Cal**SAWS** | Imaging Committee Meeting Notes

Date:	March 25, 2020	Location:	Skype Meeting
Time:	10:00 am – 12:00 pm	Meeting Called By:	Rhiannon Chin
		Meeting Materials:	CRFI 20-003 Draft Responses

Attendees:

		NAME			NAME			NAME
☒	R1	Ruben Bates	☒	R4	Chris Gomez	☒	Proj.	Danielle Benoit
☒	R1	Terri Rose	☒	R4	Martha Esparza	☐	Proj.	John Dray
☒	R1	Christine Alvarez	☒	R4	Louis Cuellar	☒	Proj.	Cory Wozniak
☒	R1	Brent Wong	☒	R4	Cheryl Armstrong	☒	Proj.	Chris Vasquez
☒	R1	Todd Estabrooks	☒	R4	Aaron Gomes	☒	Proj.	Ben Cox
☐	R2	Beth Andrews	☒	R5	Phi Phi Thai	☒	Proj.	Toby Barnes
☒	R2	Savina DiDio	☒	R5	Tony Baker	☒	Proj.	Rhiannon Chin
☐	R2	Tou Yang	☒	R5	Christine Becerra	☒	Proj.	Erick Arreola
☐	R2	Hortencia Hernandez	☒	R5	Felix Sanchez	☒	Proj.	Tejinder Singh
☐	R2		☒	R5	Eric England	☐	Proj.	Sam Svay
☒	R3	Heather Brantley	☐	R6	Gayane Machkalyan	☒	Proj.	Arvin Liang
☐	R3	Bryan Fleury	☒	R6	Juan Herrera	☒	Proj.	Matt Flohaug
☒	R3	~~Dayna Boggs~~ Kimi Hunter	☐	R6	Lilia Sarno	☒	Proj	Laura Cvetkovic
☒	R3	Julie Evinger	☒	R6	Mario Palacios	☒	Proj.	Gerald Mills
☒	R3	Michelle Smith	☒	R6	Wanda McLaurin	☒	RM	Matthew VanderEyck

Topic	Important Points
SCR CIV-105925 **Modify Imaging Workflow Rights**	• SCR has been rejected, SCR no longer needed • CIV-105922 addressed this issue in 20.03
SCR CA-214050 **Draft Baseline Environment Configuration** • This draft is a "living document" • All changes or modifications to this draft will be sent or addressed at later committee meetings • Prior to "Go Live" a training environment will be created	• Security will be addressed in a separate SCR
SCR CA-214172 **Draft Multi-case, Import, Virtual Capture** • There will be a system generated "Batch Number" and an optional editable "Bundle ID" field at the point of capture • Barcode values will be captured only leveraging hardware detection, the use of	• Client – Full application from workstation • Experience – Web based with full capture functionality • Security driven capture modes for Other County Documents (i.e. AAP, IHSS, Child Welfare Services, QA/QC) will be added later

Topic	Important Points
OCR/ICR detection will be established in a subsequent SCR • Enable Virtual Printer to be used for importing non-barcoded documents into the Imaging Solution without the need to print out documents/pages first	
SCR CA-214045 **Draft Annotations Design Document** • Annotations are used to visually add notes or information to a document. The use of annotations will be defined by county business policy, and security surrounding the annotations will be outlined in a separate SCR. • In order to annotate a document, the file must be a TIF format (Default scanning format within the Imaging Solution). When viewing non-TIF images in the Client, the annotation toolbar will display greyed out icons. In Experience, the annotation toolbar will not be presented.	• DDID 2262 • Can Counties turn off Annotations? No
CRFI 20-003 Imaging County Documents & **Forms Indexing Discussion**	• All counties have reported • Some State forms have an SCR assigned • Count Column – Identify forms that will fall under category on the response list • County specific documents will not be added as new forms • How will counties add/request additional documents outside of the list? I.e. obsolete documents – These would need to be requested via a CER and reviewed/approved by the committee.
CRFI 20-010 Imaging – County Kick- **Off/Discovery Sessions**	• Responses due by March 31, 2020

#	Action Item	Assigned To	Assigned Date	Due Date	Status
1	Update draft design documents	Project	3/25/2020	4/8/2020	In Progress

#	Decision Made	Who Made the Decision		Date
1	SCR 214050 – Unanimously Approved	**Region**	**Name(s)**	3/25/2020
		Region 1	Todd Estabrooks	
		Region 2	Savina Didio	

Region 3   Kimi Hunter (for Dayna Boggs)

Region 4   Martha Esparza, Cheryl Armstrong

Region 5   Eric England

Region 6   Juan Herrera