

eTRM Workflow Guidelines

Select Conventions & Standards



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*.

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.

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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](#)

When typing the change description, only use ASCII characters. Non-ASCII characters may not convert well when downloading the change description report to a csv or a text editor that does not support Unicode encoding.

A list of common non-ASCII characters and their ASCII replacement is provided in the table below. In general, if you can type the characters from your QWERTY keyboard, it's ASCII.

Non-ASCII character to avoid	ASCII character to use instead
N-dash (–) *HTML code: –	Hyphen (-)
M-dash (—) HTML code: —	Hyphen (-)
Smart/curly double quote (“ ”) HTML code: &lquo; and &rquo;	Straight double quote (") HTML code: "
Smart/curly single quote (‘ ’) HTML code: &lquo; and ’	Straight single quote (') HTML code: '
Non-breaking space HTML code: 	Remove all

**HTML code can be viewed by clicking on “Source” button in the eTRM text editor*

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 send 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 After 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 Sheet 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 will conduct spot-check 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.

When Cal TF staff complete the review:

- Create a “Request for feedback/comments” log entry (if applicable)
 - Log entry type = “Request for feedback/comments”
 - Message: Cal TF Staff has reviewed the measure, feedback and comments are in the file attached.
 - Attach QC comment file
 - Visibility: Private to Non-CPUC measure development roles
- Release assignment of the measure back to the measure developer

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:

- POU Ready measures that will not be eligible for IOU portfolios
- 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)

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 not 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 log 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

Best Practices for Selecting Log Entry Type

Log Entry Types provide users a preview of the information that is included in the Measure Log Entry. Users can filter by Log Entry Types when reviewing the measure log history, therefore, it is important to consistently select the appropriate Log Entry Type when creating a Measure Log Entry. Note that these are not requirements but simply recommendations to drive consistency across eTRM Measure Log Entries.

Choose appropriate entry type:

- General
 - This entry type should be selected to communicate all general information or changes related to the measure. i.e., updating measure details (name, effective start/end dates, coversheet), providing supplemental information, and re-building permutations. This entry type can also be selected when other types of measure log entries are not applicable.
- Request for information
 - This entry type should be selected to communicate all requests for information such as requesting clarification on updates. i.e., requesting timelines for measures updates and requesting supplemental files from other measure contributors.
- Reply to request for information
 - This entry type should be selected to communicate all replies to the previous entry type “Request for information.” Note that release 2.3 gives measure

contributors the ability to reply directly to a measure log entry; therefore, this log entry type should be selected only for limited conditions.

- Request for feedback/comments
 - This entry type should be selected to communicate all requests for feedback and comments, mostly before or after a review status change. i.e. a measure developer requesting a peer review, a measure reviewer requesting comments from a measure developer, and a Cal TF staff reviewer requesting comments from a measure developer.
 - This entry type is also used for uploading the Excel and Python QC tools to share with measure reviewers and Cal TF Staff reviewers.
- Reply to request for comments
 - This entry type should be selected to communicate all replies to the previous entry type “Request for feedback/comments.” Note that release 2.3 gives measure contributors the ability to reply directly to a measure log entry; therefore, this log entry type should be selected only for limited conditions.
- Measure package plan / request for CPUC early feedback
 - This entry type should be selected to communicate all requests for feedback from CPUC Staff on a measure package prior to its submission (additional details are provided below).
- Measure reviewer comments
 - This entry type should be selected to communicate all comments from any measure contributor at any point during the measure development process, does not have to be under a review status. i.e., recommendations for future updates and updates needed that are not currently being captured. Note that a measure contributor who reviews a measure version should post comments directly in the measure characterization, which will automatically create a measure log entry with “Measure characterization review comment” as the log entry type. Use the “Measure reviewer comments” log entry type for comments not inserted in the measure characterization.
 - A best practice will include reviewing this entry type prior to completing a measure package update so that any prior recommended updates can be collected and implemented.
- Announcement
 - This entry should be selected to communicate all announcements to the measure contributors at any point during measure development. i.e., announcements relating to updates being implemented and announcements related to measure development timelines.

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

Best Practices for Characterization Review Comments

Characterization review comments provide users the opportunity to directly comment on information that is included in the Characterization tab. Users can select text, tables, and subsection headings to insert their comments or requests for measure developers to address, therefore, it is important to be consistent with how these comments are added so that measure developers can effectively address each comment. .

- Characterization review comments on body text
 - When posting characterization review comments on body text, please be sure to always select complete sentences or paragraphs.
 - If multiple sentences in one paragraph require comments, please select the entire paragraph and specify the sentences in the message field.
- Characterization review comments on tables
 - When posting characterization review comments on tables, please be sure to always select the table name only.
 - If specific columns/rows require comments, please include these details in the message field.
- Characterization review comments on calculations
 - When posting characterization review comments on calculations, please be sure to always select the calculation name only.
 - If comments are related to the API/variable name definitions, please be sure to include these details in the message field.
- Characterization review comments on references
 - When posting characterization review comments related to references, please be sure to:
 - If reference is used in body text:
 - Please select the complete sentence or paragraph and include the reference code with any other details in the message field.
 - If reference is used in tables:
 - Please select the table name and include the reference code with any other details, such as column or row, in the message field.
- Characterization review comments on images/videos
 - When posting characterization review comments on images/videos, please be sure to always select the image caption only.

- Characterization review comments on other items that are not directly under the text fields in the Characterization tab
 - When posting characterization review comments on other items that are not directly under the text fields in the characterization tab, such as measure details or objects in the supporting data, calculations, or permutations tab, please be sure to select the first word in the technology summary section and post comments there. Please be sure to be as detailed as possible and include the tab and object that the comments correspond to.

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.
- The CPUC Administrator should always include the following change description when overwriting a measure to enter the End Date (note that this can also be done if effective data needs to be updated):
 - Change Description:
 - Delete the current change description and add the following (note that the change description for the version that is being overwritten will automatically be appended and this text will be added at the bottom):

“Updating [effective date AND/OR end date] based upon CPUC approval.”

Conventions for Measure Updates after CPUC Approval

If a measure version update is needed after the measure has been approved and published, the following must be included (note that these conventions are only for measure updates where the measure version will not change, i.e., adding delivery types):

- Change Description (append to the existing change description):
 - “Updates for [SW Measure ID+Version] on [Date].
 - 1. [List of updates]”

- Measure Log Entry:
 - Log Entry Type = Announcement
 - Message = “
 - “Updates for [SW Measure ID+Version] on [Date].
 - 1. [List of updates]”