# CalSAWS | 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 Conv	iction'	field
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	Case Name: Case Number:	Test Test 3270773					Journal 🕎 Ta	isks 🔞 Help	🊺 Page Mappin	ig 🚰 Log (
San Bernardino	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Document Control	Tools
Customer	Eligibi	lity Non	-Comp	liance D	etail					
Information	*- Indicat	es required	fields		Sav	ve and Add /	Another	Save and	Return	Cancel
Case Number:	Program				_					
G	Cash									
erson Search	Name: *									
naging Workflow	Test Test 🗸	0								
Non Financial	Type: \star									
Contact	IPV/Fraud		~							
Root Questions	Reason:	*							Instan	ce: \star
Individual Demographic	s	~							~	
Vital Statistics	Location	of Convicti	on (Count	y/State):						
Household Status										
Relationship	Date Con	victed: *				Dat	e Crime Co	mmitted:		
Citizenship										
Pregnancy	Begin Da	te: \star				End	Date:	_		
Deemed Eligibility								3		
	_									

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

	Case Name: 0 Case Number: 1	Case Name L000001		0	Journal 🕎 Ta	asks 🔞 Help	Resources	💓 Page Mapp	ing 💌 Imagi	ng 🚰 Log Out
Los Angeles SVS1	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					
Information	*- Indicates required fields					e and Add A	Another	Save and	Cancel	
Case Number:	Program	n:								
Person Search	Cash									
▼ Non Financial	Name: >	k								
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					l					
Deemed Eligibility	Date Co	nvicted: *			1	Date Crime	e Committe	d:		
Residency					l					
Oshan Dava Analas										

## **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 <b>Eligibility</b> 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:							
	<ul> <li>Non-Compliance Program (column K),</li> </ul>							
	• <b>Type</b> (column L),							
	<ul> <li>Reason (column M),</li> </ul>							
	<ul> <li>Begin Date (column N), and</li> </ul>							
	• End Date (column O)							
	to select the <b>Name</b> of the impacted case on the							
	Eligibility Non-Compliance List page.							
3.	On the Eligibility Non-Compliance Detail page:							
	a.) Click the <b>Edit</b> button							
	b.) Update the Location of Conviction field to the							
	correct format of <b>County/State</b> (e.g. Alpine/CA,							
	Merced/CA, Tehama/CA, etc.).							
	c.) Click the <b>Save and Return</b> button.							