CalSAWS

California Statewide Automated Welfare System

DRAFT

Design Document

DDID 2199

CA 214033 – Categorize Documents by System Barcode

	DOCUMENT APPROVAL HISTORY	
CalSAWS	Prepared By	Imaging Team
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR

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1 OVERVIEW

1.1 Requests

Per DDID 2199, configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to do the following:

1) Automatically categorize all system generated documents.
2) Capture the Form Name, Form Number, Case Name, Case Number, and Document Type as key metadata.
   a. Documents with no case number are automatically sent to a quality assurance queue for review.

Functionality requiring advanced Optical Character Recognition (OCR), and task generation within the CalSAWS application will be implemented in a subsequent SCR.

1.2 Overview of Recommendations

- Configure the Imaging Solution to leverage CalSAWS webservice to obtain indexing information for documents containing a CalSAWS barcode number

1.3 Assumptions

- Functionality requiring Optical Character Recognition (OCR), and task generation within the CalSAWS application will be implemented in a subsequent SCR
- Details about the use of coversheets, and the method to generate them will be described in an subsequent SCR
- Virtual Printer will leverage OCR to obtain barcode values after the quality assurance step. This process will be described in a subsequent SCR detailing the OCR process
- Details surround routing of documents with or without a valid barcode will be outlined in a subsequent SCR
- Details surrounding No-Case routing will be described in a subsequent SCR

2 RECOMMENDATIONS

2.1 Barcode Indexing

2.1.1 Overview

Barcode indexing is the primary method by which documents will be categorized in the CalSAWS Imaging System. This indexing makes use of a unique value held within the QR code that is present on CalSAWS generated forms, and CalSAWS generated coversheets. Both single, and multi-case scan modes will leverage hardware barcode detection of the scanning user's device. This value is applied to the barcode metadata field of the scanned page. This barcode value is then passed to the CalSAWS application via the "Get Barcode Info" webservice call.

2.1.2 Get Barcode Info Webservice Call

When the Get Barcode Info webservice is called, the imaging system makes a request for document information by sending the document's barcode number to CalSAWS.

This barcode number will consist of either a 16 digit numeric value that may be present on system generated forms, a 16 digit alpha numeric value present on system generated coversheets, or a 16 digit alpha numeric value present on no-case coversheets.

If the barcode number exists in the CalSAWS database, CalSAWS responds to the Imaging System with the case number, case UID, case name, county code, form name, form number, program list and confidential level associated to the barcode number.

If no barcode number exists in CalSAWS database, no response will be returned, details surrounding routing of documents with no barcode information will be outlined in a subsequent SCR.

No-case coversheets will result in the document not being categorized to a form name or number, and will return no program list information. Details surrounding no-case coversheet document routing will be described in a subsequent SCR

2.1.3 User Verification/Submittal

The scanning user will be presented with a preview of the scanned document and the information returned from the webservice call to perform validation, additional page splitting as needed, and assign specialty flags to the document(s):
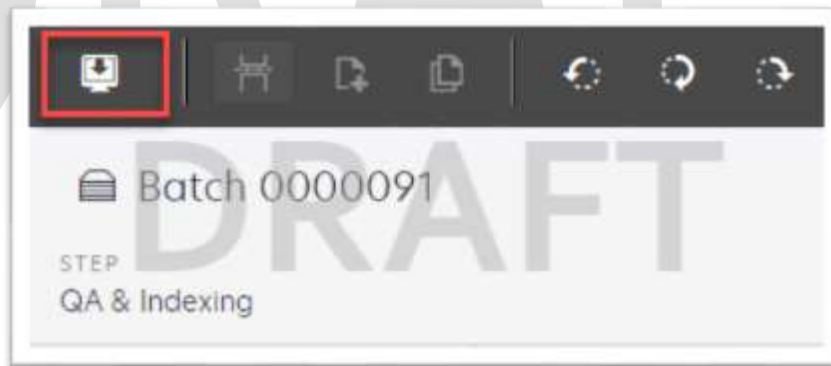
Validation Information

