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| Introduction | Process Notes are used to record detailed information about the Activities and Decisions within a process map. | |
| Purpose | In order to capture the information and criteria that is know about each step in the process, this is a loosely structured format which is reader-friendly and provides both summary and detailed process step information. | |
| Procedures for Business Analyst and OwnerReview and Approval | The project Business Analyst drafts Process Notes by recording all information previously collected during the project regarding that activity or decisions. Specific steps for the Business Analyst to develop, review and approve Process Notes are:   1. Draft notes 2. Forward to expert / owner of activity 3. Collect feedback from owner and collaborate to finalize draft 4. Confirm owner approval and signoff 5. Forward current draft to Work Group with 5 business day review period | |
| Procedures for Process Owner and Work GroupReview and Approval | In the following Work Group meeting, the Owner represents their Process Note and any feedback is discussed with the group.   1. Owner collects feedback from group and is responsible to update as agreed. 2. Unresolved negotiations between Owner and Work Group are continued offline as necessary. 3. Revisions are done within 5 business days of meeting date. 4. If negotiations continue between Owner and Work Group past 5 days, the Owner-approved Process Note is considered final draft until outcome is resolved. | |
| Contents | Each entry in the Process Note is associated with an Activity or Decision box from this Process Map. Process Notes include all currently known detail about: | |
|  | * how activity or decision occurs * triggering events * who is involved * systems used * methods of communication used * outputs from possible results | * how often * how long * work aids and tools used (contain decision review criteria including applicable guidelines, procedures, regulations, or policies) |
|  | Draft reflects above factors that may possibly apply. Owners and customers negotiate any changes to all applicable factors during revision period. Activities and decisions are recorded in the notes. | |

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| ID | Notes |
| **3.1.3** thru3.1.3.5 | **Determine County APD Reviewers**  On Initial Submissions, APD Coordinator determines necessary and appropriate levels of approval based on published guidelines.  Guidelines or decision matrix describes applicable dollar or category thresholds, self-certification criteria, delegated authority criteria, dual review and other known criteria that apply to the process.  This activity uses necessary tools or references that may be developed to support and implement Process Improvement recommendations which are currently under Executive Review:   1. CDSS Delegated OSI Approval Authority Guidelines 2. CDSS Procurement Self-Certification Guidelines 3. CDSS Cost Allocation Self-Certification Guidelines 4. CDSS ACF Federal Funding Partner (FFP) approval policies 5. County APD Dual Review Procedures   Potential reviewer determination outcomes:   * PO has authority to conduct all approvals on the County APD. (*3.1.3a / 3.1.3.1*)   Or:   * PO has the authority to conduct all approvals on the APD except:   + OSI SAWS Review and Approval is required (3.1.3e / 3.1.3.5)   + CDSS Program Review is required, and/or (*3.1.3b / 3.1.3.2*)   + CDSS Fiscal Review is required, and/or (*3.1.3c / 3.1.3.3*)   + CDSS Legal Review is required, and/or (*3.1.3d / 3.1.3.4*)   + ACF Federal Funding Partner approval is required (move to *swim lane 5.0*)   Resulting work product is a list containing:   1. each SME review type 2. each reviewer name   determined to be necessary and appropriate to conduct specific reviews of the County APD on the above basis.  **County APD Repeated Submissions:**  APD Coordinator re-reviews the Initial Submission assessment of County APD content and gaps.  APD Coordinator exercises expertise and experience when assessing Repeated Submission APDs to identify significant changes in from Initial APD content or intent. Additionally, PO reviews specific characteristics of the County APD to determine necessary level of authority that is required to approve this request.  **Dual Review APDs**  When an APD is checked by the County as Dual Review, CWS/CMS owns the responsibility to perform the County APD Processes. In these rare cases, SAWS takes the role of a SME reviewers. SAWS performs its review concurrent with other review functions; SAWS provides a separate disposition letter that is sent to the County on the same email as the disposition letter from CWS/CMS.  When SAWS has prepared its disposition letter as an Approval, but CWS/CMS has findings, the revised and resubmitted APD is re-reviewed by SAWS before full approval is granted by both projects.  CWS/CMS has responsibility for the following activities in the Dual Review Process:   * Dual Review Process Box 7: Initiate and own the APD Review function * Dual Review Process Box 9: Copy APD to SAWS and notify county of dual approval * Dual Review Process Box 11: Compile dual findings and send to County and SAWS * Dual Review Process Box 14: Review repeated submission; when APD is final, send to SAWS * Dual Review Process Box 15: Receive disposition letter from SAWS * Dual Review Process Box 16: Send disposition letter with SAWS letter attached to County, CDSS and SAWS |
| 3.1.3a | Does Project Office have approval authority?If Yes, go to 3.1.3.1 then go to 3.1.3bIf No, go to 3.1.3b |
| 3.1.3.1 | **Identify Project Office SME reviewer/s** |
| 3.1.3b | Does CDSS Program need to review?If Yes, go to 3.1.3.2 then go to 3.1.3cIf No, go to 3.1.3c |
| 3.1.3.2 | **Identify CDSS Program SME reviewer/s** |
| 3.1.3c | Does CDSS Fiscal need to review?If Yes, go to 3.1.3.3 then go to 3.1.3dIf No, go to 3.1.3d |
| 3.1.3.3 | **Identify CDSS Fiscal SME reviewer/s** |
| 3.1.3d | Does CDSS Legal need to review?If Yes, go to 3.1.3.4 then go to 3.1.3eIf No, go to 3.1.3e |
| 3.1.3.4 | **Identify CDSS Legal SME reviewer/s** |
| 3.1.3e | Does SAWS need to review?If Yes, go to 3.1.3.5If No, go to 3.1.7 |
| 3.1.3.5 | **APD Coordinator sends copy of APD to SAWS** |