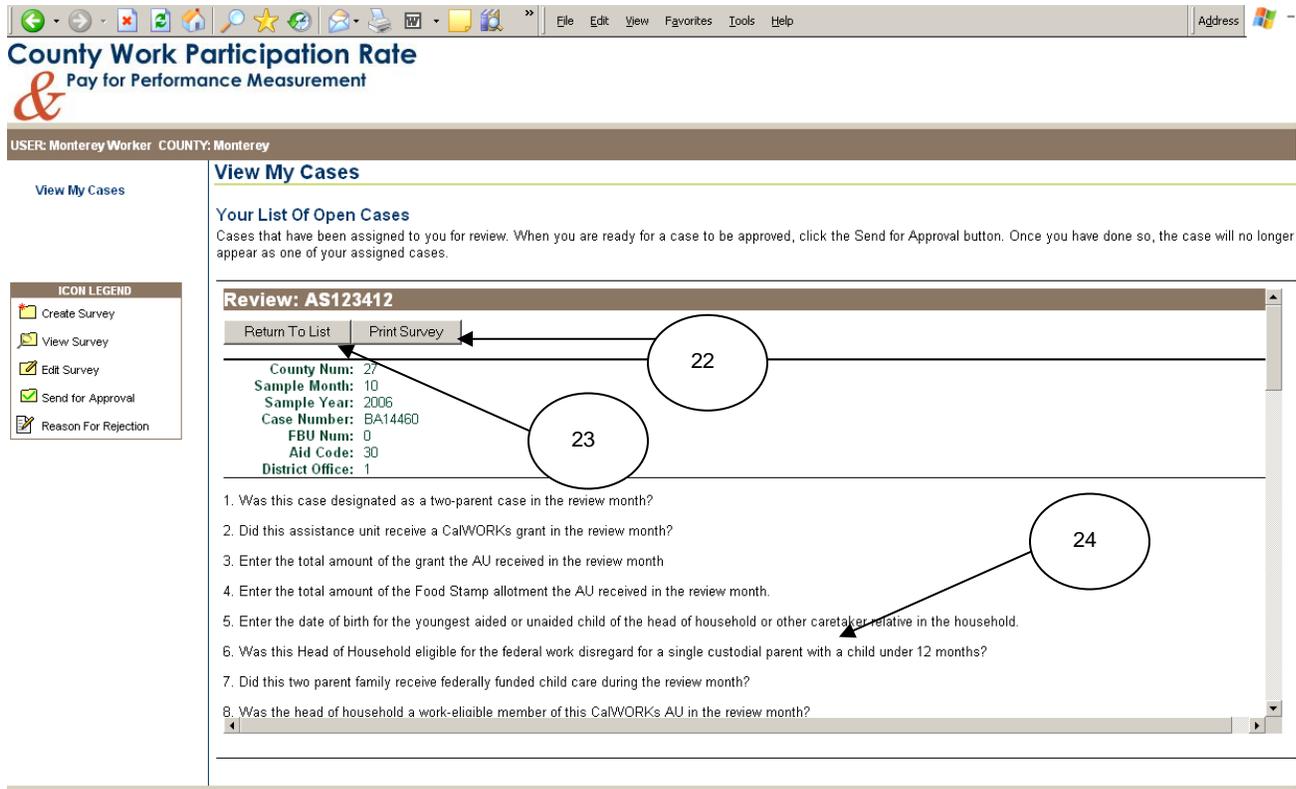


Figure 12: Print Blank Survey Page

The survey tool consists of 57 questions designed to collect work participation information. Some questions may not require answers, depending on previous answers. For example, if the answer to question 2 (Did this assistance unit receive a CalWORKs grant in the review month?) is no, the survey is complete.

The survey tool has the following navigation buttons:

Back - displays the previous question in the survey

Next - displays the next question in the survey

Cancel all Changes - cancels all entries made in the survey. A message appears to confirm cancellation.

Save and Quit - saves all survey answers and returns the worker to the “View My Cases” page. It allows partial surveys to be saved. When the tool is opened again, it displays the last question answered when **Save and Quit** was clicked. The case remains on the worker’s “View My Cases” page.

“View My Cases” (continued)

Done – saves all answers and returns the worker to the “View My Cases” page. It does not allow partial surveys to be saved. The **Done** button appears on the final question of the survey. It is the only survey navigation button that, when clicked, allows the case to be sent for approval.

Icons are displayed on the page that allow surveys to be created, viewed, edited, approved and rejected.

Create Survey icon (appears for a new case or for a partially completed case)

The figure consists of two screenshots of a web-based survey interface. Both screenshots are titled "Review G11082" and show a progress indicator of 7% in the top right corner. The main content area contains a question: "2. Did this assistance unit receive a CalWORKs grant in the review month?*" with two radio button options: "Yes" and "No".

The top screenshot shows the "Yes" option selected. Below the question, there are four buttons: "← Back", "Next →", "Cancel all changes", and "Save and Quit".

The bottom screenshot shows the "No" option selected. Below the question, there are four buttons: "← Back", "Done", "Cancel all changes", and "Save and Quit".

