


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

<b>Distribution Date:</b>	September 21, 2021
<b>To:</b>	Consortium.RegionalManagers.R1; Consortium.RegionalManagers.R2; Consortium.RegionalManagers.R3; Consortium.RegionalManagers.R4; Consortium.RegionalManagers.R5; PPOCs C-IV Counties
<b>CIT Name:</b>	<b>CalSAWS Imaging Guides for C-IV Counties</b>
<b>From:</b>	CalSAWS Project

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

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|--|---|
| <input 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 type="checkbox"/> Migration            |
| <input type="checkbox"/> WTW                     | <input type="checkbox"/> Conversion           |
| <input type="checkbox"/> Other Program(s) _____  | <input type="checkbox"/> Technical            |
| <input type="checkbox"/> C4Yourself              | <input checked="" type="checkbox"/> Training  |
| <input type="checkbox"/> Your Benefits Now!      | <input type="checkbox"/> Help Desk            |
| <input type="checkbox"/> Customer Correspondence |   |
| <input type="checkbox"/> Other                   |   |
| <input type="checkbox"/> Reports                 |   |

<b>Description:</b> (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 a set of CalSAWS Imaging Guides previously distributed to participants in the CalSAWS Imaging Train-the-SME (ITTSME) sessions.</p> <p><b>Background</b></p> <p>The CalSAWS Imaging Training Team created the following guides for the ITTSME sessions:</p> <ol style="list-style-type: none"> <li>1. <b>CalSAWS Imaging Document Properties Guide</b> – Provides information on CalSAWS Imaging Solution document properties and guidance on where to view or edit each field during initial Quality Assurance (QA) or within County-Maintained Workflow queues</li> <li>2. <b>CalSAWS Imaging Document Retrieval Guide</b> – Provides guidance on the various document retrieval options available in CalSAWS and the Imaging Solution, including drawers, retrieval by page, retrieval by Document Type, and retrieval via Distributed Documents Search and Customer Reporting</li> </ol>
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	<p>3. <b>C-IV to CalSAWS Document Type Guide</b> – Provides a mapping of C-IV Document Types to CalSAWS Imaging Form Names, Imaging Form Numbers, and Document Types.</p> <p>Based on requests received from several C-IV Counties, we are making these guides available to a wider audience.</p> <p>Please note that the information contained in these documents is point-in-time and subject to change. Each County may maintain and update these guides at their discretion.</p> <p><b>County Action:</b></p> <p>Please distribute the attached CalSAWS Imaging guides to appropriate staff. If you have any questions, please reach out to the primary contact and cc your Regional Manager(s).</p>
Primary Project Contact: (Name, phone number, email address)	<p>Ashley Arnold CalSAWS Training Manager 916-862-1769 <a href="mailto:ArnoldA@CalSAWS.org">ArnoldA@CalSAWS.org</a></p>
Backup Project Contact: (Name, phone number, email address)	<p>Rachel Cousineau Accenture Imaging Training &amp; Change Management Lead 530-400-8833 <a href="mailto:CousineauR@CalSAWS.org">CousineauR@CalSAWS.org</a></p>
Attachments:	<p>CalSAWS Imaging Document Properties Guide.xlsx CalSAWS Imaging Document Retrieval Guide.xlsx C-IV to CalSAWS Document Type Guide.xlsx</p>
Web Portal Link:	<p></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"> <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>