

CalSAWS

California Statewide Automated Welfare System

Design Document

DDID 2514

CA ##### – Other County Documents Queue

CalSAWS	DOCUMENT APPROVAL HISTORY	
	Prepared By	Imaging Team
	Reviewed By	

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR

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1 OVERVIEW

1.1 Requests

Per DDID 2514, configure the imaging solution to allow documents received/captured in a county to be sent to the county that generated or requested the document.

1.2 Overview of Recommendations

- Create workflow queue to route documents that were generated or requested by a different county
- Configure the system to route documents to the original county that requested/generated the document

1.3 Assumptions

- This logic is only used during the capture in multi-case mode
- Security tied to scanning modes and queue access will be addressed in a subsequent SCR
- Documents generated from the CalSAWS system containing a barcode will have a barcode on each page

2 RECOMMENDATIONS

2.1 Initial Barcode Processing

2.1.1 Get Barcode Information Webservice

This webservice will pass the hardware detected barcode to CalSAWS to retrieve the indexing values. CalSAWS will pass the following values back to the Imaging System:

- Case Number
- Case UID
- Case Name
- County Code
- Form Name
- Form Number
- Program List
- Confidential Level

Barcodes are processed by the Imaging Solution at the point of scan. Users will be presented with properties during the quality assurance phase of the scanning process to validate that the barcode was read correctly, or rescan the document. Once barcoded documents have been validated, the scanning user can submit the scanned batches of documents for routing.

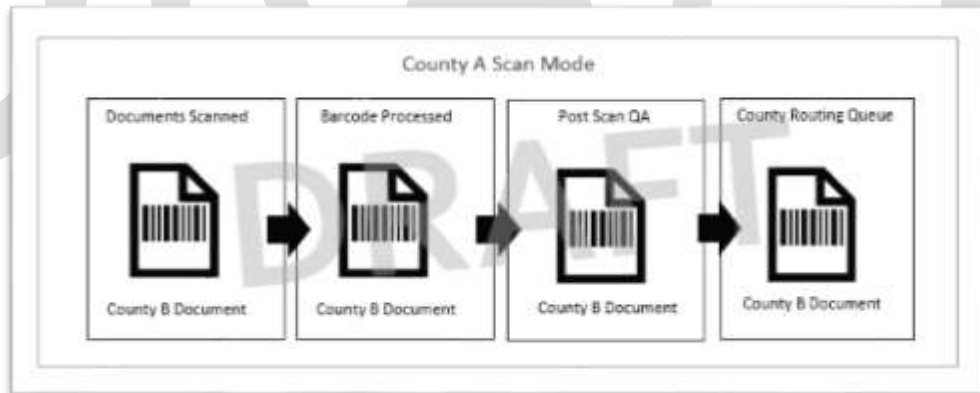


Figure 2.1.1.1 – Example Scanning Flow

2.2 Initial County Routing

The county code returned by the webservice will indicate to the Imaging Solution which county "Drawer" the document is to be indexed to. The drawer assigned to the document from the webservice will be compared to the scanning user's origin county. If the drawer assigned to the document does not match, then the document will be routed to the scanning county's barcode verification queue.

2.3 Route to Barcode Verification Queue

2.3.1 User Input/Verification

Workers with access to the barcode verification queue will be responsible for verifying the barcode value is correct. This is done by visually verifying the barcode on the document matches the number indicated on the image. Any discrepancies should be updated. Once the barcodes have been verified, the user will route the document forward to be re-processed, or routed to the appropriate county workflow.

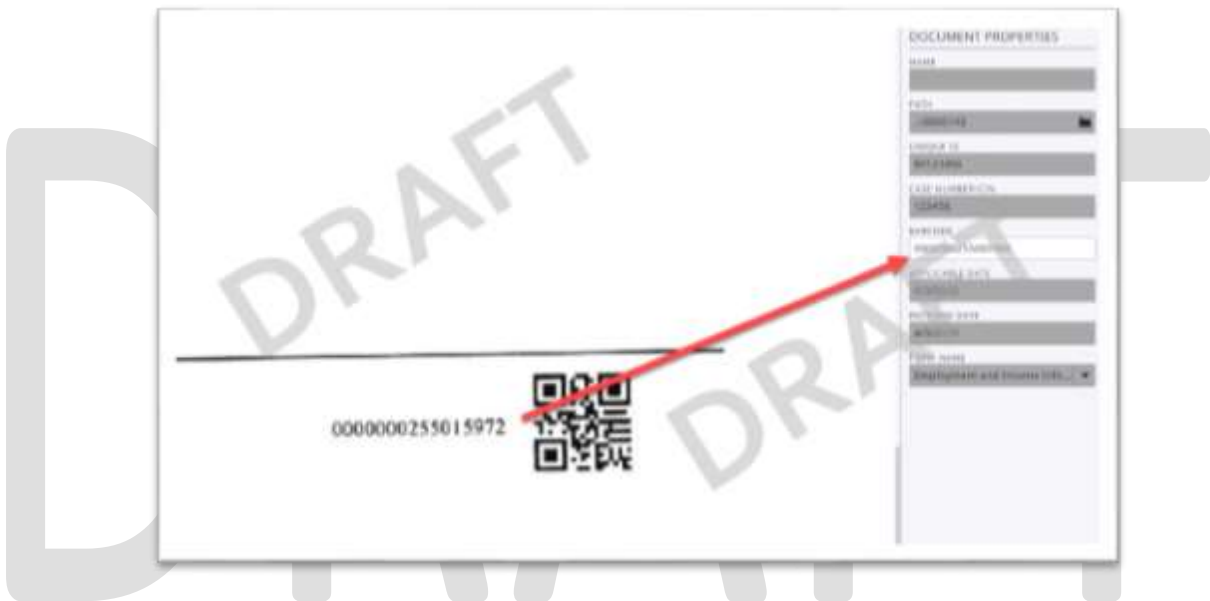


Figure 2.3.1.1 – Example Verification

2.4 Post Barcode Verification Processing

After routing out of the verification queue, the Imaging Solution will reprocess the barcode number to pull back values listed in section 2.1.1. Based on the county code returned, the system will either update the indexing values to reflect the correct information or the document will be routed to the correct county's barcode verification queue.

