

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

Distribution Date:	March 25, 2021
To:	Consortium.RegionalManagers.R6; Committee.Imaging.R6; Consortium.SectionDirectors,
CIT Name:	Imaging Demonstration Videos
From:	CalSAWS Project

Regional Managers, please forward to the appropriate impacted staff in your county:

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|--|---|
| <input checked="" type="checkbox"/> General | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> Policy | <input type="checkbox"/> Caseload Movement |
| <input type="checkbox"/> CW | <input type="checkbox"/> Management |
| <input type="checkbox"/> CF | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> MC | <input type="checkbox"/> Security |
| <input type="checkbox"/> CMSP | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> FC/KG/AAP | <input checked="" type="checkbox"/> Imaging |
| <input type="checkbox"/> Child Care | <input checked="" type="checkbox"/> Migration |
| <input type="checkbox"/> WTW | <input type="checkbox"/> Conversion |
| <input type="checkbox"/> Other Program(s) _____ | <input checked="" type="checkbox"/> Technical |
| <input type="checkbox"/> C4Yourself | <input type="checkbox"/> Training |
| <input type="checkbox"/> Customer Correspondence | <input type="checkbox"/> Help Desk |
| <input type="checkbox"/> Other | |
| <input type="checkbox"/> Reports | |

Description: (Including any step-by-step instructions)	<p>Purpose</p> <p>The purpose of this CIT is to provide Los Angeles County with two Imaging demonstration videos at approximately four minutes each.</p> <p>Background</p> <p>The Imaging Change Management Team has developed demonstration videos on CalSAWS Imaging Single Case and Multi-Case Scanning features, as requested by LA County staff through feedback from the Imaging Change Readiness Assessment Survey, Imaging Roadshows, and the Change Network.</p> <p>The videos provide additional information on:</p> <ol style="list-style-type: none"> 1. Single Case Scan – This video demonstrates the single case scanning capabilities of the CalSAWS Imaging Solution including initiating scan, quality assurance, finalization, and processing of documents for a single case. 2. Multi-Case Scan – This video demonstrates the multi case scanning capabilities of the CalSAWS Imaging Solution including coversheet generation, document preparation recommendations, initiating scan, quality assurance, finalization, and processing of documents for multiple cases
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	<p>Recommended Usage</p> <p>It is recommended that the video files be posted on internal County sites or file-sharing platforms, or shown during unit/staff meetings.</p> <p>Email distribution of the videos is not recommended due to the video files' large size.</p> <p>Recommended Recipients</p> <p>LA County is encouraged to share these videos with all LRS/CalSAWS users for their awareness of the new Imaging features.</p> <p>Additional Information</p> <p>The videos have been posted to the Web Portal at the following folder navigation path: [REDACTED]</p>
Primary Project Contact: (Name, phone number, email address)	<p>Helen Cruz CalSAWS Change Management Lead CruzH@CalSAWS.org (916) 851-3327</p>
Backup Project Contact: (Name, phone number, email address)	<p>Araceli Gallardo CalSAWS Change Management Lead GallardoA@CalSAWS.org 916) 851-3103</p>
Attachments:	N/A
Web Portal Link:	<p>[REDACTED]</p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2021" folder. 4. Click on the appropriate CIT # folder.