Figure 13: Second Page of Survey Questions

“View My Cases” (continued)

To work/review cases for completion (create surveys)

1. Click the **Create Survey** icon next to the case that needs to be completed.
2. Select the appropriate answer to the question displayed.
3. Click one of the navigation buttons (**Back, Next, Cancel all changes, Save and Quit, or Done**) to proceed to the next question or return to the “View My Cases” page.

View Survey icon (appears for cases that have been partially completed and saved, for cases that have been rejected and returned by the supervisor, or for cases that have not yet been sent for approval).

To view surveys without making changes

1. Click the **View Survey** icon next to the case to view.
The following page appears.

http://dotnet.dss.ca.gov/admin/radd/radepII/cnty_default.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address

Back Forward Stop Home Search Favorites

County Work Participation Rate & Pay for Performance Measurement

USER: Trinity Worker COUNTY: Trinity

View My Cases

View My Cases

Your List Of Open Cases

Cases that have been assigned to you for review. When you are ready for a case to be approved, click the Send for Approval button. Once you have done so, the case will no longer appear as one of your assigned cases.

This is a view only screen - no changes can be made by the supervisor.

Review: G11002

Return To List Print Survey

County Num: 53
Sample Month: 11
Sample Year: 2006
Case Number: 0007956
FBU Num: Z
Aid Code: 30
District Office:

1. Was this case designated as a two-parent case in the review month?
Response: No
2. Did this assistance unit receive a CalWORKs grant in the review month?
Response: Yes
3. Enter the total amount of the grant the AU received in the review month
Response: 500
4. Enter the total amount of the Food Stamp allotment the AU received in the review month.
Response: 50
5. Enter the date of birth for the youngest aided or unaided child of the head of household or other caretaker relative in the household.

Figure 14: View Survey Page

“View My Cases” (continued)

Only the questions that were answered appear **(25)**. If no questions are answered, only blank questions appear **(24)**.

Edit Survey icon (appears for cases that have been created but not sent for approval by a supervisor or for cases that have been rejected by supervisor).

To edit surveys

1. Click the **Edit Survey** icon next to the case to modify.
The survey tool appears and displays the last question answered before the survey was exited.
2. Make the appropriate change(s).
3. Click **Done**, **Cancel Changes** or **Save and Quit** buttons (see descriptions above).

Send for Approval icon (appears when a survey has been completed)

To send cases to the supervisor for approval

1. Click the **Send for Approval** icon next to the case.
The case disappears from the “View My Cases” page and is sent to the supervisor.

Reason for Rejection icon (appears only when cases are sent to a supervisor for approval and returned by the supervisor, unapproved). When cases are rejected by the supervisor, they are returned to the staff member who completed the case for additional information or clarification.

To view the reason a case was rejected

1. Click the **Reason for Rejection** icon.
A reject comment box appears for the case, along with comments made by the supervisor, if any. A worker has the option of re-working the case (**Edit Survey** icon) or sending the case back to the supervisor without making changes (**Send for Approval** icon). A worker cannot make additional comments in this area.

The CSV file tool allows counties to upload data into the data collection system, bypassing the need to enter the data manually.

The “skeleton” sample file is uploaded into the system by the State. Using the CSV file tool, counties download the “skeleton” file, and then upload the sample into another table-oriented application – such as a relational database application – to automate the participation rate data entry process and create a data file. Once the data file is created and completed, it is uploaded into the data collection system for retrieval by the State.

The status of all cases can be viewed allowing cases to be tracked for assignment and/or completion. Cases uploaded via the CSV file tool will appear in the system in Completed/Unassigned status. Once the data file is uploaded, these cases cannot be modified. However, cases that were not included in the uploaded data file can be completed using either the survey tool or the CSV file tool at a later date.

County staff must use the following Internet address to access the CSV file tool:
<https://secure.dss.cahwnet.gov/admin/rad/e2lv2/auto>

The following default “login” page will appear:

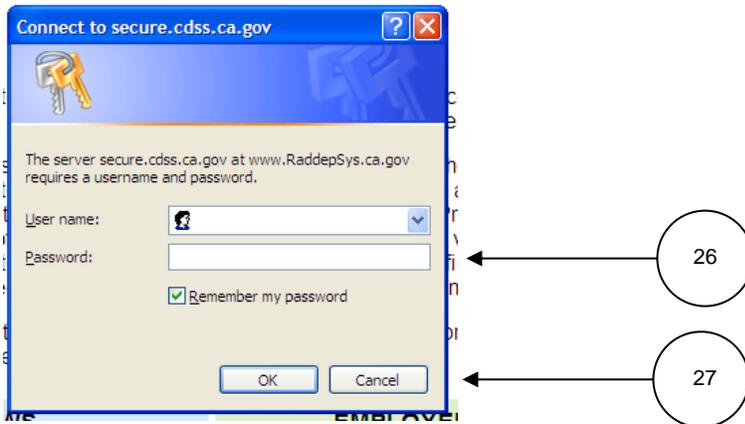


Figure 15: CSV File Login Page

User Names and Passwords

Before using the CSV file tool, county staff must obtain a user name and password, which allow the user to have supervisor-level access. In addition, the same user name and password can be used to gain supervisor-level access to both the survey tool and the CSV file tool. The user name is a unique identifier, assigned to the supervisor by the administrator. The password is selected by the supervisor, must be at least eight (8) characters and contain:

- An uppercase character,
- A lowercase character,
- A number, and
- An unusual character (e.g., @, !, *).

