

Data Systems and Survey Design Bureau (DSSDB) Automated Forms E-mail Submission Technical Assistance

A. How Does the Automated Submission Feature Work?

This report form contains an automated feature that allows the user to submit the report form to the California Department of Social Services (CDSS) through the CDSS e-mail system. To activate the system, the user clicks the E-mail Report link located on the top toolbar of the Report Form page.



However, this feature will be disabled if the Report Form contains any invalid data or information not completed correctly, or certain questions left blank which should contain answers. You will instead see an error message pop-up informing you to correct any detected discrepancy.



By clicking the **OK** button, the form will place a red circle around any data cell or box that is considered incorrect or incomplete. Here are some examples:

Example 1. Cells 32 through 34 are circled red because the numbers keyed into these cells are considered invalid. By viewing the **Validation Rules** tab located near the top of the Report Form, you can see why these values are considered invalid. The user is required to re-key valid data information into those cells that are circled in red.

Validation Rules and Edits

CELL 32:	Cell 32 must be greater than or equal to (Cell 34 minus Cell 33)
CELL 33:	Cell 33 must be greater than or equal to (Cell 34 minus Cell 32)
CELL 34:	Cell 34 must be less than or equal to (Cell 32 plus Cell 33)

27. Mental health services	28	0	29	0
28. Substance abuse services	30	0	31	0
29. Domestic abuse services	32	4	33	4
a. Granted waiver of program rules (Subset of 29)	34	10		
30. Number of individuals 6-29 (Unduplicated)	35	0		

Example 2. The option to “Select County Name” located at near the top of the Report Form is circled because the user didn’t select the county name. The user is required to select and answer all the required cells (boxes) prior to e-mailing the report.

Example 3. The area located at the bottom of the Report Form is circled because the user did not enter information that is required. The user will be required to complete those boxes prior to e-mailing the report.

B. What happens if the Automated Submission Feature does not work on my computer?

The automated e-mail feature is only compatible with Microsoft Outlook or Express software. If you are using other types of e-mail software such as Gmail, Lotus Notes, Novell or GroupWise, you may have to take additional steps to e-mail your report.

1. Click the “Check Your Answers” link located on the top tool bar of the Report Form.



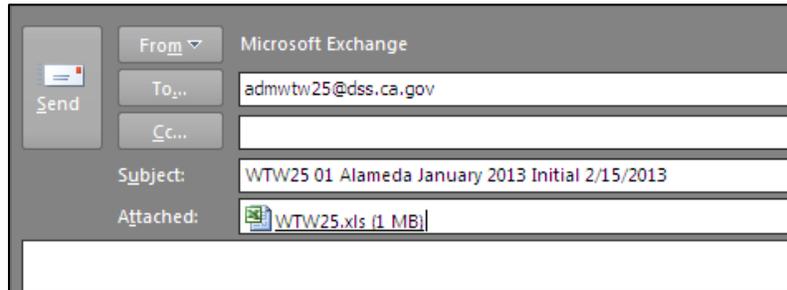
This feature will place a red circle around any data cell or box that is considered invalid (incorrect or incomplete). The user is required to correct any discrepancy that is circled in red. If there are no discrepancies, continue to STEP 2.

2. Save the file, keeping it in either the .xls or .xlsm file type. DO NOT save the file as an .xlsx file.
3. Take the normal steps to open a new e-mail message through your e-mail software and attach the report form (Excel file) as an attachment.
4. Enter the **appropriate e-mail address** in the e-mail address line.

5. Enter and format the **appropriate** information in the **subject** line. The format is as follows:

Report Name, County Code, County Name, Report Month or Quarter, Report Year, Initial or Revised, Date Submitted.

For example, if Alameda County was submitting an initial WTW 25 report for the month of January 2013, the subject line appears like this:



The screenshot shows an email composition window with the following fields:

- From:** Microsoft Exchange
- To:** admwtw25@dss.ca.gov
- Subject:** WTW25 01 Alameda January 2013 Initial 2/15/2013
- Attached:** WTW25.xls (1 MB)

C. What happens if I encounter e-mail problems with my network server?

Information Technology policies and network configurations differ from county to county. Counties may encounter difficulties relating to their server's firewall that prohibit sending e-mails with attachments, attachments that contain macros, or attachments where macros must be a certain size. If you encounter such problems, please contact your PC Network Administrator for assistance.

For additional technical assistance, please contact DSSDB at admts@dss.ca.gov