Cal**SAWS** | **Final Case Review Report and Guide**

Guide #1: Update the 'Location of Conviction' field

Completion Date: 09/22/2021

This guide provides detailed actions that end-users can take in order 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 C-IV, the 'Location of Conviction' field is a text field for the County/State the case participant was convicted in.
- In CalSAWS, the 'Location of Conviction' information is captured as:
  - A 'State' field that has dropdown values for state abbreviations, and
  - A 'County' text field that requires user input.

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

Figure 1 – C-IV screenshot of 'Location of Conviction' field

Figure 2 – CalSAWS screenshot of 'Location of Conviction' field

Impact Analysis

The Conversion Team has identified C-IV records with a non-compatible 'Location of Conviction' value that requires manual resolution in order to be mapped to CalSAWS. If these non-compatible values are not updated prior to Migration, no value will appear in the CalSAWS 'Location of Conviction' field, 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 **Final Case Review Report #1** to update 'Location of Conviction' field to the correct format of **[County Name]/CA**

Instructions

Follow the instructions below to resolve each impacted case.

Update 'Eligibility Non-Compliance Detail' Records	
Step	**Action**
1.	Use **Final Case Review Report #1** to select a case. Open the impacted case in C-IV.
2.	While in the context of the impacted case, navigate to the **Eligibility Non-Compliance Detail** page by hovering over **Eligibility** on the Global Navigation and selecting **Customer Information.** Under **Non Financial**, select **Non-Compliance.**
	On the **Final 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.
3.	On the **Eligibility Non-Compliance Detail** page:
	a.) Click the **Edit** button
	b.) Update the **Location of Conviction** field to the correct format of **County/State** (e.g. Alpine/CA, Merced/CA, Tehama/CA, etc.).
	c.) Click the **Save and Return** button.