To log into the CSV file tool:

1. Enter the User Name and Password assigned to the supervisor **(26)**, and
2. Click the **OK** button **(27)**.
3. Click **Cancel** button **(27)** to cancel the login request.

If the user name and password are not supervisor-level, an error message will appear at the top of the page reminding the user that he or she must have county supervisor privilege to access the CSV file tool. Once the user name and password are validated, the "Download Dataset" page appears with User Name and County displayed near the top left.

“Download Dataset”

The first step of the data collection system automated process (CSV file tool) is to download a “skeleton” sample file that contains case records for the county to complete. The “Download Dataset” page is used to download the “skeleton” sample file.

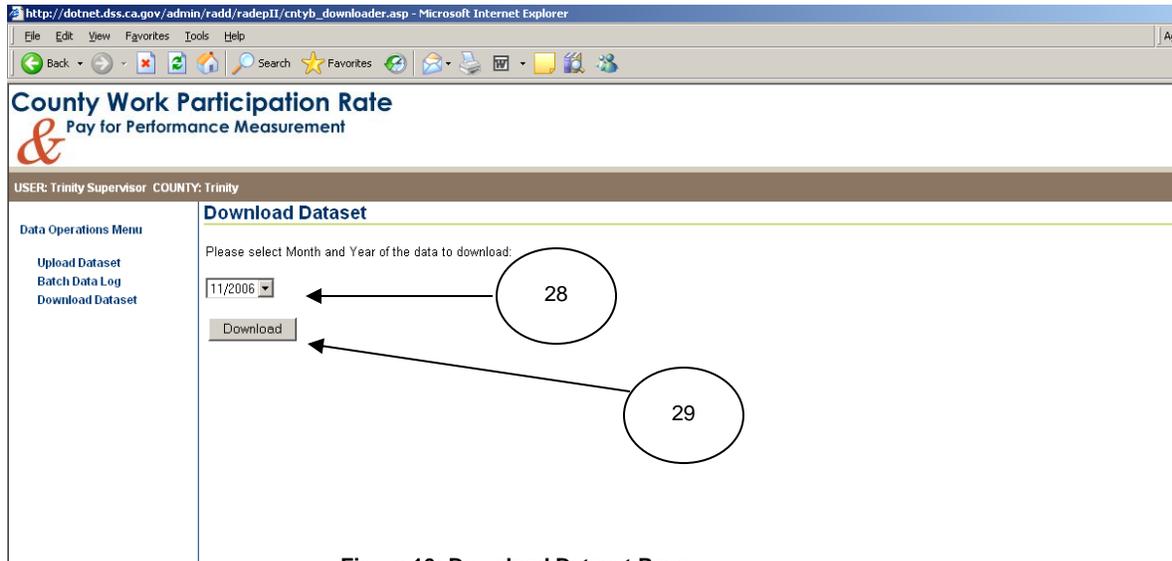


Figure 16: Download Dataset Page

To download the “skeleton” sample file

1. Select the month and year of the sample to download from the **Month and Year** drop-down box **(28)**
2. Click the **Download** button **(29)**. A Microsoft File Download dialog box appears.

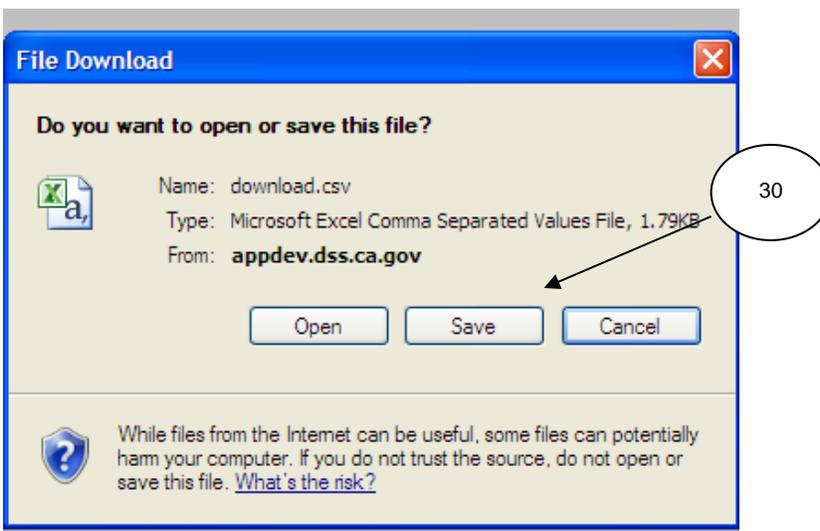


Figure 17: File Download Dialog Box

“Download Dataset” (continued)

To download the “skeleton” sample file (continued)

