ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-44-19

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL CHIEF PROBATION OFFICERS

SUBJECT: CHANGES TO THE PROGRAM CODE AND PROGRAM IDENTIFIER NUMBER FORMATS OF THE COUNTY EXPENSE CLAIM SYSTEM

REFERENCE: CFIN, COUNTY EXPENSE CLAIM REPORTING SYSTEM (CECRIS) PROJECT, SEPTEMBER 5, 2013

The purpose of this All County Information Notice (ACIN) is to provide all counties an update on the County Expense Claim Reporting Information System (CECRIS) development with the changes that will be required of the counties to be able to submit County Expense Claims (CEC) once CECRIS is implemented. This ACIN describes changes to current code formats that local county systems must be able to accommodate by December 2020. Other CECRIS-related updates and information may be found online via the project website at the CECRIS information web site, http://www.cdss.ca.gov/inforesources/CECRIS.

CURRENT CEC PROGRAM CODE (PC) AND TYPE OF EXPENSE (TOE) CODE CONSTRAINT

The current CEC claiming application, designed on a Microsoft FoxPro platform, has a limitation of the number of digits used when creating a new Program Code (PC) and/or Type Of Expense (TOE) code. The PC has a current limit of three digits, this will be increased to four digits. The TOE code has a current limit of two digits, this will be increased to three digits. As a temporary workaround, the California Department of Social Services (CDSS) will repurpose existing PCs that have not been used within the previous ten fiscal years. To provide a long-term solution in CECRIS, an expansion of the PC format beyond three digits and expansion of the TOE code format beyond two digits is necessary.
CHANGES TO THE PROGRAM IDENTIFIER NUMBER (PIN) FORMATS, INCLUDING THE PROGRAM CODE AND TYPE OF EXPENSE CODES

In collaboration with the counties and CWDA, CDSS determined that the best methodology to address this constraint is to expand the numeric PIN format from the current six-digit format to an eight-digit format.

Below is a visual representation of both the current code structure and the planned changes that will be designed in CECRIS.

CURRENT CECRIS PIN FORMAT

Program Identifier Number (PIN) Code:

The three-digit PC is part of a six-digit PIN code that consists of a three-digit PC, a one-digit Time Study Component ID (this is a 0 if the PC does not have a time study component), and a two-digit Type Of Expense (TOE) code. The current PIN code structure is:

<table>
<thead>
<tr>
<th>315</th>
<th>1</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Code (PC)</td>
<td>Time Study Component ID</td>
<td>Type Of Expense Code (TOE)</td>
</tr>
</tbody>
</table>

Figure 1 – Current CEC Program Code Structure

NEW CECRIS PIN FORMAT

Program Identifier Number (PIN) Code:

The new CECRIS PIN code will expand to an 8-digit code that consists of a four-digit PC, a one-digit Time Study Component ID and a three-digit TOE code. (03151024 in the example below)

<table>
<thead>
<tr>
<th>0315</th>
<th>1</th>
<th>024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Code (PC)</td>
<td>Time Study Component ID</td>
<td>Type Of Expense Code (TOE)</td>
</tr>
</tbody>
</table>

Figure 2 – New CEC Program Code Structure

The Time Study code will consist of the four-digit PC and the one-digit Time Study Component ID. (03151 in the example above)

SCHEDULE FOR CHANGES

All counties shall modify their local county systems to meet the state automated County Expense Claim Reporting System (CECRIS) new PIN structure. All counties will need
to ensure their systems can accommodate the new PIN structure by December 2020. A separate county letter regarding funding will be distributed by CDSS.

CONTACT INFORMATION

Counties may direct any questions regarding this ACIN by email to CECRIS INFO email (CECRISINFO@dss.ca.gov). Please refer to the ACIN number in the subject line of your email.

Sincerely,

Original Document Signed By:

SERGIO GUTIERREZ
Acting CECRIS Project Manager
Information Systems Division