# CalSAWS | Information Transmittal (CIT)  0150-20

☒ **CalSAWS DD&I**   ☐ **C-IV M&O**   ☐ **CalWIN M&O**   ☐ **LRS M&E**

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| **Distribution Date:** | August 7, 2020 |
| **To:** | PPOC.All; Committee.MEDS.All; Consortium.RegionalManagers.All, CalSAWS.Deduplication.POC |
| **CIT Name:** | **CalSAWS De-Duplication Report** |
| **From:** | CalSAWS Project |

**PPOCs, please forward to the appropriate impacted staff in your county:**

☒ General                                     ☐ Reports
☐ Policy                                        ☐ Fiscal
   ☐ CW                                         ☐ Caseload Movement
   ☐ CF                                         ☐ Management
   ☐ MC                                    ☐ Fiscal
   ☐ CMSP                                  ☐ Security
   ☐ FC/KG/AAP                             ☐ Batch and Interfaces
   ☐ Child Care                            ☐ Imaging
   ☐ WtW                                   ☐ Migration
   ☐ Other Program(s)_____     ☒ Conversion
☐ C4Yourself        ☐ Your Benefits Now!   ☐ Technical
☐ Customer Correspondence                 ☐ Training
☐ Other_____                 ☐ Help Desk

| Description: (Including any step-by-step instructions) | **Purpose** <br> The purpose of this CIT is to inform all 58 CalSAWS Counties that the CalSAWS De-Duplication Report is ready and posted in the Web Portal. The CalSAWS De-Duplication Report will be produced monthly. The De-Duplication Points of Contact (DPOC) List has also been updated and is attached to this CIT. <br><br> **Background** <br> The CalSAWS Project Conversion Team hosted a 3-day workgroup session October 15, 2019 – October 17, 2019 and a process was requested that outlines how counties communicate with one another to resolve duplicate person records. At the session, the counties defined the "Owning County" for the Person De-Duplication Report as the county that has the person record with the most recent Application Date for the Client Identification Number (CIN). The participating counties also determined that the "Owning County" is responsible for initial research for a duplicate person record on the report. If the Owning County needs to contact the other county identified on the report, the Owning County will refer to the DPOC list for the appropriate contact's information. <br><br> **Additional Information** |
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The CalSAWS De-Duplication Report can be found in the CalSAWS Web Portal in the appropriate County folders. Due to the confidential nature of the reports, the Confidential De-Duplication Report and the Foster Care De-Duplication Report are not placed on the Web Portal and must be requested. Requests for these reports must be sent to Cristy Sharma or Paul Trisler at the email addresses below.

The CalSAWS Person De-Duplication Business Process and Communication Protocol Final and updated De-Duplication POC List is attached to this CIT for your reference.

Link to CalSAWS De-duplication Report ███████████████████

Link to Person De-Duplication Business Process and Protocol Final and De-duplication POC List ███████████████████
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**County Action**
To review the County's CalSAWS De-Duplication Report and take corrective action as appropriate.

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| **Primary Project Contact:** (Name, phone number, email address) | *Questions can be sent back to* Communication@CalSAWS.org<br><br>Cristy Sharma<br>(916) 934-6814<br>SharmaC@CalSAWS.org |
| **Backup Project Contact:** (Name, phone number, email address) | Paul Trisler<br>(916) 390-1957<br>TrislerP@CalSAWS.org |
| **Attachments:** | De-Duplication POC List.PDF<br>Person De-Duplication Business Process and Communication Protocol_Final.PDF |
| **Web Portal Link:** | ███████████<br><br>OR<br><br>You may also retrieve the CIT document and attachments by following these steps:<br>1. Click on the CRFIs & CITs link at the top of the page.<br>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.<br>3. Click on the "2020" folder.<br>4. Click on the appropriate CIT # folder. |