CalSAWS | Case Review Report and Guide

Guide #1: Update the Location of Conviction field on the Eligibility Non-Compliance Detail Page

Completion Date: Optional to Complete Pre-Migration These steps can be completed as Users are working their cases post-migration

This guide provides detailed actions that end-users can take to manually update their case data due to known data discrepancies in the conversion process.

Overview of Data Gap

Data gaps are defined as a CalSAWS System data element that cannot be converted from the C-IV System.

The Eligibility Non-Compliance Detail page has a Location of Conviction field that is a different field type between C-IV and CalSAWS.

- In the C-IV System, the Location of Conviction field is a text field allowing the user to enter the County/State in which the person was convicted
- In CalSAWS, the Location of Conviction information is captured in two fields:
 - o A State drop list that has state abbreviations selection options, and
 - o A County text field that requires the user to enter the county name

Figures 1 and 2 show the difference in field types captured for 'Location of Conviction' between the C-IV System and CalSAWS.

Figure 1 – C-IV System screenshot

	Case Name: Case Number:	Test Test 3270773					Journal 🕎 Ta	sks 🔞 Help	🊺 Page Mappir	ıg 📔 Log Out
San Bernardino	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Document Control	Tools
Customer	Eligibi	lity Nor	-Comp	liance D	etail					
Information	*- Indicates required fields				Save and Add Another Save and Return					Cancel
Case Number:	Program Cash	Program: Cash								
Person Search	Name: *									
Imaging Workflow	Test Test 🗸	0								
▼ Non Financial	Type: \star									
Contact	[IPV/Fraud		~							
Root Questions	Reason:	·							Instan	ce: *
Individual Demographics	[IPV	~			_				~	
Vital Statistics	Location	of Convicti	ion (County	y/State): *						
Household Status	Data Car	victed: *				Det	e Crime Co			
Relationship	Date Con					Dat	e crime co	mmitted:		
Citizenship										
Pregnancy	Begin Da	ite: *				End	Date:	-		
Deemed Eligibility										

Figure 2 – CalSAWS System screenshot

	Case Name: (Case Number: I	Case Name L000001		0	Journal 🕎 T	asks 🔞 Help	Resources	💓 Page Mapp	ing 🎮 Imagi	ng 督 Log Out
Los Angeles SYS1	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Client Corresp.	Admin Tools
Customer	Eligibi	lity Non	-Comp	liance D	etail					
	*- Indicat	tes required	fields		Sav	ve and Add A	Another	Save and	Return	Cancel
Case Number:	Program	n:								
Person Search	Cash									
▼ Non Financial	Name: 🕴									
Contact	Connor, Ol	en 42M 🗸								
Root Questions	Type: 🖊									
Individual Demographics	IPV/Fraud		~							
Vital Statistics	Reason:	*			1	Instance: 🕯	k			
Household Status	IPV	~				×				
Relationship	Location	of Convict	ion: 🗚							
Citizenship	State:					County:				
Pregnancy	>									
Deemed Eligibility	Date Co	nvicted: *				Date Crime	e Committe	d:		
Residency						<u> </u>				
Other Deve Areiet										

Impact Analysis

The Conversion Team has identified C-IV records with a non-compatible Location of Conviction value that requires manual resolution to be correctly mapped to CalSAWS. If these non-compatible values are not updated prior to Migration, no value will appear in the CalSAWS Location of Conviction fields, which can be updated with the appropriate values directly in CalSAWS post-migration.

Clean-up Instructions

Overview

Users should review the impacted cases from the associated **Case Review Report #1** to update Location of Conviction field to the correct format of **[County Name]/[State]**

Instructions

Follow the instructions below to update the Eligibility Non-Compliance Detail page to resolve each impacted case.

Step	Action
1.	Use Case Review Report #1 to select a case. Open the
	impacted case in C-IV.
2.	Place the cursor over Eligibility in the Global navigation
	bar.
3.	Select Customer Information in the Local navigator.
4.	Click Non-Compliance in the Task navigation bar.
5.	On the Eligibility Non-Compliance List page:
	a. Click the Edit button for the appropriate record.
	On the Case Review Report #1 spreadsheet, use the
	associated values for:
	 Non-Compliance Program (column K),
	• Type (column L),
	• Reason (column M),
	Begin Date (column N), and
	End Date (column O)
	to select the Name of the impacted case on the
	Eligibility Non-Compliance List page.
6.	On the Eligibility Non-Compliance Detail page:
	a. Update the Location of Conviction field to the
	correct format of County/State (e.g., Alpine/CA,
	Merced/CA, Tehama/CA, etc.).
	b. Click the Save and Return button.

Note:

If any other format is used, the record will not convert correctly. For example, the following formats would **not** convert:

- Alpine, CA
- Kern CA
- Sutter CA

Only records with the [County]/[State] format will convert correctly:

• Merced/CA