

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

<b>Distribution Date:</b>	October 28, 2021
<b>To:</b>	PPOC.39; Consortium.RegionalManagers.All; PPOC.Local; IPOC.All; Consortium.SectionDirectors, Accenture.Execs; Integrated.ReleaseMgmt.Test.North; AppDev.Leads.North; AppDesign.Leads.North; Ted Anderson; Shivani Smith; Amanda Hajj;
<b>CIT Name:</b>	<b>List Posted; Case Data Retention Policy / Legacy Data Systems – Actioned Shell Cases in CalSAWS</b>
<b>From:</b>	CalSAWS Project

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

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| <input checked="" type="checkbox"/> General<br><input checked="" type="checkbox"/> Policy<br><input checked="" type="checkbox"/> CW<br><input checked="" type="checkbox"/> CF<br><input checked="" type="checkbox"/> MC<br><input checked="" type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input checked="" type="checkbox"/> Child Care<br><input checked="" type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> C4Yourself <input type="checkbox"/> Your Benefits Now!<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
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Description: (Including any step-by-step instructions)	<p><b>Purpose</b>          The purpose of this CIT is to inform the C-IV Counties a list has been posted of cases that are part of the Case Data Retention Policy (CDRP) and Legacy Data Systems (LDS) cases that migrated to CalSAWS and had actions taken in error by users.</p> <p><b>Background</b>          CalSAWS migrated the C-IV counties cases that had previously gone through the CDRP and LDS cases into the CalSAWS system. LDS historic shell cases will display a date of October 2021 and have no programs associated to them. These are 'Do Not Touch' view-only cases.</p> <p><b>Additional Information</b>  <b>SCR CA-229302 Implement CalSAWS Case Data Removal Functionality Sprint 3</b> will remove the ability for these cases to be actioned in the future. The scheduled release date is December 2, 2021.</p> <p><b>County Action</b></p>
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	<p>A case list has been posted to the CalSAWS Web Portal at [REDACTED]</p> <p>Review the cases on both tabs in the Excel spreadsheet (CRDP and LDS) and follow your county procedures to take the following actions if necessary.</p> <ol style="list-style-type: none"> <li>1. Close the case.</li> <li>2. Create a new case.</li> <li>3. Link the new case to the previously closed case following the case linking process in CalSAWS.</li> <li>4. Journal all actions taken to the new case per your county's business processes.</li> </ol> <p>If you have questions regarding this CIT, please reach out to the Primary Contact person and cc your Regional Manager(s).</p>
Primary Project Contact: (Name, phone number, email address)	<p>Henry Arcangel 916-846-7352 <a href="mailto:ArcangelH@CalSAWS.org">ArcangelH@CalSAWS.org</a></p>
Backup Project Contact: (Name, phone number, email address)	<p>Nichole Nava 530-514-8672 <a href="mailto:NavaN@CalSAWS.org">NavaN@CalSAWS.org</a></p>
Attachments:	None
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"> <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>