3. Choose the **Save** button (30). The Microsoft Save As dialog box appears.

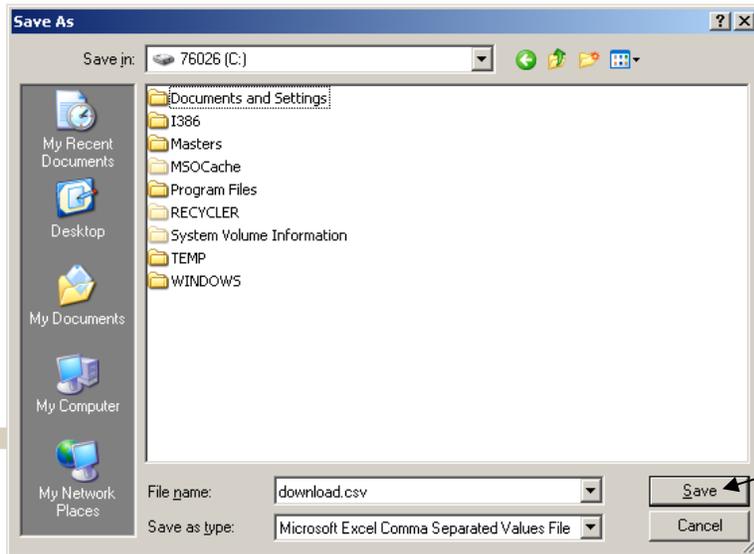


Figure 18: Microsoft Save As Dialog Box

4. Select the desired file path, enter the file name and click the **Save** button (31). A CSV file is created containing all cases (complete and incomplete) for the selected month and year.

NOTE: When the File Download dialog box appears, DO NOT OPEN the file. You must click the **Save** button. The default file type for “skeleton” sample files is Microsoft Excel Comma Separated Values File. If opened, the Microsoft Excel application may modify case records. When these modified case records are completed and uploaded, they will not match the original case records in the “skeleton” file. For example, if a number contains a leading zero (e.g., 06A12345), Microsoft Excel will drop the leading zero (6A12345), thus changing the number. The CSV file tool will reject this case record because the number in the “skeleton” file will not match the number in the data file.

“Upload Dataset”

The next step in the data collection system automated process (CSV file tool) is to complete the case records contained in the downloaded “skeleton” sample file (see “Download Dataset” page). When case records are complete, a CSV data file is created. The final step is to upload the data file into the data collection system. The “Upload Dataset” page is used to upload the data file via the CSV file tool.

Once the data is successfully loaded into the CSV file tool, the cases will appear on the “County Reports” page of the survey tool in completed/unassigned status. Completed cases uploaded via the CSV file tool must be modified using the automated process.

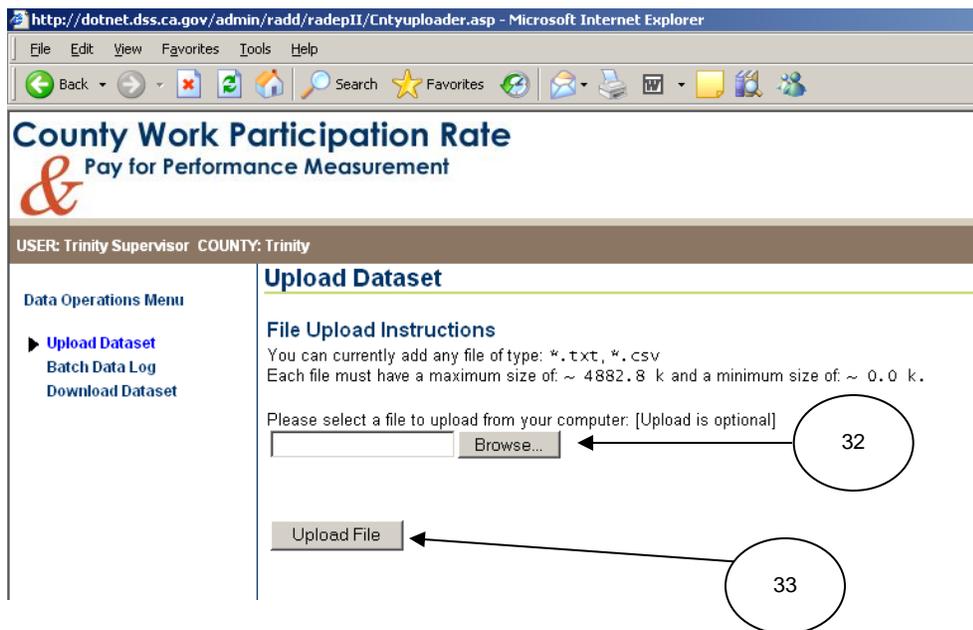


Figure 19: Upload Dataset Page

To upload a data file

1. Click the **Browse** button (32) to locate the file you want to upload or enter the complete file path name.
2. Click the **Upload File** button (33). An exception report is generated and appears on the page below the words “File Upload Instructions”.