- o Barcode Number
- o Form Name (Categorization)
- o Form Number

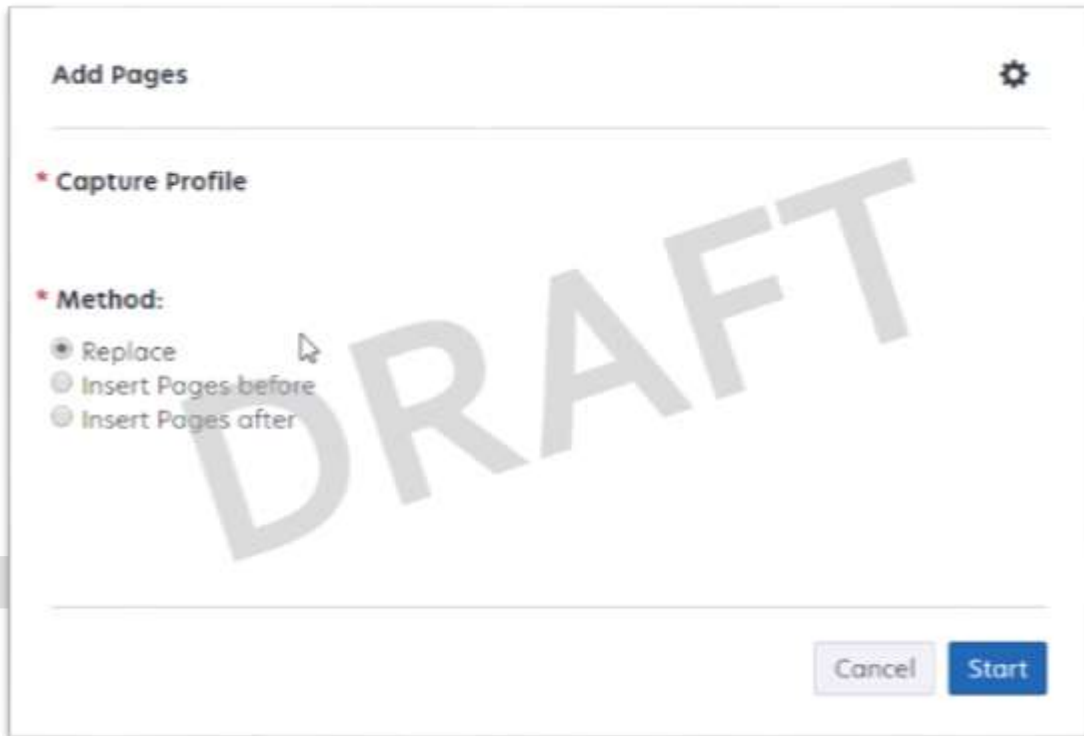Specialty Flags (Note: these flags are security driven and will be defined in a subsequent SCR)

- o Task Override
- o Person Override
- o Program Select
- o No Change SAR 7/QR 7

Once the user has completed the quality assurance step of scanning and verified the barcode field's accuracy, the document can be submitted for system routing.

If the barcode number on a document does not match, or was not picked up correctly, the user can re-scan the page(s) or route the document forward for advanced optical character recognition technology to attempt reading the barcode number. If a document needs to be rescanned, or additional pages need to be added to the batch, the user can select the "Capture" icon from the left side of the toolbar (Fig. 2.1.3.1). The user will be presented with a "Add Pages" dialog to replace, or add pages before/after the currently selected document (Fig. 2.1.3.2).

Figure 2.1.3.1 – Rescan/Capture Mockup

Figure 2.1.3.2 – Add Pages Mockup

2.1.4 Multi-Case Mode Non-Barcoded Documents

Non-barcoded documents following a barcoded document will be assigned the case context of the preceding barcoded document, this will be leveraged by the Imaging Solution to aid in classifying non-barcoded document routed to OCR. This context is passed to all documents until a new barcode is encountered.

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2199	The CONTRACTOR shall configure the core capture and indexing scan modes (Single Case, Virtual Print, and Multi-case) to do the following: 1) Automatically categorize all system generated documents. 2) Automatically categorize up to 70 person level/verification documents. 3) Read the form number from a specified location on the document(s) to be determined during detailed design. 4) Capture the Form Name, Form Number, Case Name, Case Number, and Document Type as key metadata. 4a) Documents with no case number are automatically sent to a quality assurance queue for review. 5) Compare the confidence score of all automatically categorized documents to a confidence threshold. 5a) All scanned documents that do not meet the categorization confidence threshold are sent to a quality assurance queue for review. All cases associated the document that does not meet the confidence thresholds will be sent to a quality assurance queue for review. 6) Designated staff to be prompted to select case member, multiple persons, or no person option for all person level document types which will be determined during detailed design.	• Person Level Documents will be addressed in a subsequent design document • Functionality requiring Optical Character Recognition (OCR), and task generation within the CalSAWS application will be implemented in a subsequent SCR • Details about the use of coversheets, and the method to generate them will be described in an subsequent SCR • Details surround routing of documents with or without a valid barcode will be outlined in a subsequent SCR	• Configure the Imaging Solution to leverage CalSAWS webservice to obtain indexing information for documents containing a CalSAWS barcode number

4   APPENDIX

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