2.4.1 Origin County Drawer Value

Documents with a county code value matching the current county, will be routed forward for further document processing and indexing by the system.

2.4.2 Other County Drawer Value

Documents with a county code value not matching the current county, will be routed to the barcode verification queue within the appropriate county's workflow for verification by that county.

2.5 Other County Barcode Verification Queue

Documents routed to other counties will be passed to the receiving county's barcode verification queue for review. As described in section 2.4, workers with access will perform the same verification that was done in the scanning county. Assuming that there is no issue and the receiving county accepts the document, the document will be updated and routed forward for processing and indexing.

In the case that the receiving county has a discrepancy with the document, the same process described in section 2.4 can be repeated to route the document to the appropriate county.

2.6 Other County Document Flow Overview

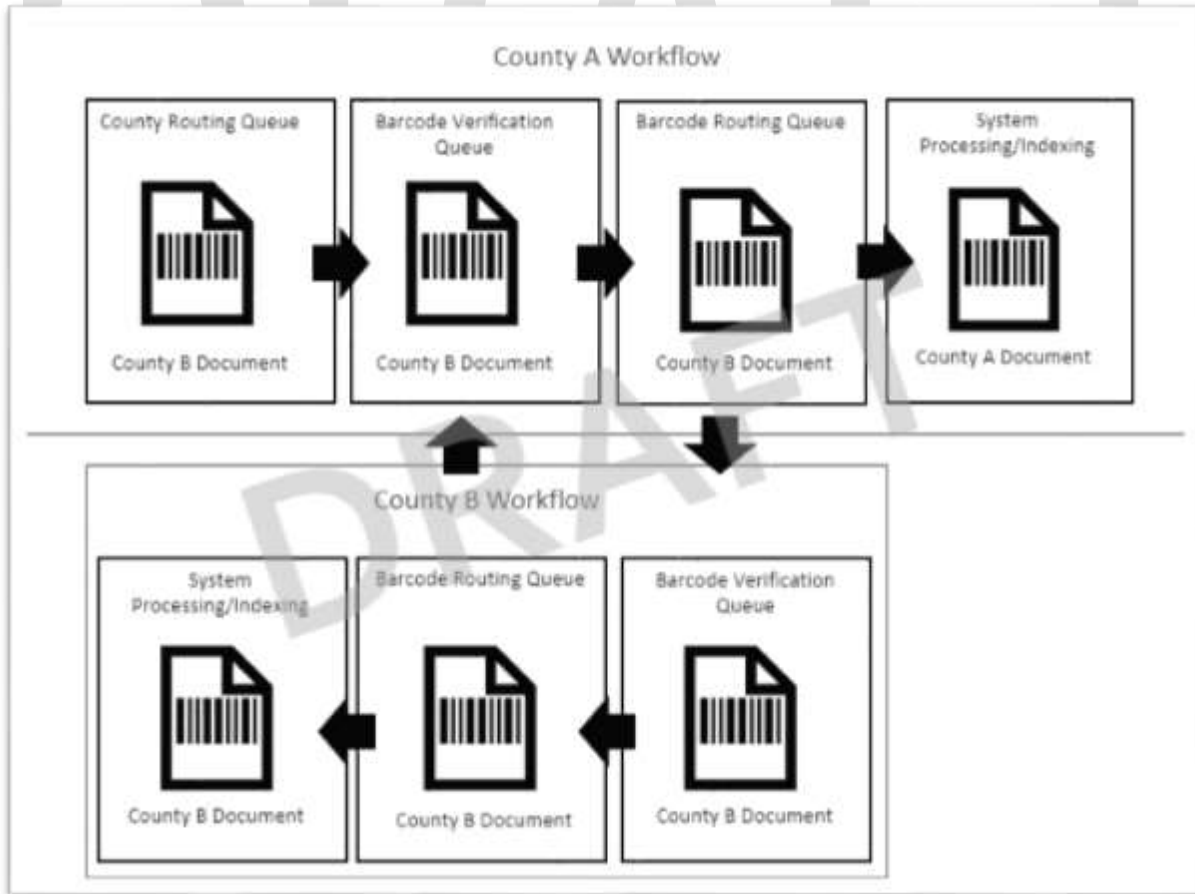


Figure 2.6.1 – Example Flow

3 REQUIREMENTS

3.1 Migration Requirements

DDID #	REQUIREMENT TEXT	Contractor Assumptions	How Requirement Met
2514	The CONTRACTOR shall configure the imaging solution to allow documents received/captured in a county to be sent to the county that generated or requested the document.	<ul style="list-style-type: none">• This logic is only used during the capture in multi-case mode• Security tied to scanning modes and queue access will be addressed in a subsequent SCR	<ul style="list-style-type: none">• Create workflow queue to route documents that were generated or requested by a different county• Configure the system to route documents to the original county that requested/generated the document

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