Incomplete and Partial Uploads

The automated data collection process accepts complete case records only. A partially completed case will be rejected. For example, RCVD_GRANT (Received Grant) is answered yes, but GRANT_AMT (Grant Amount) is blank. The case record will be

“Upload Dataset” (*continued*)

rejected because Grant Amount is required when Received Grant is answered with a “yes”.

The automated data collection process allows partial sample uploads. A partial sample upload is an uploaded sample file that does not contain the same number of case records as the downloaded “skeleton” sample file. For example, a “skeleton” file that is downloaded by the county contains 100 case records. The data file that is created from the “skeleton” file contains only 50 completed case records. If the uploaded case numbers are the same as those that were in the download, and if there are no partially completed cases, the data file will upload successfully.

Multiple Uploads

The automated data collection process allows complete case records to be uploaded multiple times. To modify a case record that was uploaded via the CSV file tool, the case must be modified and re-loaded. The re-load will overwrite all of the previous case information. For example, a case was uploaded into the system and the FS_ALLOT (Food Stamp Allotment) entered was \$100. Later, the supervisor reviews the completed case and discovers that the FS_ALLOT should have been \$110. The case is then modified to reflect the change, and the sample file is uploaded again. If the record uploads successfully, the original \$100 amount will be replaced with the new amount of \$110.

Depending on the current skip pattern, data entry fields may not need to be completed. For example, if RCVD_GRANT is answered with a “no”, then the rest of the questions/data entry fields do not need to be completed. When creating the data file for the CSV file tool, you must apply the same skip rule pattern logic that is applied by the survey tool. Refer to the E2LA File Spec Sheet at <https://secure.cdss.ca.gov/admin/rad/e2laspecs/> for a copy of the skip rules.

“Upload Dataset” (continued)

NOTE: It is important to check for error messages while and after uploading a file into E2Lite. Messages may display for both browser and system errors.

An example of a browser error is...

An example of a system error is...

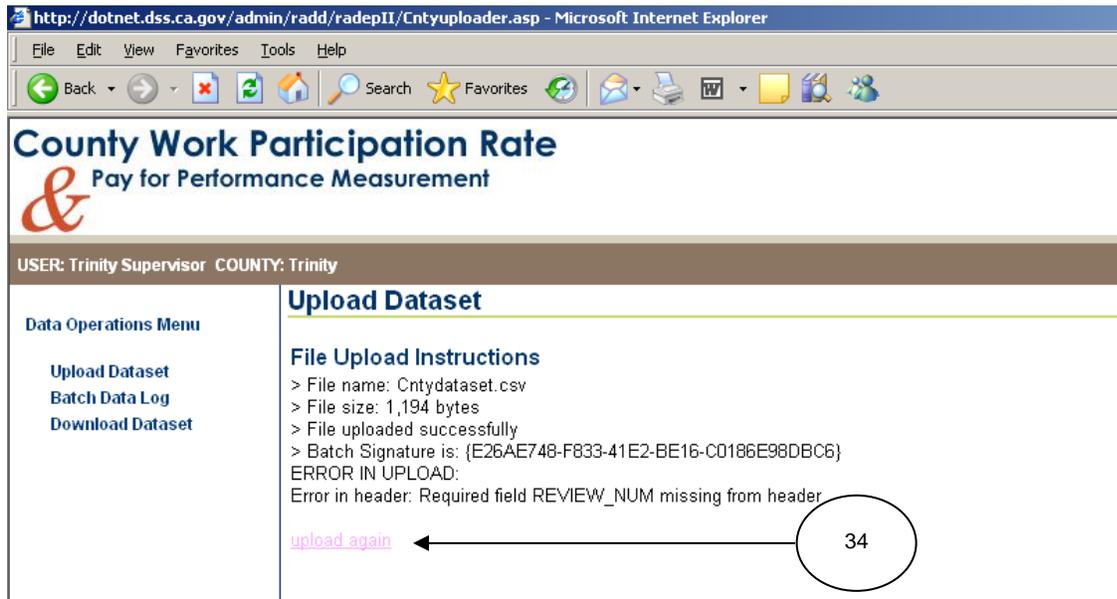


Figure 20: Upload Dataset Page with Exception Report Information

After each upload into E2Lite, a report is displayed that provides information about the upload. The report contains the file name, file size, batch number, and a message about whether the upload with successful (error in upload, successful upload, etc.). If there is an error in the upload, the exception report will identify the error.

Depending on the error, the entire file may need to be uploaded again, or possibly just records in the file. Refer to the “Batch Data Log” page for more information about errors in upload and to verify if the entire file needs to be uploaded or just case records in the file. If the entire file needs to be re-loaded, click the **upload again** link (34).

“Batch Data Log”

The “Batch Data Log” page lists all data files uploaded by the county using the CSV file tool. Each upload attempt creates an entry in the data log and contains the following information:

1. Date and time the file upload was attempted;
2. File size;
3. Number of records the file contained;
4. Number of records accepted; and,
5. Number of records rejected. If there are rejected records, a link appears that directs the user to a file containing error information.

