

CalSAWS | Imaging Committee Meeting Notes

Date: June 18, 2020	Notes Location: CalSAWS Web Portal
Time: 9:00 am – 12:00 pm	Meeting Materials: Draft Design Documents

Meeting Called by: Rhiannon Chin

NAME	NAME	NAME
<input checked="" type="checkbox"/> R1 Reuben Bates	<input checked="" type="checkbox"/> R4 Chris Gomez	<input checked="" type="checkbox"/> Proj. Project Staff
<input checked="" type="checkbox"/> R1 Terri Rose	<input checked="" type="checkbox"/> R4 Martha Esparza	<input checked="" type="checkbox"/> RM Matthew VanderEyck
<input checked="" type="checkbox"/> R1 Christine Alvarez	<input checked="" type="checkbox"/> R4 Louis Cuellar	
<input checked="" type="checkbox"/> R1 Brent Wong	<input checked="" type="checkbox"/> R4 Cheryl Armstrong	
<input checked="" type="checkbox"/> R1 Todd Estabrooks	<input checked="" type="checkbox"/> R4 Aaron Gomes	
<input checked="" type="checkbox"/> R2 Beth Andrews	<input checked="" type="checkbox"/> R5 Phi Phi Thai	
<input checked="" type="checkbox"/> R2 Shawna Reed	<input checked="" type="checkbox"/> R5 Tony Baker	
<input checked="" type="checkbox"/> R2 Tou Yang	<input checked="" type="checkbox"/> R5 Christine Becerra	
<input checked="" type="checkbox"/> R2 Hortencia Hernandez	<input checked="" type="checkbox"/> R5 Felix Sanchez	
<input type="checkbox"/> R2	<input checked="" type="checkbox"/> R5 Eric England	
<input type="checkbox"/> R3 Heather Brantley	<input type="checkbox"/> R6 Arin Shahgholi	
<input checked="" type="checkbox"/> R3 Bryan Fleury Crystal	<input checked="" type="checkbox"/> R6 Juan Herrera	
<input checked="" type="checkbox"/> R3 Dayna Boggs	<input checked="" type="checkbox"/> R6 Mario Palacios	
<input checked="" type="checkbox"/> R3 Julie Evinger	<input checked="" type="checkbox"/> R6 Dianna Crowley	
<input type="checkbox"/> R3 Michelle Smith	<input type="checkbox"/> R6 Andy Nazarian	

Topic

CA-214031 Case Coversheet Generation

Important Points

- Access from CalSAWS, not imaging system
- Multi case mode and docs without barcode will need coversheet in front of documents. Coversheet will be placed on top of each
- Batches that lead with a barcoded document do not need coversheets
- Coversheets needed for all verifications without a barcode. Not for single case mode if a single doc.
- Multiple coversheets can be created, and each case generates its own coversheet. Case number separated by semicolon
- Cannot create coversheets for cases from other counties? No
- Program status not considered for generation of coversheet. Only case number needed

Topic

Important Points

- Confidential cases do not display case names, consistent with our CalSAWS confidentiality
 - Everyone can scan a confidential doc into system
 - May not be able to view
 - We will be voting regionally if names should appear on coversheet, request to follow
 - CalSAWS does not have ability to show or hide case names on coversheets with security
- With a coversheet, pages of a document need to be in correct order
- No case number batch - Docs without an assigned case number can be routed to a County or Office level queue
- Barcodes and coversheets available in supporting docs, section 3

Report – Imaging Documents Captured Report

- Suggestions
 - Document type or form names – volume of docs per type
 - Docs captured by kiosk, self-service portal, etc.
 - Docs capture by which scan modes
 - Location = office number? Docs captured at a specific location

Report – Imaging Documents in Batch Grid Report

- Used to track unprocessed batches
- No intention of documents being deleted after 14 days, subject to performance testing

- Suggestions
 - Repurpose for QA
 - Workflow queues (no case)
 - Bundle ID
 - Received /applicable date
 - Case name from single case scan mode
 - Include anything part of initial scanning and overrides
 - Drawer – mirror scan mode
 - Summary in docs in a queue created by user

Report – Imaging Exception Queues Aging Report

- Suggestions
 - Barcode verification
 - OCT exception queue
 - Workflow - No case number
 - Workflow - Person select queue
 - Additional details

Topic

Important Points

- Case number where available
 - Paused reports discussion
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Confidentiality

- Suggested meeting 3-5 on June 30 for a detailed discussion
Deadline extended for Security and Auditing to July 6, 2020
- 7/23/2020 next meeting 9-12
Potentially add meetings

DRAFT