CalSAWS | Notes from Imaging Committee

Date:	December 12, 2019	
Time:	10:00 am – 12:00 pm	
Meeting Called by:	Rhiannon Chin	
Notes Location:	CalSAWS Website	
Meeting Materials:	CalSAWS Committee Slide Deck	
	CalSAWS Committee Notes Policy	

Attendees:

		NAME			NAME
☒	R1	Ruben Bates	☒	R4	Chris Gomez
☒	R1	Terri Rose	☒	R4	Martha Esparza
☐	R1	Christine Alvarez	☒	R4	Louis Cuellar
☒	R1	Brent Wong	☒	R4	Cheryl Armstrong
☒	R1	Todd Estabrooks	☐	R4	Aaron Gomes
☒	R2	Beth Andrews	☒	R5	Bernabe Ochoa
☒	R2	Savina DiDio	☒	R5	Tony Baker
☒	R2	Tou Yang	☒	R5	Christine Becerra
☐	R2	Hortencia Hernandez	☒	R5	Felix Sanchez
☐	R2		☒	R5	Eric England
☐	R3	Heather Brantley	☒	R6	Gayane Machkalyan
☒	R3	Brian for Veronica Romo	☒	R6	Juan Herrera
☒	R3	Dayna Boggs	☐	R6	Lilia Sarno
☐	R3	Julie Evinger	☒	R6	Linda Lui for Mario Palacios
☒	R3	Michelle Smith	☒	R6	Wanda McLaurin
Project		Danielle Benoit	Project		Erick Arreola
Project		John Dray	Project		Rhiannon Chin
Project		Cory Wozniak	Project		Toby Barnes
Project		Chris Vasquez	Project		Tejinder Singh
Project		Ben Cox			

Topic	Important Points
Welcome - Introductions • Welcome to CalSAWS Committee Slide Deck • CalSAWS Meeting Notes • Meeting Frequency/Schedule	• All docs rec'd in Imaging Committee Mtg e-mail 11/27/19. • Slide deck reviewed – no questions or concerns. • Template provided in Skype presentation and 11/27/19 e-mail. • Refer to slides 11, 12 of CalSAWS Committee Slide Deck for more details. • Meeting frequency is TBD – May be monthly for the next 6 months until we're past the design phase. • Ignore meeting schedule distributed in 11/27 e-mail; new schedule will be discussed at in-person meeting on January 23, 2020 – 10am-3pm @ CalSAWS North & South physical sites.
58 County Imaging Solution • Proposed Imaging solution went to JPA board last month.	• **Recommendation:** Hyland solution hosted in the Amazon cloud. Approval targeted for 1/2020. • The imaging solution should be able to index non-CalSAWS forms. This will be identified by the counties in this CRFI and discussed at next meeting.

Topic	Important Points
	• CRFI will be sent to counties requesting any non-Tier 1 forms that cannot be mapped to an existing Tier 1 form. Purpose - To bridge the information gap between the imaging solution and documents not generated from CalSAWS. Targeted release date -12/23/19. Tentative due date - 1/17/20. • Note: Correspondence committee is responsible for reviewing new forms to be moved into the CalSAWS.
Perceptive Content Orphan Queue Clean Up	• The project is working on this process for queues with unassigned workers.

Imaging CER/SCRs

• SCR CIV – 105495- Imaging script for the person's name	• Issue: Long names maxing out the character limit. • Solution: Script will take first, first name and last, last name for person name. ETA – Release 20.01.
• SCR CIV – 105307 – Script for "Kiosk Default", "Mobile Default", "Default Clerical", and "Default Default" document types	• Issue: There is a back log of un-indexed images. System is not kicking back un-indexed images. • Solution: Script will kick back non-indexed documents to the worker queue route. CIT will be sent to counties with estimates of impact. ETA – before January release.
• CER CA – 208735 – Request to change data file sent to LA county	• Issue: Need reporting data elements for CalHEERS and confidential cases. • Solution: Add two new data designations. Impact is to the data send to LA county only; not used in CalSAWS. LA county specific.
• CER CA – 211068 – Withdrawn by LA county	• Unanimous vote to approve CER.
Open Discussion	• Web Portal: webportal.calsaws.org • List of documents by tier: CalSAWS Web Portal > Resources > CalSAWS Migration > Functional Design Sessions > Non State Forms

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Counties will provide Tier 2 and 3 forms that CANNOT be mapped to a Tier 1 form in response to the pending CRFI	All counties	ETA – week of 12/23/19	1/17/20	Open

#	Decision Made	Who Made the Decision	Date
1	CA-208735 Approved	RCM vote	12/12/2019