The screenshot shows a web browser window with the address bar displaying `http://dotnet.dss.ca.gov/admin/radd/radepII/BatchLog.asp`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains navigation buttons (Back, Forward, Stop, Refresh) and a search field. The page content features the header "County Work Participation Rate" and "Pay for Performance Measurement" with a logo. Below the header, it indicates the user is "Trinity Supervisor" from "Trinity County". A sidebar on the left contains a "Data Operations Menu" with links for "Upload Dataset", "Batch Data Log", and "Download Dataset". The main content area is titled "Batch Data Log" and lists three entries:

Date and Time	By	File Size	Record Count	Records Accepted	Bad Records
11/27/2006 1:23:00 PM	Trinity Supervisor (639)	1194	[1]	[0]	Bad records[1]
11/27/2006 1:22:00 PM	Trinity Supervisor (639)	10216	[1]	[0]	Bad records[1]
11/22/2006 9:56:00 AM	Trinity Supervisor (639)	6207	[116]	[1]	Bad records[115]

Figure 21: Batch Data Log Page

“Batch Data Log” (continued)

To view the error file for rejected cases, click on the **Bad records** link. The error file appears with the following information for each rejected case.

1. Row containing the rejected case;
2. Name of the data field containing the error;
3. Description of the error; and
4. Current value in the data field causing the error.

	A	B	C	D	E	F
1	RECORD	FIELD	ERROR	VALUE		
2	2	ADULT2_DOB	Format must be MM/DD/YYYY	10101969		
3	3	TP_CASE	Must be boolean			
4	4	TP_CASE	Must be boolean			
5	5	TP_CASE	Must be boolean			
6	6	TP_CASE	Must be boolean			
7	7	TP_CASE	Must be boolean			
8	8	TP_CASE	Must be boolean			
9	9	TP_CASE	Must be boolean			
10	10	TP_CASE	Must be boolean			
11	11	TP_CASE	Must be boolean			
12	12	TP_CASE	Must be boolean			
13	13	TP_CASE	Must be boolean			
14	14	TP_CASE	Must be boolean			
15	15	TP_CASE	Must be boolean			
16	16		Read 8 fields, expected 65			
17	17		Read 8 fields, expected 65			
18	18		Read 8 fields, expected 65			
19	19		Read 8 fields, expected 65			
20	20		Read 8 fields, expected 65			

Figure 22: Bad Records Spreadsheet

Overview

When it is necessary for a completed case to be modified and resubmitted for retrieval by the State, the E2Lite resubmittal process will be used. The resubmittal process changes the status of a case from completed to viewed, making the case available for re-assignment to a worker.

E2Lite sample data is due to the State 75 days after the end of the sample month. Due dates that fall on a Saturday or Sunday are enforced the following Monday. In the E2Lite system, for both the survey tool and the CSV file tool, there are two parts of the resubmittal process: Self Access and State Access.

Access by County Supervisor (Within the 75-day period)

County supervisors can change the status of completed cases without State permission up to 75 days from the end of the sample month. This allows the case to be re-assigned, modified and resubmitted.

Access via State (Beyond the 75-day period)

After the 76th day from the end of the sample month, county supervisors must request access to completed cases from the E2Lite Help Desk. Upon approval by the State, the case will be made available to the county for re-assignment, modification and resubmittal.

Several months after the end of the federal fiscal year on a date that may vary annually, county-specific work participation rate data from the prior federal fiscal year is not available for modification by the counties.

Survey Resubmittal

Supervisor

From any of the county supervisor screens, click on the **Resubmit Cases** link.

The screenshot shows a web browser window with the following elements:

- Browser address bar: File Edit View Favorites Tools Help
- Page Title: County Work Participation Rate
- Page Subtitle: Pay for Performance Measurement
- User Information: USER: Alameda Supervisor COUNTY: Alameda
- Left Navigation Menu:
 - Assign Cases
 - Review Cases
 - View Completed Cases
 - View By Worker
 - Resubmit Cases** (highlighted)
 - County Reports
 - Download Dataset
- Main Content Area:
 - Section Header: **County Reports**
 - Description: This report displays the status of all cases for the review month.
 - Table:

STATUS	CASES
Loaded	21
Viewed	200
Assigned	10
In work	5
Authorize	3
Complete	13
TOTAL CASES	252

A dropdown box will display with the sample months that are available for resubmittal. Click on the dropdown arrow and choose the sample month that has the cases to be resubmitted.

The screenshot shows a web browser window with the following elements:

- Browser address bar: File Edit View Favorites Tools Help
- Page Title: County Work Participation Rate
- Page Subtitle: Pay for Performance Measurement
- User Information: USER: Alameda Supervisor COUNTY: Alameda
- Left Navigation Menu:
 - Assign Cases
 - Review Cases
 - View Completed Cases
 - View By Worker
 - Resubmit Cases
 - County Reports
 - Download Dataset
- Main Content Area:
 - Section Header: **Resubmit Completed Cases**
 - Description: Resubmit cases that have been completed for changes.
 - Text: Please select Month and Year to view:
 - Form:
 - Dropdown menu: 12/2007 (selected)
 - View button

Then click the **View** button to display a list of completed cases for the selected sample month.

