

CalSAWS | Case Review Report and Guide

Guide #1: Update the Location of Conviction field on the Eligibility Non-Compliance Detail Page

Completion Date: Optional to Complete Pre-Migration

These steps can be completed as Users are working their cases post-migration

This guide provides detailed actions that end-users can take to manually update their case data due to known data discrepancies in the conversion process.

Overview of Data Gap

Data gaps are defined as a CalSAWS System data element that cannot be converted from the C-IV System.

The Eligibility Non-Compliance Detail page has a Location of Conviction field that is a different field type between C-IV and CalSAWS.

- In the C-IV System, the Location of Conviction field is a text field allowing the user to enter the County/State in which the person was convicted
- In CalSAWS, the Location of Conviction information is captured in two fields:
 - A State drop list that has state abbreviations selection options, and
 - A County text field that requires the user to enter the county name

Figures 1 and 2 show the difference in field types captured for 'Location of Conviction' between the C-IV System and CalSAWS.

Figure 1 – C-IV System screenshot

The screenshot shows the C-IV System interface for the 'Eligibility Non-Compliance Detail' page. The header includes 'Case Name: Test Test' and 'Case Number: 3270773'. The left sidebar lists various navigation options under 'Customer Information' and 'Non Financial'. The main form area contains several fields: 'Program' (Cash), 'Name' (Test Test), 'Type' (IPV/Fraud), 'Reason' (IPV), 'Instance' (dropdown), 'Location of Conviction (County/State):' (text field, highlighted with a red box), 'Date Convicted', 'Begin Date', 'Date Crime Committed', and 'End Date'. Buttons for 'Save and Add Another', 'Save and Return', and 'Cancel' are at the top right of the form.

Figure 2 – CalSAWS System screenshot

The screenshot shows the CalSAWS System interface for the 'Eligibility Non-Compliance Detail' page. The header includes 'Case Name: Case Name' and 'Case Number: L000001'. The left sidebar lists various navigation options under 'Customer Information' and 'Non Financial'. The main form area contains several fields: 'Program' (Cash), 'Name' (Connor, Olen 42M), 'Type' (IPV/Fraud), 'Reason' (IPV), 'Instance' (dropdown), 'Location of Conviction' (highlighted with a red box, split into 'State' dropdown and 'County' text input), 'Date Convicted', 'Date Crime Committed', and 'End Date'. Buttons for 'Save and Add Another', 'Save and Return', and 'Cancel' are at the top right of the form.

Impact Analysis

The Conversion Team has identified C-IV records with a non-compatible Location of Conviction value that requires manual resolution to be correctly mapped to CalSAWS. If these non-compatible values are not updated prior to Migration, no value will appear in the CalSAWS Location of Conviction fields, which can be updated with the appropriate values directly in CalSAWS post-migration.

Clean-up Instructions

Overview

Users should review the impacted cases from the associated **Case Review Report #1** to update Location of Conviction field to the correct format of **[County Name]/[State]**

Instructions

Follow the instructions below to update the Eligibility Non-Compliance Detail page to resolve each impacted case.

Step	Action
1.	Use Case Review Report #1 to select a case. Open the impacted case in C-IV.
2.	Place the cursor over Eligibility in the Global navigation bar.
3.	Select Customer Information in the Local navigator.
4.	Click Non-Compliance in the Task navigation bar.
5.	On the Eligibility Non-Compliance List page: a. Click the Edit button for the appropriate record. On the Case Review Report #1 spreadsheet, use the associated values for: • Non-Compliance Program (column K), • Type (column L), • Reason (column M), • Begin Date (column N), and • End Date (column O) to select the Name of the impacted case on the Eligibility Non-Compliance List page.
6.	On the Eligibility Non-Compliance Detail page: a. Update the Location of Conviction field to the correct format of County/State (e.g., Alpine/CA, Merced/CA, Tehama/CA, etc.). b. Click the Save and Return button.

Note:

If any other format is used, the record will not convert correctly. For example, the following formats would **not** convert:

- Alpine, CA
- Kern CA
- Sutter – CA

Only records with the [County]/[State] format will convert correctly:

- Merced/CA