

CalSAWS | Imaging Committee Meeting Notes

Date: June 30, 2020

Notes Location: Teams Meeting

Time: 3:00 pm – 5:00 pm

Meeting Materials: None

Meeting Called by: Rhiannon Chin

Attendees:

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 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 checked="" type="checkbox"/> R3 Heather Brantley	<input checked="" type="checkbox"/> R6 Arin Shahgholi	
<input checked="" type="checkbox"/> R3 Crystal Kehle	<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 type="checkbox"/> R6 Dianna Crowley	
<input checked="" type="checkbox"/> R3 Michelle Smith	<input type="checkbox"/> R6 Andy Nazarian	

Topic

Demonstration: Confidentiality in LRS

- Content demonstrated will not be changed in CalSAWS at this time
- Assign confidentiality to case
- Assign confidentiality Security Role to worker
- View/Add confidential Flag indicator to case (Case Summary > Case Flag List page)

Important Points

- Certain security roles have confidential access built in
 - Allows access to the Confidential Drawer in imaging
- User w/Lesser Rights Account
 - Does not have rights to view DV built in
 - Error message: "You are not authorized to view this confidential case. Contact your supervisor"
 - Confidential access can be added on an individual basis
- Local security officers can add confidential security access (Ex: Domestic Violence (DV))
 - Admin Tools> Office Admin> Find Account (user)> Security Assignment> Edit Security Assignment> Add Security Group> search Confidential DV View> Assign> Save
- Lesser Rights Account
 - Now able view confidential case

Confidential Imaged Documents

- Converting case to Confidential
- Case Level documents will move to county's Confidential Drawer via nightly batch job, and vice versa when reverting back

Topic

Important Points

- Must have confidential security rights in CalSAWS to view confidential documents in Imaging
- Users can access confidential documents via the Images button on different pages throughout CalSAWS while in the context of a case, including the Case Summary page
- Person Level documents will not move to Confidential Drawer; to be viewable crossed county lines
 - Manual process to move Person Level documents to Confidential drawer via reindexing process
- Person in Confidential case leaves case/county to another case/county, their person level documents will follow and be viewable to new case or receiving county
- The Confidential Search security right can search for and view **all** confidential documents from the imaging solution itself; regardless of the additional confidential security right granted or not granted
- Person Level documents indexed to Case Level will not automatically revert back when case is no longer confidential

Open Discussion

- Other program
 - Foster Care, AAP, etc. documents will need to be at Case Level
 - "Specialty Drawers" not considered confidential but are separately secured drawers, e.g. Adoptions, Adult Aging Services, CWS
 - Indexing using specific scan modes
 - Assigned specific users to access and view documents within these drawers
- ICT questions
 - Standard process for C-IV counties currently, is to remove confidentiality prior to initiating the ICT
 - Confidentiality will need to be determined by receiving county

Design Document: Security and Auditing

- No changes will be made to document
- Postponed regional votes due date until Monday, 7/6/2020