eTRM Workflow Guidelines
Select Conventions & Standards

eTRM
best in class

Purpose

This document identifies *select* conventions and standards for PA measure development workflow in the eTRM that a measure contributor can use as a "cheat sheet" or checklist during measure development. This document will be updated periodically to reflect lessons learned and changes to workflow as needed.

This document presents a subset of information available in the *eTRM Workflow Guidelines*, forthcoming.

Conventions and standards establish norms and expectations for the measure development/update process that will 1) drive consistency across measures and across Measure Contributors, 2) help ensure expectations and requirements are met, and 3) reduce redundancy/streamline manual tasks.

Contents

Take Assignment, Commit Draft, and Release Assignment

Take Assignment

- ☐ Take Assignment when a user needs to create a new Draft to edit the measure
    - − Measure Developer/Manager will Take Assignment
    - − Other assigned Measure Contributors can view the Draft while it is "in progress"
- ☐ Take Assignment when a user needs to prevent other users from creating a Draft and making changes
    - − Cal TF Staff will take assignment during Cal TF Staff Review measure status
    - − CPUC Administrator will take assignment during CPUC Review measure statuses

Commit a Draft

- ☐ It is not necessary to Commit a draft for other measure contributors to view the draft
- ☐ Commit a draft when another Measure Contributor needs to edit the measure
- ☐ Commit a draft when the Version will be reviewed by an external reviewer (See Change Description below)
    - − Required for status changes to "Submitted to CPUC" and "Resubmitted to CPUC"
    - − Required for status change to "Cal TF Affirmation" and "Cal TF Staff Review"

Release Assignment

- ☐ Release Assignment when the measure version will be reviewed by an external reviewer
    - − Required for status changes to "Submitted to CPUC" and "Resubmitted to CPUC"
    - − Required for status change to "Cal TF Staff Review" and "Cal TF Affirmation"

Add/Update Change Description Field

The Change Description field documents version history of a measure.

The contents of Change Description field when it is Published will be public and viewable by all Base Users.

Change Description for a New Measure

Convention:
When 1st draft is created: "First version (01) of this measure."
If fuel substitution measure add: "The baseline is based upon SWXXXXX-XX".
When the version is POU Ready and Published: "First version (01) of this measure published for implementation in POU programs."
When CPUC Approved and Published: "First version (01) of this measure published for implementation in IOU and POU programs."

Change Description for a Measure Update

Convention:
  Purpose: [text]
  List of key updates:
  1) [text]
  2) [text]
  3) [text]

Example:
  Purpose: Measure update in response to E-5152.
  Key updates include:
  1) Update with CZ2022 weather data
  2) New NTG ID (NTGupstrm = 0.45)
  3) Measure characterization and references updated accordingly

Send a Measure Announcement

An Announcement is an email communication about a specific measure emailed to subscribed Users. The message content is created by a User who has permission to create and sent an Announcement. The "from" email address is eTRM@futee.biz.

The Measure Developer/Manager should create a Measure Announcement when:

☐ A new Draft of an existing published measure is started, to announce the measure will be updated and the anticipated effective date of the new version (if known), and the overall reason for the measure update.
☐ A new version of the measure is Approved and Published

Element of Announcement:	Suggested "boilerplate" text for the start of a measure update:	Suggested "boilerplate" text for a published version:
Introduction:	An update to [measure name] ([SW measure version ID]) is currently underway.	A new version of [measure name] ([SW measure version]) has been published and can viewed in the eTRM at [link to measure].
High-level statement with reason for update:	This update was triggered by [reason] and will incorporate changes to [key changes anticipated].	This new measure version was triggered by [reason] and includes changes to [key changes made].
Anticipated submittal date (if IOU measure):	The anticipated date the new measure version will be submitted to the CPUC for review is [submittal date]	
Next action:	You will receive a future announcement when the new version is published in the eTRM.	You will receive a future announcement if/when this measure will be updated in the future.
Opt-out instructions	You received this announcement because you are subscribed to receive announcements for [measure name] through the eTRM. To unsubscribe, log in to eTRM and update your measure subscriptions here: https://www.caetrm.com/subscriptions/	You received this announcement because you are subscribed to receive announcements for [measure name] through the eTRM. To unsubscribe, log in to eTRM and update your measure subscriptions here: https://www.caetrm.com/subscriptions/

Example:

An update to the Clothes Dryer, Residential measure (SWAP003) is currently underway. This update was triggered by Resolution E-5152 and will 1) update costs based on vendor material costs and 2020 RSMeans labor rates, 2) update impact calculations based on 2017 ASHRAE handbook ambient design temperatures for CZ reference sites, 3) exclude offerings with negative incremental measure costs.