Survey Resubmittal (continued)

USER: Alameda Supervisor COUNTY: Alameda

Resubmit Completed Cases

Resubmit cases that have been completed for changes.

Continue... Select All Unselect All

November 2007 2 Cases

REVIEW	EWDO	CASE NUMBER	SELECT
G03010	12	B169394	<input type="checkbox"/>
H03006	12	B197582	<input type="checkbox"/>

Click the box next to the case you want to resubmit. If you want to select all the cases listed, click the **Select All** button. You may also click the **Unselect All** button to deselect cases. After selecting the cases, click the **Continue...** button.

County supervisors may enter a reason for resubmittal that is associated with the case(s). After clicking the **Continue...** button, a text box will appear for optional comments. If a single case is selected, the reason entered is associated with that case. If multiple cases are selected, the reason is associated with all the cases.

USER: Alameda Supervisor COUNTY: Alameda

Resubmit Completed Cases

Resubmit cases that have been completed for changes.

(Optional) Enter the reason these cases are being resubmitted:

Continue...

Click on the **Continue...** button. A confirmation message will appear displaying the number of cases that have been changed from Completed to Viewed status.

Survey Resubmittal (*continued*)

The resubmitted cases appear on the “Individual Case Assignment” page on the “Assign Cases” screen. Resubmitted cases can be reassigned individually or via mass batch. Cases that have been resubmitted appear with a **Reason for Resubmittal** icon next to them.

County Work Participation Rate
Pay for Performance Measurement

USER: Alameda Supervisor COUNTY: Alameda

Assign Cases

Supervisor can either assign to staff for review or unassign cases.

View Mode: View All

November 2007 9 Cases

REVIEW	EWDO	CASE NUMBER	ASSIGNED TO	STATUS
G03002	12	B107603	- Not Assigned -	UNASSIGNED
G03025	12	B203510	kmurdock2 (12)	ASSIGNED
G03048	12	B306567	kmurdock2 (12)	ASSIGNED
G03056	12	B312408	- Not Assigned -	UNASSIGNED
G03071	12	B319878	- Not Assigned -	UNASSIGNED
G03094	12	B330817	- Not Assigned -	UNASSIGNED
G03102	12	B334465	- Not Assigned -	UNASSIGNED
G03117	12	B339825	- Not Assigned -	UNASSIGNED

ICON LEGEND

- Reason For Rejection
- Reason For Resubmittal

The presence of a **Reason for Resubmittal** icon indicates that the case status has been changed from Completed to Viewed. Clicking the icon will display a reason only if a reason has been given.

County Work Participation Rate
Pay for Performance Measurement

USER: Alameda Supervisor COUNTY: Alameda

Assign Cases

Supervisor can either assign to staff for review or unassign cases.

Reason for Resubmittal:

Need to correct the number of hours of participation for the second parent.

OK

ICON LEGEND

- Reason For Rejection
- Reason For Resubmittal

Survey Resubmittal (*continued*)

After the county supervisor reassigns the case(s) to a worker then receives the modified case back from the worker, the county supervisor may approve, reject, or unassign the case using established procedures.

Worker

Cases reassigned to workers will appear in the worker's "View My Cases" screen. A **Reason for Resubmittal** icon will appear in the Actions column for cases that were previously completed but are currently reassigned.

USER: Alameda Worker COUNTY: Alameda

View My Cases

Your List Of Open Cases
Cases that have been assigned to you for review. When you are ready for a case to be approved, click the Send for A appear as one of your assigned cases.

ICON LEGEND

- Create Survey
- View Survey
- Edit Survey
- Send for Approval
- Reason For Rejection
- Reason For Resubmittal

October 2006

REVIEW	EWDO	CASE NUMBER	WORKSHEET	ACTIONS
G10149		4015459	WORKSHEET	
H10052		4015895	WORKSHEET	

December 2007

REVIEW	EWDO	CASE NUMBER	WORKSHEET	ACTIONS
G03048	12	B306567	WORKSHEET	

Survey Resubmittal (continued)

County Work Participation Rate
Pay for Performance Measurement

USER: Alameda Worker COUNTY: Alameda

[View My Cases](#)

ICON LEGEND

- Create Survey
- View Survey
- Edit Survey
- Send for Approval
- Reason For Rejection
- Reason For Resubmittal

View My Cases

Your List Of Open Cases
Cases that have been assigned to you for review. When you are ready for a case to appear as one of your assigned cases.

