Cal**SAWS** | **Notes from Imaging Committee**

Date:	October 22, 2020	Notes Location:	CalSAWS Portal
Time:	9:00 am – 12:00 pm	Meeting Materials:	Agenda
Meeting Called by:	Rhiannon Chin		CER CA-210072
Attendees:			

		NAME			NAME			NAME
☒	R1	Jerome Graham	☒	R4	Chris Gomez	☒	Proj.	Project Staff
☒	R1	Terri Rose	☒	R4	Martha Esparza	☒	RM	Matthew VanderEyck
☒	R1	Christine Alvarez	☒	R4	Louis Cuellar			
☒	R1	Brent Wong	☒	R4	Cheryl Armstrong			
☒	R1	Todd Estabrooks	☒	R4	Aaron Gomes>Catherine			
☒	R2	Beth Andrews	☒	R5	Phi Phi Thai			
☒	R2	Shawna Reed	☒	R5	Tony Baker			
☐	R2	Tou Yang	☒	R5	Laura Alba			
☐	R2	Hortencia Hernandez	☒	R5	Felix Sanchez			
☒	R2	Nataliya Kurrina	☒	R5	Eric England			
☒	R3	Heather Brantley	☒	R6	Arin Shahgholi			
☒	R3	Crystal Kehle	☒	R6	Juan Herrera			
☒	R3	Dayna Boggs	☐	R6	Mario Palacios			
☒	R3	Julie Evinger	☒	R6	Dianna Crowley			
☐	R3	Michelle Smith	☒	R6	Mohsin Kahn			

Topic	Important Points
CER CA-210072 Additional Imaging Drawers for Merced County	• Is this something other counties could use if needed and can the drawers be used for something other than APS? Example would be for APS. If we needed something for advocacy could we use this for that? Other counties would not have access to these drawers, and they could not be leveraged for anything else. The Imaging Solution has separate drawers and corresponding security that was deemed necessary at the functional design sessions. Additional drawers, included APS and MSSP, are needed only for Merced counties at this time. • The documents will be associated to the Case Number and are the last two programs to be entered in the system for Merced. • Outside of Merced County, are there any impacts to other counties that may influence voting? (Cost, timelines, etc) Merced county would need to pay for the additional drawers, and drawer would not be implemented until after all counties are on CalSAWS/Imaging. • An Email sent out for votes due 11/10/2020
Draft CalSAWS Imaging Solution Design Documents Discussion • CA-214055 DDID 2266 - Update the VLP Step 3 Process to interface with CalSAWS Imaging Solution	**CA-214055 DDID 2266 – Update the VLP Step 3 process to interface with CalSAWS Imaging Solution:** • Votes/responses are due on 10/28/2020

Topic	Important Points

Topic	Important Points
• CA-214039 DDID 2509 - e-ICT Document Transfer	• Currently in C-IV if you want to see images in the context of the case you have to log in to the Perceptive Content box when it pops up. Will we have to do this with the new solution? CalSAWS is single sign on so if you are authentic to CalSAWS there is no need **CA-214039 DDID 2509 - e-ICT Document Transfer:** • There are specific docs required by the state that need to be sent in an ICT. The programs ICT'd will have the documents attached that the state mandates. There is a concern about the other documents that are not state required. Since these documents are not state mandated and are specific to the county, there are not considered as a requirement to send with an ICT. • Question, when we receive an ICT from another county. Each document type is not separated. With the new solution, will it be separated? The intent is to pass it through OCR and translate into Hyland. • From Hyland County to Hyland County, we have all the data elements to use. Scan a driver's license with paystub, it would need to be separated through the ICT process or the OCR • Additional documents can be included with the ICT doc mapping if there is a need by all of the counties. We would need to evaluate this on an individual basis. Any potential changes would be done after all counties are on CalSAWS. • Counties can send a journal entry – Virtual Print into Imaging, and index/append to an ICT document. • Is there a time standard for the batch to be completed? Will depend on the file sizes? ○ We don't have a standard timing now, and it's hard to determine until the system is in place. We are currently planning on every half hour. It would be the same day ideally in the hour. • May have a separate meeting to focus on documents sent with ICT.
General Design Updates: **CalSAWS Imaging - Design Revisions**	**Change "Exception Routing" to "Origin"** • We must change the label "Exception Routing" to "Origin" because "Origin" is hardcoded in Hyland's software, meaning that we cannot rename the "Origin" field. This field will still function the same and serve the same purpose, but will have a different label. ***Impacted designs:*** • CA-214035 Store Index Values • CA-214172 Multi, Import, Virtual Capture • CA-214058 Environment Workflow Configuration • CA-214030 Capture Single and Barcode Detection **Security Updates** • We have to change how the Annotations security groups work because of limitations in Hyland's software. "Annotations Owner" was renamed to "Annotations," and allows users to create or hide all annotations. "Annotations

Topic	Important Points
	Admin" was changed to allow users to create, edit, hide or remove any annotations.
	• We added three new security groups for additional control over capture abilities.
	Impacted designs:
	• CA-214027 Security and Auditing
	• We have renamed "Imaging View Case" to "Imaging Search Case" and "Imaging View Person" to "Imaging Search Person." These new names more accurately reflect the function of the security groups. There are no changes to how these security groups function
	Impacted designs:
	• CA-214027 Security and Auditing
	• CA-214037 Update Distributed Documents
	• CA-214038 Add Images Buttons
	• **Reminder:** Functionality remains the same
Imaging Solution Demo • Imaging: Early View Video	• The video demo presented will also be presented at the next JPA meeting. It will be posted to the CalSAWS.org website with the JPA materials for the 11/6/20 meeting.

Wrap-up Items

- Next Meeting – November 19, 2020
- Reminder - Votes are due