The anticipated date that the new measure version will be submitted to the CPUC for review is November 1, 2021.

You will receive a future announcement when the new version is published in the eTRM.

You received this announcement because you are subscribed to receive announcements for [measure name] through the eTRM. To unsubscribe, log in to eTRM and update your measure subscriptions here: https://www.caetrm.com/subscriptions/

Add "Placeholder" Reference for Disposition/Guidance Issued <u>After</u> CPUC Approval

A "placeholder" or empty reference will be used for CPUC disposition and/or guidance that is issued after the measure version is submitted/resubmitted to the CPUC. Inserting a blank reference eliminates the need to edit the measure after it is submitted/resubmitted after it is Approved.

If a disposition or other guidance document is issued by the CPUC, Cal TF staff will update the reference in the eTRM measure library, which will then update in the published measure version.

The Measure Developer should insert the placeholder reference prior to Cal TF Staff Review measure status.

- ☐ Measure Developer requests placeholder reference from Cal TF staff
- ☐ Cal TF Staff creates the empty placeholder reference in the eTRM reference library
  - − Citation will be a single period (therefore it will appear empty when displayed in the measure characterization)
  - − Reference type = blank
- ☐ Cal TF Staff sends reference # to PA
- ☐ PA inserts the reference at the end of the measure case description
  - − Select Embedded option
  - − Must be inserted on a new line in the Measure Case Description field (not at the end of the last paragraph)
- ☐ If/when a CPUC disposition is issued, the CPUC team (or PA) will need to notify Cal TF staff to update the reference.
- ☐ Cal TF staff will update the eTRM reference with the complete citation, file, and reference type (to "Regulatory reference")

If a disposition or CPUC guidance is not issued, the placeholder reference will remain as a "." at the end of the Measure Case Description.

Attach Cover Sheet

The Measure Package Submission Cover Sheet summarizes key measure package information that allows the CPUC review team to accurately ascertain the review and approval requirements.

A Cover Sheet is mandatory for the submittal/resubmittal of all measure versions to the CPUC.

- ☐ The Measure Developer/Manager completes the Cover Sheeting using the CPUC template.
- ☐ Attach the completed Cover Sheet to the measure version prior to Cal TF Staff Review measure status.
    - − Click on gear icon to the right of the measure name to configure the measure then choose "Measure Properties"
    - − Attach Measure Package Cover Sheet

Change Measure Status in the Measure Log

Use the Measure Log to change the status of a measure.

The list of available measure statuses will depend upon the current measure status and the Measure Contributor Role of the user.

Cal TF Staff Review

Cal TF Staff conduct QA/QC of all new measure versions (new and updates).

Allow up to 5 business days for Cal TF Staff Review of a version that is an update of an existing measure. Allow up to 10 business days if > 20 measures are in Cal TF Staff Review status.

Allow up to 10 business days for Cal TF Staff Review of a version of a new measure.

Cal TF Affirmation

The purpose of Cal TF Affirmation is a comprehensive review and acceptance of a new measure version by an independent body of technical experts who serve as Cal TF members.

Cal TF Affirmation is recommended for:

- − New measures, particularly for high impact measures (HIMs)
- − Major update to an existing measure (such as new measure offerings, baseline change, change to the methodology to determine impacts)
- − POU Ready measures that will not be eligible for IOU portfolios

Measure status can be changed to Cal TF Affirmation only from Cal TF Staff Review and Responding to Cal TF Staff Review statuses.

The process of Cal TF Affirmation is managed by Cal TF Staff:

☐ Identify if Cal TF Affirmation is required early in the measure development process to establish the timeline.

