



## [CA-51962] ACL 14-59- Imaging Domestic Violence and Sensitive Cases Into the Electronic Document Management System (EDMS).

Issue Type:	SCR	Team Responsible:	Imaging	Assignee:	Karthikeyan Krishnamoorthy
Fix Version/s:	[TBD]	Designer Contact:		Change Type (SCR):	New Policy
Minor Version:		Expedite Changes:	No	Estimate:	
Reporter:	Elton Wong [X]	Regulation Reference:	ACL 14-59	Created:	01/19/2018 11:44 AM
Status:	New	Impact Analysis:		Outreach Required:	No
Consortium Contact:	Erick Arreola	Training Impacted:	[N/A]	Funding Source:	
Project Phase (SCR):	Production	Funding Source ID:			
Other Agency Cross Reference:					
Current Design:	These sensitive and confidential documents under no circumstances can be displayed, retrieved or printed by unauthorized staff. As such, currently DV and other types of sensitive cases (e.g., Adoption Assistance, High profile, employee/Employee Relative, Foster Care, Human Trafficking and Minor Consent) are not being imaged into EDMS, although the Department has completed its strategic goal of imaging all other cases into the EDMS.				
Request:	The physical cases are maintained in locked files.				
Recommendation:	# Allow DV and Sensitive cases marked Confidential (e.g., Domestic Violence; High Profile; Human Trafficking and Minor Consent) to be imaged.  # Set up a standalone scanning environment in each district office and region to allow SSS staff, assigned to the DV Security Group, process their own scanning into a unique queue accessible only to SSS unit only.				
Outreach Description:					
Operational Impact:					