

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



October 7, 2002

ALL-COUNTY INFORMATION NOTICE NO. I-74-02

TO: ALL COUNTY WELFARE DIRECTORS

**REASON FOR THIS TRANSMITTAL**

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

SUBJECT: HEALTH & HUMAN SERVICES DATA CENTER'S (HHSDC)  
ELECTRONIC APPROVAL LETTER PILOT PROJECTREFERENCE: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES' (CDSS)  
MANUAL OF POLICIES AND PROCEDURES (MPP), DIVISION 28

The purpose of this notice is to inform counties that the HHSDC, Project Approvals Unit, has begun a pilot project to accept requests and issue approval letters for county electronic data processing (EDP) acquisitions via e-mail.

State regulations (MPP, Division 28) require State approval of all county EDP acquisitions. Currently, counties fax and/or mail their requests for EDP acquisitions to the HHSDC's, Statewide Automated Welfare System (SAWS), Project Approvals Unit. In turn, the State approval letters are faxed and/or mailed to the counties and several CDSS offices.

The HHSDC maintains hard copies of all county EDP requests and approval letters. CDSS also maintains hard copies of approval letters for cost claiming purposes. The current manual process of mailing requests and approval letters uses staff time, postage, and several days of mail service. Often, copies of approval letters intended for county staff are delayed or not received.

To improve the State EDP approval letter process, HHSDC plans to automate the signature and distribution of State approval letters.

Automation of the State approval process will consist of the following:

- Counties will be asked to submit all EDP requests for State approval via e-mail to Project Approvals Unit analysts, Javier Rodriguez ([Javier.Rodriguez@sid.hhsdc.ca.gov](mailto:Javier.Rodriguez@sid.hhsdc.ca.gov)) or Ramiro Mazuka ([Ramiro.Mazuka@sid.hhsdc.ca.gov](mailto:Ramiro.Mazuka@sid.hhsdc.ca.gov)).

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- HHSDC will e-mail the State approval letter with an electronic signature to the County Welfare Department.

Pilot testing of this automated process has begun in the following counties: Lake, Monterey, Riverside, Sacramento, San Bernardino, San Luis Obispo, and Santa Barbara. The pilots will be used to resolve problems identified in the new process before full implementation in the remaining counties.

HHSDC anticipates the following benefits for the State and the counties.

- Reduced paperwork, filing, mailing, and associated staff and postage costs;
- Reduced time for HHSDC to receive and respond to a request;
- More efficient distribution of State approval letters to counties, CDSS offices, and other entities as required;
- Easier access to county EDP records;
- The State approval letter will be e-mailed simultaneously to all county contacts identified by the requesting county;
- Copies of approval letters will be distributed via e-mail to State offices that monitor county claiming of expenses; and
- State records of county EDP acquisitions and their respective approval letters will be maintained electronically at HHSDC.

It is anticipated that full implementation will occur by March 1, 2003.

If you have any questions regarding this notice, please contact your county's Project Approvals Unit Analyst at the above e-mail address or phone Javier Rodriguez at (916) 229-4464 or Ramiro Mazuka at (916) 229-4460.

Sincerely,

*Original Signed by Terrie O'Connor  
For Marge Dillard on October 7, 2002*

MARGE DILLARD, Chief  
Fiscal Systems and Accounting Branch

c: CWDA