Reason for Resubmittal:
Clarification received from the state regarding two-parent families

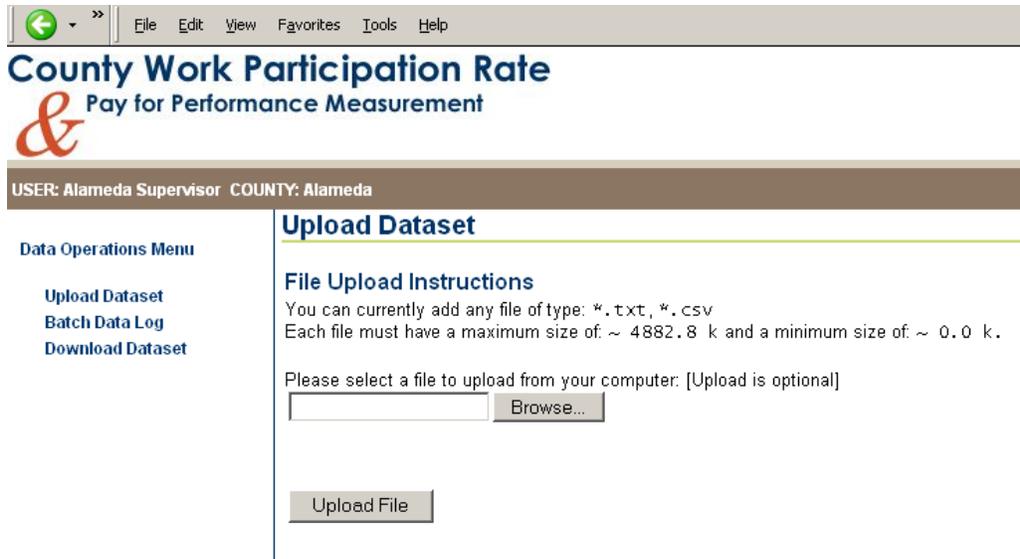
OK

Clicking on the **Reason for Resubmittal** icon will display the reason for resubmitting the case if a reason is given. Clicking the “OK” button will return the user to the previous “View My Cases” screen.

An **Edit Survey** icon appears for cases that are to be resubmitted. The prior answers to the survey are retained. Clicking the **Edit Survey** icon will display the first question of the survey and the worker can modify answers and send the case to the county supervisor using established procedures.

CSV File Resubmittal

A county supervisor can re-upload a modified, completed case up to 75 days from the end of the sample month.



County Work Participation Rate
Pay for Performance Measurement

USER: Alameda Supervisor COUNTY: Alameda

Data Operations Menu

- Upload Dataset
- Batch Data Log
- Download Dataset

Upload Dataset

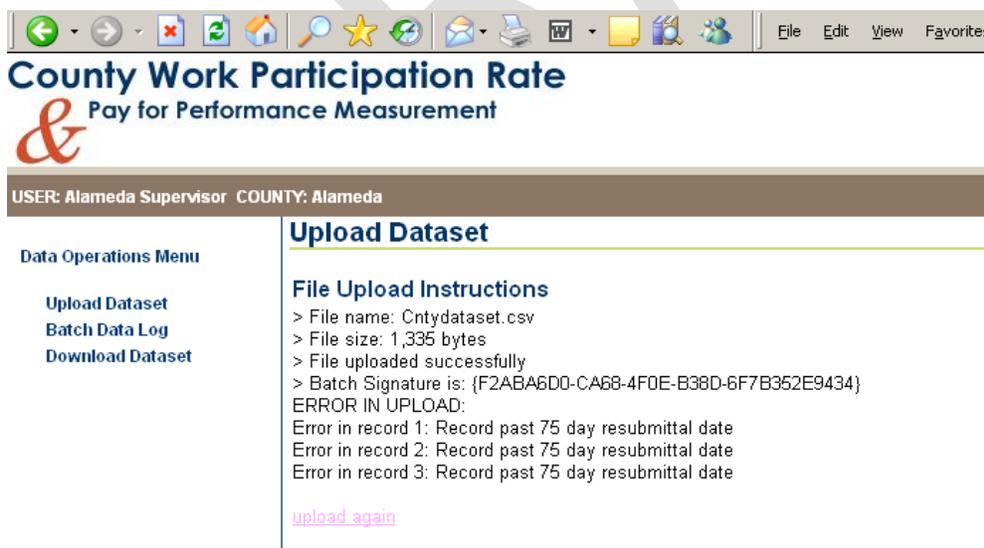
File Upload Instructions

You can currently add any file of type: *.txt, *.csv
Each file must have a maximum size of: ~ 4882.8 k and a minimum size of: ~ 0.0 k.

Please select a file to upload from your computer: [Upload is optional]

Locate the file with the case to be re-uploaded by clicking on the “Browse” button on the “Upload Dataset” screen or by entering the complete file path name. Click the **Upload File** button to resubmit the case.

If a county supervisor attempts to re-upload a completed case after the 75th day, the case will be rejected and an error message will appear that says “Record past 75 day resubmittal date.”



County Work Participation Rate
Pay for Performance Measurement

USER: Alameda Supervisor COUNTY: Alameda

Data Operations Menu

- Upload Dataset
- Batch Data Log
- Download Dataset

Upload Dataset

File Upload Instructions

- > File name: Cntydataset.csv
- > File size: 1,335 bytes
- > File uploaded successfully
- > Batch Signature is: {F2ABA6D0-CA68-4F0E-B38D-6F7B352E9434}

ERROR IN UPLOAD:
Error in record 1: Record past 75 day resubmittal date
Error in record 2: Record past 75 day resubmittal date
Error in record 3: Record past 75 day resubmittal date

[upload again](#)

County supervisors must request access to these completed cases from the E2Lite Help Desk. Upon approval by the State, the case will be made available to the county for modification and re-upload.