

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

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| <b>Distribution Date:</b> | July 1, 2021                                                                                                                           |
| <b>To:</b>                | PPOC.40;<br>IPOC.R1, IPOC.R2, IPOC.R3, IPOC.R4, IPOC.R5                                                                                |
| <b>CIT Name:</b>          | <b>UPDATED Case Review Report and Guide #1 – Update the Location of Conviction field on the Eligibility Non-Compliance Detail Page</b> |
| <b>From:</b>              | CalSAWS Project                                                                                                                        |

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

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

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| <b>Description:</b><br>(Including any step-by-step instructions) | <p><b>Purpose</b></p> <p>The purpose of this CIT is to provide the 39 C-IV counties with the following Case Review Report and Guide:</p> <ul style="list-style-type: none"> <li>Case Review Report and Guide #1: Update the Location of Conviction field on the Eligibility Non-Compliance Detail Page</li> </ul> <p><b>Impacted Counties</b></p> <p>Case Review Report &amp; Guide #1:</p> <ul style="list-style-type: none"> <li>Riverside, San Bernardino, Sutter, and Tuolumne Counties</li> </ul> <p><b>Note:</b> Although only a subset of counties is identified as 'Impacted Counties', the Project is taking the proactive approach of providing this CIT to LA County and the 39 C-IV counties to ensure that non-impacted counties have the same information to avoid cleanup efforts in these specific areas between now and CalSAWS Go-Live.</p> |
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|                                                                 | <p><b>Background</b></p> <p>A few pre-conversion data cleansing items have been identified during the development of the C-IV to CalSAWS conversion process. Case Review Guides and Reports have been developed to assist counties. These Case Review Guides and Reports provide counties with the opportunity to update C-IV data as part of the cleanup process to provide optimal conversion outcomes.</p> <p><b>Additional Information</b></p> <p>Attached is the UPDATED Case Review Report and Guide #1: Update the Location of Conviction field on the Eligibility Non-Compliance Detail Page. This is one of three guides in a series of identified design differences that require county action to mitigate any adverse impact to county case records during data conversion.</p> <p>New report extracts will be distributed monthly, accompanied by a CIT. These report extracts will be posted to the respective County's folder in the CalSAWS Web Portal.</p> <p>The CalSAWS Implementation Advance Planning Document (IAPD) includes funding for C-IV county staff at the local level to conduct manual conversion activities which includes data cleansing and data clean-up (pre and post go-live), per [REDACTED]</p> <p><b>County Action</b></p> <p>Examine the Case Review Guide and its associated Reports to review the impacted cases (records that could not be converted due to design differences between C-IV and CalSAWS). For these records to be converted, complete the manual updates by following the instructions provided in the Case Review Guides.</p> <p>[REDACTED]</p> <p>If you have any questions, please contact the Primary Project Contact listed below.</p> |
| Primary Project Contact:<br>(Name, phone number, email address) | <p>Michael Gates<br/>CalSAWS Implementation Lead<br/><a href="mailto:GatesMZ@CalSAWS.org">GatesMZ@CalSAWS.org</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Backup Project Contact:<br>(Name, phone number, email address)  | <p>Robin Avery<br/>CalSAWS Implementation Lead<br/><a href="mailto:AveryR@CalSAWS.org">AveryR@CalSAWS.org</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Attachments:                                                    | <p>Guide #1 – Update Location of Conviction.docx</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| Web Portal<br>Link: | <div data-bbox="332 79 474 126"></div> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"><li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li><li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li><li>3. Click on the "2021" folder.</li><li>4. Click on the appropriate CIT # folder.</li></ol> |
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