☐ Upon completion of Cal TF Staff Review or Responding to Cal TF Staff Review, Cal TF Staff and Measure Manager determine if the measure package is ready for Cal TF Affirmation

☐ Cal TF Staff Reviewer must Take Assignment of the measure

☐ Cal TF Staff facilitates review and affirmation of the measure package by a Cal TF subcommittee or by the full Cal TF

☐ Cal TF Staff Reviewer creates measure log entry with Cal TF subcommittee comments attached.
  − Log entry should include a brief summary of comments and concise list of actions required.
  − Set measure log entry type to "Measure reviewer comments"
  − Visibility = "Private"

☐ After Affirmation, Cal TF Staff Reviewer creates Measure Log entry to document Cal TF Affirmation.
  − Log entry text should include statement of Cal TF affirmation and date.
  − Set measure log entry type to "Announcement"
  − Visibility = "Private"

☐ If Cal TF Affirmation is <u>not</u> required, the Measure Developer/Measure Manager provide rationale and document the decision in the Measure Log
  − Visibility = "Private"

POU Ready

The POU Ready measure status indicates a measure version is approved for POU portfolios.

Measure status can be changed to POU Ready only from Cal TF Affirmation measure status.

Typically, POU Ready measures are not eligible in the IOU portfolios.

The workflow for POU Ready measures that are also planned for IOU portfolios and reviewed by the CPUC will be considered on a case-by-case basis.

Submitted to CPUC / Resubmitted to CPUC

- ☐ First submittal for CPUC review: change measure status to "Submitted to CPUC"
  Log entry convention: Initial submittal of [SW version ID] Measure Package [Measure Name] by [User Name], [Lead PA].

  Example: Initial submittal of SWHC039-04 Smart Thermostat, Residential by Jay Bhakta, SCE

- ☐ Resubmittal: change measure status to "Resubmitted to CPUC"
  Log entry convention: "Resubmittal of [SW version ID] Measure Package [Measure Name] by [User Name], [Lead PA]."

  Example: Resubmittal of SWHC039-04 Smart Thermostat, Residential by Jay Bhakta, SCE

Communicate & Collaborate with Measure Log

The Measure Log provides centralized hub/storage of the measure history.

The Measure Log provides a means for logging communications among the PA team, and also between the PA team and the CPUC team.

A Measure Log entry should be created for communications and include attached files that need to be preserved as part of the measure history.

The eTRM will preserve Measure Log entries even if the user(s) who created them are no longer eTRM users.

Create a Measure Log Entry

- ☐ Choose appropriate entry type
- ☐ Choose appropriate visibility
    - Open
    - Private to Non-CPUC measure development roles
    - Private to CPUC roles
- ☐ Attach files, if necessary
- ☐ Edit or delete a log entry if needed within 24 hours

Submit Measure Package Plan (MPP) & Request Early Feedback from CPUC

The purpose of a Measure Package Plan (MPP) is for a PA to request feedback from CPUC Staff on a measure package prior to its submission. Early feedback will save time and money by identifying concerns in the development process.

A MPP is mandatory prior to the submittal of a new measure package to the CPUC.

A MPP is recommended for CPUC early feedback on measure updates that would incorporate new research, methodologies, or analysis.

The MPP should be updated as changes occur to schedules or requests for review.

Submit the MPP via the measure log using the CPUC's MPP template.

A PA measure contributor (Measure Manager, Measure Developer, Measure Reviewer) submits the MPP to the CPUC via the Measure Log:

- ☐ Create measure log entry
- ☐ Entry type = "Measure package plan / request for CPUC early feedback"
- ☐ Visibility = "Open"
- ☐ Attach MPP

CPUC responses to MPP and early feedback will be sent to PA via an open measure log entry following similar steps.

Responding to CPUC Review

- ☐ Create a measure log entry to provide responses to CPUC review comments.
    - − Visibility = "Open"
    - − Set measure log entry type to "Reply to request for information"
    - − Log entry text should include a brief summary of the response and attachment(s) with detailed responses and other files as necessary

or

- ☐ If resubmitting a version to the CPUC, change measure status to "Resubmitted to CPUC"
    - − In measure status measure log entry include a brief summary of the response and attachment(s) with detailed responses and other files as necessary

Update the Effective Date

- ☐ If necessary, the CPUC Administrator will update the Effective Date of the new measure version upon CPUC Approval.

Update the End Date

- ☐ If the version is an update to an existing measure, the CPUC Administrator will enter the End Date to the previous version upon CPUC Approval of the new measure version.